



May 2023

Dear Parents

Welcome to Cloisters, home of Years 5 and 6. One of the key roles as Head of Cloisters is to facilitate communication and to enable parents to have an immediate point of contact for Years 5 & 6. My e-mail address and those of all the teaching staff are at the front of the school calendar. In the first instance, please go through [prepadmin@felsted.org](mailto:prepadmin@felsted.org). If there are any urgent problems, please e-mail your child's Form Tutor or arrange to see her/him as stated in the School information pack. If you wish to see someone urgently, Miss Mitchell (Assistant Head of Cloisters) or myself are usually outside the Red Doors from 8.00am every morning. Alternatively, you could see Erika in the Front Office and she will pass any messages on..

Your child's care and happiness is paramount to us and the nurturing of the individual child is at the centre of our ethos. Cloisters has an extended family atmosphere: the children are guided and helped along the road as they develop greater independence and slowly take more responsibility for themselves. They have close contact with their Form Tutor who they know is their first port of call if they need anything. They see their Form Tutor at least twice a day during morning and afternoon registration.

We suggest children are in school by 8.15am at the latest, so they can organise themselves for the day. Please drop your child off at the red doors (outside the Prep Office) and they will then be able to walk down to the Cloisters entrance. On our Induction Morning 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 come to Cloisters.

At the end of the school day, children are signed out and can then be collected from the main car park. You can also drive through and pick them up if they are already waiting. However, I am afraid that you may be asked to move on if they are not ready and waiting for you as we need to try and keep the traffic moving.

Drop off in the morning is from 8:00am and collection is at 5:30pm each day, except for Wednesday when school finishes at 3.40pm as this is our Games afternoon. If there are matches, the finish time may vary depending on whether matches are home or away. If children are involved in matches, you will receive this information in an email the day before with all of the arrangements. However, it is always useful to look ahead in the School Calendar which has all of the fixtures and other events for the term.

Saturdays are optional in Cloisters and pupils can choose whether they attend or not. If they choose to attend, they can select from a number of different options/activities that follow their supervised prep session. Saturday school starts at 8.20am and ends at 12.00pm. You will be asked whether or not your child wants to attend Saturday at the end of August along with what activities they want to do.

Children study a broad curriculum and will be taught in subject specific lessons by subject specialists. This means that they will move around the school during the school day, very similar to life in a secondary school. They are streamed for Maths and English. In all other subjects they are placed into a teaching group with a range of abilities across the subjects taught. They are in these teaching groups for Humanities, Science, Spanish, ICT, Art/DTE, Music and Physical Education. They will also have Games sessions during the week where they are coached in the relevant sport for that term by the sports staff. You can access all of this information along with timetables etc through the school's iSAMs system from July. Further details on how to access this, as well as other information, such as Accelerated Reader, will be provided to you.

Your child will also be given a Planner when they start, this will contain their timetable and can be used to write prep, test scores, AR passwords and notes.

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'. If a child needs to be 'off ex' for any reason or you have any health concerns, the Prep School Medical Centre is your place. They can be contacted by email as it states in the calendar. The Prep School Medical Centre is located near the School Office, so you could always pop in but please sign in at the School Office.

The children mainly play in the area around Cloisters which gives them a feeling of belonging and being safe and secure. There are members of staff on duty at all play times from 8.05 am in the morning. Children who arrive between 7:30am - 8.05am will be supervised in a Cloisters Classroom.

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.

On a Tuesday and Friday afternoon and a Saturday morning (if they choose to attend Saturday school), there are well-planned co-curricular activities that the children can opt into on a termly basis. Your child will be asked about their choice of activities during the first weeks of the Summer break. There are quite a number to choose from and there are a few which have an extra cost, such as horse riding, tennis and golf, but you will be asked to confirm these choices.

Plus Points and Values awards are the main reward schemes for Cloisters. Plus Points are awarded for being a good Felstedian and for efforts in activities and sport, so everyone has an equal chance of gaining them. Extra points may be given for good manners and helpfulness.

The children should have a water bottle and reading book in their school bags, they will also be issued with a planner. It would greatly help your child if you encouraged them to read at home each day and, when time allows, listen to them read. School and home working together in partnership helps a child's progress so reading, practising tables and learning weekly spellings with your child is a great assistance. Children have a supervised prep session on a Friday afternoon and Saturday morning, so will not usually need to bring prep home. However, if they do not attend Saturday school, they may have to complete some prep at home (this would not normally be more than an hour in the week).

Children can continue or begin individual music lessons. They come out of their academic lessons and will be expected to make their own way to the Phillips Music Centre. This is part of their growing independence. However, you will receive an email about the lesson at the beginning of each week and the pupils are reminded during registration on the day of their lesson. They will also be provided with a sticker to remind them. LAMDA and LS lessons follow a similar format.

Years 5 and 6 are full members of the School and, as such, are expected to attend school events. Please look through the calendar for Sunday Chapel Services and other events such as Open Day, Sports Day & Speech Days etc. Please contact me if your child is unable to attend for a specific reason.

Please may I give a gentle reminder that all clothing **MUST** be named (on the inside) including all footwear, as lost or 'borrowed' clothing causes great distress at this age. A black laundry marker used on the washing label is better than nothing!

Finally, I hope that your child has a very happy and successful time in Cloisters. If there is anything we can do to help, please do not hesitate to contact us.