



The Mall School

## **A booklet of useful information for parents and boys in Reception**

This booklet will hopefully provide some of the answers to the most frequently asked questions from Reception parents. However if you have any other questions the first person to approach is your son's class teacher, who gets to know the boys extremely well. We hope of course that all the boys settle quickly into their new class but understand that they can be a little apprehensive. All the staff are well qualified to cope with this but do feel reassured that we will contact you if there is any cause for concern.

### **Staff:**

RW Mrs Samya Whaites BA (Wales) PGCE; classroom assistant Mrs Jeannine Searle, Pearson Edexcel Level 2 (RACC)

RE Miss Natalie Emmanuel BA (Southampton Institute) PGCE; classroom assistant Dawn Dunkling HLTA

Head of Juniors (designated lead for EYFS) Mrs Juliet Tovey, BA (London) PGCE

**Start to the Day:** Please bring your sons through the front pedestrian gate and into the playground. You may want to take your son's lunchbag directly into class where a member of staff will be present from 8.25 am. This is also an opportunity to give any messages you may have for your son's teacher. Registration is at 8.45 am each day. There will be a member of staff on duty in the playground from 8.25 am although boys can arrive any time up to 8.40 am. It is essential that no boy is left unaccompanied by an adult before 8.25 am.. If you arrive before 8.25 am, the boys' safety is your responsibility and they should be kept off the climbing frame. On wet days please come through the side gate and down to the activity room where a teacher will meet you from 8.25 am. To assist the smooth running of the morning, please could goodbyes be said before you hand your child over when he will then be under the supervision of the member of staff on duty. We also offer a before school service for all boys from Reception to Year 3 from 8.00 am to 8.40 am. Further details are available from Mrs Jill Richards, Clubs Administrator (email: clubs@themallschool.org.uk).

**Transport:** School buses run each morning from Richmond (through East Twickenham), from Osterley (through Isleworth and St Margarets) and from Kingston (through Teddington) - for information contact the Mall Infants Secretary, Mrs Sarah Horley (mornings)/Ms Julie Pulford (afternoons). Boys may begin using school mini buses from Year 1, providing they have an older brother at the School who is also travelling with them. Once boys reach Year 2, they may travel by school mini bus.

**Parking:** Parents are reminded that in the interests of safety they may not stop on the zigzags outside the school. In the interests of local residents, please do not obstruct the entrances of offices or flats close by, nor park in their car parks. There is disabled access to the right of the school which must be kept clear at all times.

**Uniform:** Boys are expected to be neat and tidy at the start and end of the school day. All boys must wear a blazer to school. You should already have a comprehensive uniform list; further copies can be obtained from the Office. Please name all clothes, including underwear, socks and shoes as these can become mixed up during changing for swimming.

**Break and Lunches:** At break time boys may bring a drink of juice or water and a piece of fruit or raw vegetable. No bottles, cans or sweets please. Boys may have milk, which can be ordered through the Office.

Lunch: is on a cafeteria system with boys going into lunch by classes. There is a wide choice of food available (hot and cold, main course and dessert) and a vegetarian option is always provided. Food is

freshly prepared on the premises and the school has a healthy eating policy. Further information about food is to be found on our website as are the daily menus. The School is able to operate nut-free catering but parents of boys with food allergies must inform the School in writing with full details, so that any risk can be assessed. To support boys with nut allergies, parents are asked never to send nuts or products containing nuts to school in lunch boxes or as snacks.

**End of the Day:** The children are brought to the front door to meet you at 3.00 pm and prompt collection is appreciated. If this does present a problem, after school care is available until 6.00 pm but this must be booked via Mrs Sarah Horley/Ms Julie Pulford in the Mall Infants School Office. Boys attending after school care are walked to the main school site, supervised by a member of staff.

Should your child be collected by someone other than yourselves on any particular day, a brief note of this ensures that we put him into the right hands. A note for this purpose will be included in your son's book bag. Please only take another child if a parent has specifically asked you to collect him and ensure that the class teacher is aware of the arrangement. This will prevent any uncertainties and will ensure the safety of the boys.

Any boy not collected by 3.10 pm will join after-school boys at the main site and a charge made for after-school supervision.

**Security:** The pedestrian gate onto the main playground is locked from 9.00 am until 2.50 pm each day and admission during this time is by intercom to the Office. For the boys' safety, could all parents please ensure that both gates at the pedestrian entrance are firmly closed as you enter and leave Mall Infants. At lunch and break times all boys are supervised by members of staff and the gates to the entrance of the main playground are kept locked. No boy is allowed off the school premises unless supervised by an appropriate adult.

In the highly unlikely event that a boy went missing, his parents would be informed immediately, all available members of staff would search the school premises for the boy and the police would be contacted.

**Homework:** Boys in Reception will have a reading book twice a week initially or a small task to perform occasionally. All boys are expected to read for about 10 - 15 minutes each night and what they have read should be recorded in their reading booklet.

**Parents' Evenings:** All Infant Classes have a meeting early in the autumn term for parents to meet the class teacher. This meeting covers the types of activities provided for the children, the daily routines of the school and other general information. Parents' evenings where you can meet your son's teacher individually to discuss his progress are held in the autumn and spring terms.

**Reports:** Boys in Reception have three reports during the year - one in each term. Our reports try to be positive but are honest and will highlight boys' strengths while suggesting areas for improvement. Reports are not written as testimonials and parents do not have to show them to anyone else. We welcome comments on reports which are always read by the Head of Juniors and action is taken when appropriate.

The summer term report provides a written summary about a boy's progress against the early learning goals. Parents can ask to discuss this report with the class teacher or receive a copy of the Early Years Foundation Stage Profile. For any other personal files on their sons, they are asked to put a request in writing to the Headmaster. Information pertaining to a third party will not be disclosed.

**Additional Support:** At various stages during their school career some boys may find parts of the curriculum more demanding and they will have the opportunity while in Reception to Year 3 to receive some additional support teaching. The boy's parents will be informed of this and feedback on his progress will be forthcoming via parents' evenings, termly meetings with the appropriate staff and the school reports.

A boy who has English as an additional language and is experiencing difficulties in class as a result may need to receive extra support. There will necessarily be a charge for this service. Parents will be contacted and, once the support is in place, there will be feedback from the appropriate staff as described above.

**Swimming:** Reception boys begin swimming classes in the first complete week of term after the initial days settling in. They will need swimming trunks (**not** shorts please), a Mall school swimming hat, a towel and a swimming bag (all items to be named). If a boy has a verruca then he must wear a verruca sock or have the verruca “sealed” with Bazuka, to prevent cross-infection. On swimming afternoons boys should be collected from the main site.

**Games:** Apart from swimming kit, Reception boys only require a shoe bag containing named plimsolls or trainers (slip on or Velcro fastening). This bag will be provided on their first day.

**Houses:** For Sports Day, all boys are placed in one of four houses: Jays, Magpies, Robins and Swallows. As they move into Year 2, boys can earn points for their houses through good work or behaviour.

**Behaviour:** Staff in the Juniors operate a positive rewards system which recognises and encourages boys’ behaviour, as well as hard work and progress. Boys receive stickers and they are awarded certificates which are presented in a weekly assembly. However, boys are not always perfectly behaved and if they behave badly they may receive a verbal reprimand, be kept back at break or be spoken to by the Head of Juniors. Where such behaviour is persistent, the class teacher of course informs parents.

**Health:** A Health and Safety Document, available from the Bursar explains how boys are treated if ill or injured and how parents are contacted if necessary. A copy is issued to parents when a boy joins the School. All medicines and inhalers must be handed to the Office, rather than the class teacher, for safe keeping and administering. Please let the class teacher and office know of any health problems or allergies that your boy may have; also any special dietary needs but please do not include food likes and dislikes.

**Absence:** If a boy is ill parents must notify the School immediately, stating the nature of the illness. Parents are asked to confirm in writing any absence of more than three consecutive days.

All requests for leave of absence for boys should be addressed to the Head of Juniors, at least one week in advance – leave of absence for periods of time adjacent to school holidays will not normally be granted.

**Mall School Association (MSA):** The MSA supports the School via fundraising and social activities and parents who would like to volunteer to take an active part can contact the current Chair via the School.

**Communication:** Each boy is given a reading folder on the appropriate reading days selected by the class teacher. You will become familiar with this as the term progresses. Any important letters from the School will be put into these folders so please check them regularly. Newsletters and communications from the Mall School Association are normally published on Fridays. Where parents have provided an e-mail address, Mall School newsletters are sent monthly via e-mail, with a hard copy only to those without an e-mail address. Please also check the notice board in the playground at Mall Infants for information and general updates. The School subscribes to ClarionCall which is a text-based service which enables us to contact parents quickly in an emergency or when there has been an unexpected change to the school routine (for example cancellation of games, late return from a school trip, etc).

Class teachers are very happy to speak with parents and the end of the school day is an ideal opportunity for a quick word. Should you believe a little longer will be needed, then please make an appointment with the teacher through Mrs Horley or Ms Pulford, the Mall Infants’ Secretaries. If any message needs to be passed on in the morning, please write in the message book held by the teacher on duty.

The Mall Infants’ Secretary is available from 8.15 am but parents wishing to report an ill son earlier than this can do so by phoning 020 8898 3528 and leaving a message on the answer-phone. The Office at Mall Infants is normally manned until 3.45 pm.

**Website:** The school website at [www.themallschool.org.uk](http://www.themallschool.org.uk) includes basic information about the syllabus for each year group.

**Email addresses:**

Mall Infants' Secretary	mallinfants@themallschool.org.uk
Headmaster's Secretary	admin@themallschool.org.uk
Head of Juniors	headofjuniors@themallschool.org.uk
Director of Music (Lisa Colclough)	music@themallschool.org.uk
SENCo (Debi Wright)	senco@themallschool.org.uk

**Publicity:** From time to time the School will wish to create material to be used for publicity purposes. Should you not wish your son to be included in any such materials you are asked to notify the Head of Juniors in writing immediately. Otherwise the School reserves the right to include your son in any publicity material, eg Press article, prospectus, website etc.

**Filming and Photography:** The School does not wish to prevent parents from taking photos or filming events which involve your own sons.

However there are some circumstances when photography or filming are not permitted. Firstly, for some School plays we are required to purchase a performing licence where we would be in breach of copyright restrictions if photography or filming were to take place. In this situation a member of staff will inform parents at the beginning of the play of this restriction. Secondly, as is common practice elsewhere, we also ask that parents do not film or take photographs in the swimming pool or changing rooms.

For other events we ask that if parents are taking photographs or filming they show consideration to other parents by not being so enthusiastic that they spoil the occasion for others by getting in the way. We also ask that if the photographs or film you take contains images of children other than your own you do not upload these to social media sites.

**Policies:** The following are available on request and are also available in hard copy to be consulted in the School Office, either at Mall Infants or at the main site:

- Admissions
- Behaviour
- Rewards and Sanctions; Discipline
- Exclusion
- Anti-Bullying
- Special Educational Needs & Learning Support
- English as an Additional Language
- Welfare (Safeguarding) – also available on the school website
- Curriculum
- Health and Safety
- Health and Safety on School Visits
- Equal Opportunities Policy
- Previous Years' Academic Results
- Complaints Procedure (and number of formal complaints in previous school year)

Parents can also raise concerns related to the quality of education or the welfare health or safety of pupils, to Ofsted (Ofsted National Business Unit, Piccadilly Gate, Store Street, Manchester M1 2WD; tel: 0300 123 1231, [www.ofsted.gov.uk](http://www.ofsted.gov.uk) ) and/or to the Independent Schools Inspectorate (Durell Barnes, Head of Communications, Independent Schools Inspectorate, CAP House, 9-12 Long Lane, London EC1A 9HA; tel: 020 7600 0100).

The Mall School is a registered charity. The Chairman of Governors is Mr R J H Walker, The Mall School Trust, 185 Hampton Road, Twickenham. Telephone: 020 8977 2523.

**Staffing:** A complete list of governors and staff (with qualifications) is to be found on the website and is available in hard copy on request from the Office.

Mrs Juliet Tovey  
Head of Juniors  
Sept 2015