

New Parents' Handbook 2018/19
Reception – Year 6



LOUGHBOROUGH
Amherst School



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Welcome from the Headmaster

Dear Parent

I am looking forward to welcoming your child into our School family and to sharing in their joys and successes as they progress through their formal education. This guide should provide you with a central point of information to help you and your child settle as quickly as possible into life at Loughborough Amherst School. The majority of the information included here is also available to review and download from the Firefly parent portal or our website www.lesconvent.org.

From September 2019 we will be welcoming boys into our Senior School, thereby extending our excellent educational offering to boys and girls from the age of 4 to 18 years. In anticipation of this change, our School name will, from September 2018, change to Loughborough Amherst School. This name is in honour of Mary Amherst, the first English Superior of the Sisters of Providence, and the Head of our School in 1850.

This is a school where pupils are relaxed and happy. There may however, be occasions when you or your child feels the need to seek guidance or raise a concern. You can ring us at any time. Main reception is open between 08:00 and 17:30, Monday to Friday during term times. Outside of these hours there is an answerphone system.

The general School email address is office@lesconvent.org and this is checked regularly during the working day.

On page 6 you will find more detailed information about how to contact specific members of staff as well as myself.

Joining a new school can be a daunting exercise for even the most confident individual. I remember with great clarity my own feelings of trepidation when I first joined the School as Headmaster. I can say with all confidence that you and your child will be made most welcome and you will soon be an integral member of our friendly, vibrant and cohesive community.

Dr Julian Murphy
Headmaster



The Structure and Organisation of the School

Start of Year

All new pupils should arrive at School by 08:30 on **Wednesday 5 September**, where they will be welcomed and directed to their classroom.

The School Day

Each School day begins with pupils arriving at their classroom by 08:30. Children may arrive at School from 08:15 but they must be taken to the refectory, accessed via the main Gray Street entrance. If you need to drop your son or daughter before 08:15 then you must pre-book their attendance at the Breakfast Club. The School cannot be held responsible for children before 08:30 unless they are pre-booked into the Breakfast Club.

The Pre-Prep consists of:

Reception Age 4-5

Year 1/2 Age 5-7

The Prep consists of:

Year 3 Age 7-8

Year 4/5 Age 8-10

Year 6 Age 10-11



The Prep School Day

08:45	Registration and assembly
09:10 - 09:40	Period 1
09:40 - 10:10	Period 2
10:15 - 10:45	Period 3
10:45 - 11:05	Short break
11:05 - 11:35	Period 4
11:35 - 12:10	Period 5
12:10 - 13:20	Lunch
13:20 - 13:25	Registration
13:25 - 13:55	Period 6
13:55 - 14:25	Period 7
14:25 - 14:55	Period 8
14:55 - 15:25	Period 9
15:25 - 15:40	Form
15:40	End of School day

At the End of the School Day

The School day ends at 15:40. Parents are welcome to wait in the playground whilst waiting for older children to finish their School day. All children must be supervised by a parent while in the playground. Any children catching a School bus walk to the Loughborough Schools Foundation bus bays with the Senior School children. Members of staff from Loughborough Amherst School will be on duty with other Foundation staff in the bus bays until the last bus has departed.

Out of Hours Care

Out of hours care is provided on the Fairfield School area of the Loughborough Schools Foundation campus, from 15:40-18:00. This includes tea, a chance to do homework, and recreation and play opportunities. For full details and rates please visit the Out of Hours Care page on the Firefly parent portal.

Security

Parents may access the Preparatory School via the Garton Road gate for Pre-Prep and Prep departments, between 08:30 and 09:00 and 15:15 to 16:10. This gate is locked during the School day (between 09:00 and 15:15) and visitors during this time should use the main entrance on Gray Street.

The main entrance on Gray Street is controlled by security cameras and intercom. Between the hours of 08:00 and 17:30 all visitors to the School should use this entrance, and visit reception to sign in. At peak traffic times both the Gray Street and Garton Road entrances are supervised by an Estates Officer.

The routes between the Senior, Preparatory and Science departments are controlled by automatic locks requiring visitors to be accompanied or use a temporary access card available from main reception.

Parking

Parking is restricted around the School, but during the day there are a number of local roads with spaces for parking of up to one hour. Please do not park in Park Court, (opposite the School on Park Road) as this is for residents only.

When parking on neighbouring streets we ask that you do so with consideration for the local residents.

During School hours, the car park is solely for the use of staff and visitors to the School. For the safety of all children and pedestrians we request that parents do not drive on site either to drop off, or collect, children. We also ask that parents observe the marked areas in front of both the Gray Street and Garton Road entrances and do not park, even temporarily, in the hazard zones.

Please note that when leaving the Gray Street car park, you must turn left, Gray Street is one-way.





Communication

Getting in Touch

We welcome parental engagement. Most queries can be answered by your child's Class Teacher and they should be your first point of contact unless you need to report your child as absent due to ill health.

Head of Prep School	Miss Winton	e.winton@lesconvent.org
Deputy Head	Miss Laing	c.laing@lesconvent.org

Absence

In order to report an absence due to illness, please ring the School's main reception on **01509 263901**. The telephone is answered between the hours of 08:00 and 17:30 however there is an answerphone facility outside of these hours. All absences must be reported no later than 09:30.

For all other reasons of absence, prior permission must be obtained from the Headmaster. Requests should be submitted in writing well in advance. Leave of absence will only be granted in exceptional circumstances and not normally for holidays or similar functions.

Academic and Pastoral Concerns

Your first point of contact is your child's Class Teacher, she will be able to respond directly to you or liaise with colleagues as necessary. If you feel that your concern has not been addressed by the Class Teacher, please contact the Head of Preparatory.

If your concerns are still not addressed, please do not hesitate to telephone or make an appointment to see the Headmaster.

For all the above, telephone School on **01509 263901**, and ask to speak to the appropriate person. If that person is teaching or not available a message will be passed to them and they will contact you as soon as possible, alternatively please email them:

Staff Member

Dr Murphy Headmaster	j.murphy@lesconvent.org
Miss Davies Senior Deputy Head	g.davies@lesconvent.org
Mr Jennings Deputy Head - Curriculum	a.jennings@lesconvent.org
Miss Winton Head of Preparatory School	e.winton@lesconvent.org
Mrs Travis Head of Academic Support	l.travis@lesconvent.org
Mrs Staniforth School Accountant	m.staniforth@lesbursary.co.uk
Mrs Houston School Counsellor	counsellor@lesconvent.org

Change of Contact Details

Please notify main reception if your contact details change so that we are able to speak to you quickly in the case of an emergency.

Schoolcomms

We understand the value and importance of communicating with parents and carers on a regular basis. Each Monday during the School term a weekly bulletin will be issued via Schoolcomms email to all parents, using the priority one email contact details we hold for you. Additional letters for day visits, sports activities, residential trips or general information may also be issued during the week via Schoolcomms. It is important that we have up to date contact details for you at all times.

You will not receive any spam from the School and your contact details will only be utilised for School matters. You may reply directly to Schoolcomms emails.

Firefly Parent Portal

To access the Firefly parent portal before your child joins the School please use this link <https://olcs.fireflycloud.net/information-hub/parents-and-guardians>

Here you will find a menu of pages full of useful information for Parents and Guardians. Once your son or daughter has joined the School in September you will be able to access the full Firefly parent portal using your own individual parent log-in details.

Curriculum

Baseline Testing

At the time of writing, we are still choosing our preferred baseline testing system for the Prep School, but it will be either the Durham University CEM system or the PIPS system. Both systems are broadly similar in their uses.

Some tasks involve thinking about shapes and patterns (Non-verbal Reasoning), some involve words (Verbal Reasoning) or numbers (Quantitative Reasoning) and, finally, some questions involve thinking about shape and space together and imagining a shape being changed and moving (Spatial Ability).

There are a variety of statistical scores available for each section of the tests including a standardised age score (SAS). The average standardised age score (SAS) for each section of the test is 100.

Baseline tests are used by the School to identify areas of strengths and weaknesses in order to plan more effective programmes of study, to maximise potential, to assist with setting if appropriate and to demonstrate progress made by a pupil.

Results of baseline tests will never be used in isolation. The results may not be a precise indication of your son or daughter's ability for a variety of reasons; therefore these results will form part of the whole picture of our pupils.





Academic Support

The School has a rigorous process for identifying pupils with specific learning differences (SpLD) and there is awareness by all members of staff of the necessity to make appropriate adjustments in class. Teaching Assistants work in some classes to provide additional support. Pupils can also attend on-site dyslexia tuition or arrange support sessions with the Head of Academic Support. Where possible sessions are organised so that pupils do not miss key lessons or lessons they particularly enjoy. The School's SEND (Special Educational Needs and Disability) Policy is available to download from the Policies page of the website.

Homework

The Preparatory department follows the School Homework Policy. We increase the amount of homework given to the children as they move through the School. Tasks set will be reasonable and suitable for the ability and age of the pupil.

We expect Pre-Prep children to read with parents during the week and learn their spellings. Additional homework is given (often on a Friday night for Year 1 and 2 children) when appropriate. As a general guide we expect children in Years 3 and 4 to spend approximately 20 – 30 minutes per night on homework plus reading, spellings and tables as required. Children in Year 5 spend approximately 40 minutes a night on homework plus reading, spellings and tables as required. Children in Year 6 spend approximately 45 minutes per night with reading, spellings and tables as required.

We give all the Preparatory children a School diary where they record their homework, and where parents and teachers make any relevant comments. This may also be used as a form of message book to and from School to home. Timing of pupils' homework should fit in with their homework timetable and staff ensure that all pupils are given time to enter homework details clearly in their diary.

Homework is considered an integral part of the learning process. The Preparatory department sets homework:

- to prepare** pupils for the following week's work
- to enhance and supplement** classroom activity
- to encourage personal research** using a variety of resources
- to offer pupils the opportunity** to practice and broaden their knowledge and skills.

Rewards and Sanctions

At Loughborough Amherst School we understand the importance of recognising achievements and building a pupil's sense of self-worth. There are many ways in which your son or daughter will be able to shine within our family. We also have a firm but fair approach to discipline. Documents detailing the School's Code of Conduct, and Rewards and Sanctions systems are available to download from the Rewards and Discipline page in the Pastoral Care section of the Firefly parent portal.

Grades, Reports and Parents' Evenings

We will communicate regularly with you throughout the year as to your child's progress. At the start of each year we will issue a reporting schedule which includes the date of reports, parents' evenings and other opportunities for you to understand how he/she is progressing. If you have any questions regarding your child's progress please contact his/her Class Teacher.



Pastoral Care

All pupils' pastoral needs are looked after by Class Teachers and the Head of Preparatory.

Miss Davies, Senior Deputy Head, is responsible for overseeing any safeguarding issues that may arise and will also be informed of any serious pastoral concerns. There is also a School Counsellor that children and their parents can make appointments to see, should they wish.

Assemblies

All pupils, whatever their faith, participate in assemblies. This enables them to reflect on values that are broadly Christian and on their own personal beliefs. Collective worship includes School Assemblies, Class Assembly, House Assembly for the Prep pupils, and End of Term services.

As a Christian school we aim to help our pupils to experience the 'spiritual dimension' in life through all aspects of the curriculum, but more obviously through their involvement in prayer and collective worship at assembly. School assemblies provide a focal point for the start of the School day and help give a sense of identity, community and shared values which are reflected throughout the School; they contribute to the social, moral and emotional development of the pupils.

Houses

Every Prep pupil belongs to a House: Rosmini (yellow), Teresa (green), Agnes (blue) or Peter (red), giving them the opportunity to interact with a large cross section of the School population. House Heads organise activities and events throughout the year enabling everyone to get involved, have a real feeling of belonging, and be proud of their shared identity. House points are earned throughout the year and culminate in the presentation of the coveted House Cup at the final assembly of the School year.

Behaviour

It is our expectation that everyone within the School will conduct themselves with consideration, courtesy, tolerance and respect in their relationships with one another, teachers and the wider community. Any issues relating to behaviour will be addressed with recourse to the Code of Conduct.

Internet Safety and Conduct Online

Pupils in Year 1 and above sign a **Student Responsible Use Policy for ICT (RUP)** concerning the acceptable use of ICT in School to reinforce the fact that it is solely to be used for learning.

Advice and guidance on internet safety is a component of the PSHE (Personal, Social, Health and Economic) and ICT curriculum and covers the dangers and potential consequences of the misuse of social media and internet activity.

Parents' Association

The Parents' Association is a lively and dedicated group who donate time and energy in helping to raise funds for the School and the School's chosen charities.

They raise funds mainly through organising social events, including a Christmas Fayre, a fashion show, and family bingo and quiz nights, as well as specific events for the children to take part in. They also support the School by providing refreshments at music and drama performances and many other events during the year.

All parents belong to the Parents' Association and a nominal membership fee of £10.00 per family is charged - the small amount raised this way is used to benefit the School and the pupils. The committee is elected with the office of Chair being held for the maximum period of two years. New committee members are always welcome and if you are interested in joining the committee, please contact main reception.





General Appearance

It is expected that pupils will present themselves in a neat and tidy manner, taking a pride in their appearance with clean uniform and shoes in good order.

Hair is to be clean, of a natural colour and, for girls, tied back at all times.

A full and detailed list of the dress code is included within the Code of Conduct available to download from the Rewards and Discipline page in the Pastoral Care section of the Firefly parent portal.

Uniform

A full uniform list is issued with the formal offer of a place for a child at Loughborough Amherst School. Uniform may be purchased from the School Shop, located to the right of the Fairfield driveway on the A6 Leicester Road.

All new pupils requiring a full uniform will be seen by prior appointment only. If you wish to make an appointment, please contact the School Shop Manager, **Mrs Gurney**, on **01509 232600**. The School Shop will be closed from Monday 16 July 2018 and will reopen on Monday 30 July 2018.

For pupils requiring additional uniform items, the School Shop will be open during the Summer holidays 2018 on the following days/times:

Summer Holiday School Shop Opening Times

09:00 - 15:00	Every Friday (except 20 July and 27 July 2018)
09:00 - 13:00	Saturday 18 August
09:00 - 15:00	Wednesday 22 August
09:00 - 15:00	Thursday 23 August
09:00 - 15:00	Wednesday 29 August
09:00 - 15:00	Thursday 30 August
09:00 - 12:00	Saturday 1 September
09:00 - 15:00	Monday 3 September

The School Shop is open for existing and new pupils requiring uniform at the following times.

Term Time School Shop Opening Times

15:00 - 17:00	Monday, Tuesday, Thursday & Friday
13:00 - 17:00	Wednesday
10:00 - 12:00	First Saturday in the month

You can also purchase uniform online at www.lesshop.co.uk.

Nearly New Uniform

The Parents' Association runs a nearly new uniform shop staffed by parent volunteers. This valuable resource sells good quality, well maintained items including skirts and blazers. Open once a month they are always willing to accept current uniform, in good condition, for re-sale. As well as providing a service for parents, the uniform shop makes a valuable contribution to the funds of the Parents' Association. Details of opening days and hours are available on the Uniform page of the Firefly parent portal.



Property

Keeping property secure is everybody's responsibility.

Bags

Pupils should use their allocated peg and desk.

Musical Instruments

These should be brought in for lessons and taken home at the end of the day. Instruments should never be left overnight in or around the main School buildings.

Valuable Possessions

The School does not accept any responsibility for items brought onto School premises. Pupils are asked to be sensible about items they bring into School. If they need to be looked after for a significant part of the day, they can be left with the Class Teacher, remembering to collect them at the end of the session.

Lost Property

Items are left with main reception and if valuable will be locked away. Other property left around the School is forwarded to main reception where it is held until claimed or until the end of term when it is disposed of. All property is returned where it is clearly named.

During a term the PE department collect and record all items of property/PE kit left in the Hall and changing rooms - named items are returned. Items are stored in the PE office and at the end of a term all unclaimed and unnamed items are moved to the PE store. Each Prep pupil is allowed four instances of losing/forgetting or having the incorrect kit before a department detention is issued, six infringements results in a School detention.

Damage

Damage of any kind to School or other people's property or equipment, and injuries or accidents, must be reported immediately to a member of staff. Pupils are required to contribute towards any repairs to property caused by careless or silly behaviour.

Mobile Phones

If mobile phones are brought into School they must be switched off and stored in your child's bag during School hours (between 08:30 and 16:00). If mobile phones ring, or are used, or are found anywhere in School during this time, they will be confiscated.

Parents can telephone School to relay a message in case of an emergency. Any pupil wishing to ring a parent may do so from main reception.

Illness

Any pupil feeling unwell during the day must notify his or her Class Teacher who will assess the situation.

If a pupil is unwell and cannot remain at School, parents will be informed and asked to collect them from the Medical Room in main reception. Pupils may not leave School for reasons of ill-health without prior consent from parents, who must confirm with School.

With the exception of pupils with specific medical conditions who need immediate access to their medications at all times, pupils should not keep their own medication on their person.





Catering

Our catering facilities allow us to offer hot, healthy food to all our pupils throughout the School day.

This includes breakfast, snacks, and a very varied lunchtime menu which is presented on a cyclical basis, rotating every three weeks, and can be viewed on the Food page in the Pastoral Care section of the Firefly parent portal. We also present a number of 'theme days' throughout the year when speciality dishes are served, and the refectory is decorated accordingly.

We are a nut free site and would like to thank parents for helping us by not permitting their children to bring any products or food items that contain nuts into School.

Refectory Hours of Opening

08:00 – 12:30 13:00 – 15:00	For general purchases
08:00 – 08:45	Breakfast
10:10 – 10:15 10:45 – 11:05	Morning break
12:00 – 12:30 13:00 – 14:00	Lunch

Dietary Requirements

Our team are able to cater for many dietary requirements. Please contact **John Orrill**, our Catering Manager, on **01509 638289** to discuss any dietary needs your child may have. John will be delighted to hear from you and we welcome your feedback so that we can continually improve the service to you and your child. There is also a feedback box for pupils to post constructive comments to the catering team, all of which are acted upon and responded to.

The catering team are always available to assist pupils with everyday choices, and to help with any queries they may have. The catering team are always happy to help, so please encourage your child to speak to one of them with any questions, concerns or issues as they arise as they can often resolve them immediately.

School Buses

Sixteen school buses transport children to and from Loughborough Schools Foundation via a network of routes covering Leicestershire, Nottinghamshire and Derbyshire.

These routes are organised by parent co-ordinators and originate from the following areas:

Route & Location

- A** Leicester West
- B** Glenfield/Groby
- C** Leicester/Thurmaston
- D** Oadby/Birstall
- E** Long Eaton/Castle Donington
- G** Nottingham/Ruddington
- H** Edwalton/Keyworth
- J** Ellistown/Ravenstone
- L** Ashby de la Zouch/Coalville
- M** Rothley/Quorn
- NCTB** Nottingham Service Bus (from Broadmarsh)

The following routes, managed by Loughborough Schools Foundation, originate from the following areas:

- F** Syston
- I** Kinoulton
- K** Bingham
- N** Melton Mowbray
- O** Derby
- P** Chellaston

This information is correct at time of going to print. For up to date route information, please view the interactive map on our website www.lesconvent.org and contact the Route Organisers.

Fee Payments

Information about fees, including lunch and music lesson charges, is available on the Fees page within the Admissions section of our website.

Loughborough Schools Foundation requires school fees to be paid in full by the first day of each term. Information about how to pay fees, including the School Fee Payment Plan, can also be found on the Fees page of the website.

Policies

The following policies are available, with a range of others, on the Policies page in the About section of our website:

- Admissions Policy
- Anti Bullying and Anti Harassment Policy
- Behaviour Management Policy
- Child Protection and Safeguarding Policy
- Complaints Policy
- Curriculum Policy
- Data Collection Notice
- EAL (English as an Additional Language) Policy
- Early Years Foundation Stage Policy
- Expulsion, Removal and Suspension Policy
- First Aid, Medical and Accident Reporting Policy
- Health and Safety Policy
- Out of School Visits Policy
- Special Educational Needs (SEND) Policy





Term Dates 2018-20

2018-19

Autumn Term 2018

Start of Term **Wednesday 5 September**
 Half Term **Monday 15 October – Friday 26 October**
 End of Term **Friday 14 December***

Spring Term 2019

Start of Term **Tuesday 8 January**
 Half Term **Monday 18 February – Friday 22 February**
 End of Term **Thursday 4 April***

Summer Term 2019

Start of Term **Wednesday 24 April**
 May Bank Holiday **Monday 6 May**
 Half Term **Monday 27 May – Friday 31 May**
 End of Term **Wednesday 10 July***

2019-20

Autumn Term 2019

Start of Term **Monday 2 September**
 Half Term **Monday 21 October – Friday 1 November**
 End of Term **Friday 13 December***

Spring Term 2020

Start of Term **Tuesday 7 January**
 Half Term **Monday 17 February – Friday 21 February**
 End of Term **Friday 27 March***

Summer Term 2020

Start of Term **Monday 20 April**
 May Bank Holiday **Monday 4 May**
 Half Term **Monday 25 May – Friday 29 May**
 End of Term **Wednesday 8 July***

* On these dates, term ends at 12:00.

Forms for Completion

You should have received the following forms for completion and return to Mrs Wendy Spencer, Registrar:

Compulsory Return Forms

- Nationality and Ethnic Origin

Optional Return Forms

- Questionnaire
- Use of Swimming Goggles
- Wrap Around Care

Additional Information

- Anti Bullying and Anti Harassment Policy
- Data Protection Notice

Please contact Mrs Wendy Spencer, Registrar via admissions@lesconvent.org or **01509 638280** if you require replacement copies.





Loughborough Amherst School
Gray Street
Loughborough
LE11 2DZ

01509 263901
office@lesconvent.org
www.lesconvent.org

Loughborough Schools Foundation is a Company Limited by Guarantee, number 4038033, and is registered in England and Wales. It is also a Registered Charity, number 1081765.

The Registered Office is 3 Burton Walks, Loughborough, Leicestershire LE11 2DU