



# The Haberdashers' Aske's Boys' School

Nurturing Excellence

Preparatory School  
Executive Head – Mr M L S Judd BA

For boys aged 7-11  
Butterfly Lane, Elstree  
Hertfordshire WD6 3AF  
Tel: 020 8266 1914  
HMPrep@habsboys.org.uk  
www.habsboys.org.uk

Dear Parents,

## Newsletter - October 2017

A very warm welcome back to the parents of boys in year 4, 5 and 6 and a particularly special welcome to our new year 3 boys and their parents. I cannot believe how quickly this half term has gone!

On behalf of all my colleagues in the Prep School I would like to assure you our aim is for your son to receive a first-class education and his potential is fulfilled. Your son's wellbeing and happiness is of paramount importance to us; we really want every single boy in our care to look forward eagerly to each day at the Prep School.

Staff have reported to me that the boys have all settled in very quickly and many boys have already made new friends this term.

It is a year of significant change for the school, and there is the excitement that comes with all the hard work involved in creating our new bespoke building. The result will be an environment which will be a delight in which to learn, to work and visit. Upon completion we will have a building which will provide dedicated, tailored spaces for every subject, including studios for Art, D&T and ICT, and a library which is designed to encourage a love of literacy in our boys. We appreciate your flexibility and patience as work continues.

### Staff News

We welcome to our school Mr Barnett - Head of PE & Games, Miss Caplan - Science Co-ordinator, Mrs Thomas - Librarian, Mrs Gul - Classroom Assistant, and we welcome back Miss Gozzard - Music Teacher who returns after maternity leave.

### Routine reminders

I would like to take the opportunity to remind you of a number of procedures in school life for which we would ask for your help and co-operation.

### Communication at the Prep School

If for any reason you are concerned either about your son's academic progress or for any pastoral reason to do with his welfare, please do contact your son's form teacher in the first instance. There are a variety of ways for you to communicate with us should the need arise. As many of you are already aware, we have excellent lines of communication ranging from the homework diary, emailing, personal letters and the telephone. We really do prefer to talk with you if the matter is anything other than routine reminders and Mrs Jones, the Prep School secretary, will provide the link between you and the staff if you are unable to come into school. Please telephone Mrs Jones - the Prep School Secretary- on 020 8266 1779.

### Contact with a teacher after school

Prep staff are available most afternoons between 3.15 - 4.00 pm to speak to, however due to many after school clubs and activities taking place, I would encourage you to telephone the school office in the first instance to see if the member of staff is available. We have two duty teachers on call every afternoon from 3.15 - 4.30 pm to assist any boy who is experiencing problems with their travel arrangements and to ensure boys leave the school premises safely. Please ensure your mobile phone is switched on in case we need to make contact with you.

A member of the leadership team is available on the telephone from 4.30 - 5.30 pm Monday - Thursday and 5.00 pm on Fridays to assist with any urgent issues that occur later in the day.



### **Contact with the School Office**

If you wish to pass an urgent message to your son regarding a change in travel arrangements, please ensure you contact the Prep office either by email or telephone by 2.00 pm at the latest.

### **Pupil Supervision Policy (Pupils' arrival and departure)**

Supervision begins at 8.00 am when the school buildings open. Boys in year 3 & 4 are expected to go home by 3.15 pm unless they are staying late for a music lesson or after school activity.

Pupils in year 5 are expected to leave school at 4.00 pm on a Monday, and 3.20 pm from Tuesday - Friday unless they are staying late for a music lesson or after school activity.

Pupils in year 6 are expected to stay until 4.00 pm on Monday/Wednesday/Friday, and 3.20 pm on Tuesday and Thursday unless they are staying late for a music lesson or after school activity.

Pupils are not allowed on site without supervision. Pupils arriving between 8.00 and 8.20 am must wait quietly in the entrance hall by the changing rooms where they will be supervised by a classroom assistant. Two staff are on duty on the playground from 8.20 - 8.40 am.

### **Parent Portal (Friday uploads)**

Please continue to read the weekly Friday Parent Portal updates where important information and the calendar of events are shared with you.

### **Preparatory School Website**

Please look on our school website for photographs taken in our recent celebration assemblies. You will also be able to view a record of the many different events and activities that have taken place in the Preparatory School this year.

### **Absences**

If your son is absent from school due to injury, illness, etc. please telephone the school office on the direct line - 0208 266 1779 **before 9.10 am** on each and every day until his return - if necessary, please leave a message on the answer phone and email the reason for your son's absence. Absences will be followed up by the school office and the form teacher. When your son returns to school please ensure he has a hand-written note addressed to his form teacher (not in his Homework Diary). This policy is designed to ensure your son is safe and his whereabouts are known to you and us.

### **Important Medical/Contact Information**

To best support and care for your sons, it is imperative that we have accurate and up-to-date medical information on our Parent Portal school system. This would include anything that might affect them in lessons such as changes to their hearing or sight. We ask that if there have been any significant recent changes that you inform the school medical centre who will update your sons' records.

EPIPEN: If your son needs an epipen, please ensure he has all the required medication in school with him and that it is in date. Your son will not be able to attend any trips on or off-site activities without their two epipens and any other required medication.

You can view the medical information that the school holds for your son on the **Parent Portal**, so please can you check this site to ensure that we hold the most up to date information on your son's medical condition and any medication he has been prescribed. If you wish to make any changes, please fill out the request form or email [schoolnurse@habsboys.org.uk](mailto:schoolnurse@habsboys.org.uk).

### **After School Care Facility (ASCF)**

As well as offering many extra-curricular activities led by Prep staff, we also have an After School Care Facility every day until 5.30 pm (apart from Fridays when the ASCF finishes at 4.15 pm). Parents may book their sons in advance by email - [ASCF@habsboys.org.uk](mailto:ASCF@habsboys.org.uk) into the ASCF at a charge of £5.50 from 3.15 - 4.15 pm and £6.00 from 4.15 - 5.30 pm. (includes a light tea). There is a dedicated telephone number for enquiries regarding the After School Care Facility - 0208 266 1889 until 3.00 pm. After 3.00 pm Mrs Morelli can be contacted on her mobile on 07871 261800 (for emergencies only).

**NB:** Please note *this facility is only offered to boys when they are aged 8 or over.*

## Car Parking - Monday 30<sup>th</sup> October 2017 - Thursday 5<sup>th</sup> July 2018

### Car

At the end of the school day, boys who are collected by car will walk down to the Girls' School car park and be supervised by a member of staff. In the morning, boys arriving by car should be dropped off at the Girls' School Car Park. On arrival in the morning the boys walk over to the Prep School from the Coach and Car Parks. Please do not drive into the Butterfly Lane entrance unless you have had prior permission.

### Coach

At the end of the school day, boys who take the coach home will walk to the coach park and be supervised by a member of staff until they are on the correct coach.

If however, your son has a school music lesson after school and therefore will need to catch a later coach, please make sure he is aware that the number for the 4.15 pm coaches may not be the same as the 3.30 pm coaches. Year 3 boys, who have music lessons at 3.30 pm, will be escorted to the coach in the early weeks at 4.00 pm in time to catch the 4.15 pm coaches.

If your son fails to arrive home on the expected coach, please immediately telephone Mrs Jones, the Prep School Secretary, on 0208 266 1779. Please ensure that your mobile telephone is switched on to enable us to contact you. It is now a requirement that your son has a functional mobile telephone if he uses the school coach service.

We look forward to welcoming your son back to the Prep School on Monday 30<sup>th</sup> October 2017.

With my very best wishes,



Mr M L S Judd  
Executive Head: Preparatory & Pre-Preparatory School



# Mr Judd's Half Term Challenge

Design a hollowed out pumpkin  
(see separate flyer)



## Annual Sponsored Read In aid of Koro Abili Primary School Uganda

For many years the Prep boys have been invited to participate in a sponsored read during their October half term. We would welcome your support in encouraging your son to participate in this pleasurable but voluntary activity. We understand that for the reluctant reader this challenge may appear a little daunting. There are many books of short stories to borrow from the library written by excellent children's authors. There have been many occasions over the years when this opportunity has allowed the boys to discover a new love for reading.

The charity we will be supporting for the read will be the 'Koro Abili Primary School in Uganda' and we hope to share with the boys in assembly some exciting developments about our relationship with this school.

## Holiday Homework! Annual NSPCC Art Exhibition Age Group Entry: 5 -7 and 8 - 11

The subject this year will be 'My favourite thing at school'.

The Art department are once again entering the NSPCC Art Exhibition, and would like to enter as many boys as possible from the Prep & Pre-Preparatory School. We hope to have a lively show of paintings, models and art works in any media. All will be displayed and prizes awarded for the best on Sunday 19<sup>th</sup> November by MP Oliver Dowden at 2.00 pm. Please ensure all the work is carried out *only* by the boys.

Entries into the competition are optional, and the deadline for art work to be handed into the Prep School Art department is by **Friday 3<sup>rd</sup> November**.

The NSPCC Craft Fair, Allum Hall, Allum Lane, Elstree, WD6 3PJ  
Craft Fair: 10.30 - 3.30 pm.

Thank you for your support.

Mrs E Hall  
Art Co-ordinator

# PRE-PREPARATORY & PREPARATORY SCHOOL STAFF & RESPONSIBILITIES

Academic Year 2017-2018

## Prep and Pre-Prep Leadership Team

Mr Matthew Judd	Second Master and Executive Head of Preparatory & Pre-Prep Schools	
Mrs Catriona Griggs	Deputy Head Pastoral	<a href="mailto:griggs_cm@habsboys.org.uk">griggs_cm@habsboys.org.uk</a>
Mr John Evans	Deputy Head Academic	<a href="mailto:evans_j@habsboys.org.uk">evans_j@habsboys.org.uk</a>
Mrs Victoria Peck	Deputy Head Pre-Prep	<a href="mailto:peck_v@habsboys.org.uk">peck_v@habsboys.org.uk</a>
Mrs Hilary Pullen	Senior Teacher	<a href="mailto:pullen_h@habsboys.org.uk">pullen_h@habsboys.org.uk</a>

## Form Teachers

### Year 1

Miss Nippa Patel	Form Teacher (1NP)
Miss Natalie Young	Form Teacher (1NY)

### Year 2

Mrs Victoria Peck	Deputy Head Pre-Prep
Mrs Jana Percival	Form Teacher (2JP)
Mrs Andrea Fielden	Form Teacher (2FM) (part time)
Mrs Sinead McLeigh	Form Teacher (2FM) (part time)

### Year 3

Mrs Katie Bruce-Green	Form Teacher, House Leader (Andrews) & Co-ordinator of Geography <a href="mailto:bruce-green_k@habsboys.org.uk">bruce-green_k@habsboys.org.uk</a>
Mrs Hilary Pullen	Senior Teacher, Form Teacher, Learning Outside the Classroom Co-ordinator <a href="mailto:pullen_h@habsboys.org.uk">pullen_h@habsboys.org.uk</a>
Mr Nathan Bowley	Form Teacher & Website Manager, RS Co-ordinator, House Leader - (Patricks) <a href="mailto:bowley_n@habsboys.org.uk">bowley_n@habsboys.org.uk</a>

### Year 4

Mrs Joanna Magnus	Form Teacher <a href="mailto:magnus_j@habsboys.org.uk">magnus_j@habsboys.org.uk</a>
Mr Gareth Thomas	Form Teacher, Years 3 & 4 Phase Leader & ICT Co-ordinator <a href="mailto:Thomas_g@habsboys.org.uk">Thomas_g@habsboys.org.uk</a>
Mr Kieran Fradd	Form Teacher, Chess Co-ordinator <a href="mailto:fradd_k@habsboys.org.uk">fradd_k@habsboys.org.uk</a>

### Year 5

Mrs Shairoz Adat	Form Teacher, Extra Curricular Activities Co-ordinator, House Leader (Georges) <a href="mailto:adat_s@habsboys.org.uk">adat_s@habsboys.org.uk</a>
Mr Scott Lipscomb	Form Teacher, Head of Maths <a href="mailto:lipscomb_s@habsboys.org.uk">lipscomb_s@habsboys.org.uk</a>
Mrs Michelle Newfield	Form Teacher, Gifted & Talented Co-ordinator - <a href="mailto:Newfield_m@habsboys.org.uk">Newfield_m@habsboys.org.uk</a>

### Year 6

Dr Cathy Lessons	Form Teacher, Years 5 & 6 Phase Leader - <a href="mailto:lessons_c@habsboys.org.uk">lessons_c@habsboys.org.uk</a>
Mr Leo Harrington	Form Teacher, Head of PSHEE, House Leader - (Davids) <a href="mailto:Harrington_l@habsboys.org.uk">Harrington_l@habsboys.org.uk</a>
Mr Russell Bloch	Form Teacher, Head of English & Drama <a href="mailto:bloch_r@habsboys.org.uk">bloch_r@habsboys.org.uk</a>

### Specialist Teachers

Miss Gemma Caplan	Science Teacher, Science Co-ordinator	caplan_g@habsboys.org.uk
Mrs Elizabeth Hall	Art Teacher, Art Co-ordinator (part-time)	hall_e@habsboys.org.uk
Mrs Helen Pritchard	Music Teacher - Pre-Prep (part time)	pritchard_h@habsboys.org.uk
Mr Edward Barnett	Head of PE & Games	barnett_e@habsboys.org.uk
Mrs Judith Valente	DT Teacher (part-time) Classroom Asst	valente_j@habsboys.org.uk
Miss Kim Brandon	Prep Swimming Teacher	brandon_k@habsboys.org.uk
Miss Roxanna Gozzard	Music Teacher	gozzard_r@habsboys.org.uk
Mr Ryan McIntosh	Director of Sport (inc Prep and Senior School)	mcintosh_r@habsboys.org.uk
Mr Richard Osmond	Director of Music (inc Prep and Senior School)	osmond_r@habsboys.org.uk
Mr Patrick Milton	Individual Needs Co-ordinator - Milton	milton_r@habsboys.org.uk

We have Senior School staff who teach Mathematics, Music, PE, Swimming, ICT and Languages as part of the timetable.

There are specialist coaches for Speech & Drama, Chess, Cricket and peripatetic Instrumental staff.

### Support Staff

Mrs Deborah Jones	Prep School Secretary	jones_d@habsboys.org.uk
Mrs Anna Thomas	Prep School Administrator	Thomas_a@habsboys.org.uk
Mrs Sally Thomas	Librarian	Thomas_s@habsboys.org.uk
Mrs Roz Hodis	Pre-Prep Secretary	Hodis_r@habsboys.org.uk
Mrs Wendy Morelli	Classroom Assistant/After School Care Supervisor	morreli_w@habsboys.org.uk
Mrs Shahnaz Gul	<a href="mailto:ASCF@habsboys.org.uk">ASCF@habsboys.org.uk</a> ;	<a href="mailto:gul_s@habsboys.org.uk">gul_s@habsboys.org.uk</a>
Mrs Julie Barber	Classroom Assistant	
Mrs Helen Pieri	Classroom Assistant - Pre-Prep	
Mrs Helen Elliot	Classroom Assistant - Pre-Prep	

Oct 2017



## Preparatory School Calendar - Autumn Term 2017

<b>HALF TERM</b> <b>Monday 16th October - Friday 27th October 2017</b>	
Thursday 2nd November 2017	Year 5 Trip to Hatfield House
Saturday 4 <sup>th</sup> November 2017	Pre-Prep Open Day - 9.30 - 2.00 pm
Monday 6 <sup>th</sup> November 2017	Nasal Flu Immunisations (years 1 - 4)
Thursday 9 <sup>th</sup> November 2017	Parent/Teacher Consultation Evening 4.30 - 7.30 pm (Years 3,4,6)
Friday 10 <sup>th</sup> November 2017 <i>Saturday 11<sup>th</sup> November - Armistice Day</i>	Prep Remembrance Service (Boys only 9.00 - 9.30 am)
Wednesday 15 <sup>th</sup> November 2017	Parent/Teacher Consultation Evening 4.30 - 7.30 pm (years 3,4,6)
Thursday 23 <sup>rd</sup> November 2017	Parent/Teacher Consultation Evening 4.30 - 7.30 pm (years 4, 6)
Wednesday 29 <sup>th</sup> November 2017	Words & Music Performance (Years 3 - 6) Bourne Hall 6.30 - 8.45 pm <i>Tickets &amp; further information to follow</i>
Monday 11 <sup>th</sup> December 2017	Carol Service (St Albans Abbey) <b>NO SCHOOL FOR PREP &amp; PRE-PREP BOYS</b>
Thursday 14 <sup>th</sup> December 2017	End of Term Boys dismissed - 11.45 am

*A copy of the Pre-Preparatory & Preparatory School Calendar will be placed on the Parent Portal weekly and via our school website which is regularly updated. Please note on occasions events are subject to change.*

<b>Sports Fixtures</b> <b>November - December 2017</b>	
Friday 3 <sup>rd</sup> November	U11 Hockey (A-B) v Merchant Taylors (Away) @ 2.45 pm
Tuesday 7 <sup>th</sup> November	U9 Rugby (A-D) v Chesham Prep (Home) @ 2.30 pm
Thursday 9 <sup>th</sup> November	U8 Rugby (A-E) v Chesham Prep (Away) @ 3.00 pm
Friday 10 <sup>th</sup> November	U11 Rugby (A-D) v Belmont (Away) @ 2.30 pm
Monday 13 <sup>th</sup> November	U10 Rugby (A-C) v Bedford Modern (Home) @ 2.30 pm
Thursday 16 <sup>th</sup> November Friday 17 <sup>th</sup> November	U8 Rugby (A-C) v Merchant Taylors (Home) @ 2.30 pm U11 Hockey (A-B) v UCS (Away) @ 2.45 pm
Saturday 18 <sup>th</sup> November	U9,U10, U11 Rugby (A-B) v UCS (Home) @ 10.00 am
Tuesday 21 <sup>st</sup> November	U9 Rugby (A-C) v St Johns (Home) @ 2.15 pm

Sports Fixtures November - December 2017	
Friday 24 <sup>th</sup> November	U11 Rugby (A) v Merchant Taylor (Away - Floodlit) @ 6.00 pm
Saturday 25 <sup>th</sup> November	U9, U10, U11 Rugby v Berkhamsted (Home) @ 10.00 am
Monday 27 <sup>th</sup> November	U10 Rugby (A-C) v St Benedicts (Home) @ 2.30 pm
Thursday 30 <sup>th</sup> November	U8 Rugby (A-E) v Belmont (Home) @ 2.30 pm
Friday 1 <sup>st</sup> December	U11 Rugby (A-C) v St Benedicts (Away) @ 2.30 pm

### Preparatory School Calendar - Spring Term 2018

Thursday 4th January	7+ Entrance Examination
Monday 8th January	<b>Spring Term Begins - Prep &amp; Pre-Prep School</b>
Monday 15th January	7+ Round 2 Assessment Day <b>NO SCHOOL FOR PREP OR PRE-PREP BOYS</b>
Tuesday 23rd January	Year 6 National Gallery Trip 9.00 - 3.00 pm
Friday 26th January	Open House for Prep Parents (9.15 - 10.00 am) (10.00 - 10.45 am)