



The Mall School

A booklet of useful information for parents and boys in Years 2 and 3

This booklet will hopefully provide some of the answers to the most frequently asked questions from Year 2 and 3 parents. However if you need to know anything else the first person to approach is your son's class teacher, who gets to know the boys extremely well.

Staff:

2H Mrs Kären Hall BEd (Liverpool); classroom assistant Mrs Margaret Guzner HLTA

2N Mrs Rebecca Newton BA (Manchester) MA (Manchester Metropolitan) PGCE; classroom assistant Mrs Sarah Hayes

3G Mrs Sandra Giffen BEd (Southampton)

3A Mrs Annie Grundy BA (Sheffield) PGCE

Start to the Day: Boys, unless required for Music, should be delivered to the playground entrance gate. Boys should arrive no earlier than 8.25 am when there will be a member of staff on duty, and no later than 8.35 am. Boys must not be left on their own until the teacher is on duty. The boys then enter the building with their class teacher who collects them. Registration is at 8.40 am each day.

Before School Club: We offer a before school service for all boys from Reception to Year 3 from 8.00 to 8.40 am. Further details are available from Mrs Jill Richards, Clubs Administrator.

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 main school: please do not park across the entrance or obstruct access for ambulances or service vehicles. For the safety of all boys, it is vital that no one parks or stops on the zigzag yellow lines outside either school site.

Uniform: Boys in Years 2 and 3 are required to wear shirts and ties. Some practice in tying these before coming back to school next term would be much appreciated. Boys are expected to be neat and tidy at the start and end of the school day. 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 and games.

Break: At break time boys may bring a drink (no glass bottles or cans please) and a healthy nut-free snack, ideally fruit or vegetable. 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: Each boy has a reading folder which contains his reading book, reading booklet and any homework. Any important letters from the School or MSA will be put into these bags so please check them daily.

Boys are dismissed by teachers at 3.30 pm, to the safe-keeping of their waiting parents. Any boy not collected by 3.40 pm joins after-school care, which is charged to the parents. At 3.30 pm boys who are booked into after-school care go directly there. After school care runs to 6.00 pm; this should be booked via Mrs Jill Richards, Clubs Administrator.

Parents are asked to let us know in writing who is likely to collect their son if they personally are not able to collect them. No boy in the Juniors leaves school unaccompanied by an adult.

Homework: A boy in Year 2 will have homework each weekend and spellings to be learnt during the week including written practice. A boy in Year 3 has one homework each night. These will generally last 20 - 30 minutes each. Boys in Year 3 have a homework diary which parents are asked to sign each week.

In addition to their homework, all boys are expected to read for about 15 - 20 minutes each night and what they have read should be recorded in their reading booklet. Parents should try to listen to their sons read 3 - 4 times a week. As your son's reading improves the number of times you listen to him can decrease. However, even the most able reader can benefit from having a parent listen to him and discussing the story or explaining new vocabulary.

Equipment: Pencils, rubbers and rulers are provided but boys in Year 3 may bring a pencil case with their own writing equipment, coloured pencils or felt tip pens if they wish. It is advisable that these items are named.

Contact with the Class Teacher: 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 would be needed, then please try to make an appointment with the teacher. If any message needs to be passed on in the morning, please give a written note to your child to hand to his teacher at registration, or hand it directly to the teacher on early morning duty who will ensure it reaches the correct destination.

Parents' Evenings: All Junior classes have a class meeting early in the autumn term for parents to meet the class teacher and find out about the curriculum for the coming year and other general information. Parents' evenings, when you can meet your son's teacher individually, are held for Year 2 in the autumn and summer terms and for Year 3 in the spring and summer terms.

Reports: Reports for Year 2 are written during the spring term and at the end of the school year, and for Year 3 in the autumn and summer terms. 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 class teacher and me and action is taken when appropriate. Boys in Years 2 and 3 are given Achievement grades, A to C, and an Effort grade 1 to 3. The approximate interpretation for these grades is as follows: A or 1 excellent; B or 2 good; C or 3 some weakness.

Exams: are first set for boys in Year 2 in the summer term and for Year 3 in both the spring and summer. The class teacher will ensure that the boys know what is involved in plenty of time.

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 the Juniors 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 class staff and the twice yearly school report.

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: Year 2 and 3 boys begin swimming classes in the first week of term. They will need swimming trunks (rather than shorts), a towel, a Mall School swimming hat and a swimming bag.

PE: Boys have PE once a week on site; the PE kit consists of the white school polo shirt (with School motif), white shorts, white socks, and white trainers.

Games: In the autumn term Years 2 and 3 go to games on Wednesday afternoons at St James' School playing field. Boys will need their full games kit from the start of term. The kit consists of a reversible black/red rugby shirt, a pair of black rugby shorts and football socks (Mall School colours), obtainable from Stevensons or the Thrift Shop. Boys will need either football or rugby boots which must have Velcro fastenings. All boots must have kite-marked rugby studs, rather than football studs. Please ensure that all items of kit, including boots, are named.

If a boy is off games that day his class teacher should be informed by note and he should be collected and taken home at 2.00 pm, as there is no provision within the Juniors for looking after him.

Art: Please provide a painting apron or overall since art and craft work can be messy. Those with full-length elasticated sleeves are best suited to their needs.

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 the Director of Music (Mrs Colclough).

Houses: As boys move into Year 2 they are placed in one of four houses: Jays, Magpies, Robins and Swallows. 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 or house stars, and they are awarded certificates which are presented in a weekly assembly. However boys are not always perfectly behaved – 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 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 – 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 Junior 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.

School Office: The School Receptionist (Ms Dabkowska) 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 4.45 pm.

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: Any important letters from the School will be put into reading 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).

Website: The school website at www.themallschool.org.uk has useful information, including basic information about the year's academic syllabus for each subject.

Email addresses:

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| Head of Juniors | headofjuniors@themallschool.org.uk |
| Headmaster's Secretary: | admin@themallschool.org.uk |
| School Receptionist | enquiries@themallschool.org.uk |
| Clubs Administrator | clubs@themallschool.org.uk |
| Head of PE: | pe@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, e.g. 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 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.

Juliet Tovey
Head of Juniors
September 2015