

ROSE HILL SCHOOL

ROYAL TUNBRIDGE WELLS



LOWER SCHOOL HANDBOOK

2016 / 2017



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WELCOME

It will be a pleasure to welcome your child into Year 3 and the Prep School in September, and the staff will do their utmost to ensure that he or she settles quickly and becomes confident and happy.

We pride ourselves at Rose Hill on our good relationship with parents, and are always pleased to discuss your concerns. Your positive interest will always be appreciated and early dialogue will often prevent minor problems from becoming more serious.

I hope you will find this booklet about Year 3 and the Lower School useful. Parents with siblings will probably be familiar with all procedures but there may have been a few changes of which you are not aware.

David Everist
Head of Lower School





Contact Staff

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Academic Matters	Mr Phil Long (<i>Director of Studies</i>) phil.long@rosehillschool.co.uk or Mr David Everist (<i>Head of Lower School</i>) david.everist@rosehillschool.co.uk
Clubs & Activities	Mr Will Skottowe (<i>Deputy Head</i>) will.skottowe@rosehillschool.co.uk
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Health	Mrs Juliet Makinson (<i>School Nurse</i>) juliet.makinson@rosehillschool.co.uk
Instrumental Tuition	Mr David Everist (<i>Director of Music</i>) music@rosehillschool.co.uk
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Parental Links	Rose Hill Parents' Association pa@rosehillschool.co.uk
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Transfer to Year 3

At the beginning of Year 3 pupils enter the Prep School, where they remain as part of the Lower School for three years.

The children adapt very quickly and they soon settle into the new routine.

Each form continues to have a Form Tutor who is responsible for their educational and social development.

Years 3 and 4 are taught mainly by their Form Tutor, but specialist staff teach French, Music, Art, ICT, DT, Games and PE. Your child will already be familiar with most of these specialist teachers if he or she has been in the Pre-Prep department, so this will seem perfectly natural.

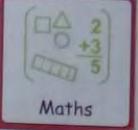
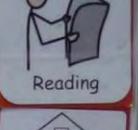
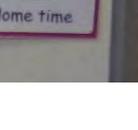
There are two classes in each year group and the average class size is 18. It is important to stress that both classes follow the same syllabus.

The children will be expected to complete set tasks which comprise regular written homework, learning preps and reading. Your support will help them to establish a good routine.

Staff will outline specific days for these preps and these will be recorded in the Pupil Planner. Please do use the Pupil Planner to communicate with your child's Form Tutor.



The School Day

8:25am	 Registration
8:40am	 Assembly
9:00am	 Maths
10:00am	 Literacy
11:00am	 Play
11:30am	 Reading
12:30pm	 R.S.
1:00pm	 Lunch
2:00pm	 Science
3:00pm	 Art
4:00pm	 Home time

The School Day starts at 8.25am and is outlined in the Parent Handbook.

Between 8.25 and 8.40am Prep School pupils are registered, unpack their bags and prepare for the day. Form Tutors also use this valuable time to talk with the form, so it would be much appreciated if parents who wish to discuss their child's progress would make an appointment with the Form Tutor at a mutually convenient time, rather than trying to make contact in the busy mornings.

Should there be an urgent matter, Mr Everist is available between 8.00 and 8.15am so please contact him rather than your child's Form Tutor.

The First Day

On the first day of term all children should arrive between 8.00am and 8.20am and report with their belongings to the Dining Room.

In addition to a busy academic programme, the children have an opportunity to join various clubs and activities. There is a wide variety of clubs available and information about these will be sent out prior to the start of term.

The class teachers, Mr Everist, and teaching assistants will be very much on hand during the first few days of the new term, to assist the children in familiarising themselves with new situations and routines, and you can be assured that your children will be in safe hands.

We generally find that all children have settled really well within the first two or three days, but the class teachers will be on hand down at the pick-up point at the Octagon at 4.00pm during the first week of term in case parents wish to see how things have been going.

There are no clubs and activities during the first week of each term (although there is supervision available until 5.15pm if necessary), and children will be ready to go home at 4.00pm, hopefully full of enthusiasm for their new classes, lessons and teachers!



Homework and Expectations

Children in Year 3 will receive daily homework tasks, and the timetable is, generally, as follows:

MONDAYS:	English & Reading
TUESDAYS:	Maths & Reading
WEDNESDAYS:	—
THURSDAYS:	Maths & Reading
FRIDAYS:	Spellings & Reading

The homework is mostly designed to be completed independently by the children, and should take a maximum of around twenty minutes each day for subjects in addition to reading. There may also be, from time to time, work to be completed in a different subject (Science, Geography etc) instead of the Maths or English.



Although children may stay at school if necessary to do their homework under supervision, we encourage Year 3 pupils to use this time (4.15pm – 5.15pm) either to enjoy an after-school club instead, or to go home. Those children who do stay for supervised prep will be given a snack and drink at 4.00pm.

Reading and reading records

We believe that daily reading is important, and all children should be reading for a short while every day. The children should bring their reading records and reading books home daily, and we would encourage parents to hear their children read on a daily basis and record comments within the record.

Reading is of course integral to the curriculum, and the children are heard reading at school in a number of different ways.

Regular reading sessions take place in the Library, and the children also receive guidance from the school Librarian as to which books are appropriate for their level.

Most weeks children will read to the class teacher once a week, and those children who are considered in need of extra support will be heard by our Learning Skills teacher or a teaching assistant. Pupils and parents should establish a routine for learning so that good habits are encouraged, and we welcome any comments in the Pupil Planner or by email.

Dots, Pluses & Minuses

Once in the Prep School, children are awarded pluses - for good behaviour, manners, and academic success. Pluses are given generously in all subjects and for extra-curricular activities and clubs too, and they are recorded in the Pupil Planner. Similarly, dots and minuses can be given to children for poor and unacceptable behaviour, and in some cases poor effort or poorly presented work.

Aware of the fact that children new to the Prep School tend to worry greatly about the minus system, a warning 'dot' system is in place in Year 3 to help ease the transition from the rewards and sanctions process in Pre-Prep.

Rather than issuing a minus immediately, a member of staff will instead issue a 'dot'. A third dot in the same week will result in a minus being given. It is therefore, in effect, a helpful warning system to the child, and in fact simply serves to lessen the likelihood of minuses being handed out in Year 3. The School does still reserve the right to give minuses in Year 3 without going through the 'dot process' first if needs be, but it is true to say that minuses are not often handed out without the children being fully aware that they are 'heading towards' a minus.

Staff are always sensitive to our younger children, and any sanction imposed will always be explained in a careful and sensitive manner. The Head of Lower School monitors all minuses and is always happy to speak to parents concerning such sanctions.



The end of the day

At the end of the day - at 4.00pm (5.15pm if an after-school club has been attended) all children must check out with the member of staff on duty down by the Octagon area. The children are expected to be dressed correctly at this time, and should have with them their school bag containing their homework, their reading book and reading record and their homework diary.

When parents arrive to collect their child, the child should tell the member of staff on duty that they are going home. Great care should be taken in the school car-park, and children should not be allowed to play in the vicinity of the car park after they have been dismissed. The children must also remain in the correct school uniform until they have left the premises.

If children not doing after-school clubs have not been collected by 4.15pm they will be taken into Prep where they will be supervised. We do request that the children are collected promptly at dismissal times, and that once you have collected your child, you vacate the car-park as quickly as possible. These actions help with traffic flow and allow duty staff to perform further duties later on during the afternoon.

Please notify the school office before normal dismissal times if, for any reason, there are unforeseen delays, so that the message can be delivered to the duty staff, and in turn to the children concerned. Children who expect to see their parents and are unaware of delays can sometimes become very upset very quickly!

The end of the day is an extremely important part of the day, and our procedures are in place to ensure the paramount safety of the children. It is essential therefore that there is an up to date record of all contact numbers, including mobile numbers.



Equipment & Uniform

Children in Year 3 are expected to bring their own small pencil case into school each day. It should contain several writing pencils, a 30cm ruler, an eraser, a sharpener and coloured pencils. They do not need glitter pens or smelly pens. Calculators, geometry equipment and fountain pens are not required until Year 5. They should come to school each day with a healthy break-time snack. Water and milk are provided by the school each day at 11.00am.

Children are provided with a Rose Hill Hymn Book on entry to Year 3, and this is a chargeable item which needs to be looked after. The hymn books remain the property of the children and are used daily.

All children are required to have a School Bag and this is available from the School Shop. Some children find the organisational side of life in Year 3 difficult, and for that reason we ask that parents encourage the children to adopt a routine for packing and checking their own school bags every evening - for homework, planners, reading book and reading record and a healthy break-time snack. Rucksack style bags are not permitted.

The Uniform Shop is situated on-site at Rose Hill, and is open - during term time - every Tuesday between 3.00pm and 5.00pm. Holiday opening hours are always posted on the school website and in the final newsletter of each term. The shop may also be accessed via the school website.

It is extremely important that children have all the correct equipment and uniform, and we would ask all parents to check and double check the school uniform lists (again, available online on the school website) to ensure that all necessary items have been purchased. If in any doubt, please contact Mr Everist, the School Office or Mrs Sue Noad in the Uniform Shop (uniformshop@rosehillschool.co.uk).



Instrumental Tuition & Extra-Curricular Music and Drama

We encourage children to learn a musical instrument at school, and lessons are available in a variety of instruments. We have a team of 8 specialist teachers who, between them, teach over 130 music lessons a week at Rose Hill. Those children who do learn an instrument at school are reminded of their lesson times by form tutors and subject teachers, and if necessary, are collected by the specialist teacher. Lessons last for half an hour, and are organised in the Prep School on a rotation basis to ensure that the same lesson is not missed each week.

Timetables are posted on the music noticeboard outside the Theatre each Monday morning, and children are reminded as to which teachers are in school by the Headmaster each morning in Assembly.

Parents are always welcome to come and sit in on a lesson - simply email the music department a few days in advance (music@rosehillschool.co.uk) and this is always easy to organise.

Any queries or concerns regarding music lessons should be directed to Mr Everist.

THE LOWER SCHOOL PRODUCTION



Each November, Years 3, 4 and 5 stage a musical production in the Theatre. Every child in the Lower School takes part, and Year 3 children form the 'chorus' for the show. There is therefore an expectation that all children in Year 3 attend Junior Choir rehearsals, and these take place every Tuesday at lunch-break. In the Summer term, those children who choose to be in the Junior Choir perform in the Lower School Concert at the beginning of July.

These performances provide wonderful opportunities for the children in terms of confidence-building and working together as part of a team, and we see extra-curricular music and drama as an important and integral part of the children's education.

Learning Skills & Parental Support

Information about all children entering the Lower School from the Pre-Prep is passed on and clearly communicated before they join us in Year 3, and progress will continue to be closely monitored. For some children we suggest that they may benefit from extra lessons, either individually or in small groups. This is only done with the parents' consent. Those children who have benefited from extra support within the Pre-Prep will continue to receive extra support.

Our Learning Skills team works both within the Year 3 classrooms in the Lower School building, and in their own teaching rooms. Parents are always welcome to contact the Learning Skills team either via email, or through the Form Tutor or Mr Everist if they have any concerns.

Parents often ask how they can support their child so that they settle in speedily to their new routine. The quicker your child can become independent, the happier they will be.

Ensuring that your child can do up shoe laces, buttons and ties will certainly be a help. The children will need to develop a responsibility for their own equipment, particularly sports equipment, and please aid this by making sure that everything is clearly named! Parents can also help by encouraging regular practice of telling the time so that the children learn to become good timekeepers.

Give your child some responsibility, however small, and expect him/her to accept this responsibility, for example, giving you the Pupil Planner and Reading Record from school.

Make sure that both of you are familiar with the homework expectations and check at the end of each day that pupils have the correct books for the set prep (plus of course the Pupil Planner, Reading Book and Reading Record). Keep the teacher informed of any changes which affect your child. This can be done by way of the Pupil Planner. Make sure your contact numbers are up to date in the school office. This is very important in case of emergency. Ask if you are unsure.

Report Procedure

Autumn Term	Mid-Term Assessment Card Parents' Consultation Evening (with Form Tutors) End of Term Full Report
Spring Term	Mid-Term Assessment Card End of Term Report Card
Summer Term	Mid-Term Assessment Card Parents' Consultation Evening (with Form Tutors) End of Term Full Report

In the Autumn Term we allow the children time to settle in before we invite parents to an informal consultation with the form tutor. This is followed by a Mid Term Assessment which consists of grades for attainment and effort in each subject.

At the end of term there is a full report in every subject and this will contain term marks and grades.

In the Spring Term there are half term grades which follow the same format as the Autumn Term.

Again there is a Mid-Term Assessment in the Summer Term. In the second half of term there is a full Parents' Consultation evening with the form teacher and all subject teachers and a full report is given in all subjects at the end of term. This includes term and test marks. The range of marks is shown but we do not include form positions.

GRADING SYSTEM:

Effort:

A - Consistently high commitment and excellent effort

B - Good class contribution and generally conscientious effort

C - Adequate effort and contribution which could be improved upon

D - Inadequate effort and unsatisfactory approach

Attainment:

1 - Higher band of attainment within the group

2 - Middle band of attainment within the group

3 - Lower band of attainment within the group

Head's Commendations are awarded every half term for excellent effort, and certificates are handed out at the end of each term.



Girls' Games

In Year 3 girls are introduced to the 3 key sports taught as part of the girls' games curriculum at Rose Hill. In the Autumn and Spring terms Netball and Hockey are introduced and in the Summer the girls move on to Rounders and Athletics.

The Games lessons are complimented with one PE lesson per week in which activities covered include Gymnastics, Badminton, Basketball, Short Tennis, Indoor Athletics and Swimming.

The emphasis at this stage is on developing key skills involved in each of these sports. For the majority of the girls this will be their first experience of these sports and due to the lack of access to them via the media and other sources there is a great deal for them to take on board.

During each term they will be involved in a small number of 'fixtures' with other local schools which take place on a Thursday afternoon. At this stage, all fixtures are extensions of the lessons, with the games staff directing the games throughout.

In Years 3 and 4 the emphasis is placed firmly on taking part and learning the etiquette of visiting/hosting players from other schools in an enjoyable non-pressured environment. All girls are involved in these fixtures throughout their time at Rose Hill and are placed in groups that are identified by colour. These groups change every time they play.

This is done to ensure that each of the pupils learns to value their role within a group and enjoys what can initially be a very daunting experience for many of them.



Boys' Games

In Year 3 the boys are introduced to the five activities taught to all of the boys in the Prep School as part of the boys' curriculum at Rose Hill. For the first nine weeks of the Autumn term the activity is Football. They then move on to the 'Tag' non-contact version of Rugby (full contact Rugby is not taught until Year 4). The boys then have a six week block of Hockey, before moving on, in the Summer term, to a mixture of Cricket and Athletics.

The Games lessons are complimented with one PE lesson per week in which activities covered include Gymnastics, Badminton, Basketball, Short Tennis, Indoor Athletics and Swimming.

In all Games lessons the emphasis is on developing key skills involved in each sport, and on preparing the children for matches in each activity. Each child receives three Games lessons per week, where they will develop their activity specific skills, team play, fitness and match practice. During each term they will be involved in a small number of 'fixtures' with other local schools which take place on a Thursday afternoon, starting at 3.00pm. The number of matches increases when the children move up into Year 4.

As the boys move further up the school they will represent different teams: the Colts 'A', 'B' and 'C' teams are made up of all the Year 5 and 6 boys, and the 1st, 2nd and 3rd teams are made up of all the Year 7 and 8 boys. In Years 5 to 8 matches are played on Wednesday and Saturday afternoons.

In Years 3 and 4 the emphasis is placed firmly on taking part and learning the etiquette of visiting/hosting players from other schools in an enjoyable non-pressured environment. All boys are involved in these fixtures and they are placed in groups that are identified by ability, ensuring that a fair match can be arranged against opposing schools, and thus increasing the chance of each boy having a positive sporting experience. The choice of team will be based upon effort and ability during games lessons and during matches, and made after careful consideration and discussion by the staff. Within the different teams there is a great deal of flexibility, and children will be moved from team to team if it becomes clear that they would benefit from playing in a different ability group.



The Changing Rooms

The changing rooms are located under the Lower School classrooms. They are supervised by a member of staff at the beginning and end of every break-time and games session. Showering after outdoor activity is an expectation. Each child has a named clothing locker and also a boot locker, and it is the responsibility of each individual to keep all kit within the locker, and also to keep it clean. ALL kit must be taken home every Friday afternoon.

Please note that parents are not permitted to enter the changing area - pupils may be showering and changing. Older pupils share the same changing area, and we need to respect their privacy.

Fixtures Routine

Each term the school calendar carries details of any fixtures booked for that term. This can also be accessed via the school website.

The school newsletter circulated on the Friday before these fixtures then carries further details confirming timings.

When a pupil is selected to play in a match, Event Notification emails are sent to parents giving details of the fixture. Information about the fixture may also be found on the website **with directions to the venue**. By logging into the 'Parents' area of the website, a full team sheet is also available.

Should any of the published details need to be changed an email message will be sent to all parents using the school Parentmail system. A message will also be posted on the website homepage.

Should you have any other queries that cannot be answered using this system please do not hesitate to contact the games department using either of the following routes:

- by phone, direct line 01892 559308
- by email - staff aim to respond within 24 hours
girlsgames@rosehillschool.co.uk or boysgames@rosehillschool.co.uk

If you are unable to gain a response using these avenues please do not hesitate to contact the school office.

Code of Conduct

All pupils are expected to behave in a sensible manner, both in the classroom and around the school. For their own safety they should not run in the school building.

Pupils should take a pride in their appearance at all times. It is important that they arrive and leave school in their blazer, with either their cap or hat. Shirts should be tucked in and shoe laces need to be tied.

There is an expectation of a level of courtesy towards everyone. This includes the very important words, "please" and "thank you".

Good manners, kindness and general courtesy around the school are extremely important and pluses are often given for good manners.

Table manners are also considered to be very important, and staff do reinforce these every day. It would be most helpful if parents would support us in this, in particular making sure that the children know how to hold cutlery correctly.

Each classroom has a set of rules and teachers all aim to keep the rooms tidy by clearing up at the end of the day.

Respect for personal and school property is vital.

We do not wish to dictate bedtimes but children perform better if they are fully rested. They have a very full day and they need time to recharge their batteries.



Our Code of Behaviour - written by the children, is on the wall in every classroom, and is also printed at the front of the Pupil Planner. It is often referred to in our Assemblies and staff aim to reinforce the aims of the code regularly.