



Teesside High School

Education as it should be

Parents' Handbook

Preparatory School, 2018-19

Years 1-6



A Word of Welcome

Welcome to the Preparatory Department at THS - an intentionally small community with traditional values. Our caring, friendly and lively setting provides a perfect environment in which your son or daughter can flourish. We provide an individualised learning journey through a combination of rigorous academic challenges and nurturing support. We strive to ensure that every boy and girl moves on to the next stage of their education as self-confident, inquiring, creative, tolerant, independent thinkers.

This is your personal handbook which we trust gives you a complete insight into the routines and procedures that exist in the Prep department here at Teesside High School. We hope it will help you understand how the Prep School operates and we request that you keep it for future reference. Regular newsletters and e-mails will keep you informed of any changes.

Please feel free to call in at the School or ring up if you have any questions or problems - we can only achieve our aim of bringing out the best in your child if we are working in a close partnership with you and we do hope that you will become an integral part of our community so that the relationship between home and School is a strong, open and productive one.

Best wishes,

A handwritten signature in black ink, appearing to read 'C Williams', with a stylized flourish extending to the right.

Mrs Carolyn Williams
DIRECTOR OF PREP

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TERM DATES 2018/19

Autumn Term 2018

Staff INSET days	Monday 3 September Tuesday 4 September Wednesday 5 September
Term commences	Thursday 6 September
Half term commences	Friday 19 October (after School)
Term recommences	Thursday 1 November
Term ends	Friday 14 December (at 2.00pm)

Spring Term 2019

Term commences	Monday 7 January
Half term commences	Friday 15 February (after School)
Term recommences	Monday 25 February
Term ends	Tuesday 9 April (after School)
Staff INSET day	Wednesday 10 April

Summer Term 2019

Term commences	Monday 29 April
May Day Bank Holiday	Monday 6 May
Half term commences	Friday 24 May (after School)
Term recommences	Monday 3 June
Term ends	Friday 5 July (at 2.00pm)

EVENTS IN THE SCHOOL YEAR

Autumn Term

Prep Parents' Welcome Meeting
Open Day
Harvest Festival
Parents' Evening
Remembrance Service
Christmas Nativity
Christmas Carol Service
Christmas Festivities
Form Assemblies for Years 4, 5 and 6
End of Term Reports

Spring Term

Open Day
Form Assemblies for Years 1, 2 and 3
Parents' Evening

Summer Term

Prep Spring Concert
Open Day
Parents' Evening
Prep Sports Day



STAFFING LIST

Prep Management Team

Mrs C Williams	Director of Prep School
Mr M Griffiths	Deputy Head (Prep), Year 6 Form Teacher

Teaching Staff

Mrs A Hannah	Nursery Form Teacher
Miss R Hall	EYFS Teacher
Mrs N Clapton	EYFS Lead, Reception Form Teacher
Mrs J McCullagh	Year 1 Form Teacher
Mrs A Kennedy	Year 2 Form Teacher
Mrs V Peacock	Year 3 Form Teacher
Miss T Lockerbie	Year 4 Form Teacher
Mrs L Bryson	Year 5 Form Teacher
Mrs L Shevels	Year 5 Form Teacher, Director of Music
Mrs J Connor	Music Teacher
Mrs L Blythe	French Teacher
Mr N Thomas	Games Teacher
Mr J Still	Games Teacher
Ms L Hockborn	Games Teacher
Miss V Turnbull	Director of Sport

Teaching Assistants

Mrs K Thomas	EYFS Teaching Assistant
Mrs W Okey	Teaching Assistant
Miss K Moore	Teaching Assistant
Mrs J Storry	Teaching Assistant
Mrs L Jones	Teaching Assistant
Miss E Fenny	Teaching Assistant

HOME/SCHOOL COMMUNICATION

We believe the education of your child is a joint venture between parents and staff, and when we work together the results have a positive impact on the child's development and learning. A successful partnership is vital and you are actively encouraged to participate in School life.

Receiving Letters

The School aims to run a paperless communication system. To ensure you receive all important information, please check your emails daily. Please inform the School if you change your email address. Letters will be sent home by email but there may also be occasions when they are sent home in your child's bag. Therefore we ask parents to also check their child's bag daily.

Communication Diary

Every pupil in Year 1 and 2 has a Reading Record Book which also serves as a communication diary between home and School. These are used by pupils and teachers daily and information is written in the diary about any homework that needs to be completed and your child's daily reading. We therefore ask parents to look at the diary every day. Messages may also be written in the diary for parents by the Form Teacher and vice versa. This may include some feedback on your child's day or details from home about an impending hospital appointment that requires an early collection from School.

In Years 3-6, the pupils have their own Pupil Planner in which they record their weekly spellings, daily reading and homework. Parents are asked to check their child's completed homework before signing each daily entry. Messages may also be written in the diary for parents by the Form Teacher and vice versa. Form Teachers will also sign the diary each day.

Newsletter

Our School newsletter, **THiS Week**, is produced once a fortnight and is sent to all parents via an email link. **THiS Week** publishes details of School activities and individual successes, as well as important general information for parents.

POINTS OF CONTACT

Please do not hesitate to contact us if you have any questions or queries. There will always be a member of staff willing to talk to you should you have any worries about your child's education or welfare. These matters should be directed in the first instance to the Form Teacher, however if you are unable to resolve a matter at this level please feel free to make an appointment to see either the Deputy Head (Prep) or the Director of Prep.

Form Teachers

Form Teachers are responsible for the pastoral care, teaching and academic overview of the class. This role is an important one as the Form Teacher naturally grows close to the children in their care.

The Administration Team

Just inside the front door of the Prep School, you will find our School Office and warm and welcoming Administration Team. They know everything about the School and would be delighted to meet and help you.

The Finance Manager

All enquiries concerning fees and charges are handled by the Finance Department. Our Finance Manager, Mrs J Pumphrey, can be contacted directly by telephone or email;
jpumphrey@teessidehigh.co.uk

Email Addresses

All members of the teaching staff have an email address that parents can use as a means of communication. These are preceded by their first initial followed by their surname@teessidehigh.co.uk.

For example: cwilliams@teessidehigh.co.uk

SAFEGUARDING AND SECURITY

As part of our arrangements to ensure the safety and security of pupils and staff within School, we must insist that all visitors report to the School Office, sign in and collect a visitors badge. From this point the member of staff that you are visiting will meet you. When in the School please wear your visitors badge at all times so that the children know you are an official visitor.

In the interests of security, all entrances into the School are fitted with a key card lock. Only members of staff have these in the Prep department to ensure your child's safety at all times. The main Prep entrance is fitted with a coded keypad lock. All those that need to know the code are given instructions so that they can use the doors safely. The code may be changed from time to time, in order to maintain its effectiveness.



THE FIRST DAY

We all approach the first day with butterflies in our stomachs - pupils, parents, teachers. Mrs Williams will welcome new parents and pupils, guiding them to their new classrooms.

Pupils are able to make their way to their classrooms between 8.30am and 8.35am. During the first day, we will ensure that the children become familiar with their new surroundings and the routines of the School.

During the first week parents will receive more specific information about class routines and relevant timetable information to enable parents to ensure that their child has the necessary resources and equipment. The children will be escorted to the dining room at lunchtime where they will be assisted in their selection of a healthy, balanced meal. They will sit with their friends and our staff will promote good table manners.

The first day ends at 3.30pm for those children in Years 1 and 2, and at 4.00pm for pupils in Years 3-6. For the first week, pupils may be collected from their classrooms at this time, where their Form teacher will be waiting to hand your child over to your care. However, we do operate a full after-school care service until 6.00pm.

(Please refer to the *'Dropping Off and Picking Up Arrangements'* section of the Handbook for details of the end of day procedures for the second week of the academic year.)

Children should arrive home feeling confident that they know where they are going and what they are doing.

THE SCHOOL DAY

The School day starts at 8.35am although our parents have the option of bringing their child to Breakfast Club in the Dining Hall from 7.45am. Pupils are supervised by a number of our Teaching Assistants and we request that parents register their child as being present. Access to Breakfast Club is via the Senior Student Entrance.

The start of the day is an important time at School and it is when information is shared with the children about the activities and events that are going to take place during the day. It is also when we encourage the children to develop independence by organising their belongings and submit any homework. Therefore, we ask that all children arrive promptly so that they have a settled start to the day.

Any children who arrive late should be signed in at the School Office and then a member of our Administration Team will escort them to their classroom to minimise any disruption to the other pupils. Unfortunately parents are not able to enter the main body of the School once the School day has started.

Start of the School Day	8.35am
Registration	8.40am
Assembly	8.45am - 9.00am
Lessons 1 and 2	9.00am - 10.00am
Break	10.00am - 10.20am
Lessons 3 and 4	10.20am - 11.20am
Lunch	11.20am - 12.20pm
Registration	12.20pm
Lessons 5, 6 and 7	12.20pm - 1.50pm
Afternoon break	1.50pm - 2.00pm
Lessons 8, 9 and 10	2.00pm - 3.30pm
Home time (Years 1 and 2)	3.30pm
Tea Club (Years 1 and 2)	3.30pm - 5.00pm
Home time (Years 3-6)	4.00pm
Buses leave	4.10pm
Tea Club (Years 3-6)	4.00pm - 5.00pm
After School Care (in Senior School Library)*	5.00pm - 6.00pm
School closes	6.00pm

* (there is a charge for this facility)

DROPPING OFF AND PICKING UP ARRANGEMENTS

There is a one-way road system in the School which operates in the early morning and at the end of the School day. Children arriving before 8.20am should be signed in to Breakfast Club. After this point, parents and pupils can wait in the Prep Atrium until the doors are opened at 8.30am.

Years 1 and 2

Parents may escort their child to their classroom between 8.30am-8.35am, where boys and girls are encouraged to enter the room and organise their belongings independently. All pupils should be in School by 8.35am.

When the School day ends at 3.30pm, the Prep doors will be opened for a short time to enable parents to collect their child from their classroom. Your son or daughter's teacher will sign them over to your care at this point. Any children not collected at this time will be taken to Tea Club in the Prep library, unless they are attending an after school club. A member of staff will ensure that any children travelling home by School bus is registered and sets off safely.

If your child is to be collected by a person other than a parent, please notify your child's teacher in writing so that everyone is clear as to what is happening. If your child is collected by an adult who has not been introduced to a member of staff they will need to use a pre-arranged password before staff are able to release your child to their care. This should be discussed with your child's teacher at your nearest convenience.



Years 3-6

We feel that it is important that our pupils are given opportunities to develop responsibility for themselves and their belongings and as such, from Year 3 onward pupils are expected to make their own way to their classroom at 8.30am when the Prep doors are opened. Your son or daughter's Form Teacher will be waiting to greet them.

At the end of the final lesson of the School day pupils will return to their Form room to collect their belongings. After this, pupils can be collected by a parent from outside the Prep School Exit Door. Pupils will remain with their teacher until he / she recognises the child's parents/carer and then they will dismiss each child in turn. This procedure will commence on Monday 10 September 2018. Any children not collected at this time will be taken to Tea Club in the Dining Hall, unless they are attending an after school club. A member of staff will ensure that any children traveling home by School bus gets onto them safely.

If your child is to be collected by a person other than a parent, please notify your child's teacher in writing so that everyone is clear as to what is happening. If your child is collected by an adult who has not been introduced to a member of staff they will need to use a pre-arranged password before staff are able to release your child to their care. This should be discussed with your child's teacher at your nearest convenience.



BREAKFAST CLUB

Breakfast Club operates between 7.45am-8.30am in the Dining Hall in the Senior building. Here, pupils will be supervised by experienced Teaching Assistants. They will then be escorted to their classrooms at 8.30am, ready for registration. Children may purchase food and drink during Breakfast Club, £1.20 should be more than sufficient. There is no need to pre-book a place for your child at Breakfast Club and there is no additional charge for this facility.

AFTER SCHOOL CARE

For the benefit of pupils and convenience of parents after school care is available until 6.00pm. There is no need to pre-book a place for your child. Parents of children in Years 1 and 2 are asked to indicate their end of day intentions on an After School Care Form each week. Children in Years 3-6 should be aware of their end of day arrangements and during morning registration they will be asked if they are expecting to stay for tea. The tea register is used by duty staff to monitor attendance for safety reasons. Should you be delayed in any way, your child will automatically join Tea Club.

Years 1 and 2

Children are supervised by Teaching Assistants and Supervisors from 3.30pm-5.00pm in the Prep library at no additional charge, during which time children have the opportunity to participate in a range of activities. They may bring an additional snack to School which they can eat during Tea Club. Alternatively, they can purchase a snack from the Dining Hall between 3.30pm-4.00pm, after which point they will return to the Prep library.

Parents wishing to collect their child from Tea Club before 5.00pm should report to the School Office in the Prep building or ring the bell to gain attention and your child will be handed over to your care in the Atrium.

At 5.00pm staff will escorted any remaining Pre-Prep children to the Senior library, where they will join the older pupils in Late Tea Club. Please note that a fee is incurred if your child has not been collected by 6.00pm. Parents wishing to collect their child from Late Tea Club should report to the Senior building entrance and your child will be brought to you.

Years 3-6

Children remaining at School at 4.00pm who are not involved in an after school activity will be taken to Tea Club in the Dining Room, where they may purchase a hot or cold snack or enjoy a snack brought from home. They will remain here until 4.30pm under the supervision of our staff members and will then make their way to the Senior library for a period of supervised study until 5.00pm.

At 5.00pm, any children who have attended an after school activity are escorted to the Senior Library where they will join Late Tea Club until they are collected by their parents.

Supervision and a range of activities are provided in the Late Tea Club until 6.00pm for those children whose parents find a later collection time more convenient. Homework can be completed and a range of recreational activities may be enjoyed by all ages.

Parents wishing to collect their child from the Senior building between 4.00pm-6.00pm should report to the Senior entrance and your child will be brought to you.

There is a small charge for this facility from 5.00pm, which may be used on either a regular or an occasional basis, and a fee is incurred if your child has not been collected by 6.00pm. Further details are available from our Finance Manager.

BREAK TIMES

Children are supervised at morning break and afternoon break by members of the Prep teaching and support staff. During morning break children have the opportunity to recharge their batteries by enjoying a *healthy* snack. (**No nuts please due to allergies.**) We appreciate that many of our pupils leave home early and need a boost of energy at this time. We would request that a named water bottle is brought to school along with a healthy snack.

LUNCH

Lunch is served in the Dining Hall in the Senior building where the children have a selection of hot and cold balanced, nutritious and healthy meals prepared by our catering staff, which includes a vegetarian option each day. All our lunches are freshly prepared and cooked at on the premises.

Forms are escorted to the Dining Hall by members of our supervisory staff who will encourage the children to select a healthy meal. Our pupils sit and enjoy their lunches together. They are encouraged to display good table manners and are asked to clear and clean their plates and tables before leaving the Dining Room.

A copy of our weekly menu is displayed on the Parent's Notice Board in the main corridor to the Pre-Prep and can also be found on our website. Every effort is made to accommodate the dietary needs of all children whether it be health, cultural or religious requirements. Simply talk to your child's teacher if your child has special dietary needs.



ACADEMIC ETHOS

The principles behind our ethos are easy to understand because we are totally concerned with the individual development of each pupil in our care. This is a sincere statement of responsibility.

Curiosity and an enthusiasm for learning nurtured and our children develop the confidence to read, to write and to calculate as they move from EYFS through to Key Stage 1 and beyond. Children learn better when they are excited and engaged and every member of staff strives through excellent teaching to give the children in our care this opportunity. We promote a child's self confidence, enthusiasm for learning and awareness of the needs of others. Through the use of a wide range of teaching strategies we are able to encourage and develop a variety of learning styles.

Our curriculum programme is designed to help each pupil reach his/her full potential whilst developing a wide range of talents and skills. We are able to adapt and extend the National Curriculum to design a programme of learning which caters for the needs of our children on an individual, group and class basis and provides academic challenge. We also follow the International Primary Curriculum to provide a broad, balanced, exciting and rigorous curriculum for our pupils.



CURRICULUM

The curriculum is both broad and balanced. All pupils have a Form Teacher who is their pastoral point of contact and who will teach his/her Form for part of the curriculum. As children progress through from Year 1 to Year 6, the Form Teacher retains the same pastoral role; however, they teach 'their' Form for a decreasing amount of curriculum time. This means that by the time a child is in Year 6, they will be used to seeing a number of teachers for different subjects and to moving from one room to another for lessons. This enables a smooth transition to the Senior School.

Specialist teaching is provided for all children in PE, Music and French. In Upper Key Stage 2, English and Mathematics are grouped according to ability, enabling us to differentiate work accordingly to meet the needs of all our pupils.

Subject-specific clinics and intervention groups are timetabled to offer additional support for pupils who may be finding a specific concept a little tricky or to accelerate progress in a particular area. Parents are informed of their child's involvement in these sessions.

Throughout the year the children in the Prep Department have the opportunity to participate in our extensive and varied programme of curriculum enrichment activities. We believe that children learn so much more through 'real' experiences and place great emphasis on taking the children out into the world to experience activities first hand. These activities are carefully planned to support and extend the work carried out in the classroom. These outings enhance the children's work in all areas of the curriculum and are an invaluable tool with which to bring the curriculum alive.

ASSESSMENT

All assessment is a balance; we need to balance our need to know with the interests of our pupils. We are continually monitoring and tracking your child's progress. Children complete more formal assessments half termly however, teachers are also continually involved in the formative assessment process with children. The combination of these assessments are used to help in setting individual targets with the children, to aid progression.

Our aim is to make the pupils' understanding of their learning journeys more meaningful, by focusing on what they can do now and ought to be able to do next. We achieve this by involving the pupils as we track their attainment.

InCAS

In September, all pupils in Years 1 to Year 6 undertake the computer adaptive InCAS assessment, devised by CEM at Durham University. The test generates information that identifies what pupils know and can do against national norms, which is invaluable when deciding upon personalised learning programmes for our pupils for the school year ahead. InCAS also verifies progress made year on year.

TRACKING YOUR CHILD'S PROGRESS

In reading, writing and Mathematics pupils will be tracked against National Curriculum learning outcomes using Learning Ladders. Each pupil will be aware of the learning outcomes that they have achieved and those that they are working towards. Teachers will work closely with children and parents to support pupils in making progress.

Science, History, Geography, Art and DT are assessed through the International Primary Curriculum (IPC) which we deliver, with the focus on skills development. Pupils are assessed and progressed through 'beginning', 'developing' and 'mastering' stages. Children take an active role in the assessment of their own learning and that of their peers.

REPORTING TO PARENTS

We believe the education of your child is a joint venture between parents and staff, and when we work together the results have a positive impact on the child's development and learning. A successful partnership is vital and you are actively encouraged to participate in School life.

You will find that our teachers are readily accessible to parents. There will always be a member of the staff willing to talk to you should you have any worries about your child's education or welfare. Should you wish to make an appointment to speak with a particular member of staff, this can be done through a letter, email or telephone call. Formal reporting occurs through parents' evenings and written reports.

<i>Autumn Term 2018</i>	<i>Parents' Welcome Evening and 'Pupil Settling' Review</i>	<i>Written reports at the end of term</i>
<i>Easter Term 2019</i>	<i>Mid-Year Academic Review Parents' Evenings</i>	<i>Interim verbal report</i>
<i>Summer Term 2019</i>	<i>Parents' Evenings</i>	<i>Written reports at the end of term</i>



HOMEWORK

A rational approach to homework brings benefits to our pupils as well as maintaining the partnership between parents and teachers. Research indicates that there is worthwhile benefit in setting homework; however, it is clear that a balance needs to be maintained in order that our pupils also have a life out of school.

Homework is set on a weekly basis in Years 1 and 2 for all pupils to complete. In Years 3-6, homework tasks will be set each day with a number of days before submission is required. A homework timetable is in place for each year group to avoid overloading the pupils and to encourage them to manage their workload efficiently.

Reading - this should not need to be assigned as homework because it should be taken for granted that each child will read at some stage **each** evening. The benefit of daily reading can not be underestimated and we ask that you read with your child and, crucially, discuss what has been read to aid your son or daughter's comprehension.

Homework Tasks - one of the big advantages with homework is that parents are made aware of the type of work going on in the classroom. We encourage you to support your child, although you will realise the balance that needs to be drawn with regard to levels of your support. Essentially, the encouragement of a good work ethic at home will help matters greatly.



SPEECH AND DRAMA

We recognise the need to establish firm foundations in the spoken aspects of language. We hope to foster in our pupils the right attitude to the importance of distinct, well delivered speech expressed in confident well formulated language. Many children take advantage of lessons offered by our specialist Speech and Drama Teacher. These are given in small groups for an hour per week. An extra charge is made for these. Additionally, the children can be entered for LAMDA examinations and can compete in local festivals.

MUSIC

Within the Prep Department, we aim to introduce our children to a wide variety of musical experiences through singing, listening, performing, composing and their own creative interpretation of musical stimuli. In Years 1 and 2 a specialist teacher delivers two Music lessons each week. In Years 3-6, children also receive a group instrumental lesson in which they study a particular instrument for the year. This may include violin, recorder or brass.

The importance of music cannot be over emphasised. In addition to being great fun, music assists in a child's social and personal development. Children are encouraged to perform in assemblies, School concerts and the community as well as taking part in competitive festivals.

The Music department is a thriving part of Teesside High School. Many of our pupils are involved in co-curricular musical clubs such as Choir, Prep Orchestra or Rock Band.

Individual Music Lessons

The School offers a wide variety of individual instrumental lessons. Specialist instrumental teachers visit the School weekly and the 30 minute individual lessons are given during school hours. If you would like your child to play a specific instrument, contact should be made to the Director of Music, Mrs Shevels.

EDUCATIONAL TRIPS AND VISITS

Day Trips and Visits

There will be a number of trips out of School during the academic year, planned to enrich the children's classroom experiences. Dates for trips are normally included in termly curriculum letters. Parents will be notified of detailed arrangements by letter, prior to each trip. Staff are required to carry out a risk assessment prior to each trip and to ensure sufficient adults accompany the children. Parents may be invited to accompany trips on occasion. There is no additional cost for these trips.

Staff also arrange for people with specialist knowledge to visit the children at School to enhance their learning or develop their career aspirations. This may include authors, pilots, engineers, surgeons or artists. Parents are encouraged to come in and speak with the children about their career or an interest that links with the topic being studied. Please do not hesitate to contact a member of staff if this is something you may be interested in being involved with.

Residential Trips

From Year 3 onward, children are able to participate in residential trips. To begin with these may be closer to home and involve a one night stay, however these increase in duration and distance as the children grow and mature. Residential trips are a real highlight for our boys and girls and they are able to experience opportunities that would otherwise not be available to them. There is an additional charge for these trips, although staff endeavour to keep the costs as low as possible for parents.

In recent years Year 3 and 4 have enjoyed residential trips to York and Alnwick while Year 5 and 6 have visited the Battlefields of Normandy, the Eden Project in Cornwall, Queen Elizabeth Olympic Park in London and Surgeon's Hall in Edinburgh.

CO-CURRICULAR CLUBS AND ACTIVITIES

Each term a wide variety of lunchtime or after school clubs and activities are offered to the children in the Prep Department. In the first week of term an email is sent to parents detailing the activity programme along with links to the electronic booking system used to secure your child's place. With approximately 30 clubs on offer, there should be something for everyone!

The vast majority of clubs and activities offered are free, although a small extra charge may be made if the services of a specialist tutor are engaged, e.g. street dance, ballet and football. Any payments are made through ParentPay at the time of booking to secure your child's place.

SEND

At Teesside High School our aim is for each child in our care to make good progress and achieve their potential. We will do all that is reasonable in the case of each child to detect and deal appropriately with a learning difficulty which amounts to a special educational need or a disability. Our Special Educational Needs Coordinator (SENCo) will work in conjunction with support staff, the Form teacher and Director of Prep to implement appropriate strategies and monitor their impact. The provision of learning support will be discussed with parents on a regular basis.



ABLE, GIFTED AND TALENTED

We identify some children within the Prep School as having special abilities or talents. The needs of these children are met by teaching staff through careful ongoing assessment and the setting of differentiated work in the classroom. We also recognise talents outside the academic curriculum, for example in art, music, sport or drama, and nurture these through co-curricular activities, County trials for sport, involvement in national competitions, performances in concerts, Tea Time talks and additional educational trips and visits.

Mrs Bryson is our Able, Gifted and Talented (AGT) Coordinator and is happy to answer questions you may have.



THE HOUSE SYSTEM

On entering Teesside High School, children will be allocated to one of our three Houses; Victoria, Woodside or Cleveland. The philosophy behind the Houses is to encourage a sense of team work across the year groups by delivering a united sense of responsibility. House members will be allocated a duty on a three week rotation to assist the duty staff in the smooth running of the Preparatory department. Duties may involve holding doors after breaks, ringing the bell or organising fund raising events. The House System is further reinforced with regular House competitions. Here the children learn about healthy competition within the School community. The same House System continues into the Senior School.

House points are awarded by all members of staff when they see positive behaviour or good work. House points are then collated regularly and the end of term House Cup is awarded to the House with the highest point score.

A 'Citizenship Awards' system is also in place to encourage good manners and behaviour.

SCHOOL COUNCIL

We are committed to providing for our pupils situations which will give them opportunities to feel responsible for their School and to feel fully engaged with all that happens in order to make our School the best that it can be.

School Council is a forum that meets on a regular basis where elected pupils can raise any issue concerning the School and also take forward projects on behalf of the pupils, such as charitable projects. Pupils can discuss matters in their Forms and the Form Captain can then bring these issues to School Council for a wider discussion.

BEHAVIOUR

We have high expectations for our pupils. We believe that good manners alongside a respect for adults and for one another are vital elements in the life of a school as well as our place in society. In the Prep department we promote a set of values, which are discussed regularly, and have a system of rules in place to safeguard the safety and well-being of the children in our care.

We look for positive behaviour and use praise, affirmation and a range of awards to build the children's confidence and self-esteem and to reward good behaviour. This may be on an individual basis or as part of a larger group. In our weekly Achievement Assembly, pupils are presented with rewards and certificates linked to our School Standards, pupil conduct and good manners. Through the 'public' celebration of awards, the opportunity is taken to continually reinforce messages about expectations and to establish a culture of success.

Our aim is to encourage self-discipline, however if a pupil chooses to digress from our behavioural expectations, a graduated system of sanctions is in place. These are displayed in classrooms, alongside our School Standards. The School will work closely with parents to resolve any problems, should they arise. The first point of contact for children is usually their Form Teacher. Should there be repeated transgressions; the Deputy Head (Prep) may become involved in the process of sanctions. For more serious incidents or repetition, the Deputy Head may become involved in the first instance. The Director of Prep is informed of more serious incidents. A record is kept of behavioural incidents and the School works hard to resolve such incidents at the earliest possible stage.

APPEARANCE

We like all our children to be dressed smartly in appropriate uniform when they come to School, including suitable footwear. All items of clothing must be clearly labelled with a nametag.

School shoes should be black and without a heel. Trainers and boots are not acceptable as daily footwear.

Your child will need to wear his/her blazer to and from School each day and, during the colder months, is advised to wear their School coat over their blazer.

Summer uniform is to be worn during the second half of the summer term, however pupils are welcome to wear this from the start of the summer term until autumn half term, should they so wish. Winter uniform should be worn for the remainder of the year.

Hair (if below the collar) should be tied back with a suitable small fastener, navy blue scrunchie or hair band. Navy blue hair bands may also be appropriate for shorter hair. Fashion accessories and decorated hairbands are not permitted. Boys' hair should not be shorter than a number 3 cut. The use of hair products such as gel, dye and wax is not permitted.

Nail varnish, whilst not a hazard in itself, does not look smart with School uniform and we ask that any nail varnish is removed before coming to School.

The wearing of jewellery other than a watch is not permitted. The wearing of earrings is not permitted for safety reasons in PE and Activities. Please avoid ear piercing which will necessitate the wearing of ear studs at School. It is recommended and expected that any ear piercings take place in the School holidays, not during term time.

Parents will be informed if pupils digress from these guidelines and will be expected to take action to remedy the situation.

UNIFORM

Pre-Prep EYFS to Year 2

Winter:

Girls:

School wool blend badged blazer
 Black Watch tartan pinafore
 White reverse collar blouse with logo (long or short sleeved)
 Navy v neck cardigan with bottle green trim
 Navy wool tights or navy knee high socks
 Navy felt hat with bottle green band

Summer:

Girls:

Gordon checked summer dress
 Navy knee high socks

Boys:

School wool blend badged blazer
 Charcoal grey school shorts
 White cotton shirts (long or short sleeved)
 Elasticated school tie
 Navy v neck jumper with bottle green trim
 Navy knee high socks with green band
 Navy felt cap

Boys:

White cotton shirts (short sleeved)*

Unisex:

Navy crested reversible stormproof coat
 Navy fleece hat with logo
 Navy and green knotted scarf
 Navy book bag with logo
 Navy fleece gloves
 Navy Art overall
 Emerald crested sun hat *

Pre-Prep Sport

Unisex:

Navy crested sweatshirt
 Navy PE shorts
 Navy drawstring PE bag with logo
 Bottle green polo shirt with logo
 Navy jogging bottoms
 Black plimsolls (not available on Schoolblazer)

All items are compulsory unless marked with asterix (*)

**Prep School
Years 3-6 inclusive**

Winter:

Girls:

School wool blend badged blazer
Black Watch tartan skirt
White reverse collar blouse with
logo (long or short sleeved)
Navy v neck jumper with bottle
green trim
Navy wool tights or navy knee
high socks

Summer:

Girls:

Gordon checked summer dress
Navy v neck cardigan with bottle
green trim
Navy knee high socks

Boys:

School wool blend badged blazer
Charcoal grey school trousers
White cotton shirts
Tie
Navy v neck jumper with bottle
green trim
Grey ankle socks

Boys:

White cotton shirts (short
sleeved)*

Unisex:

Navy crested reversible stormproof coat
Navy fleece hat with logo
Navy and green knotted scarf
Navy backpack with logo
iPad (Year 4-Year 6)

Navy fleece gloves
Navy Art overall
Emerald crested sun cap*

All items are compulsory unless marked with asterix (*)

**Prep Sport
Years 3-6 inclusive**

Girls:

Navy games skort
 White girls fit PE shirt
 Navy swimming costume (Years 3 and 4)
 White ankle socks

Boys:

Navy rugby shorts
 White boys fit PE shirt
 Rugby shirt (reversible)
 Navy swimming trunks (Years 3 and 4)
 Cricket slipover and white cricket trousers (summer term)

Unisex:

Games hooded sweatshirt Navy tracksuit bottoms
 Navy and green games socks PE bag with school logo
 Swimming cap in House colours (red, blue or yellow)

***Optional:**

Base layer leggings (black) Core base layer top
 Stormtex tracksuit top Mouthguard
 Studded football boots (boys) Hockey stick
 Trainers with a non-marking sole Shinpads



EQUIPMENT

Writing equipment

School provides all of the required writing equipment for pupils in Years 1 and 2. When children move into Year 3 they are then able to bring their own pencil case to School each day. Until they receive a pen licence in the spring or summer term, Year 3 will only write with an HB pencil. After this point they will also require a fountain pen or rollerball with washable blue ink. Many are designed to promote a good grip and they can be an excellent introduction to 'ink' writing. Ink erasers or Tipp-Ex are not permitted.

iPads

As a School we have embraced digital technology and all of our pupils use iPads to support their learning. Children in the Pre-Prep and Year 3 are able to use the School set of iPads. Pupils in Year 3 are able to bring their own iPads to School, if they have one. Children in Years 4 to 6 should come to School each day with their own fully charged iPad. These remain in the classroom at all times and the children are only able to access these when directed by their teacher.



HOLIDAY CAMP

Throughout the School holidays, wrap-around care is offered to Prep children through our Holiday Camp, where qualified Teachers or support staff provide structured fun activities for the children from 8.00am to 5.30pm daily. In School holidays, children are welcome to come to School in their own clothes. A timetable of activities, along with booking forms and related information, is published on the School website and emailed to parents in advance of each Holiday Camp. Children should bring a packed lunch as well as additional snacks during holiday periods.

ABSENCE FOR HOLIDAYS

Our holiday allocation is rather generous and, as such, we do discourage parents from arranging holidays when the School is in action as this can have a negative impact on your child's progress. Please note that holiday taken during the School term will be at the discretion of the Director of the Prep School and should be requested by letter **in advance**.

HEALTH AND MEDICAL MATTERS

Staff are qualified in First Aid and able to deal with most of the minor injuries that occur in School. However, sometimes we do have more serious accidents. It is vital that we are kept informed of where you can be contacted in an emergency, especially if you go out to work during the day.

Please inform the School immediately of any changes that effect this information. One day you may be needed urgently. Other up-to-date contact names and telephone numbers are also important.

Please do not bring your child to School if he/she is already feeling unwell or showing signs of physical upset. Invariably these children need to be sent home for his or her sake, or the sake of the other children. If there is any doubt in your mind about your child's health, it is far better to keep him/her at home for a while, or visit your doctor. It is often the case too that some children return to School before they are really fully well. This often means they have to have further time off, which can be disruptive for you and your child.

Administration of Medicine

Parents must fill in and sign our consent form before the School administers any form of medication. Medication brought into School must be clearly labelled and given to either the Form Teacher or a member of the Administration Team at the beginning of the School day along with a copy of this form. Should a child become ill during the School day, every effort will be made to contact parents. Children suffering from sickness and/or diarrhoea should not attend School for 48 hours after the symptoms have ceased.



Teesside High School
Education as it should be

Administering of Medicine Form

Name of Child _____

Class Teacher	
Name of Medicine	
Time of Last Dose	
Time of Next Dose	
When will the course be finished	
Keep Refrigerated	Yes No
Return Medicine Home	Yes No

Parent's Signature _____ Date _____

Name of Child _____ Date _____

Teacher	Medicine	Time	Signature

ABSENCE DUE TO ILLNESS

If your child is unwell we request that you telephone the School by 9.00am to inform us and then bring a note addressed to your child's Form Teacher stating the reason for this upon his/her return. This helps to ensure that our registers are accurate.

POLICIES AND PROCEDURES

Please feel free to take a look at our School policies and procedures. These are accessible to parents online through our website or a printed version is held in the School Office.

COMPLAINTS PROCEDURE

All concerns or complaints are taken seriously and treated with care and sensitivity at Teesside High School. We welcome your support and encourage an open dialogue on all matters concerning your child. If there is anything you wish to discuss, your child's Form Teacher is normally available before or after school. Parents are able to contact staff directly via email with any specific queries. If you prefer to see the Director of Prep, she is often available at these times, or an appointment can be made by contacting a member of our Administration Team. In the event of any serious problem or complaints, parents should be reassured to know that the school has a Complaints Policy, a copy of which is available on the School website and a paper copy can be given on request. Parents can also email the Independent Schools Inspectorate directly at concerns@isi.net or call them on 020 7600 0100.

TRANSITION INTO THE SENIOR DEPARTMENT

One of the many benefits of being a 3-18 School is that we have the ability to provide a smooth and seamless transition from the Prep department to the Senior department, ensuring that the move to Year 7 is not a daunting one for our pupils.

There are a number of events and opportunities for both children and parents to meet with Senior School staff ahead of the transition to Year 7 to inform you of the many exciting opportunities that lie ahead. Close communication between our Year 6 and 7 staff ensure that the Senior department have a clear picture of your child both academically and pastorally before they leave the Prep School.



Teesside High School Ltd.
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