



Teesside High School  
*Education as it should be*

# Parent Handbook



Preparatory  
School  
Years 1-6  
2023-24

[www.teessidehigh.co.uk](http://www.teessidehigh.co.uk)

## A Word of Welcome

Welcome to the Prep School 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 and 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.

The purpose of this handbook is to provide a complete insight into the routines which exist in the Prep School, so that you will have a good idea of what to expect when your child first joins us or moves into their new year group. 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 emails will keep you informed of any changes.

We are delighted that you have joined a thriving school, a community with a strong heartbeat. You are now part of the THS family where we all look out for each other. We look forward to working with you in the year ahead.

Please feel free to contact school 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,



Mrs Carolyn Williams  
**Director of Prep**



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## **Term Dates 2023-24:**

### **Autumn Term**

- Term commences Wednesday 6 September 2023 at 8.40am
- Half term starts on Friday 20 October at 4.00pm and term recommences on Monday 6 November at 8.40am.
- Term ends Tuesday 19 December 2023 at 2.00pm

### **Spring Term**

- Term commences Wednesday 3 January 2024 at 8.40am
- Half term starts on Friday 16 February at 4.00pm and term recommences on Monday 26 February at 8.40am.
- Term ends Friday 22 March 2024 at 4.00pm

### **Summer Term**

- Term commences Monday 15 April 2024 at 8.40am
- Half term starts on Thursday 23 May at 4.00pm and term recommences on Monday 3 June at 8.40am.
- Term ends Friday 5 July 2024 at 2.00pm

## **Events in the School Year**

### **Autumn Term**

Open Day  
Year 1-6 Parents' Evening  
Year 7 Open Evening  
Remembrance Service  
Christmas Nativity  
Christmas Festivities  
Christmas Carol Service  
End of Term Reports

### **Spring Term**

Year 7 Transition Day  
Open Day  
Form Assemblies for Upper Prep 2, Upper Prep 1 & Lower Prep  
Year 1-6 Virtual Parents' Evening

### **Summer Term**

Parents' Evening  
Sports Day  
Year 1- 7 Transition Day  
Prep Musical  
Year 6 Transition Assembly  
Prep Celebration of Achievement  
End of Term Reports

## Prep School Staff

### Prep School Management Team

- Mrs C Williams Director of Prep School
- Mr M Griffiths Deputy Head (Prep), Upper Prep Form Teacher
- Mrs N Clapton EYFS Lead, Reception Form Teacher

### Teaching Staff

- Miss R Hall Nursery Form Teacher
- Mrs A Hannah Pre-Prep Form Teacher
- Miss T Lockerbie Lower Prep Form Teacher
- Mrs A Kennedy Upper Prep Form Teacher
- Mrs K Leck Prep Specialist Teacher
- Mrs L Shevels Director of Music
- Mr P Wing Music Teacher
- Miss J Hopkins Forest School Teacher
- Mr D Bradbury Computing Teacher
- Mrs H Butterfield MFL Teacher
- Mrs L Blyth MFL Teacher
- Miss R Ignirri MFL Teacher
- Miss V Turnbull Director of Sport
- Mr N Thomas PE Teacher
- Mrs C Rodgers PE Teacher
- Mr R Williamson PE Teacher
- Mrs J Jackson Speech and Drama Teacher
- Mr D List SENCo

### Teaching Assistants

- Miss E Nicholls EYFS Teaching Assistant
- Mrs J Storry Teaching Assistant
- Miss A Simpson 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 a child's development and learning. A successful partnership is vital and you are actively encouraged to participate in school life.

### **EduLink**

All parents are able to view live information about their child via their personalised account on the online platform, EduLink One. This will include a copy of your child's timetable, any achievement points they have been awarded and, from Year 3 onward, details of your child's homework. Parents are asked to check their child's completed homework each day. EduLink also provides the facility for parents to report an absence from school if they are unwell, book parents' evening appointments, view written reports and email your child's teachers.

### **Receiving Letters**

The school aims to run a paperless communication system. To ensure you receive all important information, please check your emails and EduLink account daily. Please inform the school if you change your email address.

### **Communication Diary**

Every pupil in our Pre-Prep Form (Years 1 and 2) is provided with a Communication Book which serves as a valuable link 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.

### **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 our 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 Louise McCann, can be contacted directly by telephone or email;

[lmccann@teessidehigh.co.uk](mailto:lmccann@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](mailto: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, collect a visitors badge and sign in. 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.

### **Breakfast Club**

Children may be brought to school from 7.45am via the Dining Hall Entrance to join our Breakfast Club, **with the last arrival time being 8.15am**. They will be supervised by experienced Teaching Assistants and will then be escorted to their classrooms at 8.25am, ready for registration. Children may purchase food and drink during Breakfast Club, £1.50 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.

### **Tea Club**

At Teesside High School, we provide flexible After School Care. Children are supervised by Teaching Assistants and Supervisors from 3.30pm-6.00pm. Again there is no need to pre-book a place for your child and there is no additional charge for this facility until 5.00pm. **Parents wishing to use this facility can collect children at 4.15pm or at any time from 4.30pm onward.** This will enable us to control the volume and flow of traffic on site at the end of the day.

Tea Club takes place in the Prep School building. During this time children can enjoy a healthy snack brought from home (**no nuts please due to allergies**) and they can participate in a number of activities. Children attending Tea Club in Years 3-6 are escorted to the Dining Hall



where they can purchase a nutritious snack or drink. After this they will relocate to the Prep Hall where they can make a start on their homework.

Parents wishing to collect their child from Tea Club 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. Please note that an additional fee is incurred if your child has not been collected by 6.00pm.

## **Arrival and Collection of your Child**

At THS we have a variety of arrival points as well as staggered collection times for different age groups within our school to help us to control the volume and flow of traffic on site. Unless attending Breakfast Club, your child should arrive at school at **8.30am**.

### **Pre-Prep (Years 1 & 2)**

You will be directed to park on the bank outside of the Prep School or in a nearby space, and asked to line up with your child outside of the Prep Atrium and along the pavement. Entry to the classroom will be through the **Prep Atrium**, where your child will be greeted by a member of the Senior Leadership Team.

Collection will be at **3.30pm** prompt, unless your child will be attending Tea Club, an after school club or using the school bus service. At pick-up, please arrive as usual and report to the site team member at the entrance to the school site. You will be directed to a car parking space at the front of school, and your child will be brought to you by a member of the Senior Leadership Team). Please note that if written parental permission has been provided, Senior School pupils can collect siblings in Years 1 & 2 from the Atrium and walk up The Avenue to meet parents at the train station.

If your child is to be collected by a person other than a parent, please inform a member of staff 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.

### **School Bus Service**

Pupils using the school bus service will be escorted onto their bus by a member of staff at 4.05pm, in readiness for a 4.10pm departure.





## **Key Stage 2 (Years 3-6)**

Please park in the bays outside the Senior Student Entrance. Your child should line up independently outside of the Year 5/6 Prep Entrance (near to the green wall/zebra crossing) and along the pavement closest to the building. Entry to the classroom will be through the Year 5/6 Prep Entrance, where your child will be greeted by a member of staff.

**Please note that at the end of the day, cars will not be permitted on site until 4.15pm** to help us to control the volume and flow of traffic on site to ensure your child's safety. Parents wishing to collect their child on foot may do so at **4.00pm** by reporting to the School Office in the Prep building, where a member of staff will hand your child over to your care. Alternatively, if written parental permission has been provided, Senior School pupils can collect siblings in Years 1-6 from the Atrium and walk up The Avenue to meet parents at the train station.

Collection for those travelling by car will be at 4.15pm prompt, unless your child will be attending Tea Club, an after school club or using the school bus service. At pick-up, please arrive as usual and report to the site team member at the entrance to the school site. You will be directed to a car parking space at the front of school, and your child will be brought to you by a member of the Senior Leadership Team). If you have children in any of the younger year groups, they will be brought to your car at the same time.

If your child is to be collected by a person other than a parent, please inform a member of staff so that everyone is clear about arrangements. 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.

## **The School Day**

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 submitting any homework. Pupils are therefore expected to 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.

See timings overleaf.

7.45am	Breakfast Club (optional) (latest arrival 8.15am)
<b>8.35am</b>	<b>Start of the school day</b>
8.40am	Registration
8.45am	Assembly / Lesson 1 / Thinking Curriculum
9.20am	Lesson 2 / Thinking Curriculum
9.50am	Lessons 3 & 4
10.45am	Break
11.05am	Lessons 5 & 6
12.00pm	Lunchtime
1.00pm	Registration
1.05pm	Lessons 7 & 8
2.05pm	Lessons 9 & 10
3.05pm	Lesson 11/Enrichment
<b>3.30pm</b>	<b>Pre-Prep end of day</b>
3.30pm	Lesson 12 / Enrichment
<b>4.00pm</b>	<b>Prep end of day (Key Stage 2)</b>
3.30pm/4.00pm – 6.00pm Tea Club (optional, with a small fee after 5.00pm) (earliest collection time 4.30pm)	

### **Break**

Children are supervised at morning break by members of the Prep teaching and support staff. At this time 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. Please note that fruit juices and fizzy drinks are not permitted.

### **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 chefs, which includes a vegetarian and vegan option each day. All of our lunches are freshly prepared and cooked 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 expected to display good table manners, use cutlery correctly and are asked to clear and clean their plates and tables before leaving the Dining Hall.

A copy of our weekly menu is displayed within school for our pupils 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 are 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 in the Prep School 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 Pre-Prep to Upper Prep 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 Upper Prep, 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 English, Mathematics, PE, Music and Modern Foreign Languages.

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.

## **International Primary Curriculum (IPC)**

Teesside High School is the only independent day school in the North East to offer pupils aged 5-11 the chance to learn through the extremely highly regarded International Primary

Curriculum. Pupils in Years 1 to 6 are taught Science, Technology, Art, History, and Geography using this rigorous and engaging topic-based approach.

What makes IPC unique is that pupils are encouraged to be informed, globally competent, future-ready, socially conscious and motivated to positively contribute to both their local and global communities. Every unit of learning has an International element which helps to support our pupils to develop their own stances and opinions about issues stretching far beyond their own doorstep.

As an IPC school, we also have the ability to connect with any of the other 90 countries in the world through the IPC community. This is an invaluable way to share experiences, ideas and resources as well as providing contrasting localities in which to share with our pupils.

The IPC develops our students' soft skills alongside their academic learning. This is increasingly important as technology and artificial intelligence develops at a phenomenal rate. Within the IPC, these soft skills are presented in the form of the Personal Learning Goals, helping the children to develop their character and attitudes. The 8 Personal Learning goals are all things that we can be: adaptable, a communicator, a collaborator, empathetic, ethical, resilient, respectful and a thinker. These skills are also able to be transferred into other areas of school life.

### **The Thinking Curriculum**

We believe THS to be a forward thinking school that prepares children well for life. From September, pupils from Year 3 upwards will be undertaking a one hour lesson per fortnight from our innovative 'Thinking Curriculum.' We believe that education should go beyond the traditional boundaries of subjects knowledge and rote learning and the Thinking Curriculum aims to deliver this by developing pupils' thinking skills. We aim to empower our students to become critical thinkers, problem solvers and lifelong learners. The Thinking Curriculum will cultivate creativity, logical reasoning and analytical skills. Pupils will then apply these developed skills across the broader curriculum.

We aim to develop creativity by encouraging pupils to think outside of the box, explore diverse perspectives and express their ideas confidently within groups and individually. We want pupils to develop a strong sense of individuality and originality, essential for personal growth and future success. In addition, through a variety of carefully designed tasks, pupils will learn to analyse complex situations, identify patterns and evaluate evidence. These skills will enhance academic performance and equip pupils with the tools needed to navigate real-life challenges effectively.

Our Thinking Curriculum plays a pivotal role in enabling us to nurture well-rounded individuals who are adaptable, resilient and capable of thriving in an increasingly complex and interconnected world.



## **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 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 May, all pupils in Years 2 to Year 6 undertake the computer adaptive InCAS assessment, devised by CEM through Cambridge 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 expectations. 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 as well as the acquisition of knowledge. 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.

- Autumn term    Parents' evening in September and written report at the end of term
- Spring term    Mid-year academic review virtual parents' evening
- Summer term    Parents' evening and written reports at the end of term.

## 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 a 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 Pre-Prep for all pupils to complete. In Lower Prep and Upper Prep, homework tasks will be set each day, usually 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.

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 on an individual or small groups basis. An extra charge is made for these. Additionally, the children can be entered for LAMDA examinations and compete in local festivals.

## Music

Within the Prep School 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 Pre-Prep a specialist teacher delivers two Music lessons each week. From Lower Prep (Years 3 & 4) onward, 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 overemphasised. 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 Prep Choir or Prep Orchestra.

### **Individual Music Lessons**

The school offers a wide variety of individual instrumental lessons. Specialist instrumental teachers visit the school weekly and 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 Lower Prep onwards, 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 Lower Prep have enjoyed residential trips to York and Alnwick while Upper Prep 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 Activities**

All pupils from Years 3-6 participate in two Enrichment lessons each week, providing them with the opportunity to develop new skills, interests, hobbies and friendships. In addition to this, a variety of lunchtime or after school clubs are offered to the children in the Prep School. These may include yoga, fencing, Spanish or learning a new musical instrument. In the first week of term an email is sent to parents detailing the activity programme along with directions about how to secure your child's place.

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.

## **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 Leck is our Able, Gifted and Talented (A,G&T) Coordinator and she would be happy to answer questions you may have.

## **SEND**

At Teesside High School our aim is for each child in our care to make excellent 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. Mr List, 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.

## **Mental Health and Wellbeing**

At THS, we appreciate the ever growing demands on our young people and as such nurturing our pupils and promoting positive mental health is very important to us. Between the staff who offer support to our pupils, our wonderful grounds in which to learn and explore and the additional provision we have in place, we think that our pupils are in an excellent position to maintain good mental health.

At Teesside High, we have the support of a school counsellor with an average referral time of two weeks. We encourage our pupils and parents to talk to us if they have any concerns and then any referrals are made through school staff to Miss Hardy. Following an initial assessment,

pupils receive six counselling sessions at the cost of the school. Further sessions can then be booked as a private arrangement.

We also have George, our mental wellbeing dog who is a much loved part of our school community. Additionally, we provide a variety of co-curricular clubs and a Forest School programme all of which make positive contributions towards nurturing our students' mental health.

Where needed, there are additional members of staff on hand to offer specific support with mental health and wellbeing.

Please visit our mental health website by using the link below to find out more about how we promote positive mental health and also to find useful resources should you have a mental health concern.

<https://sites.google.com/teessidehigh.co.uk/mentalhealth/home>

## **The House System**

On entering THS, children will be allocated to one of our three Houses; Victoria, Woodside or Cleveland. The philosophy behind this system is to encourage a sense of teamwork across the year groups by delivering a united sense of responsibility. House members will assist the duty staff in the smooth running of the Prep School by holding doors after breaks, ringing the bell or organising fundraising events. The House System is further reinforced with regular House competitions, such as House Poetry, House Quiz, House Chess and the House Swimming Gala. 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.

## **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 the School Council for a wider discussion.

## **Transition into Senior School**

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 and beyond, 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 ensures that the Senior School has a clear picture of your child both academically and pastorally before they leave the Prep School.

## **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. In Pre-Prep, hats and caps are also compulsory and as such your son or daughter should wear this to and from school each day.

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 uniforms 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. 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

Uniform can be purchased online through our supplier Schoolblazer ([www.schoolblazer.co.uk](http://www.schoolblazer.co.uk)). All items are compulsory unless marked with asterix (\*)

<b>Pre-Prep School Uniform</b> <b>EYFS to Year 2</b> <i>All items are compulsory unless italicised.</i>	
<b>Winter:</b> <b>Girls:</b> School crested blazer Black Watch tartan pinafore White revere collar blouse (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  <b>Summer:</b> <b>Girls:</b> Gordon checked summer dress Navy knee high socks	<b>Winter:</b> <b>Boys:</b> School crested 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  <b>Summer:</b> <b>Boys:</b> <i>White cotton shirts (short sleeved)</i>
<b>Unisex:</b> Navy crested reversible stormproof coat Navy fleece hat with logo Navy and green scarf Navy fleece gloves Navy Art overall Navy book bag with logo <i>Emerald crested sun hat</i>	
<b>Pre-Prep PE Kit</b> <i>*Items available from the Schoolblazer website. Note: All kit must be named.</i>	
<b>Unisex:</b> Navy crested sweatshirt (Nursery and Reception only)* Navy Crested Midlayer* (Year 1 and 2) Bottle green polo shirt with logo* Navy PE shorts* Navy jogging bottoms* Navy infant backpack with logo* White velcro trainers (EYFS only - for Forest School) Blue puddle suit	

<b>Prep School Uniform</b> <b>Years 3-6 inclusive</b> <i>All items are compulsory unless italicised.</i>	
<b>Winter:</b> <b>Girls:</b> School crested blazer Black Watch tartan skirt White revere collar blouse (long or short sleeved) Navy v neck jumper with bottle green trim Navy wool tights or navy knee high socks  <b>Summer:</b> <b>Girls:</b> Gordon checked summer dress Navy v neck cardigan with bottle green trim Navy knee high socks	<b>Winter:</b> <b>Boys:</b> School crested blazer Charcoal grey school trousers White cotton shirts Tie Navy v neck jumper with bottle green trim Grey ankle socks  <b>Summer:</b> <b>Boys:</b> <i>White cotton shirts (short sleeved)</i>
<b>Unisex:</b> Navy crested reversible stormproof coat Navy fleece hat with logo Navy and green scarf Navy fleece gloves Navy backpack with logo iPad (Year 3-Year 6) <i>Emerald crested sun cap</i>	
<b>Prep PE Kit</b> <i>*Items available from the Schoolblazer website. Note: All kit must be named.</i>	
<b>Girls:</b> <b>Compulsory:</b> White Crested PE Polo* Navy and Emerald Skort* Emerald Games Socks* White Trainer Socks Navy Crested Midlayer* Navy Crested Training Pant* Trainers Football boots Mouthguard Shin pads Hockey stick Navy Swimming Costume* (Years 3-4) House Swim Cap* Navy and Emerald Crested Games Bag*  <b>Optional:</b> Navy/Emerald Crested Tracksuit Top* Navy Crested Base Layer* or own navy/black base layer Black Base Layer Leggings* or own black base layer leggings/skins Athletics spikes Astro-turf trainers	<b>Boys:</b> <b>Compulsory:</b> Navy/Emerald Crested Reversible Rugby Top* White Crested PE Polo* Navy Crested Rugby Shorts* Emerald Games Socks* White Trainer Socks Navy Crested Midlayer* Navy Crested Training Pant* Trainers Rugby/football boots Mouthguard Shin pads Hockey stick Navy Swimming Shorts* (Years 3-4) House Swim Cap* Navy and Emerald Crested Games Bag*  <b>Optional:</b> Navy/Emerald Crested Tracksuit Top* Navy Crested Base Layer* or own navy/black base layer Black Base Layer Leggings* or own black base layer leggings/skins Athletics spikes Astro-turf trainers

## **Second Hand Uniform**

We offer a second hand uniform service, selling immaculate and nearly new uniform items to parents across the school. Donations can be left at Reception, and purchase enquiries made to [secondhanduniform@teessidehigh.co.uk](mailto:secondhanduniform@teessidehigh.co.uk)

## **Equipment**

### **Writing Equipment**

School provides all of the required writing equipment for pupils in Pre-Prep. When children move into Year 3 they are able to bring their own pencil case to school each day. Until pupils 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 black 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 are able to use the school set of Chromebooks. Pupils in Years 3 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.

## **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. Please note that holidays 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 affect 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 a consent form before the school administers any form of medication. Copies of these forms are available on Edulink. Medication brought into school must be clearly labelled and handed in to the School Office each day. Should a child become ill during the school day every effort will be made to contact parents. Medication should be collected from a member of the Administration Team at the School Office at the end of the school day. Children suffering from sickness and/or diarrhoea should not attend School for 48 hours after the symptoms have ceased.

## **Absence Due to Illness**

If your child is unwell we request that you telephone the school by 9.00am or notify us via Edulink to inform us, stating the reason for this absence. 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.

