



The Mall School

A Leaflet for Parents and Boys joining the Senior School

When boys enter the Senior School, they often find their first term quite demanding as they move from a single class teacher to different teachers for each subject, and from living in their classroom to taking their books to the various subject rooms in the Ellis and Waterfield Buildings, the Science Labs and the Art and Design Departments.

We hope this booklet will provide some of the answers to the most frequently asked questions. If in doubt, the first person to approach is the form tutor, who gets to know the boys in the form extremely well. Although boys are now Seniors we still occasionally find it useful to distinguish Middles (Years 4, 5 and 6) from older Seniors (Years 7 and 8).

If parents have concerns about a boy's general welfare or academic progress, they should initially speak to the form tutor. If the problem is more serious, or it has not been resolved by the form tutor, parents should speak to Mrs Scott who is the Assistant Head for pastoral matters, or Mr Miller who is Assistant Head for academic concerns.

Houses: Forms are augmented by the house system. Boys can gain credits from teachers for good work, sporting performance, good behaviour and so on, and these credits are part of the competition for excellence between Houses. The credit system, house assemblies and house sports are intended to give an additional "vertical" structure to the school by including boys from different age groups. There are four Senior Houses, all named after Oxbridge Colleges. The Old Mallian Shield (for the winning House) is awarded annually.

House	House Leader
Corpus	Mme F Higham
Magdalen	Mr T Wood
Pembroke	Ms S Warrington
Trinity	Mlle F Gaillard

Parents' Evenings: Years 4 to 7 have one Parents' Evening a year - Year 4, 6 & 7 in the Autumn Term, and Year 5 in the Spring Term. Year 8 forms have meetings in both the Autumn and Spring Terms. Form Tutors and teachers are, however, happy to see parents by appointment at other times. Year 4 also have a Parent/Form Tutor meeting early in the Autumn Term.

Exams:

Year 4:	English and Maths (Spring Term) All subjects excluding RS (Summer Term)
Year 5:	English and Maths (Spring Term) All subjects excluding RS (Summer Term)
Year 6:	English and Maths (Autumn Term) All subjects including RS (Summer Term)

Year 7: All subjects (Spring Term)
All subjects (Summer Term)
Year 8: Mock Common Entrance or Scholarship exams (Autumn Term)
Mock Common Entrance or Scholarship exams (Spring Term)

Homework: Middles (Years 4 and 5) receive two homeworks a night, lasting roughly 20 minutes each. There is no homework on Wednesdays; all subjects have one homework per week except for French which has two. *Regular reading is recommended at home in addition to the standard allocation.*

Seniors (Years 6 and 7) have two per night, including Wednesday, and three at the weekend. Homeworks last for 30 minutes each in Year 6 and increase to 40 minutes each by Year 8. Year 8 have two homeworks on games days, three on the other days.

The above times are inevitably only a rough guide since the time it takes for an individual boy to complete work will vary. There is a space in the homework diary for boys to write how long their homework has taken. Form Tutors have time set aside on a regular basis (though not daily) to monitor boys' work habits and to respond to comments in the homework diary. Parents are asked to sign the homework diary at the weekends to indicate that they have seen what work is being set.

Reports are written twice a year - for Year 4 and 7 in the Spring and Summer Terms; for Years 5 and 6 in the Autumn and Summer Terms; for Year 8 in all three terms. While reports are intended to encourage, they are nonetheless realistic and point out problem areas as well as trying to suggest solutions. Grade A is deliberately reserved for straightforwardly excellent work and in some ways the effort grade is the more significant. Reports include space for parental comment and action is taken when appropriate.

Grades: are awarded at Half-Term and at the end of Term, via the full report or a grade sheet. Grades are awarded as follows:

Achievement A – E; Effort 1 -5, using the following approximate criteria:

A (or 1) excellent; B (or 2) good; C (or 3) satisfactory (in a positive sense); D (or 4) unsatisfactory; E (or 5) cause for concern – only likely if home and school have already shared the concern

Credits & Minuses: Credits are given not just for good or improved work but for almost any aspect of what a boy does in school and count towards house points. However if a boy behaves badly he will be given a Minus which is entered in the Form's Minus book and which the Form Tutor will discuss with him. Two minuses in a week and a boy will report to the assistant Head (Pastoral) for a break time detention. Three minuses in a week and a boy reports to Mr Fair, the Deputy Head, who will normally give a detention after school – parents will be informed in advance. Minuses are not normally given for bad work: boys will be expected to repeat work that is substandard. Headmaster's Commendations can be given for outstanding work and for outstanding effort.

Learning Support: All Year 4 boys sit a Cognitive Abilities Test during their first term in the Seniors and we will contact parents if, as a result of the test, we believe that a boy may need extra support or even a referral to an educational psychologist for a formal diagnosis. Mrs Wright, who is the school's Special Educational Needs Specialist, co-ordinates the response to boys who have been identified as having a specific educational need. She is able to advise parents on how to obtain specialist advice or specialist support.

Future Schools: The Headmaster meets all Year 5 parents individually to begin to plan for the transfer to senior school at the age of 13. We issue an explanatory leaflet on Senior School choice and there is an annual Future Schools Evening to which Year 4 to 6 parents are invited so the process of applying to senior schools can be explained by the Headmaster.

Uniform: Boys are expected to arrive at and leave from school neat and tidy, wearing blazer and tie. In school a boy may leave his blazer on the hook provided. Boys are not allowed to wear shirts outside their trousers. Hair should be clean, neat and a natural colour.

Books: The School provides a homework diary, exercise and text books. Parents are asked to provide plastic folders for each subject (8 in all) to help boys with personal organisation – the sort that have an elasticated lace to keep them closed and an expandable gusset. Boys should put the name of the subject on the folder and keep all books and papers relating to it together. A ring binder file is useful for keeping French worksheets together at home (not in school). Typical contents of a pencil case will include: ink pen and washable blue cartridges; spare pen; biro for Science; 2 sharp pencils; 2 coloured pencils; pencil sharpener; rubber; small glue stick; 2 clear rulers (15cm and 30cm); small pair safe scissors (not pointed); felt tips for occasional use; geometry set.

Before School: Boys are not allowed inside the Gates before 8 am. Once inside, Year 5 – 8 boys and Year 4 boys who are accompanied by a parent may go to the form room to leave their bags before going to the Field (the swimming pool playground); unaccompanied Year 4 boys must leave their bags outside. Boys remain on the Field unless required for Music. There is a teacher on duty and boys can only stay indoors with his or her permission.

Morning Registration is at 8.30. First lesson starts at 8.40.

After School: Years 4 – 6: School ends at 4.00 pm. Boys meet their parents* on-site. If no-one collects them they report to Reception and parents are contacted. We recommend that boys of this age do not leave School unaccompanied by an adult. Any parent who disagrees and wishes their son to leave unaccompanied, is asked to inform the School in writing. **Years 7- 8:** Boys may leave unaccompanied but we recommend to parents that (depending on the nature and distance of the journey) boys do not leave alone – they should at least be with one other boy.

**Parents are asked to let us know in writing who is likely to collect their son if they personally are not regularly able to collect them, except where senior boys are leaving unaccompanied as described above.*

Boys must not wait in the street to be collected and are told that they must wait inside the School gates until they see their parent arriving. Boys are also told that they must not cross the road except at the pedestrian crossing even if accompanied by an adult, and parents are asked to reinforce this elementary road safety policy with their sons.

After School Activities: There is a range of after school activity clubs available at an extra charge, including swimming, chess, judo, table tennis, science, stop-animation, and seasonal cricket nets. All clubs are booked on a termly basis, administered by Mrs Richards, our Clubs Administrator.

Homework Club: Homework club is available to all senior boys daily. Sessions run from 4.15 – 5pm, and 5-6pm. A member of staff is available to the boys for homework support during this time, and to sign homework diaries. It is available on a regular or ad-hoc basis, with all bookings administered by Mrs Richards.

Absence: If a boy is ill parents must notify the School immediately, stating the nature of the illness – there is a dedicated voicemail option for this purpose which can be dialled at any time. 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 Headmaster in writing (or, in the case of Juniors, 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.

Music: Boys go to individual lessons out of their class on a rotating basis so that they do not miss the same lesson each week. For boys in choirs or orchestras there are often extra before school rehearsals just before major events especially towards the end of term. Parents interested in instrumental lessons for their son should contact Mrs Colclough, the Director of Music.

Lunch: is on a cafeteria system with boys going into lunch by forms. 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. Some boys need persuading to eat healthily and parents are asked to join teachers in checking that this is so. Menus with details of allergens are published on the website.

The School is aiming 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.

Games: Boys in Years 4, 5 and 6 play games on Tuesday and Friday afternoons, boys in Years 7 & 8 on Mondays and Thursdays. Boys travel by coach or school mini-bus to games (normally held in Bushy Park). Football is played in the Autumn term up to mid-November, followed by Rugby till the end of the Spring Term. The summer sport is Cricket. Teams for matches are posted at the entry to the School Reception on the previous day and indicate venue, time of start and time of return. Details of fixtures are also available on the School's website.

In normal circumstances boys are brought back to school after games for collection. Parents are asked to inform us in advance if they need to collect their sons from Bushy Park on a regular basis. On such occasions, parents should ensure that a teacher ticks their son's name off the list when they are collecting him. Mall School staff will not allow boys to leave Bushy Park unaccompanied, nor will boys be left at Bushy Park unless with a named adult.

Games Clothes: (see uniform list or see the website). Although many boys like to wear them, white trousers for cricket are only required if a boy is in a school team. For PE boys must wear the white school polo shirt with school motif.

Off Games: Parents should email or telephone the Office at the start of the school day if a boy is not participating in Games or swimming. Depending on the reason and the weather the boy will, if feasible, go and watch his Game or otherwise will work quietly at School until the normal finish time.

Health: There are full procedures in place for fire drills and evacuation to St James's Junior School in case of fire or other emergency. Further details on Health and Safety and on insurance matters are available on request from the Bursar. There are water fountains in both playgrounds and boys are encouraged to bring a solid plastic water bottle to school, with a sealable cap. Only water (and only still water) is allowed.

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 Reception.

Parents are reminded that there is a home for the elderly, Sandown Court, opposite the school: please do not park across the entrance or obstruct access for ambulances or service vehicles. Boys must cross the road at a pedestrian crossing, even if they are accompanied by an adult.

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 Headmaster 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.

School Office: The School Receptionist is available from 8.15 am but parents needing to report an ill son can do so by using the voicemail option available at any time on 020 8977 2523. The Reception/Office area is normally manned until 4.45pm.

Communication: The Headmaster's monthly Newsletter is sent by email (hard copy to parents with no email address) on a Friday. Other letters from the MSA or from individual teachers mostly go out on Friday and Form Tutors ask boys to note in their homework diaries if a letter is going home via satchel post. 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).

Website: The school website at www.themallschool.org.uk has useful information for parents and includes details about the year's academic syllabus for each subject.

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.

Email addresses:

Ms Penny, Headmaster's Secretary:	admin@themallschool.org.uk
Mrs Moria, Bursar	bursar@themallschool.org.uk
Mrs Colclough, Director of Music:	music@themallschool.org.uk
Ms Dabkowska, School Receptionist:	enquiries@themallschool.org.uk
Mrs Kane, Finance Manager:	finance@themallschool.org.uk
Mrs Richards, Clubs Administrator:	clubs@themallschool.org.uk

Mr Fair, Deputy Head: deputyhead@themallschool.org.uk
Mrs Scott, Assistant Head (Pastoral): pastoral@themallschool.org.uk
Mr Miller, Assistant Head (Academic): academic@themallschool.org.uk
Mr Wood, Head of PE: pe@themallschool.org.uk

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
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
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 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.

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