



Dear Felsted Families,

A very warm welcome to Ffrome Court, home for Year 3 & 4 pupils. One of my key roles as Head of Ffrome Court is the pastoral wellbeing of all pupils and to be a point of contact for parents. If, therefore, you have any queries, you can contact me at any time via email, phone or I can be found at one of the drop off zones in the mornings; I have included the Ffrome Court mobile number at the end of this letter. My email addresses also at the bottom of this letter. In the first instance, please go through prepadmin@felsted.org as advised in the School Information pack. A list of uniforms for pupils in Years 3 & 4 can be found [here](#).

Your child's care and happiness is paramount to us. Ffrome Court has an extended family atmosphere; the children are guided and helped along the road of greater independence and integration into the Prep School. They have close contact with their Form Tutor who forms a good understanding of each child, understanding their strengths and celebrating them as a unique and special person. All the staff in Ffrome Court are there to guide the children on their learning journey as well as their emotional journey through this Phase of the School.

On our Induction Day or first day of school, your child will be paired with a 'Buddy' from the present Year group. This allows them to have a friend and familiar face who can show them the ropes when they join Ffrome Court. There is also a Friendship Bench in the playground where the children can find a friend to play with. This, combined with the close contact with their Form Tutor, should help to alleviate any problems before they arise.

The day starts at **8.20 am** and finishes at **3.40pm** each day, except for Tuesday, which will be the Year 3s only compulsory extended activity day and Tuesday and Thursdays for Year 4 pupils. They usually start with Mathematics and Literacy before break, and the day develops with Humanities, Science, Spanish, ICT, Art/DT, Music, Games and Physical Education. They can use the specialist rooms for some of these subjects and specialist teachers for ICT, Music, Spanish and Physical Education. A weekly Forest-School session is also provided for all Ffrome Court pupils on a rota basis. On Tuesdays (and Thursdays for Year 4), the children finish the school day at **5.20pm** and will be at the Red Doors for pick up at this time.

All the lessons are carefully planned and are tailored to the abilities and ages of the children, with regular break times and a more structured timetable. Once the children have settled in to Ffrome Court, they will be put into sets for Mathematics in Year 3 and 4. Their teachers may be supported, depending on the activities, by a Learning Assistant.

The Tuesday extended day is a gradual introduction to the longer school day and is included in the fees. After school on the other days there will be activities that the children can opt in to on a termly basis. Obviously, some parents need after-school care, some children have more energy than others, and some need to be stretched by having new challenges. With that in mind, we have designed our programme to be fun and flexible as well as stimulating. The evening sessions on Monday, Wednesday, Thursday and Friday are from **3.35pm to 5.20pm**. They commence with a short homework/reading session followed by a drink and snack and supervised play time before the activity. There is a charge per evening session and these charges will be stated on the activities letter. A full list of activities and charges will be sent to you, as well as the booking form. Charges will be incurred even if the facility is not always used, but there is some flexibility for new children for the first few weeks.

During the day there are three main supervised breaks, with refreshments and water fountains available. The children are also encouraged to use their water bottles and eat healthy snacks which are available during morning and afternoon breaks. At lunch time they are supervised and encouraged to try different healthy foods and to eat a good balanced lunch.

The children play mainly in the area around the Ffrome Court classrooms which offers a variety of play spaces only accessible to the Year 3 & 4 pupils. The children are also able to play on the field where they are able to play alongside the Year 5 & 6 pupils. There are members of staff, learning assistants and Gap students on duty at all play times.

At the beginning of the day, there is always a member of staff on duty from **8.00am** in the playground. Myself, or the Assistant Head of Ffrome Court will be present at the drop off zone and we ask that you drop children there using the drop off facility or park off site and walk them to the gates. Children will then enter through the gates and into the playground independently. If your child arrives earlier than **8.00am** in the morning they will be supervised in the main library.

After school at **3.40pm**, **Year 3 pupils** should be collected from the **Stewart House gates**. You may use the drive through facility to collect your child. **Year 4 pupils** will be collected at the red doors at **3.40pm**. You may also use the drive through facility here. At **5.20pm** if they are staying late for an activity, pick up will be at the **front of the main prep School (red doors)** and your child will be signed over to you there. If they use the school transport system, they will be supervised until the bus departs. At the beginning of term you will be asked to complete a form in their planner, informing us of collection arrangements with other parents and family members.

As with all the pupils in the School, the children have access to the Health & Wellbeing room and can be accompanied there whenever the need arises. The role of the Nurse and Health and Wellbeing Assistants is to help care for the children and look after their medical needs. All medication should be handed to them on the day required. We are not allowed to administer 'homely remedies'.

The Wellbeing of the children is very important to us and we have an excellent Wellbeing Centre at Felsted. The children have PSHE lessons every week as well as times with their tutor every day but all pupils at Felsted are able to have access to the Wellbeing Centre and its services should they be required.

'Plus Points and Reminder Points' are the reward and reflection schemes for the Prep School. Pupils are able to be rewarded Plus Points, Merits and Commendations. Plus points may be awarded in lessons for effort with a piece of work but also for good manners, helpfulness and politeness outside of the classroom.

Merits are awarded for a piece of work which is worthy of a LEARN certificate (Leading, Explaining, Asking, Revising and Revisiting and responding to Next Steps) in their own learning journeys.

Commendations are based around our school values of being Welcoming, Respectful, Inspirational, Adventurous and Fun.

All the above awards are given by staff and parents will receive an email notifying them of any awards given.

Reminders are given with an explanation of what could be improved in the future.

Each pupil in Ffrome Court has a planner. This is used as a reading record by Year 3 and Year 4, but it is also a means of communication between the teacher and parent. Any messages can be written here. It also acts as a calendar of important events the children are involved in, as well as containing any test results such as spellings and times tables tests. Your child will bring their planner home each day, with any messages given via School written in. We do politely ask you to sign the planner once a week.

Children may take up individual music lessons. They come out of their academic lessons and, for this reason, we suggest they only play one instrument in this Phase of the School. As part of their music lessons, all the Year 3 children learn a stringed instrument. They then have the option to continue this in Year 4 in pairs or a small group. If you wish your child to have music lessons please email the music department (musdept@felsted.org).

Children are also able to have LAMDA lessons in school. These can be taken individually or in a pair or small group. Please email Allison Moor (alm@felsted.org) if you wish to arrange LAMDA lessons for your child.

The League system in the Prep School allows pupils to be totally integrated vertically into the School, as well as enabling them to get to know some of the pupils in Years 5,6, 7 and 8. The Leagues not only offer the children a sense of identity and belonging in the School, but also provide plenty of opportunities for Inter-League competition.

Year 3 and 4 are full members of the School and as such, are welcomed to many of the events. Although the occasional weekend chapel service is not compulsory, we do encourage it. The first service of the year is Harvest Festival, when children from Ffrome Court are invited to bring gifts for Felsted Aid for Deprived Children. This is followed by a social gathering and the Year 8 Leadership Fete; it is an excellent occasion to meet other parents.

Finally, I hope that your child has a very happy and successful time in Ffrome Court. If there is anything I can do to ensure this, please do not hesitate to contact me.

Yours sincerely

Mrs J Green
Head of Ffrome Court
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