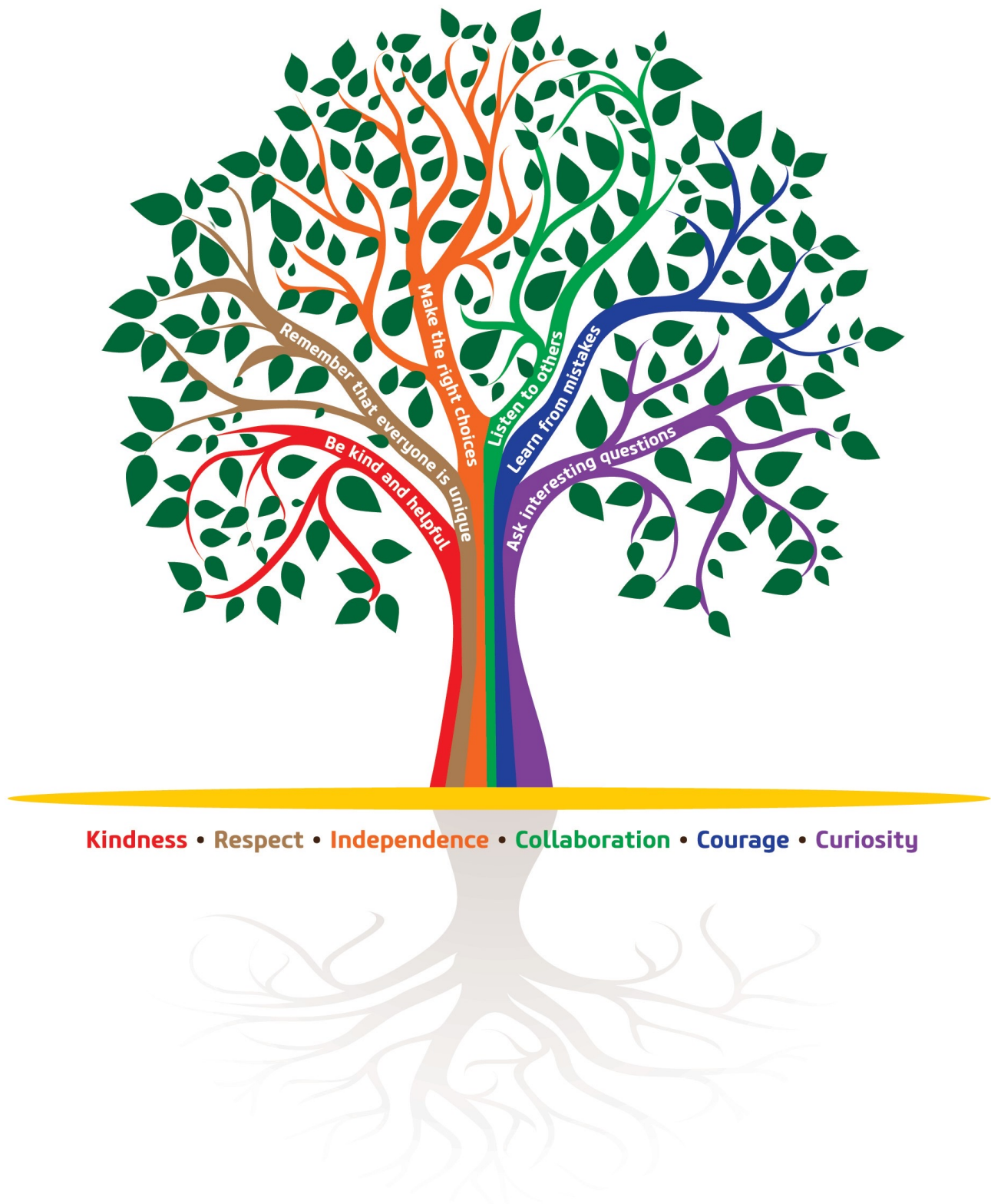


# PRE-PREP HANDBOOK



2024-2025

# Pre-Prep Values Tree



# Welcome to St Hugh's Pre-Prep

The Pre-Prep at St Hugh's comprises Nursery (from 3 years), Reception, Year 1 and Year 2. Our aim is to provide an excellent start to your child's education. We take great pride in bringing wonder and joy into every learning experience. We believe that nurturing a love and enthusiasm of learning will establish the firm foundations necessary to prepare your child for future success and the exciting challenges of every new stage through Pre-Prep, Middle School and beyond.

In Pre-Prep, we provide small classes within a caring, friendly yet ambitious environment in which every child is encouraged to reach their full potential and each achievement is celebrated. The curriculum is broad and teaching is tailored to meet the needs of each child. Children are given the opportunity to learn in a variety of ways, through creative play to exploration and research, to break down subject boundaries and to acquire a mix of knowledge and skills.

We believe in lifelong learning and the notion that learning should be enjoyable. We teach the children to have confidence in themselves and develop 'learning skills' through our bespoke selection of 'learning animals'. We will equip your child with the skills, knowledge and understanding to become proactive, determined, reflective and collaborative which will enable them to reach their full potential in school, work and life.

The happiness of our pupils as well as a strong sense of family is present throughout Pre-Prep. This we promote through caring and respectful relationships, built on high expectations of behaviour.

We look forward to welcoming you into Pre-Prep and to sharing this exciting journey with you as your child begins their time at St Hugh's.

Jessica Blythe

*Head of Pre-Prep & Early Years  
Deputy Safeguarding Lead*







## INTRODUCTION

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

If your child is joining Reception they will be invited to a 'taster morning' to meet class teachers, spend time in the Reception environment and meet some future classmates. In June, there is a Teddy Bears' Picnic, which provides the opportunity for the children to familiarise themselves with St Hugh's again. Parents will also be invited to a welcome evening at which the Head of Pre-Prep and the Reception staff will explain the Pre-Prep routines and curriculum and answer any queries you may have.

If your child is joining Years 1 or 2, they will be invited to join us for an afternoon to get to know their new classmates before they start. You will also be invited to the Pre-Prep Curriculum Briefing and drinks evening in the autumn term, where you will meet the teachers and other parents.

All new children 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.

We will do our very best to ensure that you are fully informed of our routines and to answer any questions you may have. The FOSH (Friends of St Hugh's) form representatives will invite you to social events too, so that you meet other parents in your child's year group.

We hope that this handbook proves useful but please do not hesitate to contact us if you have any concerns at all.



## GENERAL INFORMATION

### Before Starting School

Children starting in Reception will range in age from barely 4 years to nearly 5 years old. Each child will arrive at St Hugh's with a different set of skills and abilities and at a different developmental stage.

Before starting school, it is most helpful if children can carry out the following basic tasks:

- To dress and undress without help
- To go to the lavatory without help and attend to their own needs
- To wash their hands thoroughly
- To blow their nose
- To hold and use a knife and fork correctly

Please encourage your child to be as independent as possible with these tasks as this will increase their confidence about starting school.



### Classes

All ages are taken from 1st September with Reception classes being for children of 4+, Year 1 of 5+ and Year 2 of 6+. The names of the classes relate to the year group and the form teacher's initials, for example RLB is a Reception form taught by Miss Lisa Botsford. Classes such as ICT, French, Forest School, PE and Music are taught by specialist teachers. We also have experienced teaching assistants within Pre-Prep who support the work of the class teachers.

All classes are of mixed ability and gender with the average age being roughly the same. As children progress through the school, the form groups are reconfigured every year to mix the cohort and give pupils the chance to extend their friendship group.

### Independence

Children should be encouraged to hang up their blazer on their peg and to sort out their things before entering the classroom – a quick goodbye to you at the cloakroom door will lead to a growing self-confidence and sense of independence.

### Parking

Pre-Prep parents are welcome to park on the lower courts beside Pre-Prep before and after school. However, these may not be available for parking during occasional afternoon collection times when they are being used for Games Club or on Wednesday afternoons of the spring term for netball. On these occasions please park in front of the Manor House or on the car parking area on the right of the main entrance by the sports pavilion. There is also the option to add your child to Robins (our wrap-around service) each Wednesday of the spring term, until the netball gates reopen at around 4pm.



## 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.

## Security

It is essential for safety that your children are delivered into the care of a member of staff at the beginning of each day.

When collecting your child please wait outside the cloakroom door.

At the start of each academic year we will ask parents to complete an online form to inform us of all the adults to whom you give permission to collect your child.

## Uniform

A comprehensive uniform list is to be found at the back of this handbook and on the website. Please label all clothing, including underwear and footwear, so that items can be found quickly and returned easily. Information on the second hand uniform shop can be found on the school website, or by emailing Mrs Lucy Macpherson: [macphersonlu@st-hughs.co.uk](mailto:macphersonlu@st-hughs.co.uk).

## Medical Matters

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.

Long term medication or monitoring, such as for asthma or diabetes, should be discussed with one of the nurses. A medical form is completed as part of the admissions process but it is essential to report any changes regarding health issues.

## Absence from School

If your child is unable to attend school, please telephone reception (01367 870700) or email [reception@st-hughs.co.uk](mailto: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 8.40am, 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 Headmaster ([headspa@st-hughs.co.uk](mailto:headspa@st-hughs.co.uk)) for children to be absent for prolonged periods or for holidays overlapping term time.

## Food

All children receive a mid-morning snack, a cooked lunch and a mid-afternoon snack. Fresh drinking water is always available in the children's water bottles. Lunch is eaten in the Orangery or Acorn Room. Each table is served and managed by an adult. Lunch is a lovely opportunity for the children to socialise within their year groups.

Children are expected to eat politely and to use their cutlery correctly. To encourage good behaviour, each day one table is awarded 'Star Table'.

If your child has any food allergies or intolerances, please inform the nurses in the Medical Centre in writing and ensure that the class teacher is aware. The catering chef will then provide appropriate meals. It is important that we have this information before the start of term.

Owing to the increasing number of children who experience allergies, we do ***not*** allow nuts in school. Birthday cakes may be brought into school though we do ask that parents provide a full list of ingredients used. Please deliver cakes to your class teacher and Mrs Blythe will check the ingredients list before cakes are shared.



## FOSH & Social Events

FOSH (Friends of St Hugh's) supports the life of St Hugh's and assists families in getting to know each other. FOSH also raises money through social fundraising events to support an annually chosen local children's charity and to buy items for the school, the ideas for which usually come from the children through the School Councils.

Each year group has two FOSH Representatives who coordinate regular get-togethers across the year group giving parents and children the opportunity to meet. Each representative also sits on the FOSH committee, which meets several times during the year and arranges larger whole-school events, such as the annual Fireworks and Summer Fair.



The work of FOSH is hugely important to school life and is much appreciated by all. 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 rep or to support an event.

## Houses

All children in the school belong to a House: Bickley (Blue), Chislehurst (Green), Malvern (Red) or Carswell (Yellow). The Houses are named after the different locations of St Hugh's since it was founded. House points are awarded for good behaviour and impressive effort and achievement, and reward the individual as well as their House.

Points are counted weekly and the House Cup is presented in the Friday Pre-Prep Assembly.

The Houses compete against each other at the end of every term and at the annual Sports Day. Captains and Vice-Captains are chosen from Year 2 each term. All the children in Year 2 are given the opportunity to experience this responsibility.

## Positions of Responsibility



In addition to the House Captain and Vice Captain roles, each class votes every term to appoint a School Council representative. The Council meets every half term to discuss their ideas for changes in Pre-Prep. We also have two Digital Leaders in Year 2 for the year, these children are chosen by our ICT teacher and are responsible for making sure the iPads are charged and for helping other children with their ICT skills.



## Behaviour for Learning

We have high expectations of all children which are maintained by a system of praise and reward for good behaviour and learning. Within each class verbal praise, House points and stickers are awarded regularly for achievement, displaying Learning Skills, acts of kindness and citizenship. Each Friday, we enjoy a Celebration assembly, which features children who are awarded a Gold Awards for a particular success.

The St Hugh's Values are:

- *Kindness*
- *Respect*
- *Independence*
- *Collaboration*
- *Curiosity*
- *Courage*



We expect the children to show kindness and respect for one another and the adults in the department. Good manners, politeness and consideration of others are encouraged at all times.

Circle Time is used weekly to foster self-esteem and to reinforce the Pre-Prep Values. Topics such as 'Choices and Consequences' and 'Personal Power' are discussed sensitively, so that children learn to accept the concepts of individual responsibility and morality. A weekly session of Golden Time is held during which children can choose their favourite activity as an incentive and reward for observing the Pre-Prep Values. Children can also be awarded Golden House Points by staff for following the Values. These, like the House Points, are counted up weekly and contribute towards winning the House Cup of the week.

## Home School Liaison

We are keen that the dialogue between home and school is as open as possible. Class teachers are best approached at the end of the school day, as first thing in the morning they are naturally engaged with the needs of the children. We ask that parents draw our attention to any questions or problems that they may have straight away. Mrs Blythe is always happy to

talk to, meet or email parents to address any issues.



**Home/School Diary:** this is a useful means of communication for both parents and teachers. Information about daily events, for example changes to end-of-day collection, minor injuries and a record of reading books are all recorded here.

**Emailing Staff:** Should you wish to email a member of staff, the school email format is 'surname+initial@st-hughs.co.uk' (e.g. Jessica Blythe is blythej@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.

**Book Bags:** Children have book bags in which to transport reading books and their Home/School Diary. It is important that these are brought to and from school daily. It would be most helpful if you would check the contents each day.

**Curriculum Planning:** this is shared with parents in a number of ways: there are annual curriculum briefing sessions, information is given in the weekly year group newsletters and further information is published on the St Hugh's website.

**The School Website:** [www.st-hughs.co.uk](http://www.st-hughs.co.uk) provides a wealth of information including the school calendar, news, weekly menu, and staff contact details.

**School Calendar:** this is published each term and contains the key dates and staff contact details for your reference: this is also published and regularly updated on the website.

**The Cygnet:** our weekly newsletter is sent out to parents via email each Friday: there is a Pre-Prep section which contains whole department updates and reminders. There are also links to year group newsletters: these provide information on forthcoming activities and events as well as keeping you informed about the themes of the week's lessons.

**Social Media:** The school has a Facebook account: St Hugh's Oxfordshire, and an Instagram account: @sthughsschooloxfordshire.

**My School Portal (MSP):** this is an app which requires a single log-in for parents to access information on all their children at the school; this includes timetables, music lessons, sports fixtures, team sheets, and school reports. Parents new to the school will be sent information on setting up an account.

## Reporting & Monitoring

At the end of the autumn and summer terms you will receive a written report which will explain your child's progress and targets in the key areas of learning.

During the course of the academic year you will be invited to attend two Parent/Teacher Meetings, which will provide the opportunity to discuss your child's progress and targets with the class teacher.



If you would like to discuss your child's progress at any other time, please do not hesitate to ask for an appointment with your child's class teacher or Mrs Blythe.

## EYFS Children's Records

Records are kept of each Reception child's development and are displayed on the online journal, 'Tapestry', which provides a personal portal for parents to access photographs, observations and Next Steps about their child's learning. Parents are sent personalised access details and are encouraged to log on to the portal to share in their child's learning experience. Parents are also encouraged to add home activities and things to celebrate.

Parents receive a written report at the end of the summer term which includes an explanation of their child's learning profile.



## Open Afternoons

Open Afternoons are an opportunity for your child to show you their classroom and all the work that they have completed. These events, which are held from 3:00pm until 3:30pm, usually fall just before the half term holiday, with dates being confirmed in the school calendar and in the weekly newsletter.



## Problems or Concerns

There is a possibility that, from time to time, your child may have difficulties and if this occurs a member of staff will contact you immediately to discuss the situation.

Our aim is to ensure all children settle happily and quickly into the daily routine of school. However, if you have any worries or concerns, please do not hesitate to contact the class teacher in the first instance. Mrs Blythe and the Headmaster are also always very happy to discuss any issue with you.

## THE SCHOOL DAY

The Pre-Prep doors open from 8.15am. We like children to be settled in their classrooms by 8.25am ahead of assembly and registration.

We run "Larks" from 8.00am - 8.15am: this is a supervised session held in the Pre-Prep hall each morning. There is no charge for this session. If you require a place in Larks for your child, please book a space by emailing [blythej@st-hughs.co.uk](mailto:blythej@st-hughs.co.uk) by 4pm on the Friday of the preceding week.

Year group timetables are published on the St Hugh's website for your interest.

Reception children attend full-time school, however there is an option, during the autumn term, for them to go home at 12.15pm on Wednesday afternoons, a letter will be sent requiring a commitment for each half term. In the spring and summer terms, the Reception children stay for five full days.



The Pre-Prep school day finishes at 3.30pm when the children should be collected from their cloakroom door. To encourage the children to be aware of and to take responsibility for their belongings and their environment, they will be asked to collect and carry their own blazers, bags, etc and to leave the cloakroom tidy. **Please remember that if someone other than you is collecting your child, it is extremely important that you notify the class teacher.**

For the safety of your child and others, it is important to ensure that normal school rules are observed while you and your child are on the premises, whether inside the school buildings or outside in the play area and most particularly when crossing the car parks.

The woodland bordering the play area and the Pre-Prep playhouse are out of bounds before and after the school day. If children play on the outside apparatus after school, parents must supervise them at all times.

Dogs brought into school should be kept on a lead at all times, and any fouling on the school premises should be dealt with promptly. For hygiene reasons, dogs are not allowed inside the Pre-Prep building.

## After School Activities

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.

In Year 2, children have the opportunity to attend a wide range of after-school activities which run from 3.30pm - 4.15pm. Options across the year include Chess, Gardening, Outdoor Art, Zumba, Lego, Model Making, Myths & Legends, ICT and Cooking. There is no charge for these clubs and your child will be able to sign up at the start of each term. Year 1 also have the option of clubs, with the choices increasing as the year progresses.

Judo and archery are available for Year 2 and tennis, ballet, and street dance for Years 1 and 2 throughout the year. These clubs run from 3.15/3.30pm - 4.15/4.30pm and there is a charge for these activities. The St Hugh's Swim School offers group and one-to-one lessons after school each night. Further details and booking information can be found on the school website.

We also offer a wrap-around care service. "Robins" runs daily from 3.30pm - 4.40pm and is held in one of the Pre-Prep classrooms or the hall.

In addition, children may also be booked into "Owls" a supervised session in Pre-Prep which runs from 4.40pm - 5.30pm and coincides with the end of Upper and Middle School clubs. A drink, snack and quiet activities will be provided for the children at this time. Pre-booking for 'Robins' and 'Owls' is required and can be made by emailing [blythej@st-hughs.co.uk](mailto:blythej@st-hughs.co.uk) by 4pm on the Friday of the preceding week. Termly bookings can also be made. Parents of young children are advised to use this service sparingly due to the long school day.

*After 3.30pm each day, parents should ring 01367 870725 to notify the duty staff of any change to after-school arrangements.*





## CURRICULUM

### Reading

We want your child to make a great start in their reading. We would like them to become independent readers but, more than that, we want your child to love reading!

The process of helping your child to learn to read is a partnership and your involvement is invaluable and essential for success.



Reading is taught in a variety of ways. Children in Pre-Prep follow a synthetic Phonics programme to learn how to read confidently and fluently so that they can focus on developing their skills in comprehension, vocabulary and spelling. The children have numerous opportunities to access a wide variety of genres as a stimulus for learning across the curriculum and beyond.

Your child will regularly bring home books from a selection within our reading scheme. Sometimes the books are for your child to read using their phonic knowledge: other books will inevitably contain more challenging vocabulary which will enrich their experience of language and are for you to read and talk about together.

Once your child reaches the end of our coloured book bands, they will move on to a wonderful selection of books which are part of the Accelerated Reader system. We will carefully assess your child to ascertain the range of books that are suitable for their particular comprehension level. As your child finishes a book they will undertake a quiz which encourages them to think about grammar, word meanings and the story content in order to encourage in-depth comprehension. The quizzes are completed on a tablet and your child will accumulate scores; the system is very popular and extremely motivating. Accelerated Reader continues well beyond Pre-Prep.



## Reception (EYFS)

In Reception all children work towards the Early Years Learning Goals:

### The Prime Areas:

- **Communication and Language:** listening, attention and understanding; speaking
- **Physical Development:** gross motor skills; fine motor skills
- **Personal, Social & Emotional Development:** self-regulation; managing self; building relationships

### The Specific Areas:

- **Literacy:** comprehension; word reading; writing
- **Mathematics:** number; numerical patterns
- **Understanding the World:** past and present; people, culture and communities; the natural world
- **Expressive Arts & Design:** creating with materials; being imaginative and expressive



The children have many opportunities to learn and consolidate their skills through a broad range of teacher-led and child-initiated activities, play and exploration. Our aim is to inspire the children with a sense of curiosity about the world and develop confidence and independence in learning.

The Reception curriculum is topic-based whilst also building on the children's own interests and experiences.







## Years 1 & 2 (Key Stage 1)

The Curriculum in Years 1 and 2 is a rich and varied mix of a wide range of subjects.

### English

A multi-stranded approach is used to teach children to read and write: a phonic programme ensures that every child knows how to build and decode words effectively: children are grouped by their stage of phonic awareness and teaching is tailored to suit their needs. Throughout the curriculum, books are shared and enjoyed and a love of language is nurtured.

Punctuation, grammar and comprehension skills are taught to ensure that your child is given a secure foundation for literacy. Creative writing is inspired by a wide range of stimuli and is usually topic-related.

Children are encouraged to be confident and effective communicators. Activities allow them opportunities to hone their skills in speaking and listening to one another, to adults and to a wider audience.

Reading with confidence and enthusiasm is the key to lifelong learning: this is fundamental to your child's education. Once they are able to decode phonics effectively, your child will choose their own reading book which is at a level to challenge and improve their reading: this text is read at school and is taken home daily.

We ask that you hear your child read their school book every day and that you regularly enjoy more challenging texts together, the bedtime sharing of a story is a magical experience and helps to nurture a love of language and reading for pleasure. It is important for every child to establish a good routine in managing their reading for pleasure and your help with this is extremely valuable.

We teach a cursive script (with exit strokes only) from Reception. Once children have achieved accurately formed letters, they will be encouraged to join their handwriting.







## Maths

Maths is based on the maths mastery scheme of White Rose Power Maths, and this is introduced from Reception. The scheme is supplemented with practical and mental activities to develop and consolidate children's understanding. Practical activities are used frequently to help children to appreciate number, shape and space, measure and data handling. Application of this knowledge is then encouraged to demonstrate a true understanding of the concepts.

Children are also encouraged to participate in online homework. The program is tailored to the children's level, is based on their school work and progresses incrementally to support and challenge their learning.

## Topic Work

Topic work is truly cross curricular. Titles as diverse as 'Pole to Pole' and 'Roots, Bugs and Welly Boots' provide a multitude of practical and academic experiences which inspire a love of learning.

Science elements encourage children to ask questions about how things work, undertake open-ended investigations and participate in discussions.

Life in the past is compared with the children's own experiences and key historical figures are investigated.

World and local geography is explored.

All teaching helps individuals to develop important skills and initiate a curiosity about the world.



## Throughout Pre-Prep

### French

French lessons are lively and animated with singing and games which provide the foundations for a basic vocabulary and an enthusiasm for learning languages.

### ICT

ICT lessons, for Key Stage 1 are taught in Pre-Prep or in a dedicated ICT suite. These are very practical sessions aimed at developing confidence and dexterity in ICT through cross curricular work.

Interactive Proboards, iPads and PCs are used in lessons to enrich the children's learning. We employ strong filters, use only educational programs and insist that the children are safe and discerning in their use of the internet.



### Music and Drama

Music is enjoyed in many lessons throughout Pre-Prep and is also taught by a specialist teacher as a separate subject. In addition, in Years 1 and 2 pupils are given the opportunity to sing in the Pre-Prep Choir during the weekly club. Many children in Year 1 or 2 begin to take individual music lessons and learn a wide range of instruments.

All children sing and perform in the Christmas production and there are regular music concerts that parents are most welcome to attend.

### Physical Education

Physical education is an essential element of the curriculum. Lessons emphasise teamwork, coordination, fitness and a healthy life-style as well as key physical skills. Children are encouraged to work together towards a common goal and begin to learn to win with grace and lose with dignity. In addition to our PE lessons, all children in Pre-Prep have a weekly swimming lesson.





In Years 1 and 2, a weekly games session is introduced, where the children start to learn skills that underpin rugby, hockey, cricket football, and netball. Shin pads are required for Year 1 and 2 children and a mouthguard for Year 2 girls. Year 2 boys will require football boots. All other equipment will be supplied.

You will have the opportunity to observe your child's progress at the annual Pre-Prep Sports Day, Swimming Festival and Year 2 Sports Festivals involving other schools.



## Wellbeing

Every child in Pre-Prep participates in half-termly wellbeing sessions during which they learn to recognise their emotions and regulate their feelings. Mindfulness, breathing techniques, affirmation and visualisation are taught alongside yoga movements to create a sense of calm and positive thought. We help the children to use their knowledge and understanding of positive mental health to benefit their relationships and learning. These techniques learned are transferred into Pre-Prep daily life.

Alongside these structured wellbeing sessions, the children participate in different pastoral groups, circle time discussions and the school nurses are regular visitors to the Pre-Prep department and are always on hand to promote children's emotional health and wellbeing.



## Learning Support

There are always some children who require a little extra help with their learning in the short or longer term. Children in Pre-Prep may receive extra individual or small group support by an experienced member of staff or learning support teacher. Progress updates are communicated every half term/term.



## Forest School and Outdoor Learning

The school site provides a wealth of opportunity for outdoor learning. Twice each day the children play in the extensive Pre-Prep grounds – the uniform has been designed for all weathers!

Forest School aims to encourage and inspire children through positive outdoor experiences: it has been proven to be hugely successful.

The Pre-Prep children visit one of our on-site, designated Forest School areas regularly to enjoy the beautiful woodland and learn about the natural environment. The children are taught to handle risks, to use their own initiative, to solve problems and to cooperate with others. Many sessions are based on the year group topics and introduce or reinforce key curriculum skills.

Each class has its own vegetable patch and the children plant seeds, tend to and harvest their crops.

We hold an annual Outdoor Adventure Afternoon, during which the children work in their Houses on a variety of outdoor tasks which challenge their thinking and encourage collaborative work.



## Library

Each week your child will have the opportunity to visit our library and choose one or two books which they can bring home and share with you.

## 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

# UNIFORM LISTS

## WINTER

### Boys

\*Regulation terracotta blazer

\*Regulation navy jumper (with crest)

Charcoal (mid) grey shorts or trousers - these should not be 'combat style' with side pockets

\*Regulation navy polo shirt

Grey socks

Black shoes with velcro-fastening (no slip-on or laced shoes, please)

### Girls

\*Regulation terracotta blazer

*Option 1:* \*Regulation tartan pinafore

*Option 2:* Charcoal (mid) grey shorts or trousers - these should not be 'combat style' with side pockets

\*Regulation white round-collar blouse

\*Regulation navy cardigan (with crest)

Navy socks/tights

Black shoes with velcro-fastening (no slip-on or laced shoes, please)

Navy hair accessories

## SUMMER

### Boys

\*Regulation terracotta blazer

\*Regulation navy jumper (with crest)

\*Regulation navy sleeveless jumper (with crest)(optional)

Charcoal (mid) grey shorts - these should not be 'combat style' with side pockets

\*Regulation navy polo shirt

Grey socks

Black shoes with velcro-fastening (no slip-on shoes, please)

### Girls

\*Regulation terracotta blazer

*Option 1:* \*Regulation summer dress

*Option 2:* Charcoal (mid) grey shorts - these should not be 'combat style' with side pockets

*with* \*Regulation white round-collar blouse

\*Regulation cardigan (with crest)

Navy 'modesty' shorts to wear with dress (optional but advisable)

Plain navy socks

Black shoes with velcro-fastening (no slip on shoes, please)

Navy hair accessories

## GENERAL

### Boys & Girls

Regulation House t-shirt (available from school receptionists)

\*Regulation navy book bag (this is supplied by the School for Reception starters)

Named water bottle

## OUTDOOR & PLAY TIME KIT

\*Regulation navy anorak (with crest)  
Navy waterproof trousers (salopette style recommended)  
Wellington boots

### WINTER

\*Regulation navy bobble hat  
Navy snood (no scarves, please)  
Navy or plain coloured gloves or mittens (Years 1 & 2) Navy or plain coloured mittens (Reception)

### SUMMER

\*Regulation navy sun hat or cap  
Named suncream (we recommend you apply all-day suncream to your child before school)

## PE & GAMES KIT

*All items labelled on front left of garment for easy recognition.*

\*Regulation navy midlayer sports top  
\*Regulation white PE polo shirt  
Navy PE shorts/skort  
\*Regulation navy base layer leggings  
White ankle socks  
Large navy drawstring kit bag  
Velcro fastened trainers (with non-marking soles)

### Year 1 & 2 Additional items

\*Regulation navy base layer top  
\*Regulation navy track pants  
\*Regulation knee-length navy and pink sports socks  
Shin pads  
Gum Shield - Year 2 girls (autumn term), boys (spring term)  
Football boots - Year 2 boys

### Swimming

Plain navy swimming trunks (not shorts) / plain navy swimsuit (or navy & pink \*regulation costume)  
House coloured swim cap (available from school receptionists)  
Towel  
Swim bag / backpack  
Goggles (optional)  
Flotation aids, if required, will be provided by the school



## PLEASE ENSURE ALL ITEMS OF CLOTHING ARE CLEARLY NAMED

*\* Items are regulation uniform - only available from our uniform supplier: Stevensons  
245 Banbury Road, Oxford, OX2 7HN. Tel: 01865 554559. Website: [www.stevensons.co.uk](http://www.stevensons.co.uk)*



## USEFUL CONTACT DETAILS

### **St Hugh's School**

Carswell Manor  
Faringdon  
Oxfordshire  
SN7 8PT  
Telephone: 01367 870700

### **Head of Pre-Prep & EYFS:** Mrs Jessica Blythe

Telephone: 01367 870710  
Email: blythej@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**

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

### **Registrar:** Mrs Louise Allen

Email: admissions@st-hughs.co.uk

### **School Nurses:** Mrs Fiona Lines (Head Nurse)

Telephone: 01367 870715  
Email: nurse@st-hughs.co.uk

### **Second-hand Uniform / Events:** Mrs Lucy Macpherson

Email: macphersonlu@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

A very warm welcome awaits you at St Hugh's!





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Head of Pre-Prep: Mrs Jessica Blythe

Tel: 01367 870710

Email: [blythej@st-hughs.co.uk](mailto:blythej@st-hughs.co.uk)

[www.st-hughs.co.uk](http://www.st-hughs.co.uk)

Instagram:

[@sthughsschooloxfordshire](https://www.instagram.com/sthughsschooloxfordshire)