



St HELEN'S COLLEGE

Information for Parents

**This document pertains to the whole school including the
Early Years Foundation Stage (EYFS)**

Summer 2010 Edition

Welcome to St. Helen's College!

Contact Details

Telephone	01895 234371
Fax	01895 619818
Website	sthelenscollege.com
Virtual Learning Environment (VLE)	vle@sthelenscollege.com
General enquiries & messages	info@sthelenscollege.com
Welfare department	welfare@sthelenscollege.com
Finance enquires & messages	finance@sthelenscollege.com
Funtasia bookings & enquiries	info@sthelenscollege.com

We find it most helpful if routine messages and enquires are dealt with by email. All email messages will be acknowledged promptly.

Lower School and Upper School

The Lower School is sited in Long Lane, just behind North Hillingdon Methodist Church. There are six classes at the Lower School; two Nursery, two Reception and two Year 1 classes. At the Upper School, in Parkway, there are ten classes, from Year 2 to Year 6, as well as specialist teaching rooms and administration facilities.

Mr. and Mrs. Crehan are joint head teachers, but Mrs. Crehan is responsible for the day-to-day running of the younger classes, and Mr. Crehan for the older classes.

Arrival at School

Children should arrive at school between 8:00 and 8:30 a.m. Playground supervision is provided only from 8 a.m. and children must not arrive before this time. When the weather is bad children may wait in the hall, or go directly to their classroom when invited to do so by their teacher.

Class Hours

Morning school starts at 8:30 a.m. All children have a mid-morning break of 20 minutes (Nursery operates a 'free-flow system') and a lunch break of between 75 and 90 minutes. There is a short afternoon break for the Nursery, Reception, Year 1 and Year 2 classes.

Home Time

Children finish school at 3.00 p.m. (Nursery), 3:10 p.m. (Reception), 3.20 p.m. (Years 1 & 2), 3.30 p.m. (Year 3), 3.40 p.m. (Year 4) and 3.50 p.m. (Years 5 & 6) unless they are involved in an after-school activity. It is very important that parents are punctual because children can become concerned if their parent is late. Please inform the school in writing if collection arrangements are altered e.g. if somebody else is collecting your child; it is important that the teacher has met the named person who collects the child. In cases of emergency where a parent is late and asks another person to collect the child, we ask for a password from the parent to be given to the

person collecting and also to the school, so that we can check that this is the person named.

A 'holding area' operates in both Lower and Upper Schools to help those parents who have children finishing school at different times. The younger child goes and waits at the holding area until the older child finishes; the parent then collects both. Older children may also go to the holding area to wait for their parent if there is a younger sibling at the Lower School.

Funtasia

After school - Children whose parents wish them to stay after school may be enrolled in Funtasia. Full details of the club will be found at the end of this booklet.

Holidays - The Funtasia holiday club runs throughout the half terms and school holidays between 8 a.m. and 6 p.m. Details and booking sheets are sent home half-termly.

Parents Arriving or Collecting in Cars

Please read and follow the important parking regulations that you will find later in the booklet. It is vital that you do so if we are to minimise congestion and disruption, and keep the children safe.

Contact with Staff

All staff try to be as approachable as possible, and parents are encouraged to talk to them whenever necessary. No matter how small the problem, a brief chat with the teacher or Head on a minor matter can be held informally either in the morning or afternoon. If a longer discussion is needed, parents are asked to speak or write to the teacher or Head concerned to arrange an appointment.

It is not possible for the teachers to give written feedback on a daily basis about your child although the teachers do their best to respond to messages in the Link Book, which goes between the parent and class-teacher on a daily basis in the Foundation Stage.

Help in School

Parents who would like to lend a hand in school are encouraged to speak to their child's teacher. It is not always appropriate for a parent to help in his/her own child's class, as the child may become unsettled, but opportunities can normally be found for interested parents to assist. Parents who assist on a regular basis will be required to undergo an Enhanced Criminal Record Bureau check, organised by the school.

Class Sizes and Staffing

Classes normally start with between twenty and twenty-four pupils at entry, although junior classes are smaller. Occasionally classes may have one or two more pupils, should extenuating circumstances arise.

Each class has a class teacher. In addition, the Nursery, Reception, Year 1 and Year 2 classes each have full-time and/or part-time assistants. Specialist teachers take some classes in a number of subjects, including French, Spanish, music, ICT, science, drama and games.

Parents' Evenings

Parents' consultation evenings are held twice a year and additional evening meetings are held in the Summer Term for parents of children who are about to join

the Nursery and Reception classes. They are times for a brief interview only and it is hoped that you will keep in touch with your child's progress throughout the year.

General meetings for parents of each year group from Nursery to Year 1 are held in the summer to explain the changes that the new year group will bring and how to prepare for them.

Reports

In the Foundation Stage (Nursery, Reception) and Year 1, targets are agreed at the Parents' Evenings and are written up by the teachers. A full written report is sent home at the end of the Summer Term. In Reception, the EYFS profile results are included in the reports and parents are provided with opportunities to discuss these with the staff. For Years 2 to 6, short reports are written and sent home at the end of the Autumn and Spring Terms, and a full report at the end of the Summer Term.

Examination and Assessment

All children are continually assessed as they progress through the school. In addition, children have regular tests to assess ability, achievement and progress. Children in Year 6 sit the Key Stage 2 SAT tests in the Summer Term.

General Communications

- School newsletters are published weekly. They are posted on the virtual learning environment (VLE) and an email link is sent to all parents every Friday during term.
- Form teachers in Nursery to Year 2 post details of the following week's planned work and activities on the VLE each Friday evening. Half termly plans for Years 3 to 6 are also posted on the VLE.
- Our school magazine, St. Helen's Voice, is published twice each term and sent home to parents in hard copy.
- Parents may email messages to the school using the address given above.
- Parents will be alerted of urgent information, such as school closure, with messages on the VLE, school website and office ansaphone. In addition, parents will be sent an email and an SMS text.
- The VLE is a rich source of information for parents and pupils. Teachers use the VLE to set and mark some assignments, and it includes learning resources, a newsletter archive, access to the school diary and much more. Guest access is possible, and all families are allocated usernames and passwords when they join the school.

Availability of General Information for Parents

Much information about the school, including many policies and procedures, is available from a number of sources, including:

- School prospectus - available on request from the school office.
- School information booklet - updated annually and is posted to all current parents each September.
- School website at www.sthelenscollege.com. A number of school policies and procedures are provided on the website on the Downloads/School Policies page. The website also contains a very wide range of information about the school. Urgent notices, such as closure notices in the event of severe weather, will be posted on the website home page.
- School virtual learning environment, accessible via the VLE button on the website home page. The VLE is a very rich source of school information, including current and archived newsletters, the school diary, learning resources and much more.

The following policies and procedures, which all schools are legally required to make available, are all accessible through the media listed above.

- The school's full contact details
- Proprietor's name and contact details
- Safeguarding and child protection policy
- Equal opportunities policy
- Missing child/child not collected on time policy
- Policy and arrangements for admissions, discipline and exclusions
- Curriculum policy
- Anti-bullying policy
- Education and welfare provision for pupils with statements and pupils or whom English is an additional language
- Policy for health and safety on school visits
- Rewards and sanctions policy
- Academic performance in the previous academic year
- Complaints policy and the number of formal complaints in the previous school year
- Staff list, including temporary staff, and their qualifications

Should you require further copies of any of these documents, or would prefer to have them in printed rather than electronic format, please contact the school office and we shall be pleased to assist.

Absence for Holidays

Plenty of notice is given for school holidays, and parents are requested not to take their children away from school for holidays in term time. In cases where parents do need to take their child away, the Heads should always be consulted, and permission requested, well in advance.

Please inform the school promptly of the reason for any absence. Any child returning from illness or absence for any other reason must bring a note.

Illness and Medicines

Following a period of illness, children should not return to school until they are fully fit. Children should not return to school within 24 hours of any bout of vomiting. Please telephone the school before 9 a.m. to let us know if your child is going to be absent.

Medicines must be clearly labelled with the child's name, and must be given to the welfare assistants, Mrs. Beale (Lower School) or Ms Lang or Mrs. Haar (Upper School) with written instructions for administration. Non-prescription medicines will not be administered in school. Medicines must not be left with class teachers. At the end of the day, please collect medicines from the Welfare Assistants or Funtasia staff.

Allergies, Asthma and Other Medical Conditions

Please advise the school in writing, before your child joins, of any allergy or other complaint suffered, and of symptoms and treatment.

Homework

Each class has a programme of homework. Parents are asked to help by providing a quiet and suitable working area, away from the television and younger siblings, and to check the homework when it has been completed. Homework periods are as follows:

Nursery	informal
Reception	informal
Year 1/2	15 minutes per evening

Year 3/4	30 minutes per evening, plus 20 minutes reading
Year 5	30 minutes per evening, plus 20 minutes reading
Year 6	40 minutes per evening, plus 20 minutes reading

Meals

Hot lunches are available, and menus are sent to parents periodically. Alternatively, children may bring packed lunches to school. Parents are asked to ensure that a balanced and nutritious meal is provided. Sweets, chocolate and fizzy drinks are not allowed.

Milk is provided at morning break. If you prefer you may send a carton of juice and a plain biscuit or piece of fruit.

School Uniform

The school uniform must be worn correctly at all times. Caps and hats must be worn at all times with the uniform, including when travelling to and from school. A uniform list is provided as part of this booklet. The full school uniform is available from Pullens School Outfitters, 50 High Street, Northwood, Middlesex, and can also be ordered by telephone on 01923 840050, as there is a weekly delivery service to the school.

Jewellery

Children may not wear jewellery to school. If an item needs to be worn for religious reasons then an explanatory letter will be needed from you. Girls with pierced ears may wear plain studs; boys may not wear ear rings or studs.

Hair

Girls with long hair should ensure that it is fastened with clips or ribbons (white, black or green) to prevent it from falling across the face. Dying or highlighting is not allowed.

Boys' hair must be cut above the collar and ears and must be neither too short nor too long. No shaved patterning, obvious layering or gelling is allowed.

Personal Property

All personal property, including pens, uniform, games kits, musical instruments, lunch boxes and snacks, must be clearly labelled with your child's name. The school does not take responsibility for personal property which is lost or damaged.

Fees

Advance notice of September fee levels is normally sent to parents each April, although such advance notice cannot be guaranteed.

Fees must be paid in full by the first day of the term. Standing Order payments may be set up, provided full payment is made by the first day of the relevant term. Details of the arrangements for Standing Order payment may be obtained from the school office.

Age 3+ and 4+ Nursery Grants are paid directly to the school by the relevant Borough and are credited to parents' accounts. Details are regularly sent out to Nursery and Reception parents regarding eligibility to receive the grant.

Notice of Withdrawal

If a child is to be withdrawn from the school, a full term's notice in writing is required, failing which a term's fees in lieu will be payable. This requirement, common to most independent schools, is not negotiable.

Parents' Association

The Parents' Association provides a focus for parents' social activities and provides support with school events. Do get involved if you can - many worthwhile and enjoyable activities are organised for children and parents, and friendships are rapidly made.

Parents' Forum

Once each term the Headmaster and Headmistress meet with representatives from each class to discuss policies and general school matters, and to keep channels of communication open. It is important to know what parents value, and to get feedback on ideas for development.

Major Functions

There are a number of events each year to which parents are invited, the Carol Service, Christmas Concert, Speech Competition, Musicians' Concert, Open Day, Sports Days, Summer Concert, Compass production and Prizegiving being the main events. Do attend as many as you can - as well as taking a pride in your own child's contribution you will get a perspective on the range and quality of involvement of all parts of the school.

Outings

Regular outings of educational interest are arranged for the children. Children in Years 4, 5 and 6 attend residential field trips once each year. Details are sent in advance to parents, and a charge is normally made to cover the transport and entry costs.

Changing Schools at 11+

The Headmaster invites parents of children in Year 4 to meet with him as a group in June and individually the following year, so that he can explain the application procedures and advise parents on their selection of schools.

Music

All children are encouraged to take part in musical activities as they progress through the school. Children sing most days and music is taught by fully qualified and expert staff. All children learn the recorder, and those who are keen may learn to play the piano, violin, 'cello, flute, fife, clarinet, classical guitar or trumpet, or can join one of the four choirs, or the orchestra, string, brass, woodwind or recorder group. An annual concert is held when the musicians perform for their parents, and children perform regularly in assemblies.

Other Activities

The range is too wide for details to be provided here, with a wide range of options each term. Full details are sent to parents shortly before each term begins.

Unresolved Problems

The School has long prided itself on the quality of the teaching and pastoral care provided to its pupils, and we are keen to sort out any problems quickly and informally. However, if parents do have a complaint, they can expect it to be

treated by the School in accordance with the Complaints Procedure, a copy of which is available upon request.

We hope that this booklet will answer most of your questions about routine school matters. If you have any other questions, do not hesitate to speak to your child's teacher or to one of us.

**D.A. Crehan
Headmaster**

**Mrs. G.R. Crehan
Headmistress**

Appendices:

1. Pupils' Code of Conduct
2. Educational visits
3. Parking regulations
4. Responsible internet use
5. Uniform List
6. Equipment List
7. Funtasia Notes
8. Hot Meals Service
9. Term Dates
10. Liftshare Scheme

Enclosures:

1. Prospectus
2. Information booklet

Appendix 1

Pupils' Code of Conduct

The Golden Rules

Do be gentle
Do be kind and helpful
Do work hard
Do look after property
Do listen to people
Do be honest

1. As a pupil of the school, you have the reputation and good name of the school in your hands at all times and your appearance and behaviour are the concern of the school wherever you are. You are expected to behave reasonably, showing respect for other people's well being and property. Failing to show common sense or courtesy is against the Pupils' Code of Conduct. Treat other people as you would like them to treat you.
2. You should be clean, neat and tidy, in school uniform or other clothing needed for certain subjects or activities. Full uniform must be worn on the journey to and from school.
3. You are expected to arrive promptly for registration and for all lessons and activities, making sure that you have all necessary books and equipment with you.
4. When necessary in the interests of safety and good order, older pupils should be ready to accept responsibility for younger pupils.
5. You must help in keeping all rooms tidy and have respect for all books, equipment and property. All personal property should be clearly marked with your name.
6. Litter must be placed in waste bins. You have a particular responsibility for seeing that your own classroom is free from litter, but you must also be prepared to pick up litter from anywhere in the school.
7. When moving around the school you must:
 - a) move quietly
 - b) keep to the left on the stairs;
 - c) walk briskly but not run;
 - d) keep to the tarmac areas and off the grass;
 - e) move in single file wherever necessary to allow others to pass.
8. You must not engage in any unkind or antisocial behaviour, such as name-calling, excluding, fighting or bullying of any kind. You have a responsibility to be positive and inclusive in your friendships.

9. When in the playground, you are not allowed to fight (or play at fighting), scream, or run around wildly. You must respect and obey the playground supervisors as you would the teachers.

10. The following items must not be brought to school:

- a) any dangerous items e.g. matches, knives, fireworks, or chemicals;
- b) chewing gum, fizzy drinks, glass bottles, chocolate or sweets;
- c) MP3 or CD players, or Game Boys or other valuable items;
- d) money, unless it is needed for a charity collection or other event;
- e) drugs of any kind, except necessary medicines which should be taken to the office with written instructions from your parent.

11. Dental and medical appointments should be made out of school hours whenever possible.

12. You may access the internet, and send or open emails, only in the presence of a teacher, with the teacher's permission. You may not visit any websites without first obtaining the teacher's permission.

Appendix 2

Educational Visits

Educational visits, for example to museums, farms, and (for older children) residential centres, are organized regularly. Parents are provided with detailed information well in advance of educational visits, and are asked each time to sign a consent form, and to provide emergency contact, medical and dietary details.

Routine Local Off-site Activities

As part of the normal school routine, there will be times when children are taken off-site, for specific activities, by their teachers. Examples include walks to the park, local library or post box for curriculum enrichment, trips by minibus to All Saints Hall or Brunel University for sports activities, walks to All Saints Church for concert practices, and trips by coach or minibus to the Compass Theatre or Winston Churchill Hall for play rehearsals.

Strict health and safety, supervision and medical protocols are followed on such trips.

Parents should:

- understand that they will be given advance information and required to give consent before their child takes part in any educational visit;
- hereby consent to the participation of their child in routine off-site visits throughout his/her time at St. Helen's College, and understand that advance notice will not necessarily be given, nor separate consent sought;
- hereby consent to their child travelling by minibus or coach during routine off-site visits.

If you have any questions about this matter, please speak to the Headmaster.

Appendix 3

Parking regulations

Lower School

1. Do not turn, reverse or park in the Methodist car park or forecourt.
2. Do not park across the entrance to any neighbour's drive.
3. Be prepared to park and walk if there are no spaces near the school

Upper School

1. Do not park across the entrance to any neighbour's drive.
2. Do not park in Parkway itself, especially between the school and the car park, at any time. Doing so creates difficulties for neighbours attempting to turn into their drives, and causes traffic jams as cars attempt to move both ways along the narrow road.
3. Leave the car park entrance and exit lanes clear, to allow circulation of traffic.
4. Do not arrive early in order to gain a parking space. Junior parents who arrive thirty minutes early in order to secure parking places prevent infant parents from parking, and greatly increase congestion.

If the car park is full when you arrive, drive away and park elsewhere. A short walk should not be seen as a major inconvenience.

Our school is part of the community. Courtesy and neighbourliness are important. Your good example and consideration are vital if we are to enjoy good relations with our neighbours, and if we are to avoid traffic congestion and accidents.

Appendix 4

Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, St. Helen's College is providing controlled access to the Internet. We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use and sign the consent statement below so that your child may use the Internet at school.

We have taken positive steps to reduce the risk of pupils having access to undesirable materials in school. We operate a filtering system that restricts

access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish. We also have leaflets from national bodies that explain the issues further.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

Parents should:

- read and understood the school rules for responsible Internet.
- understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials.
- understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.
- agree that the school is not liable for any damages arising from use of the Internet facilities.

Should you wish to discuss any aspect of Internet use, please contact the Headmaster.

Responsible Internet Use

Rules for Staff and Students

The computer system is owned by the school. This Responsible Internet Use statement helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not.

- Irresponsible use may result in the loss of Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for e-mail they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms is not allowed.
- The school ICT systems may not be used for private purposes, unless the headteacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.