

MIDDLE SCHOOL HANDBOOK



2023-2024

Middle School Values Tree



Welcome to St Hugh's Middle School

Our aim in Middle School is to build upon the rich experiences that your child has already encountered so far in life at St Hugh's and elsewhere. We welcome each child, along with their family, to a happy department where we foster confident, curious, independent and valued learners. In a safe, stimulating and encouraging environment, the children in Middle School are given wide and varied opportunities in which they can flourish and excel. We strive to equip each child with the skills essential to becoming successful learners in school and in life beyond. In Years 3 and 4, children develop a deeper level of knowledge and understanding in each subject. In partnership with this, each child becomes adept at understanding how to be a successful learner. Such skills include independence, resilience, creativity, problem solving and collaboration. This allows a child to apply themselves confidently to a variety of tasks throughout the school day and to be ambitious in their progress and achievement.

Grouping the children in maths and English in Middle School further supports the small class sizes and contributes to each child's progress and attainment. This combined with a wide range of specialist subject teaching, an excellent PE and games programme, Forest School and the 'Take One' initiative, offers all children the best opportunity for learning and success. In Middle School, the children will begin to develop both skill and courage on the sports field and in matches. These events provide an excellent opportunity for each child to proudly represent their school, enjoy socialising with new friends and experience some healthy competition against a variety of schools.

In Middle School, good behaviour and conduct are valued and the children are taught the importance of demonstrating these to a high level. Both academic success and personal development are very much celebrated and there are frequent opportunities for these to be recognised throughout each week and term. We encourage a strong sense of collective responsibility in Middle School, where the children respect themselves and others. Each child's best interest is always at the heart of what we do and we value each child for who they are and who they will become.

We look forward to welcoming you into Middle School and facilitating the next part of your child's exciting educational journey. Please feel free to contact me or any of the Middle School team, who are always more than willing to offer help and guidance or to answer any questions you may have.

Mrs Julia Veness

Head of Middle School



GENERAL INFORMATION

Joining St Hugh's

We understand that making the transition to a new school or stage in education can be a little daunting, so the aim of this handbook is to answer any questions you may have about Middle School and to put your mind at rest.

A range of transition events are planned throughout the summer term before the children join Year 3 to familiarise both the children and you with Middle School. The



children will be welcomed to our 'Moving Up/Transition Day' where they meet their new form teacher and classmates as well as experience a games session, whilst parents become acquainted with some of the Middle School team. Prior to this, the Head of Middle School enjoys attending various summer term events in Pre-Prep. This offers the parents, children and Head of Middle School an opportunity to further acquaint themselves with each other. In the summer term, a New Parents' Information Evening offers you an opportunity to meet the Head of Middle School and other teaching staff who will share information with you regarding the routines and requirements of Middle School. You will be introduced to the curriculum that the children will follow, and staff will be able to answer any questions you may have. Children joining St Hugh's are invited to a 'Pop in' session a day or two before their start date to meet their form teacher, see their classroom and help them feel prepared.

Starting Middle School

Before starting Middle School, it is most helpful if children have been introduced to:

- Gathering and organising their belongings independently
- Tying shoe laces
- Tying a tie (boys)
- Beginning to tell the time

The Organisation of Middle School

There are four forms in Middle School: two Year 3 and two Year 4, each with a form teacher. At this stage, several subjects are taught by separate specialist teachers.

Setting arrangements exist in maths and English lessons and all form teachers, along with some additional staff, are involved in teaching these subjects helping us to meet the needs of all the pupils. We also have teaching assistants in the department who support the work of the form teachers.

Middle School Staff

Teaching Staff

Mrs Julia Veness, Head of Middle School

Mrs Ena Rogers

Miss Sarah Price

Miss Preeanca Patel

Miss Clemmie Hill

Mr Philip Bailey

Teaching Assistants

Miss Ellie Smith

Miss Charlotte George

Mrs Kate Habberley

Librarian

Mrs Liz Dickens



Additional Subject Specialist Teachers

Mr Jeremy Kennard - Science

Miss Meghan Costello - French

Mrs Rebecca Pickering - RS

Miss Sally Ewins - Music

Miss Yvette Antwi-Dakwa - Drama

Mr Chris McCully - Games & PE

Mrs Anna Blanchard - Games & PE

Various staff assist with daily games sessions and matches



Organisation

Kit: A comprehensive uniform list is to be found at the back of this handbook. Please label clothing and footwear so that items can be found quickly and returned easily if misplaced. We would ask that a drawstring bag is used on the children's pegs to hold the items that often get lost such as hats, gloves, snoods and waterproofs.

The Start of the Day: We like children to be settled in their form room by 8.20am for registration and handwriting each day. Staff will take responsibility for children in Middle School from 8.15am. If you need to drop your child off earlier than 8.15am, please contact Mrs Veness by email to book your child into our morning 'Larks' session, which runs from 8.00-8.15am. If in an exceptional circumstance, you need to bring children in before 8.00am we ask that you request permission in advance as supervision is not usually available before this time.

The End of the Day: Please collect your child from their year group entrance door, where staff will be present to dismiss them. Times vary during the week, as follows:

- *Mondays, Tuesdays, Thursdays* (Year 4) & *Fridays*: 4.20pm-4.40pm pick-up window
- *Tuesdays*: Children participating in sport (Year 4) should be collected as directed by the relevant team sheet on SOCS (the sports website/app)
- *Wednesday*: 4.15pm
- *Thursday*: 4.40pm for Year 3 (after a timetabled late games session)

Any pupils who have not been collected and who are not staying for a club activity, will be supervised in Late Stay in the Middle School hall, until their parents arrive. Late Stay runs from 4.40-5.30pm and is a session during which children can complete their prep, read or enjoy some quiet games with each other and the member of staff on duty.

Independence: The children should be encouraged to organise their own belongings in the cloakroom and to say goodbye to you at the door of Middle School. This helps the children to feel responsible, organised and independent. We would expect all children to be used to doing this by the autumn half term.



Security: When collecting your child, parents should wait outside the Middle School building under the respective year group canopies. After clubs and Late Stay, children should be collected from Middle School at 5.30pm. Collection from paid clubs run by external agencies (e.g. judo, swimming) should be from the club location. After tea and matches that return later than 4.40pm, children should be collected from the Manor House. Any children who are boarding should report to the House Parents when their school day ends.

It is important that your child knows if they are going to be collected directly from school (and by whom) or are staying for a club, tea, or participating in a match after school. If there is a change in arrangements or your child is due to go home with somebody else, please inform the receptionists in the Manor House and your child's form teacher.

Activities and Clubs: We use SOCS, an online portal, for parents to sign up for and manage their children's clubs and activities. Timetables and information on how and when to sign up are emailed to parents before the start of each term.

After school activities run between 4.40pm and 5.30pm and happen throughout the term. Information is emailed to parents prior to the start of term the end of the previous term, or start of the new term, for pupils to choose clubs they would like to attend. Clubs do fill up quickly so we offer them on a first come first served basis.



Children in Year 3 may wish to build up their club commitment gradually as the year progresses to allow them time to adjust to the longer school day. If your child booked into a club, but you wish to collect them at 5.30pm at the same time as a sibling doing a club that night, then they may be booked into Middle School Late Stay, using the same booking system as above.

Children may stay for clubs (4.45 - 5.30pm) and/or tea (5.30 - 6.15pm), which are booked at the start of term on SOCS. If you wish to book your child into tea at other times, 48 hours' notice is required and the booking should be made through the receptionists.

The majority of our extra-curricular activities are free of charge, although those which are run by an external agency do carry an additional cost e.g. dance, judo and Swim School.



Boarding: Children from Year 3 upwards are welcome to board, with options for both 'weekly boarding' (from Monday to Saturday morning) or 'flexi-boarding' (one or more nights booked in advance). Our Houseparents, Mr and Mrs Perry-Evans, are happy to answer any queries you might have - please email boarding@st-hughs.co.uk.

Absence from School

If your child is unable to attend school, please telephone reception (01367 870700) or email reception@st-hughs.co.uk by 8.15am, explaining the reason for the absence. This contact must be made on each day that your child is off school. The school is bound by government regulations concerning school registers and every unauthorised absence has to be recorded.

If your child arrives after 8.30am, when registers are closed, please inform the school receptionist that your child is in school so that the record can be updated.

If your child needs to be absent to attend a pre-arranged appointment, such as a dental check-up, please notify reception and their form teacher by email, in advance. Please note that it is very important that children are signed in and out by the school receptionist when arriving or departing at any point during the course of the school day.

Advanced permission must be sought from the Head for children to be absent for prolonged periods or for holidays overlapping term time. Please email headspa@st-hughs.co.uk.

Behaviour

Our high expectations of all children are maintained by a system of praise and reward for good behaviour and work. House Points are awarded by staff for a good piece of work or good citizenship. Golden House Points (worth 5 points) are awarded for exceptional pieces of work, outstanding effort or notable acts of citizenship. Individual accumulation of House Points and Golden House Points will earn Head's Awards.



The children should be encouraged to check their work regularly for these, which are then signed off in their prep diary by the teacher awarding them. Other informal forms of positive reinforcement such as stickers and reward programmes are used to encourage good conduct and effort. Circle time and assemblies are used to help foster self-esteem, the school's values, to reinforce the school's Code of Conduct and to emphasise the concepts of individual responsibility and morality. The Code of Conduct is available on the school website and in the children's prep diaries.

Houses

All children are allocated to one of the four school Houses: Bickley (Blue), Carswell (Yellow), Chislehurst (Green) or Malvern (Red). If a child has an older sibling that is, or has been, at the school, they will automatically join the same House. House Points awarded for good conduct, work and effort are counted on a weekly basis and contribute towards the House total, the results of which are announced in the weekly, whole school assembly and a House flag is raised to acknowledge the successful House. At the end of each term and the year, overall winners are announced.



The Houses compete against each other during a variety of different sporting, musical and academic events. Overall Captains and Vice-Captains are chosen from Year 8 and Middle School House Captains and Vice Captains are chosen each term.



Home / School Liaison

The Middle School staff are always happy to talk to you and we value well established communication between home and school. All staff check their school emails regularly and you may find this a useful way of communicating with your child's form teacher or other members of staff. School email addresses are formatted 'surname first initial'@st- hughs.co.uk (e.g. Julia Veness is venessj@st-hughs.co.uk). Please note that whilst staff aim to reply to emails as quickly as possible, there may be a delay in responding to communications sent at weekends or between 6pm - 8am on weekdays.

Alternatively, please feel free to make an appointment after school should you have any concerns, so that we are able to deal with issues as quickly as possible. Please be aware that form teachers need to be in classrooms with the children in the mornings, so may not be available to meet with you at this time.

The school website can be found at www.st-hughs.co.uk and provides a wealth of information about the school. The school calendar, news and contact details are easily accessible here.

The St Hugh's weekly newsletter, The Cygnet, is sent out to parents via email every Friday. There is a Middle School section which contains updates and reminders. A termly magazine, The Swan, features many photographs from Middle School activities as well as giving a flavour of school life from Nursery to Year 8. The school has three Instagram accounts: @sthughsgcommunity and @sthughssport (private - accessible to current and former parents and staff); and @sthughsschooloxfordshire (public).

Further correspondence may be sent at the start of term, or regarding specific events, from the Middle School team via email.

Each child is issued with their own, named, prep diary in which they should record any prep set as well as reading, spelling and mental maths they complete at home. It also contains a copy of your child's timetable. We encourage them to write other achievements and activities, such as music practice or swimming lessons, so these can be celebrated. To begin with, your child may need support and reminders to do this, but they should be encouraged to become as independent as possible once they have developed a good routine.

Prep diaries are checked and signed once a week by form tutors and we ask that, at the end of the week, you sign your child's prep diary acknowledging that work has been completed at home and that you have had no concerns.

Curriculum planning is shared with parents via the school website which gives an overview of each subject as well as more detailed curriculum information specific to each year group.

Information Evenings about topics such as maths, English and independent learning also provide parents with opportunities to learn more about the skills and knowledge being developed. If you have particular questions regarding coverage within a subject then please do not hesitate to contact the relevant member of staff.

Regular, informal coffee mornings take place each term and offer an opportunity to clarify any queries regarding school life.





Reporting and Monitoring

You will be invited to parents' meetings in the autumn and spring terms. The first of these is a pastoral meeting and will give you an opportunity to meet with your child's form teacher to discuss how they are settling into life in Middle School. The second, in the spring term, is an opportunity to discuss your child's academic progress and you will be able to have meetings with their English and Maths teachers. At both evening meetings, subject specialist teachers will be available for informal discussion.

At the end of the autumn and summer term a written report on your child's progress will be provided, in addition to short reports at other points throughout the year. If, however, you would like to discuss your child's progress at any other time then please do not hesitate to ask for an appointment with your child's form teacher or Mrs Veness.

Open Afternoons

Open Afternoons are held throughout the year, offering an opportunity for the children to show you their form room and all of the work they have completed across the curriculum. Open Afternoon usually falls towards the end of each half term, with dates being confirmed in the school calendar.



School Policies

The following policies are available on the St Hugh's website or from the School Office:

- Accessibility Plan
- Admissions Policy
- Anti-Bullying Policy
- Assessment Policy
- Behaviour for Learning Policy
- Complaints Procedure
- Curriculum Policy
- EAL Policy (English as an Additional Language)
- Equal Opportunities Policy
- Exclusion Policy
- EYFS Policy
- First Aid Policy
- Health & Safety Policy
- Privacy Notice
- Recruitment Policy
- Risk Assessment Policy
- RSE Policy
- Safeguarding Policy
- SEND Policy
- Storage and Retention of Data Policy

Medical Matters

As part of the admissions process, you will be asked to complete a confidential medical form for your child and to provide information about allergies and medication. Records are held in the school Medical Centre. Long term medication or monitoring, such as for asthma or diabetes, should be discussed with the Head Nurse. It is essential that you report any changes regarding health issues, including regular hearing and sight checks, to the staff in the Medical Centre.

If a pupil is unable to take part in games for any reason, the school nurse should be informed at the start of the day by email (nurse@st-hughs.co.uk), telephone or letter, delivered to the Medical Centre. If it is necessary for your child to be absent from school for a medical or dental appointment during the day, please let the form teacher know in advance.

Medicines

When children are ill, they are much better off at home, not only to reduce the infection of others but clearly no child can do their best when they are feeling poorly. If your child has been ill during the night, has a high temperature or has experienced vomiting or diarrhoea, please keep them at home the following day (the school policy is 48 hours after the last episode of diarrhoea and vomiting).

If your child is fit enough for school but needs to continue medication, please deliver this in person to the Medical Centre in its original packaging. A consent form must be signed so that medication can be administered during the day - this can be found on the school website or can be provided by the nurse on duty.

Wellbeing

We understand that the mental health and wellbeing of the children is of great importance. If children are not able to manage their emotions, do not have robust self-confidence or opportunities to be calm and reflective, they will not be happy or able to succeed to the best of their ability. Our timetable and planning are mindful of this.





Quiet periods punctuate the day and are used for calm activities such as assembly time, reading, circle time, visits to the library and wellbeing activities. In addition to this, Middle School starts each lesson with a 'pause' which involves one quiet minute of deep breathing and relaxation exercises to help the children to reconnect with the present moment, prior to embarking upon another period of learning. Middle School are lucky to have a group of enthusiastic, kind and experienced Teaching Assistants who are committed to supporting your child's learning. Albeit infrequently, there can be times when children require additional pastoral care. Our Teaching Assistants are well equipped to offer both group and one to one pastoral sessions, giving children a safe and secure environment to express their feelings to a trusted adult.

Middle School holds half termly 'Wellbeing and Mindfulness' lessons, delivered by a specialist teacher. Mindfulness, breathing techniques, affirmation and visualisation are taught alongside yoga movements to create a sense of calm and positive thought. Through these activities, the children learn how to recognise their emotions and regulate their feelings. We help the children to use their knowledge and understanding of positive mental health to benefit their relationships and their learning.

CURRICULUM

St Hugh's Learning Skills

Thinking and Learning is at the heart of our curriculum in Middle School. It is so important that the children know how to learn, are active in the process and develop wide and varied skills for life. Each term starts with at least one 'Thinking and Learning' day. These are days that are 'off timetable' and where they experience a wide and varied programme of study and a range of activities to develop key skills such as:

- Mind mapping
- Note taking
- Research skills
- Team work and communication
- Questioning
- Problem Solving
- Ways of thinking
- Ways of learning

Each skill promotes particular behaviours we encourage such as perseverance when learning. These skills are then referred to and woven into the teaching and learning that takes place.



Further details of these can be found on the display boards in the Middle School hall and classrooms. Increasing the awareness and skills of the children ensures that they are able to become active, inquisitive learners.

English

English is an integral part of the curriculum, underpinning all subjects and activities. Literacy skills are delivered discretely in several key lessons.

In Year 3 and 4, the children enjoy a scheme of work called "The Literary Curriculum". Using a key text as their stimulus, the children develop their reading and writing skills alongside their spelling. The children benefit from daily, hour long lessons from Monday to Friday.

In addition to these lessons, the children visit the library on a weekly basis as well as having an hour's drama lesson. Developing confident communicators underpins our commitment to Drama, with a musical production including all Middle School pupils being performed each year. As well as this, a Harvest Festival each autumn and the spring term 'Take One' Exhibition allows the children the opportunity to present to an audience.



Reading

The teaching of reading takes place in the children's daily English lesson during which the key skills of decoding, reading with fluency, pace and expression and comprehension are the focus of detailed teaching. Text choices are ambitious during these lessons and the children are scaffolded in their learning to help further develop their reading skills.

Phonics revision helps to support the children's on-going spelling and reading development and builds directly on their previous learning to ensure consolidation and confidence in using these skills independently. The monitoring and assessment of this reading is collated by teachers using their own framework and is not recorded in the children's prep diary although each child's reading will be listened to on a daily basis within these lessons.



In addition to this, the children will independently choose a book to read for pleasure. This is for them to enjoy at home, with you, and during periods of reading rest at school when they will read independently. Occasionally, they may get the opportunity to share their choice of book with a member of staff or their peers, but it is important that they have a book which they are able to read, understand and enjoy confidently on their own.

We are excited to be using Accelerated Reader to support the children in choosing their independent reading book from our library in Middle School. Accelerated Reader is a reading scheme based on reader ability which sets personalised goals using everyday books. Throughout the year the children will be assessed and allocated a reading range from which to choose their reading book. When they finish their book, the children complete an online quiz, at school, before choosing a new book.



This allows parents, staff and children to monitor their progress and provides valuable information about vocabulary and language skills. Further information about the scheme will be shared with parents during the autumn term.

The children may prefer to use the online Accelerated Reader Book Finder service, to identify books at home that are of an appropriate level, which they are welcome to bring in to school. Help and inspiration is available to the children during their library time each week, as well during morning break times when our librarian is present. It is important for the children to establish a good routine in managing their reading for pleasure and your help with this will be extremely valuable.

Various reading challenges and initiatives encourage the children to experiment in their reading for enjoyment and establish a love for books. Details of these are sent out when appropriate and they are designed to help establish a healthy reading habit and confidence in accessing and discussing a variety of texts.

Spelling

Weekly, differentiated spellings will be issued as part of the children's prep arrangements and will complement the discrete spelling focus of the week for each particular English set or revise high frequency words.



A range of different ideas to help make spelling practice at home fun and multi-sensory can be found on the school website. The children are encouraged to revise the spellings as often as possible and a minimum of four times per week, to ensure they are retained for use in their independent written work.

Maths

Maths for Year 3 and 4 is based on the Power Maths scheme. Staff help the children make transitions from the very practical experience they will have had in Year 2 towards the more formal approach to calculating and recording that they will encounter in Upper School, building on previous learning and equipping the children with a wide range of mental, written and practical strategies for the different mathematical areas.

Mental Maths

To support the children's development in maths, it is important that they regularly practise mental maths skills, including quick-fire times-tables, number bonds, addition and subtraction and doubling and halving questions. Journeys in the car often prove a useful time to speed up such skills as well as various apps which are available, such as Squeebles. A weekly whole school times tables challenge is published in the Cygnet and we encourage this to be the focus for revision on TTRockstars at home. Further ideas for activities to help support this can be found on the school website.



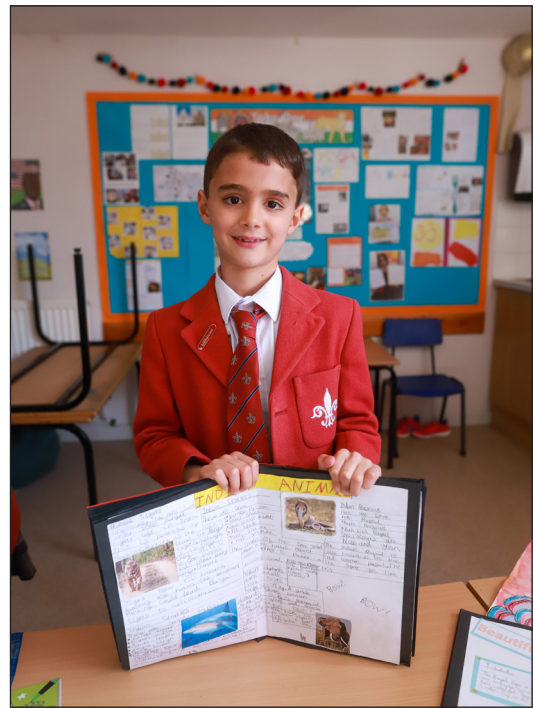
Topic Work

Topic work offers the children cross curricular opportunities to immerse themselves in themes such as 'Chocolate', 'Victorians' and 'Egyptians'. Opportunities for the children to develop geographical and historical skills, whilst continuing their interest in and ability to ask questions of the world around them, are thoroughly enjoyed by all. Other curriculum areas such as Art, DT and RS also often link to the topic being taught.



Year 3 'Topic Talks'

Recently introduced to Year 3 is our Topic Talk project. This is an academic initiative designed to ignite curiosity; deepen subject knowledge in an area of a child's choosing; develop confidence; and practice presentation skills in a nurturing and encouraging environment. All Year 3 children are asked to present a topic of their choice to their form group at the end of the summer term. Children are encouraged to choose a topic which is of personal interest to them - this might be a hobby; a favourite animal; a trip they have made; an aspect of family history; a sporting passion; an author, artist, or historical figure - anything which inspires them and sparks their enthusiasm. Children are expected to research their topic (using the skills developed through the spring term Take One project) and prepare a five-minute talk which they present in a format of their choice - this can be supported with a script or prompt cards, a PowerPoint, props, a poster, photographs etc.



Year 4 'Lumos'

Year 4's Lumos is a newly launched programme of events and activities which sets out to deepen the children's subject knowledge across the curriculum. The initiative is designed to inspire and enrich the children's learning whilst nurturing academic attributes, confidence and independence - qualities which will stand them in good stead once they move on to Upper School. The programme includes workshops and talks at some of the senior schools to which St Hugh's children move on to, as well as visits from senior school specialist teachers and our own Upper School Heads of Department. The children spend time researching the Lumos topics and consolidating their learning in weekly timetabled sessions. At the end of the academic year, parents and visitors will be invited to join us for a presentation of the programme's highlights and to celebrate the end of the children's time in Middle School.





'Take One...'

Each spring term the whole of Middle School embark on a topic linked to a stimulus from the Ashmolean Museum in Oxford. This could be a historical artefact or a piece of artwork which is used as the initial focus, following which the children use a wide range of taught learning and thinking skills to complete their own independent research projects. At the end of the term, a grand exhibition is prepared where the term's hard work is celebrated and shared. Further information about our Thinking and Learning Skills Programme, including 'Take One..' will be shared at a parents' information evening at the start of the spring term.

Other Curriculum Subjects

The children experience a variety of other subjects including ICT, Science, French, DT, Art, Drama and Music. These are taught by form tutors and subject specialist members of staff, with the children often moving to a dedicated room in Upper School to ensure they have the best possible resources to support their learning where appropriate.



PE and Games

Year 3: In the first year of Middle School, all children will be involved in a small number of fixtures in the following sports:

Girls

Autumn : Hockey/Netball/Cross Country

Spring: Hockey/ Netball/Cross Country

Summer: Cricket/Swimming/Tennis/Athletics

Boys

Autumn: Rugby/Cross Country

Spring: Football/ Hockey/ Cross Country

Summer: Cricket/Swimming/Athletics/ Tennis



At this stage it is important that everyone feels part of a team and that the experience of competing for your school is a positive one. Generally the teams are of mixed ability and all the boys and girls will have the opportunity to participate.

During the year, various other sports will be taught and usually teams will be selected on merit to represent the school, for example swimming, tennis, athletics and cross country. Not all children have the skills or confidence

at this stage to compete in such activities, so only small numbers will be involved in these.

There will be occasional fixtures for Year 3 teams, so it is important to make regular reference to the school calendar, and to SOCS (our sports fixtures app).

During Year 4, the number of fixtures increases. These are usually held on a Tuesday afternoon at 2.30pm although, particularly in the summer term, matches may also take place on other days. Information about weekly matches should be checked carefully, details of which can be found in the school calendar, on the Middle School notice boards, school website, the Cygnet (weekly news) and on the School Sports app. To access the app on your smart phone device, please go to the St Hugh's School Website, click on 'Sports and Activities' followed by 'Sports Website'. Your device will then begin to load the School Sports Website. Finally, please click on the 'Add to Home screen' option. On your home screen you will then find the School Sports app. Please click on this app to find all of the details for each scheduled match.

Year 4: Fixtures take place in the following sports:

Girls

Autumn: Netball/Cross Country/ Swimming

Spring: Hockey/Cross Country/ Swimming

Summer: Cricket/Swimming/ Athletics/Tennis

Boys

Autumn: Rugby/Cross Country / Swimming

Spring: Football/Hockey/Cross Country/ Swimming

Summer: Cricket/ Swimming/Athletics/Tennis

It is very important to us that everyone feels part of a team and that the experience of competing for your school is a positive one. Sometimes the teams are mixed ability, although there are occasions when we have to match the ability of teams being pitched by opposing schools and therefore the groupings are differentiated into A, B and C squads.





As in Year 3, teams for swimming, athletics, tennis and cross country will not involve all the children. These teams will be selected on merit as it is not appropriate, or possible, to include whole year groups in these activities. Team sheets for all events are put up on the notice boards in Middle School as well as being uploaded on to the school website and School Sports app a few days ahead of events.

Any last minute changes to the published arrangements are always put on the school website immediately (cancellation due to poor weather etc.) so it is advisable always to check the website before travelling to any home or away matches.

Parents are very much welcome to support matches that are played at home or away and details of the location and times of matches are on team sheets, in the school calendar and on the school website. Please,

also, check your emails and texts for further updates and information.

You are welcome to take your child home from an away fixture but, if you intend to take a child other than your own, then permission will be required via email or telephone from that child's parents.

Match teas are usually provided for parents whilst you wait for your child to have their snack. These are a super opportunity to socialise with parents from St Hugh's and the other schools participating in fixtures. Children who are playing fixtures either at home or away that finish later than 4.40pm should be collected from the Manor House.

Kit for games and PE is stored in the sports hall where each child is allocated a named locker area or peg on which to store their belongings. It is important that children are encouraged to be organised with their belongings and fold and store them carefully between each session to avoid items being misplaced. On a Friday, the children will pack their games bag to bring home any kit that requires laundering. These are returned directly to the sports hall before the start of the school day on a Monday.

In the event of an item being misplaced, we ask that children are given the responsibility of searching the changing rooms where there are allocated lost property bins. They may also like to check with the matrons who hold some lost property. By clearly labelling all items including smaller articles such as socks, goggles and hair bands, it is easier for items to be returned to their rightful owner.

If you have any questions regarding sport at St Hugh's, please do not hesitate to contact Mr McCully, Director of Sport.



Forest School

Forest School forms an integral part of the Middle School curriculum, with children in Year 3 visiting on a fortnightly basis and Year 4 having identified Forest School focus days within each term. Aiming to encourage creativity, problem solving, resilience, perseverance, teamwork, leadership and communication amongst other essential learning skills, Forest School is thoroughly enjoyed by the children throughout the seasons.



During sessions, the children have focussed teaching as well the opportunity to use and apply their own ideas and knowledge.

It is extremely important that the children's kit is supplemented with appropriate clothing from home in response to the weather as the children will participate in Forest School throughout all extremities of the British climate. In order to be able to fully enjoy their session, it is important that they are comfortable particularly during the winter.

Learning Support

Middle School has the facility to deliver learning support within the department. Children who require additional support will visit our Learning Support classroom, The Loft, for individual or small group lessons. We have specialist staff who co-ordinate additional provision and support both academic and pastoral development.



Individual Music Lessons

Many children enjoy learning an instrument in Middle School and this is facilitated by a wide range of peripatetic music teachers.

Opportunities for the children to perform their instrument are built into the calendar and children regularly play as their peers arrive at and depart from the Middle School assembly twice weekly.

For those new to music, the Middle School children have an opportunity to discover more about the range of instruments available to learn during our Instrumental Taster Week.

More details are available from our Head of Performing Arts, Miss Sally Ewins, ewinse@st-hughs.co.uk

LAMDA

Opportunities to participate in LAMDA are offered to children in Year 4 and above as an additional, paid activity. More details are available from the Head of Performing Arts, Miss Sally Ewins, regarding the course content and level of commitment required, in addition to the lessons.

FOSH (Friends of St Hugh's) & Social Events

FOSH organise a number of events each year, some purely social and some with an element of fund raising, to support the school charities and to buy items for the school, often suggested by the School Councils, which could not ordinarily be funded. The work of this group is hugely important to school life and is much appreciated by all.

Each year group has two parent representatives who coordinate regular get-togethers across the year groups, giving parents the opportunity to meet over coffee, lunches or suppers. New reps are recruited each year and current reps are always delighted to hear from those who would like to be involved, either as a form rep or to support an event.

Food

The children in Middle School are actively encouraged to bring a water bottle into school to keep in the classroom. Although they do have regular access to water at mealtimes and break times, this means they are also able to stay hydrated throughout lessons. We ask that bottles contain only water rather than juice.

Lunch is served in the Dining Room where the children have a selection of hot and cold options from which to choose. Guidance is given by staff to ensure the children enjoy a balanced meal and are encouraged to try new and interesting foods if they so wish. Menus are available on the school website.



On a regular basis, children take lunch in a more formal, family setting. On these days, a smaller more intimate dining space is used, choices are limited and there is a particular focus on table manners and conversation.

If your child has any special dietary needs, please inform the school nurses in writing and ensure that the form teacher is aware.

Due to the increasing number of children who experience allergies, we do not allow nuts in school. Birthday cakes may be brought in and handed to form teachers, though we ask that parents provide a full list of ingredients used so that these can be checked for allergy issues before cakes are shared.

Problems or Concerns

There is a possibility that, from time to time, your child may have difficulties and, if we have any concerns, a member of staff will contact you immediately to discuss the situation. Our aim is to ensure all children settle happily and quickly into their daily routine of school. However, if you have any worries or concerns, please do not hesitate to contact the form teacher in the first instance. Mrs Veness and the Head are also always very happy to discuss any issues with you.

Parking

Middle School parents are welcome to park in front of the Manor House, or the lower tennis courts adjacent to Pre-Prep.

Visiting the School

Please note that only pupils and members of staff may enter school buildings during the school day (with the exception of the Manor House reception), unless for pre-arranged meetings or events to which parents have been invited. All visitors, including parents attending for a meeting, must report to the Manor House reception to sign-in and sign-out.

Dogs on site

Whilst we welcome well-behaved dogs within the school grounds, please note that dogs must not be brought into any indoor spaces at any time, and dogs are required to be kept on a lead at all times. Please refer to the school's Dog Policy for further information.

Bridle Path - Public Access

Please note that there is a public bridle path which runs through the school grounds. Members of the public must not deviate from this path and enter the school grounds. If you are on site and have any concerns about unauthorised access, we ask that you report these immediately by calling the school or alerting the receptionist or any other member of staff.

A very warm welcome to St Hugh's Middle School awaits you!



UNIFORM & EQUIPMENT LISTS

Boys' Winter Uniform

School Uniform

- *Regulation school blazer
- White shirt
- Charcoal grey trousers - not 'combat style' with side pockets
- Charcoal grey shorts (optional) - not 'combat style' with side pockets
- *Regulation navy V neck jumper
- Regulation House tie (available from school receptionists)
- Grey socks
- Black school shoes - not trainer style

Sports Kit

- *# Regulation midlayer sports top
- *# Regulation track pants
- *# Regulation white polo shirt
- *# Regulation reversible rugby shirt
- # Regulation House t-shirt (available from school receptionists)
- *Regulation navy baselayer top
- *Regulation navy baselayer leggings (optional)
- *# Regulation navy shorts (Rugby/Hockey/Football)
- *# Regulation white games shorts (PE/Athletics/Tennis)
- *Regulation navy and pink knee length sports socks
- White ankle sports socks
- Indoor trainers with non-marking sole (for sports hall/astroturf only)
- Outdoor trainers (for outdoor sports only)
- Football/rugby boots
- Mouthguard
- Shin pads
- Regulation House swim cap (available from school receptionists)
- *# Regulation navy swimming shorts
- Medium size bath towel
- *Regulation sports bag (this is initialled and ordered by the School on your behalf)
- *Regulation boot bag (optional)



Outdoor Kit

- *Regulation navy anorak
- Navy waterproof trousers
- *Regulation bobble hat & snood
- Pair of navy gloves
- Wellington boots
- Wellington socks/boot liners
- Trainers for outdoor play (optional)
- Navy drawstring bag to store outdoor kit (as used in Pre-Prep)

General

- *Regulation school bag (this is initialled and ordered by the School on your behalf)
- Named water bottle
- Small pencil case (see separate classroom equipment list)

Girls' Winter Uniform

School Uniform

- *Regulation school blazer
- *Regulation white round collar blouse
- *Regulation tartan tunic
- *Regulation navy cardigan
- Navy knee socks or navy tights
- Black school shoes (robust, though not trainer style)
- Navy hair accessories

Sports Kit

- *# Regulation midlayer sports top
- *# Regulation track pants
- *# Regulation white polo shirt
- *# Regulation pink games shirt
- # Regulation House t- shirt (available from school receptionists)
- *Regulation navy baselayer top
- *Regulation navy baselayer leggings (optional)
- *# Regulation navy games skort
- *# Regulation navy running shorts (optional)
- *Regulation navy and pink knee-length socks
- White ankle sports socks
- Indoor Trainers with non-marking sole (for sports hall/astroturf only)
- Outdoor Trainers (for outdoor sports only)
- Mouthguard
- Shin pads
- *# Regulation swim suit
- Regulation House swim cap (available from school receptionists)
- Medium size bath towel
- *Regulation sports bag (this is initialled and ordered by the School on your behalf)
- *Regulation boot bag (optional)

Outdoor Kit

- *Regulation navy anorak
- Navy waterproof trousers
- *Regulation bobble hat & snood
- Pair of navy gloves
- Wellington boots
- Wellington socks/boot liners
- Trainers for outdoor play (optional)
- Navy drawstring bag to store outdoor kit (as used in Pre-Prep)

General

- *Regulation school bag (this is initialled and ordered by the School on your behalf)
- Named water bottle
- Small pencil case (see separate classroom equipment list)

* = Regulation uniform available only from Stevensons, 245 Banbury Road, Oxford, OX2 7HN. Tel: 01865 554559.

= Please sew large, regulation name-tapes on left front of garment, for easy recognition.
Please refer to the Uniform Section of the St Hugh's website for full details of how to order



Classroom Equipment

The children will need the following equipment which should be clearly named:

One small pencil case
HB pencils
Ruler (30cm) Pencil sharpener Rubber
Glue stick
Small selection of coloured pencils
Pen with purple ink (for making corrections)
A descant recorder (Aulos is the recommended make)

Towards the end of the spring term, summer uniform lists will be published and are available to download from the school website.



USEFUL CONTACT DETAILS

St Hugh's School

Carswell Manor

Faringdon

Oxfordshire

SN7 8PT

Telephone: 01367 870700

Head of Middle School: Mrs Julia Veness

Email: venessj@st-hughs.co.uk

Form Teachers:

Email format is surname+first initial

e.g. pickeringr@st-hughs.co.uk

Manor House Receptionists:

Telephone: 01367 870700

Email: reception@st-hughs.co.uk

School Secretary: Mrs Louise Allen

Email: office@st-hughs.co.uk

Head's PA: Mrs Kaye Everatt

Email: headspa@st-hughs.co.uk

Headmaster: Mr David Griffiths

Email: headmaster@st-hughs.co.uk

Bursar: Mr Alistair Hamilton

Telephone: 01367 870706

Email: bursar@st-hughs.co.uk

Director of Marketing & Admissions: Mrs Clare Rich

Email: registrar@st-hughs.co.uk

House Parents: Mr Kevin & Mrs Harriet Perry-Evans

Telephone: 01367 870712

Email: boarding@st-hughs.co.uk

School Nurses: Mrs Fiona Lines (Head Nurse)

Telephone: 01367 870715

Email: nurse@st-hughs.co.uk

Head of Learning Support: Mr Simon Tomlinson

Telephone: 01367 870729

Email: lshead@st-hughs.co.uk

Chair of Governors: Mr Neill Lawson-Smith

Email: chair@st-hughs.co.uk





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