



# YEAR 1 & 2 HANDBOOK



**MILLFIELD**  
PRE-PREP SCHOOL

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# WELCOME TO KEY STAGE 1

## **Drop-off and Collection Arrangements**

The busy school day begins at 8.30am when registers are taken. Classrooms are open from 8.20am. We ask that children arrive via the pencil gate in the Pre-Prep, in plenty of time to give them the opportunity to settle, meet their friends and prepare for the day ahead. 'Early Birds' drop off is available in the hall from 8.00am. All children arriving before 8.20am must wait there and be signed in by a parent with the duty member of staff so that we know who we have on the premises in case of emergency evacuation.

If your child arrives after 8.40am please register their attendance with the Pre-Prep office to minimise disruption to the rest of the class.

Collection arrangements vary at the end of the day due to clubs and activities. The Pre-Prep day ends at 3.15pm and numerous clubs run from 3.15pm until 4pm. Crèche and late club is available from 3.15pm through to 6.00pm – please ask at the school office for more details of charges and timings.

The Pre-Prep office or class teacher must be notified of any changes to normal collection arrangements.

Any late changes can be made by telephone to the Pre-Prep office on 01458 837750 before 12.00pm, or to the Prep school office after 12pm on 01458 832446.

Children will not be released into the care of someone unknown to staff unless by a prior written arrangement from the parent or carer. There is a diary in every classroom where changes to arrangements can be recorded.

If we are in any doubt we will keep your child and contact you.

## **Partnership and Communication**

To help with the smooth transition into the next Year Group, Y1 and Y2 parents will be invited to a question and answer session with teaching staff during the first week of the Autumn Term. This will take place at the end of an afternoon, before your child's collection time. Timings for these meetings will be announced at the start of the new term.

Partnership between parents, pupils and teachers is a valued part of what we do. If there are any minor issues you would like to discuss with the class teacher, then please do not hesitate to bring them to our attention in the morning or send us an e-mail e.g. a late night or involvement in an activity outside school. Please be aware that staff are teaching and might not be able to answer your queries immediately. We aim to respond within 24 hours for non-urgent enquiries. We recognise that all families may experience difficult times. If you would like to talk more privately, or at greater length, please make an appointment with the class teacher.

Year 1 and Year 2 parents are invited to a formal parent/teacher meeting in the Autumn and Spring Terms, giving you the opportunity to review your child's work, general welfare and to plan targets for the remainder of the year.

Regular and effective communication with parents is vital. Close links with parents are valued as a way of creating an effective partnership between home and school. There are various forms of communication with parents, including:

- Home School Diaries
- Marvellous Me! App
- Weekly Newsletter – published on Thursdays and sent by email
- Two parents' evenings –Autumn and Spring Terms
- Termly Curriculum letters
- Parent and Friends Association
- Invitations to special assemblies, events, concerts and celebrations
- School website
- Clarion/Text messages for updates and reminders
- Classroom Diary for messages about collection etc.
- Noticeboards
- Email

Please ensure any changes to email or phone contacts are updated via the school office.

## Reports

Reports are uploaded onto the Parent Portal and/or paper copies are sent to parents as follows:

**Interim Progress Reports:** December and March

**Full Summative Report:** July

## Parent Portal - Parent Portal (My School Portal)

My School Portal is an online system designed to streamline communications between you and the school by bringing information and services together. As a parent you will have instant and easy access to information about your child/children, including:

- School Contacts
- School Timetable and Teaching Groups
- Public Exams - your child's exam entries, arrangements, timetable and results
- School Reports
- School Fees
- School Information, including important documents
- Electronic forms that can be completed and submitted to the School
- School Calendar, Fixtures and Results

All information is secure and accessible online via one username and password via mobile, tablet or desktop device. Pupil information is displayed on one dashboard and you will only see information that is relevant to your child/children.

## How to get started on the secure Parent Portal area

You will receive an email from the school inviting you to register. If you do not receive this information by the start of term then please call in at the Office or contact the Portal helpdesk either by emailing [portal@millfieldschool.com](mailto:portal@millfieldschool.com) or call the dedicated helpline on +44 (0) 1458 444584 weekdays between 9am and 5pm.





# KEY STAGE 1 CURRICULUM

The curriculum for the Y1 and Y2 children provides a wide and varied framework of study ensuring that we build on the Early Years Foundation Stage. We follow the International Primary Curriculum (IPC). It is a comprehensive, thematic, creative curriculum, with a clear process of learning and specific learning goals for every subject. It also develops international mindedness and encourages personal learning. We extend and enrich this in a variety of ways including using outdoor learning, trips and speakers.

We aim to enable every child to work at his or her own level, building on individual strengths and personal experiences to ensure each child reaches their potential. Our extended curriculum allows us to challenge the children, to excite and interest them, whilst giving them appropriate support so that they are happy, confident and effective learners. At the beginning of each term a letter is sent out containing more detail on the topics covered.

## **Music Tuition**

Music tuition is available for Y1 and Y2 children. Lessons will be on an individual or shared basis and will be 20 minutes long. Children may have to miss class lessons for their session. Written notice of 5 weeks is required to cease music lessons. Registration forms for music tuition are available on the Parent Portal. All of year 2 learn the violin in their weekly music lessons.



# LEARNING SUPPORT

We are committed to providing, for each pupil, the best possible environment for learning. We are guided by the Special Educational Needs Code of Practice and The Disability Discrimination Act when carrying out our duties towards all pupils with special educational needs, and ensure that parents are notified when Learning Support provision is thought necessary for their child. Meeting additional educational needs can be accomplished through the provision of special access to the curriculum, and by attention to the social structure and emotional climate in which the education takes place.

Any concerns regarding learning difficulties or delay are followed up by the Pre-Prep Learning Support Coordinator. Teachers are kept well informed of Learning Support needs of individual pupils and this informs their lesson planning. If necessary, more rigorous testing using an Educational Psychologist is carried out with parental permission, usually at around 7+ years of age. Pupils who need support will be placed in small groups, either in class or sometimes as a withdrawal lesson. Additional one to one support may also be offered. We aim to equip pupils with the means to work independently so that support can be withdrawn as soon as possible. Pupils may also be assisted in the classroom by teachers or teaching assistants. Teachers work with the Learning Support Coordinator to establish strategies that can be used to help individual pupils.

The Pre-Prep School's Learning Support Teacher is always pleased to discuss any concerns parents may have concerning their child's learning needs, and a full copy of the school's Learning Support Policy can be found on the school website.



# TRIPS & VISITS

To supplement the curriculum, trips are regularly organised to places such as Carymoor, Bristol and Seaton Jurassic. Furthermore, we often use the facilities at the Senior school and have education days with the Senior school staff. Visitors are also welcomed into the school and we work with a variety of authors and speakers from a range of charities. We have a permission slip that covers most trips for the year and the majority of these are advertised in the school's termly calendar. Some trips may incur additional charges and you will be notified of these in advance.



# ETHOS & DISCIPLINE

## The Golden Rules

The Golden Rules are central to our ethos. They provide a focus for classroom Circle Time, assemblies and display. All staff use positive behaviour management to reinforce the Golden Rules. Every opportunity is taken to praise, thank and make an example of children who show that they are actively following the rules. It is really helpful if parents can support us by knowing the Golden Rules and using them at home wherever possible.

The Golden Rules:

We are kind, honest and truthful.

We are gentle.

We listen to each other.

We look after property.

We are a good friend and play well.

We work hard



To reinforce our Golden Rules each child has a 'Golden Day' to further boost the child's self-esteem. On that day they will have certain privileges and take responsibilities within the class. Positive encouragement in academic and social situations is a focus of the department. Children are praised for achievement, effort and the demonstration of good social skills. This may be verbal, written or a member of staff can give stickers, recognising achievements. Our 'Golden Rules' promote positive behaviour by having a direct influence on the children's self-esteem. We celebrate our children's achievements during a weekly 'Achievement Assembly' where children have the opportunity to share with their friends' examples of work and good deeds of which they are particularly proud. We also use the MarvellousMe! App. This is an exciting and efficient way to give parents valuable information about the wonderful things that their children have been learning. The App alerts parents when their child has been praised for good work or a great character, attribute or skill. It makes parents smile and inspires better home learning support and encouragement.

Children who misbehave will have time out or they may miss a playtime as a result of poor conduct. The Head of Pre-Prep will deal with persistent poor behaviour and parents will be informed if deemed necessary. A positive conduct book may also be implemented in order to reward and recognise good behaviour.

## PASTORAL CARE

The school recognises its responsibility to provide effective support and guidance for all pupils and to have effective pastoral arrangements in place. The Class Teacher is responsible for the day to day immediate pastoral care of pupils, although it is important that all members of staff are aware of pastoral care issues and take action to support pupils. It is vital that a strong sense of trust ensues so that pupils feel able to express their concerns freely. The teaching staff meet almost every morning for an informal briefing so that academic, organisational and pastoral concerns can be quickly and effectively communicated and discussed. More formal meetings take place twice weekly and the Head of Pre-Prep attends the whole school pastoral meeting every Monday morning.

Most areas of concern are dealt with entirely by the Class Teacher. He/she may consult the Head of Pre-Prep when necessary. Pupils are able to approach any

member of staff about a pastoral issue, and this teacher will liaise with the class teacher and or Head of Pre-Prep as outlined above.

### **Activities and after school care**

After school activities are available each term for Y1 and Y2 children. This information is uploaded onto the Parent Portal termly or is available from the school office. New activity lists are circulated at the end of the previous term – early booking is advisable as spaces are limited.

- **3.15pm – 4.00pm** - Chosen Activities/clubs. There are changes each term to enable the children to experience different opportunities. The children are expected to stay with their chosen activity for the duration of the term. Some clubs may be charged for such as yoga, ballet, riding or karate.
- **3.15 - 4.15pm** - Crèche – fruit and a drink is provided – a charge applies
- **4.15pm - 5.15pm** - Late Club. This includes a light tea. Late club children should be collected by 5.15pm. This is chargeable.
- **5.15pm – 6.00pm** - Supper. Please can parents ensure staff are aware who is picking up their child and that they are signed out of the session. This is chargeable. All children must be collected by 6.00pm from the main Prep Office.

Please call the main Prep office if there are any changes to your child's pick-up arrangements.

### **Water**

The water in the classroom is suitable for drinking and cups are always available. We also have water fountains in our outside play areas.

### **Care in the sun**

When the sunny weather arrives, all children will need to wear a named school cap when out at play or during outdoor activities. Children are encouraged to bring a named bottle of sunscreen which they can apply to exposed areas of skin. We recommend that parents apply sunscreen to their child before they arrive at school each morning. Some sunscreens can be purchased that have a long-lasting effect.

### **Snack and lunches**

All children are provided with a mid-morning snack. There is a choice of milk or water to drink and a healthy snack including fresh fruit, crudités etc. The Year 1

children eat in the Pre-Prep dining hall, choosing their lunch from the servery, with help from staff to ensure they have a balanced, healthy meal. The Year 2 children go into the main dining hall for lunch about 10 minutes before the rest of the school. Staff will support them in their choices and sit with them during their meal. The main meal has 3 options of a hot meal, vegetarian and salad. There is a selection of hot and cold desserts, fresh fruit and yoghurt. Please let us know if your child has any serious dietary preferences or needs.

# SWIMMING AND FOREST SCHOOL

## Swimming

All KS1 children swim weekly. They will need to wear navy swim trunks/swimsuit and a swimming hat and goggles. All items of clothing must be clearly named with sew in tapes please. School Kukri kit should be worn during the day on swimming days. Parents will have the opportunity to watch their children swim during the KS1 Swimming Gala in the Spring Term



## Forest School

Forest School is a valuable experience for children to develop their self-confidence and self-esteem and supporting individual learning styles. Forest School sessions cover a wide range of skill development including exploration, construction, tool use, physical mobility, adaptability, crafting and the manipulation of natural materials. We have access to a range of woodland, grassland and orchard areas within the school grounds. We have qualified Forest School leaders in both

Year 1 and Year 2, and the children will take part in Forest School sessions regularly. Appropriate warm and waterproof clothing is vital to make sure that this is an enjoyable activity for everyone – clothing can be purchased from the school shop and must be clearly named.

## **Illness**

Parents are required to notify the Pre-Prep office by 8.30am on the day of their child's absence. If we have not heard from you then we will call to ascertain the reason for your child's non-attendance. We are fortunate to have qualified medical staff on site who are able to deal with injuries other than scraped knees etc. Prescribed medicines will only be administered by the Surgery and you are asked to deposit and collect them from there. We advise seeking medical advice if your child has any illness.

No medication of any sort (including cough sweets and travel tablets) should be left in the child's care.

We occasionally have outbreaks of head lice; information is available from the school office on treatment. A pupil health information form is available for completion on the Parent Portal – paper copies are available from the Pre-Prep office. It is vital that we have up-to-date health information on your child and any changes must be notified immediately.

Following an attack of sickness, diarrhoea it is important that your child is kept at home for 48 hours from the last episode.

# **SAFEGUARDING & CHILD PROTECTION**

Please refer to the Millfield Preparatory School website for the Child Safeguarding Policy. The Governor with responsibility for Safeguarding and Child Protection for Millfield Preparatory School is Mr. Tim Taylor and Mr Mike Jory is the Designated Safeguarding Lead for the EYFS and Mrs. Tracey Hazell for KS1.



# UNIFORM & KIT

## Kit

Parents will receive a note detailing curriculum activities for each day. It is really important that your child has the correct kit etc. for each day. All items of clothing must be clearly named with sew in tapes please. School coats are also needed daily, with the exception of settled weather in the summer.

## Uniform

School uniform is compulsory for all children. The uniform shop can be contacted on 01458 837519 for appointments to purchase uniform – new and nearly new items are available. All items of clothing and footwear should be clearly named. Name tapes can be ordered from the school shop. Year 1 and 2 will take part in Forest School activities so will also need navy waterproof trousers, named wellingtons and warm clothing/navy waterproof coat in school all year.

## Autumn Term

### Option 1

Navy cord trousers  
Navy/white checked shirt  
Navy or black shoes  
Grey socks  
Navy v necked school jumper (crested)  
Navy school crested coat  
School striped bobble hat and scarf  
Navy crested book bag

### Option 2

Plaid pinafore  
Navy cord trousers (optional)  
Checked Shirt (only with trousers)  
White blouse (only with pinafore)  
Navy or black shoes  
Navy v necked school jumper (crested)  
Navy tights or socks  
Navy school crested coat  
School bobble hat and scarf  
Navy crested book bag

## Summer Term

### Option 1

Navy shorts  
Navy v necked school jumper (crested)  
Navy/white checked shirt (short sleeves)  
Grey socks  
Navy or black shoes  
(no open-toed sandals)  
School navy sun cap

### Option 2

Blue/white school dress  
Navy school jumper (crested)  
White ankle socks  
Navy or black shoes  
School navy sun cap

## **Extras**

### **P.E kit to be worn swimming and PE days**

Millfield sweatshirt

Millfield tracksuit bottoms

Millfield shirt

Millfield shorts

White sports socks

Outdoor trainers

### **Swimming Kit**

Uniform navy swim trunks/swimsuit

Swimming hat and goggles

# CONCERNS AND WHO TO TALK TO

## **Financial Queries**

Mr Jory, Head of Pre-Prep

Mrs Shayler, Head of Millfield Prep

Mrs Johnson, Financial Director

## **Academic Queries**

Form Tutor/Key Person

Mrs Smith, EYFS Coordinator

Mrs Denbee, Pre-Prep Deputy Head

Mr Jory, Head of Pre-Prep

Mr Close, Academic Deputy Head, Millfield Prep

## **Social/Friendship Issues**

Form Tutor/Key Person

Mrs Smith, EYFS Coordinator

Mrs Denbee, Pre-Prep Deputy Head

Mr Jory, Head of Pre-Prep

Mrs Hazell, Pastoral Deputy Head, Millfield Pre and Safeguarding Lead

## **Behaviour Concerns - School or Home**

Form Tutor/Key Person

Mrs Smith, EYFS Coordinator

Mrs Denbee, Pre-Prep Deputy Head

Mr Jory, Head of Pre-Prep

## **Personal or Family Issues**

Form Tutor/Key Person

Mrs Smith, EYFS Coordinator

Mrs Denbee, Pre-Prep Deputy Head

Mr Jory, Head of Pre-Prep

Mr Close, Academic Deputy Head, Millfield Prep

# **USEFUL CONTACTS**

**Mr Mike Jory - Head of Pre-Prep**

[jory.m@millfieldprep.com](mailto:jory.m@millfieldprep.com)

**Ms Amy Denbee - Pre-Prep Deputy Head**

[denbee.a@millfieldprep.com](mailto:denbee.a@millfieldprep.com)

**Mrs Lucy Smith - EYFS Coordinator and Reception teacher**

[smith.l@millfieldprep.com](mailto:smith.l@millfieldprep.com)

**Mrs Charlotte Cocks - Pre-School Lead**

[cocks.c@millfieldprep.com](mailto:cocks.c@millfieldprep.com)

**Miss Amy Bishop - EYFS Practitioner**

[bishop.a@millfieldprep.com](mailto:bishop.a@millfieldprep.com)

**Mrs Emma Lovelace - EYFS Practitioner**

[lovelace.e@millfieldprep.com](mailto:lovelace.e@millfieldprep.com)

**Mrs Emma Luxford - EYFS Practitioner**

[luxford.e@millfieldprep.com](mailto:luxford.e@millfieldprep.com)

**Mrs Zoe Wickham - EYFS Practitioner**

[wickham.z@millfieldprep.com](mailto:wickham.z@millfieldprep.com)

**Pre-Prep Office**

01458 847750, [preprep@millfieldprep.com](mailto:preprep@millfieldprep.com)

For Crèche and Late Club, please ring the main reception 01458 832446

**Please do not hesitate to contact us, should you have any further queries.**