



Norfolk House
School

Parent Handbook



For Parents of Children in
Junior Prep: Forms 2 & 3

Dear Parent

I am delighted to enclose your parent handbook. This handbook has been designed to provide you with useful information about day-to-day life at Norfolk House School, including the transition from PrePrep at our Princes Avenue site into Junior Prep on our Muswell Avenue site, as well as a sample of what's on offer for the next two years.

We very much look forward to continuing working with our current parents and pupils at the school and pride ourselves on the community that is Norfolk House and Montessori House. From our small class sizes to our personalised learning provision, we do everything we can to ensure that your child flourishes and enjoys a successful career with us.

For our new parents, we welcome you and very much hope your child will flourish through our approach to developing a love of life long learning alongside the children that are already with us.

Through their time at the school, we endeavour to add year on year value to their education, ensuring that pupils who leave us are confident, articulate independent learners with a thirst for knowledge and a curiosity about the world around them, as well as tolerant, empathetic, well-rounded individuals.

I do hope you find the new handbook useful and informative.

With best wishes,

Paul Jowett
Head Teacher



School Ethos

Innovate Collaborate Succeed

It is critical that pupils at the school achieve the very highest standards both academically and socially. We have developed our own school ethos, which we share with staff, pupils and parents:

To provide our children with the opportunities to achieve their academic potential within an environment where they feel valued, fulfilled, confident and emotionally secure.

To achieve our ethos we must:

- Make the welfare and safety of our pupils our priority, providing well-developed and effective systems of pastoral care, which nurture a sense of belonging and provide support for each individual.
- Develop compassion, tolerance, empathy and cooperation in our children.
- Encourage children to try their best and not be content to give less.
- Promote academic excellence by offering first class teaching and by encouraging our children to aim high and to develop curiosity and independent learning.
- Help prepare our children for life at their next school and as future citizens.

Academic Results

Our children gain entry at 11, year on year, to some of the most prestigious London Day Schools as well as state selective schools. We gain a number of scholarships and pride ourselves on supporting both our parents and pupils through the entire process and helping them to select the right school for their child.

Over the past 3 years, our pupils have been offered the following schools at 11+: Aldenham, Belmont, Channing, City of London Boys, Francis Holland, Haileybury, Haberdashers' Aske, Henrietta Barnet, Highgate, Latymer, Merchant Taylors, Northbridge, South Hampstead, Queen Elizabeth Boys, Queen's College School, University College School, with all pupils gaining a place at a recommended school of choice.

As for our youngest pupils, they have been offered the following schools at 3+/4+ over the past three years: Channing, Highgate, The Avenue, Annemount, St Anthony's and Grimsdell.

We are also incredibly lucky to have some very strong state maintained schools nearby, which some parents choose to send their children onto after us, if they are in catchment.



PROVISION OF INFORMATION FOR PARENTS OF CURRENT AND PROSPECTIVE PUPILS



The Education (Independent School Standards) Regulations and later amendments place a statutory duty on schools to provide certain information to parents of current and prospective pupils. Norfolk House School does so willingly and encourages any parent to contact the School with requests for information or guidance. School documentation, including policies, guidance and schemes of work are a valuable source of information and we are pleased to make them available, either through the Admissions Office (020 8883 4584) or on the School's website.

The table below lists below all policies and procedures available on the school website.

INFORMATION	POLICY	LOCATION
Arrangements for admissions	Admissions Policy	School website: Admissions
Arrangements to prevent bullying	Anti-Bullying Policy	School website: About us/Policies and Procedures
School opening times. Arrangements if a child is ill	Attendance Policy	School website: About us/Policies and Procedures
Information about rewards and sanctions for pupils	Behaviour Policy	School website: About us/Policies and Procedures
Safeguarding procedures and the promotion and welfare of pupils	Child Protection Policy	School website: About us/Policies and Procedures
Complaints procedure and number of formal complaints in previous year	Complaints Procedure	School website: About us/Policies and Procedures
Overview of curriculum statement	Curriculum Policy	School website: About us/Policies and Procedures
Providing equality for pupils and visitors with a disability	Disability Access Policy	School website: About us/Policies and Procedures
Arrangements for discipline and exclusions	Discipline and Exclusions Policy	School website: About us/Policies and Procedures
Policy for health and safety when organising educational visits	Educational Visits Policy	School website: About us/Policies and Procedures
Information about provision for equality of opportunities for all	Equal Opportunities Policy	School website: Parents/Policies and Procedures
Information about first aid, including administering medicines	First Aid Policy	School website: About us/Policies and Procedures
Detailed overview of arrangements for health and safety	Health and Safety Policy	School website: About us/Policies and Procedures
Latest school inspection report	Inspection Report	School website: About/Inspection Report

Information about use of internet and email in school	Internet and Email Use Policy (in Child Protection Policy)	School website: About us/Policies and Procedures
Education and welfare provision for pupils with a special educational need, including those with statements and for those for whom English is an additional language	SEND Policy	School website: About us/Policies and Procedures
School procedure if a child goes missing	Missing Child Policy	School website: About us/Policies and Procedures
Academic performance in previous year. Sample curriculum plans for year groups	Parent Handbook	School website: Parents/Parent Handbooks
Procedure to ensure staff recruitment adheres to regulatory safer recruitment guidance	Safe Recruitment Policy (in Child Protection Policy)	School website: About us/Policies and Procedures
The School's ethos and aims	Schools Ethos	School website: About/School Ethos
Staff, including temporary staff, and qualifications	Staff List – Parent Handbook	School website: About us/Staff
Arrangements for supervising pupils	Supervision Policy	Policy available on request from school office
School procedure if a child isn't collected	Failure to Collect Policy	School website: About us/Policies and Procedures

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Section 1: Curriculum and Academic

INNOVATE COLLABORATE SUCCEED

Our curriculum is designed to provide innovative ways of engaging our pupils in their learning and ensuring that they leave us with a confidence and belief in what they can achieve. Whilst we take account of National Curriculum and have been sympathetic to the 2014 national updates, we make sure we have a curriculum that is tailored to our context and the needs of our pupils.

Junior Prep English:

Our English curriculum has been finely tuned to provide a breadth of engaging and challenging learning. Using high quality resources and carefully planned to be as interesting and stimulating as possible, it promotes a deeper understanding and enrichment of language and literature, whilst enhancing and developing the skills needed to access and respond to this appropriately. Although we do broadly follow National Curriculum, we combine this with the necessary rigour to meet the demands of senior school examinations and genre that it is suited to our context and our pupils. It is critical that building a robust curriculum from early on ensures that our pupils have a staged approach to their learning towards their final exit point. One to one and small group support is implemented as required to ensure all our children fulfil their individual potential.

Junior Prep Maths:

The maths curriculum is again a hybrid model of National Curriculum and senior school syllabus to ensure that our children have the best understanding of conceptual skills and the confidence to apply these to problem solving and investigative work – this is to ensure, as above, that they are prepared for their Senior Prep years and build up to exams without adding extra pressure or narrowing the curriculum in later years.

In addition, we use an individual, intuitive digital maths program called Maths Whizz, which supports and extends pupils' individual number, shape and space and using and applying skills at their exact level. This is a combined home and school program and has proved both successful and popular with parents and pupils, alike.

Junior Prep Science:

The science curriculum had an exciting overhaul in 2013; it combines an investigative and practical approach to learning, focused on practical experiments and using and applying scientific skills, whilst maintaining the knowledge of elements such as: life processes and living things; physical processes; materials and their properties. Pupils have the opportunity for inquiry-based learning and personalised learning projects.

Junior Prep Foundation subjects:

As a school, we follow the breadth of National Curriculum subjects, including Computing and IT, humanities, arts, music, sports and Modern Foreign Languages, but we further enhance our curriculum to include Philosophy for Children, General Studies, Latin in Form 6 and a range of creative activities. We believe that this provides a springboard for fostering our pupils' curiosity about the world around them, to understand the importance of debate and opinion and the ability to collaborate with others. We value the importance of understanding a process, rather than simply the answer and instil this within all our pupils

NB: In Junior Prep, the teacher is responsible for most of the subjects taught.

Development of skills

As stated above, at Norfolk House we promote the development of pupils' skills throughout all subjects within the curriculum. We promote an ethos of personalised learning, which enables pupils to manage their own learning journeys. Children are encouraged to:

- develop independent learning and thinking skills
- work collaboratively, taking on different roles within groups
- set their own success criteria for achievement in lessons
- to self and peer assess during and at the end of lessons, reflecting on their achievements and identifying their own next steps for learning
- use higher order thinking skills through questioning and project work

Form 2 - Sample Curriculum Outline - Term 1

MATHS

Place value, ordering and comparison of numbers, the four number operations, the use and application of mathematical skills through problem-solving and investigations.

SCIENCE

Living Things & Habitats

Exploring and comparing differences between things that are living, dead, and things that have never been alive, including habitats, food and reliance on one another.

GAMES

Netball - Mixed Gender

Tag Rugby - Mixed Gender

RE

Christianity

Looking at beliefs, traditions, symbols and stories.

ENGLISH

Instructions

A great opportunity to revise sentence structure and develop language such as adverbials.

Recounts

Describing real-life events to enrich the concept of time order, paragraphing and inclusion of detail.

Poetry

Describing the changing seasons through shape.

COMPUTING

e-Safety & Computer Literacy

A course in usernames, passwords, use of applications, and the saving and retrieval of work.

Typing

Learning correct finger placement across the keyboard.

HISTORY

Stone and Bronze Ages

Early people, cave paintings and the use of flint. Development of bronze and more advanced settlements.

PSHE

Bullying, Friendship & Teamwork

Fun and innovative activities to build relationships, recognise the value of teamwork, and develop strategies for identifying and dealing with bullying.

ART/DT

Stonehenge

An opportunity to study stonehenge linked to our History topic and create own artwork and models using a range of techniques.

Christmas Stockings

To design and sew a Christmas stocking using different joining techniques.

FRENCH

The children revise greetings, and learn numbers and colours. They also consider animals and parts of the body.

MUSIC

Sounds in Stories

The children consider stories as stimuli, and compose musical and voice sound arrangements to supplement the narrative.

GEOGRAPHY

Britain

Looking at the 4 countries of the United Kingdom, major cities, seas and oceans, and major rivers. Developing atlas reading skills, and use of compass points.

Form 3 - Sample Curriculum Outline - Term 1

MATHS

Place value, the four number operations, the use and application of mathematical skills, time, measures, money and the handling of data.

SCIENCE

Materials

Investigating materials' properties and creating a 'materials museum'.

Magnets and Springs

Investigating poles and the forces around us.

GAMES

Netball - Mixed Gender

Tag Rugby - Mixed Gender

RE

Judaism

Customs associated with festivals in the Jewish calendar.

ENGLISH

Instructions

Focus on clarity and purpose.

Fables

Analysing Aesop's fables and using identified features to create own fable.

Author Study

Studying how Anthony Browne combines images and words to tell stories.

COMPUTING

Internet safety

Online Collaboration.

Multimedia

Using powerpoint.

Programming

Creating basic interactive stories/games.

HISTORY

Ancient Greeks

An introduction to the ancient land of Sparta and Athens and life during this time. Personalised Learning project.

PSHE

Bullying, Friendship & Teamwork

Rights and Responsibilities: developing confidence in our own opinions and understanding of our responsibilities.

Decision making

Strategies for solving dilemmas.

ART/DT

Sandwiches

Evaluating, designing and creating own sandwiches and packaging.

Greek Vases

Linked to topic of Ancient Greece – designing and making using wax media.

FRENCH

Greetings/introductions

Family members

French alphabet

Revision of numbers 1-40

Classroom objects and related vocabulary

Days of the week

Introduction of adjectival agreement

Christmas vocabulary

MUSIC

Call and Response

Exploring texture and timbre

Composition – creating sounds and notation

GEOGRAPHY

Weather Around the World

An introduction to climates around the world, how weather affects communities and the tools we use to learn about the weather.

Section 2: Transition, Social Development, Reporting to Parents

TRANSITION

In Reception and Form 1 our pupils are educated in our PrePrep on Princes Avenue site, a 7 minute walk from our Junior and Senior Prep site in Muswell Avenue. This provides the nurturing and familiar environment that children need when they are starting school and gives an intermediary step into their bigger school environment, allowing them to develop confidence as the older pupils on the site. Ahead of their move to Muswell Avenue, the children will have had opportunities to visit the site and take part in collaborative activities with the older children so it should not be a daunting experience. In addition, there is a moving up day prior to September, where the children will be able to meet their new class teacher and see their new classrooms for the coming academic year. In addition, we offer a transition evening for parents so that they can get a feel for their children's next phase of education. We have deliberately created a three phase approach to the children's education, where their transition into each stage has been carefully planned for in order to optimise both their academic and pastoral care. From September 2016, the Junior Prep department will operate on exactly the same school times to enable pupils in Form 3 to benefit from earlier finish times and earlier after school activities.

Junior Prep Timetable:

8:20am-8:35am – Pre registration arrival and activities in the classroom
 8:35am – 8:45am – Registration
 8:45am-9:00am – Assembly/ circle time
 9:00am-10:00am – 1st Lesson
 10:00am-10:25am – Morning breaktime
 10:30am-12:00pm – 2nd & 3rd Lesson
 12:00pm-12:55pm – Lunch and breaktime
 1:00pm-1:15pm – Reading and Registration
 1:15pm-2:00pm – 4th Lesson
 2:00pm-2:15pm – Afternoon breaktime
 2:15pm-3:20pm – 5th Lesson
 3:20pm – Hometime unless attending after school clubs

Pupils with older siblings are entitled to remain in the school's sibling club until 4pm when Senior Prep are dismissed.

We also provide a breakfast club in the mornings from 7:40am. Please see our Drop off and Collection Policy for more details.

SOCIAL DEVELOPMENT

We recognise that in order to have successful pupils, they need to be happy at school and well rounded. We do everything we can to ensure that our pupils are able to work with others and form sound friendships. Where there is an issue, we are pro-active in working with the pupils, parents and each other to ensure these are resolved quickly and that the children develop skills to deal with these in the future. Children are encouraged to be polite, respectful, confident, sympathetic and caring. We encourage children to play with one another in a respectful way; we also encourage children to have pride in what they do and to share their time at school positively with their friends and teachers.

A large amount of the children's daily social interaction will occur in the playground and during lunchtimes, where supervising adults are always on hand. The PSHE curriculum is planned to help the children associate with and listen to one another whilst in the classroom.

Our behaviour policy is clear and well structured, and supports our pupils in ensuring this development. Whilst there is a clear line for sanctions, it is focused on positive reinforcement and recognition for good behaviour. The children enjoy 'Tea with the Head' and are able to earn 'BRICKS' for polite and sociable behaviour, with the winners having lunch with the Head. There is an emphasis on pupils taking responsibility for their own actions and discussions with pupils focus around this.

Reporting to Parents in Junior Prep

There are many opportunities for you to know what your child is doing throughout their academic year. We ensure that we are pro-active in communicating with our parents and we have formal reporting to parents throughout the year:

Topic letter:

At the beginning of each term you will receive a letter from your child's class teacher outlining the particular topics, knowledge and skills that will be covered. We encourage our parents to enhance the curriculum by offering their own knowledge and skills on particular topics or bringing in artefacts and books to support different topics.

Meet and Greet:

Each class or year group teacher holds a meeting with parents in early September. This is a lovely opportunity to get to know your child's teachers and find out some specific information about the upcoming school year.

Target Setting:

Following each round of assessments (termly), your child's teacher will send home the targets in Maths and English that your child will be working on in school. This allows you to support your child in working towards those targets at home and keeps you informed of their progress.

Formal Reporting:

In Junior Prep, your child will receive a written report both at Spring Half Term (halfway through the year) and at the end of the Summer term. Individual key skills areas within subject areas are assessed against the Norfolk House School expectation, which is significantly higher than national expectation. Accompanying the academic information will be an assessment of your child's current performance in four key learning behaviours: Thinking Skills, Social Skills, Communication Skills, Self-Management Skills.

The vast majority of children will be either working at or above national expectation, as standardised data and formative assessment indicate that the Norfolk House Average is higher than the National Average. It is also worth noting that since the curriculum reform of 2014 National Curriculum expectations have changed quite significantly.

Parent consultations:

For parents of children in Junior Prep there is an initial parent consultation in October which is a chance in the first term to meet with your child's teacher to see how they are settling in. A second parent consultation will be held at the beginning of the Summer term to discuss progress since the mid-year report and progress against the end of year outcomes.

Section 3: Homework, After School and Parental Support

HOMework POLICY

Homework is given every day; in Junior Prep a homework schedule is usually given and homework is set 3 times per week plus one French task, in line with our Homework Policy. In addition, there is an expectation that children read daily; this can be either their allocated school book (these are changed normally twice per week) or a book of parental/child choice.

Homework is a consolidation of work that has already been done in class, and whilst parental supervision is important, the work should all be the child's own. We place a great deal of emphasis on the neat presentation of work, and this extends to homework as well as work carried out in the classroom.

Pupils in Form 2 should spend a maximum of around 25–30 minutes on their homework tasks and Form 3 around 30-35 minutes, plus in both year groups children should spend 15 minutes reading with an adult. The majority of homework will be maths or English related, although there will be some topic. Homework may take the form of written work in exercise books, reading, practice of tables/ spellings, using reference books, practical work, finding artefacts and project work.

If your child is spending significantly more or less time on their homework than is specified here, please let his or her class teacher know as it indicates that the homework set may be inappropriate for your child.

In Junior Prep, a small amount of work will be set during school holidays, but it is advisable to create some of your own 'natural' activities during these periods, such as writing postcards and diaries, playing games for recall of tables and 'real life' maths problems using money, measures and telling the time. These are far more valuable than completing a vast amount of worksheets.



EXTRA-CURRICULAR ACTIVITIES

Various trained peripatetic teachers offer violin, cello, singing, piano and guitar lessons during school hours. You will be provided with their names and contact details at the beginning of the school year should you wish for your child to take lessons with any of them. The profile of music has increased quite significantly in the school over the past two years and we do encourage as many of our pupils as possible to take up an instrument. We can arrange a taster session for pupils if they are interested in taking these up. We require a half term's notice to stop these lessons in order to ensure that the peripatetic teachers have the opportunity to replace students.

The school offers a full programme of after school activities to children in Junior Prep. You will be informed at the end of each term of which clubs we will be operating for the following term. Please see fee structure for the cost of each club.

At certain points throughout the term we will hold school-wide events such as Awards Day, Sports Day, plays and Creative Curriculum Events and school fayres. You will be informed about these events well in advance. Participation in most events is not mandatory but is a good way for you and your child to socialise with staff members, teachers and other children.

HOME/SCHOOL COMMUNICATION

All communication with class teachers should be via email, and the school office where appropriate. In the case of a change of drop off/collection/absence, please notify the office directly and cc the class teacher in.

Should the occasion arise where you feel you would like a meeting with your child's teacher or teachers please arrange an appointment (you can do this by emailing the class teacher or school office). Please see the section 'Reporting to Parents' for other opportunities to meet with your child's teacher.

PREPARING YOUR CHILD FOR SCHOOL

It is important that your child comes to school prepared and ready for their lessons. This means that they should have a pencil case with the appropriate, specified writing implements, a ruler and any other requested materials.

Your child is responsible for ensuring that they look well-presented at all times. Regulation school uniform should be worn at all times and should be kept clean and in good condition. It should be fully labelled and children should bring an outdoor coat on days where the weather is likely to be cold or inclement. Children are responsible for bringing the appropriate regulation sports kit into school as applicable.

DROP OFF AND COLLECTION POLICY

We provide a breakfast club in the mornings, which is open to all pupils and their parents. To participate in breakfast club you may arrive any time between 7:40 and 8:10; last orders for breakfast are at 8.00. Children can be dropped off or accompanied. Otherwise the school doors open at 8:20 and are shut at 8:35. Any child arriving after 8.35 will receive a late mark in the register.

Collection is 3:20pm for Junior Prep pupils every afternoon unless your child is staying for an after school club, in this case collection is at 4:00pm in most cases; some clubs do operate for slightly longer; so please check with the school office for these.

If it is not possible to collect your child at the specified time please contact the school secretary as soon as possible so we can make arrangements for his or her care.

When you drop your child off and pick them up from school we request that you do not stop or park on the yellow zigzag lines and avoid three point turns outside the school. We also ask that you park considerately of our neighbours and do not block drives at any time of the day. In addition, we ask that you remain courteous towards the residents on the road at all times.

These measures will ensure that no-one gets hurt outside the school and that we continue to have good relations with our neighbours!

Collection will be the same procedure as in PrePrep and children will only be dismissed to their parent or the adult that they normally go home with. If there is a change to the routine for any reason, it is essential that you let the office know by email, so that staff who are dismissing can be advised of changes. If an adult not known to the school is to

collect your child, details must also be given in writing to his or her form teacher as well as the office and identification may be requested.

Please note that we only allow our senior pupils (F6) to walk to and from school by themselves, and only with express written permission from parents to cover the entire period that they wish their child to do so. If a child brings a mobile phone for this purpose, it must be handed into the office on arrival at school. An abridged copy of the school's Mobile Phone and Camera Policy can be read below; a full copy can be obtained from the office on request.

In the case of 'discontented partnerships' between parents, the child will only be allowed to leave with the "named" person, or not at all. If there are specific legal contact arrangements regarding your child, please contact the Head Teacher's PA to discuss specific detailed arrangements in depth. A copy of our Collections Policy is available from the office

MOBILE PHONE AND CAMERA POLICY

This policy applies to all staff, volunteers and pupils in the school, including in the EYFS and in relation to parents attending school events.

This is an overview of the policy in relation to parents' responsibility and pupils. A full copy of the policy is available on request.

On their child's admission to the school, part of the Admissions Code signed by the parents gives consent in relation to their child being photographed at school, during school events or for publicity purposes for both Norfolk House and the Bellevue group. Should a parent for any reason not wish for their child to participate in one or more of these, they may opt out by signing a form that is sent annually to parents.

SCHOOL EVENTS:

If parents wish to take photographs or make a video recording of a school event, it is under the strict understanding that this footage is not to be put into the public domain, via the Internet (this includes social networking sites). This is to ensure that privacy rights and/or parental consent is respected since it is not appropriate to share the details of consent given for particular children with other parents. Prior to an event, the



headteacher may refuse permission for a video recording of an event to be made and request any footage to be deleted that they deem inappropriate. As an alternative, on occasion, the school may make an official video recording/DVD, the editing of which, before it is made available to parents, will ensure that parental consent is respected.

PARENT VOLUNTEERS:

Any parent who works at the school, for example as a volunteer, must read and abide by the full policy. The teacher responsible (for example the Trip Leader for an educational visit which uses parent volunteers) must ensure that the parents involved are aware of this policy and abide by it.

PUPILS

Only pupils who are walking to and from school by themselves are permitted to carry a mobile phone into school. These must be handed into the office at the beginning of the school day and not collected until the end. These will be stored by the school, but will not be the school's responsibility.

Section 4: Further Information

FOOD AND DRINKS PROVIDED

We encourage all our pupils to have a hot lunch. We work with an external catering organisation named Brookwood who produce all meals on site. We have worked with our chef to ensure that our school meals are healthy, balanced and appetising and offer value for money. We operate a 3 week menu, which is available for you to see on the parents' noticeboard outside the school and is changed periodically.

However, should you wish to supply a packed lunch for your child, the school encourages parents to provide them with a healthy, balanced and nutritious meal. If your child does have a packed lunch, we request that you do not include: chocolate, crisps or fizzy drinks and that you limit cakes/biscuits to once a week.

Fresh drinking water is available at all times during the school day and we encourage pupils also to bring in water bottles to keep in class.

We operate a strict 'no nuts' policy and do have some children with severe nut allergies in school, so please be vigilant not to send any nut products into school in snacks or lunches. Please note that packed lunches are not kept in a fridge.

If your child does have school lunches, there may be occasions where you will be required to provide them with a packed lunch.

We require notice of a **full half term** if you would like to cancel or start hot lunches.

SNACKS

It is advisable to pack something for your child to eat at morning break. We have noticed that children with large snacks tend not to eat their lunch and recommend one snack – either fruit or non-chocolate biscuits and fruit juice. We have several water fountains throughout the school and water is freely available at all times. Children may also have a very small snack at afternoon break.

There will be occasions where your child's classmates may bring in treats for events such as birthdays. If your child suffers from allergies, it is advisable to bring in a small stock of snacks that they are able to eat, at the beginning of each term.

The School asks parents for information about dietary requirements on their medical record. The information is retained and acted on where necessary. Please update the school of any changes to your child's dietary requirements.

The School is aware of its responsibilities under food hygiene legislation. The School is also aware of their responsibility to notify Ofsted of any food poisoning affecting two or more children looked after on the premises within 14 days of the incident. A designated staff member has received food and hygiene training.

HEALTH AND FIRST AID

The school complies with regulation and have several paediatric first aiders on site. In addition, we aim to keep all our staff trained in basic first aid as a matter of good practice. We can't take responsibility for administering medication but, should the need arise we will help develop a plan to ensure that your child gets the medical care that they require. If your child needs to carry any type of medication into the school please let us know in writing and we will determine the most suitable place for the medication to be stored and we would also ask you to complete a consent form from the school office. If your child has an ongoing condition, such as asthma, eczema, or a serious allergy please speak to your child's teacher so that we can provide him or her with the necessary care. Our first aid policy is held in the school office.

Please complete the Health form enclosed and return it to the school at the beginning of the academic year.

INSURANCE

We operate a compulsory parental insurance policy at the school through Marsh Insurance Brokers. Insurance per term is approximately £50 and covers your child for:

- Personal Accident (24 hours per day, 365 days per year)
- Dental
- Fee reimbursement if your child is off school for a minimum of five consecutive days

The insurance policy has proved very popular with parents and provides good peace of mind.



UNIFORM

Girls Uniform

- 1 Navy with orange trim blazer with school emblem*
- 2 White collar long sleeve shirt
- 3 Navy cardigan trimmed with school colours*
- 4 Navy tunic
- 5 School tie with house colours*
- 6 Navy tights or knee length socks
- 7 Navy coat*
- 8 Navy & orange scarf*
- 10 Black formal style school shoes
- 11 Blue & red diamond patterned summer dress*
- 12 White ankle/knee length summer socks
- 13 Navy school trousers
- 14 Navy tailored shorts (Summer)

Boys Uniform

- 1 Navy with orange trim blazer with school emblem*
- 2 White collar long sleeve shirt
- 3 Navy V neck pullover/sleeveless jumper trimmed with school colours*
- 4 Navy trousers
- 5 School tie with house colours*
- 6 Navy socks
- 7 Navy coat*
- 8 Navy & orange scarf*
- 9 Black formal style school shoes
- 10 Navy tailored shorts (summer)

Sports:

Reception – all year
Forms 1 - 6 – Terms 1 & 2

- 1 Navy school tracksuit with school emblem*
- 2 Navy short sleeved polo shirt with school emblem*
- 3 Navy cotton shorts/skort
- 4 Games socks – navy with orange tops* (Forms 3 – 6)
- 5 Navy school hoody*
- 6 Plain trainers
- 7 Navy ski hat (winter)

Summer sports/Term 3 – Forms 1 - 6

- 8 White short sleeved polo shirt with school emblem*
- 9 White shorts
- 10 White socks
- 11 School sports cap (summer) with school emblem*

Sports:

Reception – all year
Forms 1 - 6 – Terms 1 & 2

- 1 Navy school tracksuit with school emblem*
- 2 Navy short sleeved polo shirt with school emblem*
- 3 Navy cotton shorts
- 4 Games socks – navy with orange tops* (Forms 3 – 6)
- 5 Navy school hoody*
- 6 Plain trainers
- 7 Navy ski hat (winter)

Summer sports/Term 3 - Forms 1 – 6

- 8 White short sleeved polo shirt with school emblem*
- 9 White cricket trousers (White shorts for F1- F3)
- 10 White socks
- 12 Cricket Jumper (optional)
- 12 School sports cap (summer) with school emblem*

Official School Outfitters – Items marked * can be purchased from the School outfitters
School rucksack available directly from the school office
dj uniforms, 45 High Street, Bushey, Hertfordshire, WD23 1BD
Tel: 020 8421 9488
e-mail info@djuniforms.co.uk | Website: www.djuniforms.co.uk

Please ensure ALL uniform is labelled with your child's name.

FAQS

What happens if my child is suddenly taken ill at school?

We will first determine the severity of their illness. Where we feel that the child should go home to rest, we will call you to arrange a time for you to collect him or her. In the meantime, we will ensure that your child is comfortable and is isolated from their peers so as not to spread germs.

If your child needs to miss school due to illness, please phone or send an email to the secretary as soon as possible. We also require an explanatory note from you when your child returns to school detailing the reason for their absence. We ask that if a child has any kind of sickness/stomach/flu bug, that you keep them home for a minimum of 24 hours following the clearing up of symptoms.

If your child is asthmatic and needs to carry a pump for outings or games lessons, please make sure the teacher and secretary are aware of this, and your child is able to use the necessary equipment with support from their teacher.

How do I communicate with the school on a day-to-day basis?

The school secretary is in her office from 8.00am to 5.30pm Monday to Friday. If the phone isn't answered please leave a message. Alternatively, please email us at: office@norfolkhouseschool.org

What happens if a child goes missing during the school day?

In the extremely unlikely event of a child going missing during the school day, we will follow the protocol as outlined in our Missing Child Policy (available on the school website).

Should a child go missing during an off-site visit (sports, school trip, etc...) one teacher present will be relieved to search the local area. If the teacher is unable to locate the child they will immediately request help from staff working at the venue and contact the police. Parents of the child will be notified.

How will I be notified of events at the school?

We have regular contact with parents through our fortnightly e-newsletters. Most dates



of importance will be outlined in the school's online diary which can be accessed via the parent portal or on our website. Information about school outings and other events will be sent home via your child or the school's email/text messaging service. Please be sure to check their folder everyday to see if there is anything for you. There is also a parents' notice board positioned outside the school and important information will be posted there as appropriate.

Is there a PTA at the school?

FoNH is our parents' association. They work closely with the Head Teacher and the school to organise and run events for parents and pupils, and to raise funds for our annually designated charity. They work hard to bring a sense of cohesion and community to our parent body and have enjoyed a great many successes. The co-chairs volunteer for a two year tenure and class reps volunteer annually. Half termly meetings take place between FoNH and the Head Teacher, and Class Reps are expected to support in the organisation of events and liaising with the class teachers and parents on specific occasions relating to pupil events.

Are the children expected to bring their own stationary to school?

In September your child's teacher will inform you of what supplies your children will require throughout the year.

What provision does the school offer for children with a special educational need?

We have a very clear policy in place to help and support children with a special educational need or disability (SEND).

If a teacher has a concern about a child they will monitor closely and liaise with relevant school leaders and our SENCo. We will involve parents as early as is appropriate and put in place intervention and an individual education plan where necessary and monitor progress through our Pupil Progress Meetings. In some cases, we may recommend to a parent that their child be assessed externally. For more information please see our SEND Policy.

How are complaints handled at Norfolk House?

Norfolk House School has a full complaints policy which is available from the school's website.

In brief, if you have a complaint the following protocol should be followed:

In the first instance, if it is a concern rather than a complaint, express your concern to the relevant member of staff. Should a satisfactory outcome not be reached, please progress to our procedure for complaints:

Stage 1: Informal complaint (resolution within 5 working days)

Should a satisfactory outcome not be reached, please progress to Stage 2.

Stage 2: Formal Complaint (resolution within 10 working days)

If this is still not satisfied, then proceed to Stage 3

Stage 3: Independent Resolution – Panel Hearing (resolution within 13 working days)

The full policy is on the school's website.

Should all above steps have been followed and a satisfactory outcome not been reached, it is recommended that you contact Independent Schools Inspectorate at:

CAP House
9 – 12 Long Lane
London
EC1A 9HA
Telephone: 020 7600 0100
www.isi.net

or in the case of an Early Years complaint

Ofsted
Piccadilly Gate, Store Street
Manchester, M1 2WD
Telephone 0300 123 4234
www.ofsted.gov.uk

NORFOLK HOUSE SCHOOL - OUR HOME SCHOOL AGREEMENT

In order to ensure that each child's academic and social experiences at Norfolk House are successful, it is vital that the school, family and child each take an active role in the child's education and development.

The school will:

- Encourage the children to be polite, cooperative and to respect each other
- Promote a happy, caring and safe environment
- Promote good working habits
- Provide an environment that enables the child to reach their full potential in a small class
- Provide a planned, balanced and broad curriculum
- Promote clear and effective communication
- Provide reports and other regular feedback to parents and pupils
- Promote equal opportunities for all
- Ensure respectful and professional communication with parents

Head Teacher's signature



The pupil will:

- Take responsibility for their work and behaviour
- Behave respectfully towards others
- Complete all homework and prepare for each school day
- Arrive at school dressed smartly in their school uniform
- Be expected to participate in a range of extra-curricular activities and school productions
- Fully participate in all class activities

The pupil's family will:

- Support and cooperate with the school. This includes working respectfully with your child's teacher and other members of staff, treating them as the experienced professionals
- Be friendly and supportive of other families and children of the school
- Properly equip their child for school every day
- Write to inform the school of changes in telephone numbers, address or medical concerns regarding the child
- Ensure regular attendance at school, inform the school if a child cannot attend and supply a note of explanation
- Arrange medical appointments and holidays outside of school hours
- Inform the school in writing if their child is travelling alone to or from school or if collection arrangements change
- Ensure that their child arrives at school on time and is collected on time
- Provide a suitable place for completion of homework
- Attend parents' evenings to discuss work and progress
- Inform the school if there are any problems, which could seriously affect a child's work or behaviour

Parent/Guardian signature



Norfolk House
School



Montessori House
Nursery

Parent Handbook

Norfolk House Pre-Prep and Montessori House Nursery

The Montessori House, 5 Princes Avenue, Muswell Hill, London, N10 3LS

t: 020 8883 4584 f: 020 8815 5654 e: office@norfolkhouseschool.org

www.norfolkhouseschool.org