



The A to Z of Froebelian

**A guide for
Parents and Pupils**

Our Aims, Values and Ethos

The school has many traditions and values but it also has a commitment to progress and innovation. The original motto, 'Serve and Endeavour', highlights the encouragement given to all pupils to achieve their best and to understand the concept of service. Our modern, supplementary motto, 'Giving a flying start to the citizens of tomorrow', emphasises our dedication to provide knowledge, skills, experiences and opportunities that prepare children for their future.

We Aim

- To provide education and care of the highest possible standard
- To work in partnership with parents and carers, providing information, services and advice
- To provide extensive opportunities for creative and artistic expression
- To offer a wide range of extra-curricular activities
- To provide a wide range of sports that promote physical development, foster a team spirit and encourage fair play
- To prepare children for transfer to a wide range of secondary schools

We Value

- Every member of the school community as unique, special individuals
- Co-operation and partnership with parents and carers
- Kindness, tolerance, respect and integrity
- Our multi-cultural, multi-faith community

Our Ethos

- Supports the development of children's moral and social values and spiritual awareness within a caring and disciplined environment
- Provides a happy and purposeful atmosphere within the school
- Encourages children to learn from the wisdom of teachers

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Absences (also see illness)

The school is required to account for all absences. Please ensure that the school is advised as soon as possible on the first day of absence due to illness and that a written note or email is sent to confirm the period when the child returns. Parents must seek authorisation from the Head in advance for other absences. Please note that the school is required to report unauthorised absences to the local authority.

Activities (also see extra-curricular)

We know that children broaden their experience and learn a great deal through well-structured activities. Each term a wide variety of extra-curricular activities are provided (see our website) and trips to places of interest that support the curriculum are regularly organised, including residential visits for older pupils.

Appearance (also see uniform)

We strive for high standards in all we do and expect all pupils to be clean, tidy and smart.

Arrival Times

The school day begins at either 8.30am (for the juniors, Years 3-6) or 8.40am (for the pre-prep, nursery to Y2). This staggered start helps to alleviate traffic problems in the vicinity of the school. In the morning, the playground is supervised from 8.10am and in the afternoon a member of staff remains with the children until 3.45pm; we hope that parents will make use of this supervision to further stagger drop-off and collection congestion.

Art

We understand that all children are artistic and need opportunities and encouragement to develop their talent. We have a dedicated Art Room and all pupils follow a progressive syllabus that includes drawing, painting, modelling, using clay and a variety of different materials.

Assessment

We carry out regular testing, known as formative assessment, to ensure that we know how well pupils develop knowledge, skills and understanding. The results of such assessments allow teachers to plan lessons and activities that are progressive and suitably challenging for individual pupils. We also carry out periodic testing, known as summative assessment. Typically, this is done at the end of a topic or unit. Half-yearly exams in the Juniors (Forms I-IV, Y3 - 6) and the Key Stage One (aged 7) and Two (aged 11) SATs tests are also examples of summative assessment.

Bedtimes

Tired children have difficulties learning and often exhibit poor behaviour. Research has shown that young children, including those aged 10 and 11, need far more sleep than a typical adult. Please ensure your child has a sensible bedtime; form teachers are very willing to give guidance.

Birthdays

Each week, we sing 'Happy Birthday' in assembly to those who are celebrating that week. At the end of each term, we sing to those who will have a birthday during the holiday. If parents wish to provide cakes, sweets etc., for children in a class please check with the form teacher to find out about any allergies.

Breakfast Club

Our popular breakfast club runs from 7.30am each morning of term. Mrs Naylor is in charge who is assisted by Mrs Horsley (from the kitchen) and together they provide a warm, early welcome for children. Those arriving early may either have breakfast or just join in the activities (there are separate charges). Parents are also very welcome to stay for a cup of tea/coffee and some toast.

Breaks/Playtime

The children (and staff) benefit from regular breaks throughout the day. Young children need opportunities to exercise, socialise and develop their skills and imagination through play. There are scheduled playtimes and, in addition, staff will arrange informal breaks in lessons or activities whenever suitable.

Bursar

The Bursar, Mrs Below, is responsible for the school's finances including the collection of fees. She is also responsible for catering, health and safety, maintenance and cleaning, and reports to the Headmaster. The Bursar attends meetings of the School Council (governors) when financial matters are discussed.

She can be contacted by telephone or by email, bursar@froebelian.co.uk

Captains

All pupils in Form IV (Y6) are given positions of responsibility as 'captains' (e.g. Games/Sports Captain). We believe it is an important aspect of personal development to be given responsibility and to make a contribution to the school that requires commitment, initiative and self-discipline.

Centenary

The school will celebrate its centenary in 2013. In the period leading up to the centenary, there will be a series of reunions for former pupils and committees will be established to prepare a hundred special events for our special birthday!

Changing Arrangements

Although we do not have separate changing facilities in school, the older boys and girls (i.e. 7+ or Y3 - 6) change for sports etc., in separate classrooms, supervised by appropriate staff. Any requests for privacy for other reasons will be dealt with sympathetically by the form teacher.

Chess

Chess is one of our many extra-curricular activities. A teacher is in charge of chess and there is a visiting chess coach, Mr Jones. A chess league runs in school and each year a chess cup is awarded at Speech Day.

Choirs

Children love singing and we provide plenty of opportunities for pupils to sing and to develop their talent. There are normally two 'standing' choirs, one that covers Forms I & II (Y3/4) known as the junior choir, and the other Forms III&IV (Y5/6) known as the senior choir. Sometimes, suitable children from Form II will be invited to join the senior choir. There are also house choirs (see 'Houses' below) at both pre-prep (Y1&2) and junior ages that sing in our annual Spring Festival (see below).

Classes

Our class names are distinctive. The details are as follows :-

Froebelian Name	Common Name	Age	Phase
Lower Kindergarten	Nursery	3 - 4	Foundation Stage / Pre-prep
Kindergarten	Reception	4 - 5	Foundation Stage / Pre-prep
Transition	Year 1	5 - 6	Infants / KS1 / Pre-prep
Remove	Year 2	6 - 7	Infants / KS1 / Pre-prep
Form I	Year 3	7 - 8	KS2 / Juniors
Form II	Year 4	8 - 9	KS2 / Juniors
Form III	Year 5	9 - 10	KS2 / Juniors
Form IV	Year 6	10 - 11	KS2 / Juniors

Closure (in the event of emergency and bad weather)

Very occasionally, it may be necessary to close the school typically as a result of severe weather conditions. In such circumstances, we will advise parents in a number of different ways, e.g. by leaving a message on the school answer phone, by advising local radio stations (Radio Leeds and Radio Aire FM), by putting a message on the website and by sending group email messages. Our intention is to advise of a closure by 7.00 am whenever possible. We are also investigating the possibility of sending text messages to mobile 'phones.

Communications (orange envelope, emails, telephone and website)

We believe that good communication between school and home is vital. Parents are encouraged to approach staff at any reasonable time if they wish to speak with them. Form teachers provide their email addresses to parents and they may also be obtained from the school office. We usually send written information home via email and most school-wide letters or circulars are sent home on a Thursday. If we need to send home paper copies of letters or notices, these are usually sent on a Thursday in a distinctive orange envelope. Our website is updated regularly (e.g. the 'This Week @ FSH' is changed every Friday) and parents can find a wealth of valuable information, including this 'A to Z Guide', at www.froebelian.co.uk). The School telephone number is 0113 258 3047 and Fax 0113 2580173.

Complaints

We welcome comments and suggestions from parents and pupils on any aspect of school life. Most concerns are resolved quickly after discussion with the appropriate member of staff. However, if a parent/guardian wishes to raise a serious concern more formally, the School has a Complaints Policy. A copy may be obtained from the School Office or it can be viewed on the website (see 'Useful Information/Publications').

Computers

We have over 50 networked computers in school in addition to interactive whiteboards in nearly all classrooms. All pupils follow a programme to develop their ICT skills and this starts from the age of 3. ICT is a timetabled subject from Kindergarten (Reception) onwards and many of the older pupils are encouraged to complete homework and projects using computers at home and school.

Daily routines

The daily routines are outlined in detail by form teachers at the New Teachers' Evenings, held each year at the end of the summer term. Inevitably, there will be slight variations between forms but a typical daily routine will be something like this:

0830/0840 Registration
0845-0900 Assembly
0900-1040 Lessons
1040-1100 Break/playtime
1100-1200 Lessons
1200-1315 Lunch/activities
1315-1320 Registration
1320-1420 Lessons
1420-1430 Break/playtime
1430-1530 Lessons

(For details of our extended day see either 'Breakfast Club' or 'HAC').

Deputy Head

Mrs Staniland is the Deputy Head and form teacher to Form IV (Y6). She has day-to-day responsibility for leading the junior department (KS2) and, in the absence of Mr Tranmer, she has responsibility and authority throughout the school. Mrs Staniland is also the English Co-ordinator and is involved in sports and games. She won a national award as 'Primary Sports Teacher of the Year' in 2003.

Diet

We encourage pupils at Froebelian to eat a healthy, balanced diet. All meals at school are prepared in our own kitchens using fresh produce, sourced locally whenever practical. We are able to cater for most diets and our school cook, Mrs Navey, is willing to discuss any dietary issues with parents but we do not expect to pander to those who are just fussy! Pupils are encouraged to bring small, fruit-based snacks for the morning break. At lunchtime, a salad bar is available and fruit is always offered as an alternative to pudding.

Digest

Every term, we produce a Froebelian Digest to keep current parents, prospective parents and former pupils aware of recent developments at school. Spare copies are usually available and we are delighted to send copies to friends and colleagues when recommended by parents.

Drama

There is a great tradition of Drama at Froebelian and we encourage every child to develop their confidence and skills. Our specialist drama teacher, Mrs Taylor-Parker, works with all the older children and runs very popular extra-curricular clubs every Friday for children in Transition (Y1) onwards. Class assemblies, the annual Nativity, our Spring Festival (see below) and the speech day production provide children with a wide variety of drama experiences.

Email

We are keen to encourage parents to use email as a means of communication and details of all staff email addresses (which are given out by form teachers at the New Teachers' Evening) are available from the School Office, office@froebelian.co.uk.

Emergency (also see Closure)

At the start of each school year, we ask parents to complete a form giving details of all possible means of contact (e.g. mobile numbers). In the event of an emergency involving one child or just a few, we would make contact using that information. In the event of an incident involving lots of children or the whole school, we would use class group email contacts.

Entrance Examinations (11+)

Most pupils in Form IV (Y6) will sit entrance examinations for entry to senior schools such as Bradford Grammar School or the Grammar School at Leeds. Normally, the exams are held in January and they usually consist of papers in maths and English; often there is a standardised reasoning paper as well (a sort of IQ test). The pupils in Form IV are very well prepared for such exams, as well as the interviews that most schools hold. In most years, Froebelian pupils are outstandingly successful with a typical 100% pass rate. The Headmaster and Mrs Staniland, who teaches Form IV, are happy to discuss entrance exams with any interested parents. It is the responsibility of parents to register their child for entry to sit the exams but this does not need to be done until the September/October before the year of entry and there is no advantage through early registration.

Equal opportunities

The School aims to provide equal opportunities for all pupils and staff regardless of ethnic origin, religion, culture, disability, sexual orientation or background. We expect everyone in the school community to treat each other with respect and courtesy. We are an inclusive and welcoming school and any

incidents of intolerance will be dealt with appropriately. There is a detailed Equal Opportunities policy and a copy may be obtained from the School Office.

Exams (see assessment)

Extra-curricular (also see activities)

We offer a wide range of extra-curricular activities to compliment and broaden the many opportunities available in school. All staff contribute to the programme (which may be viewed on our website) and the activities offered include sport, creative opportunities, music, chess and games.

EYFS

The Early Years Foundation Stage is a commonly used term to describe the period in a child's life from birth to age 5. The government has imposed a statutory framework, sometimes referred to as the 'nappy curriculum' and all providers (including independent schools) must pay heed to it. However, much of the guidance is open to professional interpretation and we are therefore able to continue to provide our traditional teaching in Lower Kindergarten and Kindergarten.

Fees

As a registered charity, the School seeks to be as affordable as possible whilst providing education and care of the highest standards. We receive no government funding other than 'nursery vouchers' and rely solely on fees to run the School. In some cases, child care vouchers provided by employers may be redeemed against charges for Breakfast Club, HAC, 'Little Acorns' or the holiday club. Further details may be obtained from the Bursar. We started a bursary fund in 2000 and have limited funds available to help families. All bursary awards are carefully means-tested. Full details of the fees are available on our website or may be obtained from the School Office. The School is a registered provider for the Foundation Stage (3 - 5 years) and, as such, parents are usually able to offset government early years funding (referred to as 'nursery vouchers') against fees for most or all of the terms in LKG and KG.

Fire

We carry out regular fire and emergency evacuation drills and staff receive fire awareness training. The school has an up to date fire system with emergency lighting and the systems are checked regularly.

Food (see diet)

Form teachers

Form (class) teachers have a crucial role in the education and care of pupils at Froebelian. We believe that children who are happy, secure and challenged will learn most effectively and form teachers keep a close watch over the children

in their class. Children in the Pre-prep are taught mainly by their form teacher, supported by full-time teaching assistants. In the Juniors, form teachers have a significant teaching role and co-ordinate the work of specialist colleagues teaching their class.

Form teachers meet with parents at the New Teachers' Evening in June and at the Parent Consultations in February. All form teachers are available to meet parents at appropriate times and appointments are best arranged by email.

Free time (see playtime)

Friends

Good friendships lie at the heart of a happy experience at school. The vast majority of children make friends naturally and easily, although the process can take time. If a child needs support and advice, all the staff at school are willing to help. Occasionally, children need help managing friendships and again, staff are keen to help. Some children like to have a 'best friend' and this is quite normal but we do expect children to be friendly with everyone in school.

Good conduct

As a part of our ethos, we encourage all children to be polite, considerate and well behaved. Each week in assembly up to three children in each form are awarded 'good conduct' badges (known as 'little stars' in LKG and 'smiley faces' in KG). We try to ensure that every child is recognised this way at least once each year.

Governors (see School Council)

Gymnastics

Children experience regular gymnastics experience as part of our PE and sports programme. In addition, there is an extra curricular gymnastics club for children in Form I.

Haircuts (and hairstyles)

Children are expected to be smart at school and this includes hair, which should be clean and tidy. Children with longer hair are required to keep it restrained by the use of hair-bands etc.

Half day (LKG & KG)

The youngest children in LKG are required to attend for the morning sessions but may stay for the afternoons in 'Little Acorns', for which there is an additional charge (see fees). Children in KG have an optional afternoon each Wednesday and may leave school after the morning session or are welcome to stay (there is no additional charge).

Head lice

Inevitably, there are occasional outbreaks of head-lice. We ask parents to advise us as soon as they know that their child may be affected. We will alert the parents of other children in the same class.

Headmaster

The Headmaster, Mr Tranmer, who is also chief executive, has responsibility for the whole school and reports directly to the School Council (Governors). Mr Tranmer has been the Head since 1991.

Health

We strive to provide a healthy environment for all pupils and regular exercise and balanced nutrition are key elements. We hope that all parents will support our policy and, in particular, will ensure that their children are fit to attend school (see illness and medicines).

Hide and seek

Traditionally, the children in Form IV (Y6) hide from the Headmaster on their last day of term. They prove remarkably ingenious in thinking of hiding places or disguises! (A full safety briefing is given before the children are allowed to hide).

Holidays (including clubs)

Term dates are published as soon as possible and parents are expected to ensure that family holidays and activities are arranged in the holiday periods. Exceptionally, leave of absence may be agreed by the Headmaster but written permission should be sought in advance (see absences).

The School provides a two week holiday club for children aged 3 to 8 at the start of the summer holiday.

Homework

Homework serves many purposes: it helps to extend and consolidate learning, it allows children to develop skills in research and independent learning and it provides an excellent link between school and home. Pupils receive homework on a regular basis, the amount increasing steadily as children progress through the school. For older children (i.e. 7+), homework is usually set on a daily basis whereas younger children will receive it less frequently. However, once children have started to learn to read we hope that parents will find a little time read with them daily. The following is a guide to the approximate time that homework will take: clearly there will be variations between children and subjects. We are also keen that children who find a homework difficult do not stick at it for too long at the expense of having time to play and relax; after all, children do work hard at

Froebelian. So, if your child has worked well but has still not completed a homework after the suggested time, please encourage him/her to stop and simply put a note in with the work to advise the teacher.

Approximate times for homework:

LKG & KG (N & R): 10-15 minutes

TR & RM (Y1&2): 15-25 minutes

FI & II (Y3&4): 25-35 minutes

FIII 7 IV (Y5&6): 35-45 minutes

Homework and Activities Club (HAC)

Our wrap-around care has two main elements, Breakfast Club (see above) and Homework and Activities Club which runs from the end of school at 3.30 pm until 6.00 pm each day. Mrs Burton and Miss Roberts who work elsewhere in school are the usual carers, and the children who stay have opportunities to play and enjoy a variety of activities. Older children are supervised for a homework session and children who stay until 5.00 pm are given a light tea. There are additional charges for HAC (see Fees). HAC has a separate telephone number, 0772 4075 600 which should be used between 3.30 pm and 6.00 pm.

Houses (Norman Tudor Stuart & Windsor)

All children belong to one of the four school houses and they develop a strong sense of belonging and team spirit. The houses, named after branches of the Royal Family, provide opportunities for children in different years to work together and there are regular house competitions throughout the year. Each house is lead by a House Captain, a pupil from Form IV, and is supervised by members of staff. Throughout the year, pupils are awarded merits (see below) and these count towards their house total. Each week, the merits are counted and the house with the highest total receives the merit cup during the weekly full assembly. There are also keenly contested house trophies for sport and other areas of competition (e.g. the annual house choir competition).

IAPS

The Independent Association of Prep Schools, IAPS, is the leading professional body for private schools with over 600 members (in 560 schools). It provides support, advice and training for schools and their staff, including governors. Member schools must satisfy rigorous, professional criteria and undergo regular inspection (see ISI). Each year, a Head is elected as Chairman of IAPS and in 2009/10 Mr Tranmer is serving in that office.

Illness

In most cases, children who are unwell should not attend school and parents are expected to use common sense and err on the side of caution. A poorly child will not be able to concentrate properly and may well spread germs to others. Details of common infectious diseases and their exclusion periods are available on the school website or from the School Office.

If a pupil becomes unwell during the school day, we will ensure that the child is comfortable and contact the parents to arrange for early collection. If a child has been certified fit to return to school by a GP but still requires to take prescribed or proprietary medicines, we are willing to administer doses provided strict guidelines are observed (see Medicines).

Injuries

Inevitably, there are lots of minor injuries (bumps and scrapes) at school and the vast majority require no more than a little comforting from a member of staff. If, however, a child is seriously injured, there are plenty of staff at school with appropriate training (emergency aid or first aid) to deal with the problem initially. We would arrange for specialist support immediately if appropriate (e.g. summon an ambulance), and simultaneously contact parents to make them aware of the situation. All head injuries that we know of are reported to parents.

ISC

The Independent Schools Council, ISC, is the umbrella body that represents all the leading private schools in the UK. Based in London, it provides support, training and advice as well as seeking to shape and influence education at national level. The annual ISC census provides important statistical information about private schools which educate over 7% of children.

ISI

The Independent Schools Inspectorate (ISI) is the private schools equivalent of Ofsted (see below). All schools affiliated to ISC must agree to regular inspection by ISI under criteria agreed with, and monitored by, Ofsted. ISI inspection teams are led by full-time inspectors (Reporting Inspectors) and the rest of the teams are comprised of experienced and specially trained Team Inspectors drawn from ISC schools. Mr Tranmer is an ISI Team Inspector.

Insurance

The school has full Public Liability insurance, including Employers Liability cover. A copy of the appropriate certificate is displayed in the School Office. Pupils are covered under a personal accident insurance scheme provided by HSBC Insurance Brokers; details are available from the school office. Items of personal property are not covered. Parents are advised to consult an independent insurance specialist if they wish to arrange additional cover.

Jewellery

Pupils are not allowed to wear jewellery at school other than that required for religious observance.

Kitchen (see Diet and Menu)

The school kitchen is run by our professional, experienced cook, Mrs Navey. Supported by three assistants, she prepares over 200 lunches daily and also provides catering for school functions. Other staff who use the kitchen, e.g. HAC staff, receive training in food hygiene. The last environmental health inspection gave the kitchen a 5 star rating, the highest possible.

Labels (see Name Tapes)

Laboratory

Our Form II (Y4) classroom has been specially adapted to serve as a specialist science teaching room, or laboratory. Pupils in the Junior classes have the opportunity to enjoy regular science practical lessons in the lab.

Latin

Pupils in the Junior classes are able to develop an early familiarisation with Latin through the extra-curricular Fun Latin Club run by Mrs Sheepshanks.

Learning support

Our generous staff-to-pupil ratio allows us to provide the appropriate learning support in the classroom for the vast majority of pupils. Teachers and assistants often work with small groups or individuals and our detailed planning allows for children who learn at different speeds or in different ways.

Occasionally, a child may require additional help and this can be provided by our specialist learning support teacher, Mrs Horrocks. Typically, a pupil will be withdrawn from lessons twice a week for half-hourly, individual sessions with Mrs Horrocks. An additional charge is made for this support.

Leavers' events

During their final year in Form IV, pupils are offered a number of special opportunities. In addition to positions of responsibility (see Captains), the children are encouraged to develop their leadership skills. Many involve themselves in fundraising for the school charity and others volunteer to help with special events such as the Pre-prep gala. The children in Form IV will take leading roles in the carol service and throughout the Spring Festival. During their final term, the children will be given an opportunity to join the Three Peaks Challenge and, accompanied by Form III, will be able to take part in either the biannual French Trip or adventure holiday. The leavers' disco takes place near

the end of the term and there is the traditional Froebelian finale of our Speech Day show in which all Form IV are involved.

Library

The library is at the heart of the school and is well-stocked with fiction and reference books. The library is supervised by Mrs Jackson who is assisted by a Form IV library captain. Teachers use the library to help pupils develop reference skills and to enjoy a love of reading. In addition to the 2000+ fiction books in the library, each classroom has a reading library with approximately 200 books.

Little Acorns

Lower Kindergarten, for children aged 3-4 years, follows a formal curriculum in the mornings and all pupils are expected to attend. Pupils are welcome to stay for 'Little Acorns', a nursery style afternoon that runs from 12 noon to 3.30 pm.

Lost property

Children will often mislay items of clothing or equipment and those that are clearly labelled are most easily returned (see Name Tapes). Children also have a remarkable propensity for leaving items in unexpected places and a thorough search will often track them down. Most items of lost property found around school are put into the containers under the main staircase and pupils and parents are welcome to look through these items if something is missing. Smaller or more valuable items such as spectacles and watches are kept in the School Office. At the end of each term, any items in lost property that have not been claimed or do not have clear labels are recycled.

Matches

All children in the Juniors will be picked at some stage to represent the school in sports fixtures such as matches, galas and cross-country. Many of the children will be picked regularly, particularly at U11. It is both an honour and an obligation to represent the school and we expect school commitments to take precedence.

Medicines (also see Illness)

If a child is well enough to attend school, but still requires to take medicine, we are willing to administer a dose provided strict guidelines are observed (full details may be obtained from the School Office). In brief, a parent/carer should provide the appropriate dose to the School Office at the start of the day. The parent/carer must sign a permission slip at that stage and return to sign the acknowledgement section at the end of the day.

Menu (also see Diet)

Our cook, Mrs Navey, plans the lunch menus over a three-week cycle and there is one for the winter period (November to Easter) and one for the summer (Easter to October). These menus are available on the school website and a

copy is displayed in the main notice-board. The vast majority of food served at school is fresh and locally sourced. Mrs Navey is very happy to discuss dietary requirements with parents.

Merits (see Houses)

Children are awarded merits for good or improved work, kind and helpful behaviour, helping others, contributions to the life of the school and good citizenship. These are recorded individually on class merit charts and are also added to the house totals. Merits are a great motivator, and the children are keen to contribute to the success of their house.

Mobile 'phones

Children are not allowed mobile 'phones in school or on school trips. However, staff carry mobile 'phones when taking children away from school and regular contact is maintained with school and parents when pupils are away on residential trips.

Money

Normally, the children at school are not expected to have any money as there is usually nothing to spend it on! However, occasionally they may need a small sum to purchase items, usually in connection with our charity fundraising (e.g. £1 as a donation for a poppy).

Music

Music plays a major part in the life of the school and is important for every child. We have a specialist music teacher, Mrs Cockshott, who works with every class and co-ordinates the work of the peripatetic music teachers who give instrumental lessons to individuals and small groups. There is a dedicated music room, equipped with keyboards, percussion and a range of instruments from around the world.

The children are encouraged to develop their natural musical ability and the vast majority join our choirs, learn at least one instrument and join in the host of assemblies, concerts and special events that highlight their musical talents. Our aim is to engender a life-long love and appreciation of music.

Name Tapes

Young children frequently mislay equipment and clothes. For that reason, it is important that all items of uniform (including sports kit) have name tapes sown in. We ask parents to ensure that these are clearly visible (e.g. not hidden by seams or labels).

Norman (see houses)

Nursery Vouchers

Currently, the government provides funding for children in the Foundation Stage (3-5 years). The money is allocated by local authorities and paid directly to registered providers (e.g. Froebelian). Parents with children in LKG and KG are advised of the amount that they are eligible to deduct from their fees each term.

Ofsted

The Office for Standards in Education (Ofsted) is the government department responsible for monitoring standards in education and child welfare. For independent schools like Froebelian, Ofsted's remit is limited (e.g. inspections are carried out by ISI under an agreement with Ofsted).

Old Froebelians

There is a thriving ex/old Froebelians network co-ordinated by the former school secretary, Mrs Janis Wright. We value our close contact with former pupils and keep in contact on a regular basis (e.g. they receive copies of the Froebelian Digest). Each year, we invite former pupils (and their parents) back to school in the summer of the year they are 18 (i.e. usually just after completing 'A' levels). This is a wonderful opportunity for them to meet each other again and the staff who taught them, just before most of them disperse to different universities and careers. In 2009, we held the first of a series of regular reunions for other former pupils, starting with those who attended Froebelian before 1959. Other reunions are planned in the run-up to our centenary in 2013.

Parent consultations

From 2010, we will be holding two, formal parent consultations each year; one early in November and the other towards the end of the Summer Term. Currently, we hold one parent consultation ('evening') each year in February. Parents have an appointment with the form teacher and are also invited to see any specialist teachers they wish to consult. The Headmaster is also available for consultation. In keeping with our ethos of working in partnership, we have an 'open door' policy and form teachers are available throughout the year to discuss any aspect of a child's progress or behaviour.

Parent Teacher Association (PTA)

The school is very well supported by a thriving PTA. Parents are automatically life-members and each year elect a committee at the AGM. The committee, which includes the Headmaster and two members of staff, organises social functions throughout the year. Regular highlights include the Christmas Ball, bedtime stories, Valentine's Disco (for pupils!) and the garden party. Some of the events are fundraising, and the committee decides which activities and resources they intend to support at school. The PTA is registered as a separate charity, registration number 513825.

Parking

The amount of parking within the immediate vicinity of the school is limited and we ask the parents of older children (i.e. 7+) to park a short distance away and to walk with their child(ren) for two or three minutes. Alternatively, older children may be dropped off close to the school gate. The school is in a residential area and we do expect parents to park with consideration for those who live near the school. In particular, it is important not to block driveways and to ensure that there is always room for an emergency vehicle to reach the end of Clarence Road. Parents are also requested to observe the unofficial one-way system (i.e. entering directly into Clarence Road but exiting via Back Clarence Road).

In 2010 we will publish a detailed School Travel Plan.

Personal possessions

Children are not expected to bring personal possessions into school unless there is a special occasion (e.g. a teddy bears' picnic). As far as possible, parents should ensure that pens, rulers and other equipment are clearly labelled.

Playtime (see Breaks)

Positions of responsibility (also see Captains)

During a child's time at Froebelian, we help their personal development by giving them tasks and responsibilities. When the children are young this will often take place within the classroom and, typically, involve routine tasks such as giving out or collecting in books and materials. Pupils in Form II (Y4) help in the dining hall at lunch time and, as a result, become very familiar with the younger children. Those in Form III (Y5) take on the role of playground captains, helping children to play sensibly and encouraging participation. During their final year in Form IV, all pupils undertake three different responsibilities (see Captains).

Children in the Juniors also have an opportunity to represent their fellow pupils by serving on the Pupil Council (see Pupil Council).

Prize-giving (also known as Speech Day)

Each July, at the end of the school year, we hold a prize-giving day during an evening at Yeadon Town Hall. All children from Transition (Y1) to Form IV (Y6) are required to attend and parents are always invited. In essence, there are three parts to this special event. The first consists of short speeches delivered by the Chairman of the School Council (governors), the Headmaster and the principal guest. The second is the prize-giving when trophies, prizes and awards are presented to children. The third element is very special at Froebelian, there is a performance of a West-End show by the oldest pupils; the levels of professionalism and performance are extremely high. Past productions have included 'Annie', 'Joseph' and 'The Sound of Music'. The

children in Lower Kindergarten and Kindergarten (and their parents) are invited to see a dress-rehearsal of the show during the day.

Pupil Council

Pupils in the Juniors elect two representatives per class to be members of the Pupil Council. The Council meets regularly, usually twice each term, to discuss issues and ideas that are of particular interest to the children. The Council is chaired by a member of staff, Mrs Sheepshanks, and she provides regular feedback to the Headmaster and teachers.

Registration

All pupils are registered at the beginning of each session (morning and afternoon) when they are in school. Any child who arrives after the register is taken is recorded as late. Occasional lateness does not create problems but parents are expected to ensure that children are not late on a regular basis as it is discourteous, causes disruption and is distressing to the child (who is not to blame).

Reports

Currently, written reports on each child's progress are provided twice in a school year. In Form IV, parent consultations occur in the Autumn term with reports at the end of the Spring and Summer terms. For all other classes, the reports are prepared at the end of the Autumn and Summer terms with parent consultations during the Spring Term. From September 2010, we will be holding two, formal parent consultations; one in early November and the second in the Summer Term. In addition, there will be a detailed written report at the end of the Spring Term and a briefer, summery report at the end of the Summer Term.

Rules

We believe that the children at Froebelian should grow up to be good citizens and that the best form of discipline is self-discipline. For those reasons, we do not have a long list of specific rules; rather we encourage the follow the School Code:

'Everyone has the right to be happy, and nobody has the right to make others unhappy'.

Saturdays

Occasionally, there are sporting fixtures or other events on a Saturday. We hope that parents will support their children and the school in ensuring maximum participation.

School Council (Governors)

The School Council meets regularly to determine overall policy, monitor the progress of the school and provide advice and support to the Headmaster.

The school is a registered charity and the Governors are trustees. All but one of the Governors are current or former parents. The Chairman is Mrs Robyn Richmond, who is a solicitor by profession. She may be contacted c/o the school office. A full list of Governors is also available from the school office.

School Office

The school office is normally staffed from 8.15 am - 5.00 pm term time and 9.00 am - 12.00 pm during most of the holidays. For parents, the office provides a central communication hub as well as access to everyone connected with the school. Mrs Murray and Mrs Threapleton, the members of the staff in the office, have wide ranging responsibilities from organising the Headmaster's diary to minor first aid.

Senior Schools (see also Entrance Examinations)

We are a completely independent school and have no formal affiliation to any one senior (secondary) school. When advising parents regarding future schools, we use our holistic knowledge of each child to give an objective, professional opinion. Fortunately, there is a wide choice of potential senior schools in the Leeds/Bradford/Harrogate area and there is likely to be one that is ideal for every child. Mr Tranmer meets regularly with the Heads of the local independent senior schools and, through membership of IAPS, he is also able to give advice on boarding schools. Parents sometimes feel it is helpful to register a child early for a senior school, but it is not. The days of having to register a child at birth, even at Eton College, are long gone. Independent senior schools are keen to recruit the most suitable pupils they can at 11+, and this means that entry is through selection usually by exam, reference and interview. It is recommended that parents visit senior school Open Days in the year their child is 10 (i.e. Form III), discuss their choices with Mr Tranmer in the first term of Form IV and register with appropriate schools shortly thereafter.

If parents are planning to register for a place at a maintained (state) secondary school, it is important that they make contact with the appropriate local education authority early in the school year that the child is 11. It is also advisable to contact the school directly. Please note that local authorities often have no record of children at independent schools and if parents do not initiate the contact, the opportunity for a place at a preferred school might not exist.

Sickness (see Illness)

Speech Day (see Prize Giving)

Sport

Sport is an integral part of the curriculum and life at Froebelian. We understand that children instinctively enjoy sport and we know that it is vital that young children exercise regularly. Our PE and games co-ordinator, Miss Stanworth, works closely with many of the teachers who offer enthusiasm and specialist coaching experience (e.g. Mrs Algar is a former county level netballer). All

children in the Pre-prep years have at least two PE lessons each week and these promote the development of skills, fitness and stamina. In the Juniors, pupils continue with PE but also go swimming regularly, have fitness sessions and a games afternoon. The major sports are football, netball, cross-country, swimming, rounders and cricket. Tennis and athletics are also covered. Older Juniors are given an opportunity to enjoy outdoor pursuits, and several of the extra-curricular activities involve sport

Sports day

Each summer, we hold two sports days, one for the Pre-prep and one for the Juniors. The Pre-prep event is held at Hall Park in Horsforth and includes conventional races as well as traditional classics such as sack races and egg and spoon races. There are also 'races' for enthusiastic parents! The Juniors sports day is based around field and track athletics events and is held at Leeds Metropolitan University where we take full advantage of their superb facilities, including an all-weather track - which is ideal for the British summer!

Staff

We believe we have some of the finest teachers in the country. Froebelian's reputation and excellent working conditions enable the school to attract teachers and assistants of the highest calibre. There is a good blend of younger and more mature staff, and most have been with the school for quite a long time.

Stuart (see Houses)

Swimming

All the children in the Juniors go swimming regularly, usually every fortnight. We have exclusive use of the pool on Tuesdays at the Aireborough leisure centre in Guiseley from 11am to 12noon. Staff with coaching experience from school are supplemented by coaches from Aireborough and, as a result, the children are taught in small groups. We swim competitively against other schools in several events and hold galas each year for Pre-prep (Y1 & 2) and the Juniors.

Teams

All children are encouraged to develop their skills, fitness and tactical awareness so that they deserve selection for our sports teams, which are picked on merit. Every child in the Juniors will represent their house in the fiercely contested house fixtures and every pupil will, as a matter of principle, represent the school in a sports fixture on at least one occasion.

Terms

There are three terms in the school year: the Autumn Term (usually early September to mid December), the Spring Term (usually early January to late

March/early April) and the Summer Term (April to early July). Dates of the terms are notified well in advance, usually a year, and parents are expected to book holidays within the school breaks.

Trips

We know that children benefit tremendously from educational trips that broaden and support topics and themes covered in school. All classes embark on trips to museums, field-centres, castles, farms and other places of interest. Theatre trips are popular and we take the children to see a pantomime just before Christmas. Junior classes are offered the opportunity to experience residential trips with biannual visits to France and an outdoor centre in Forms III and IV.

Tudor (see Houses)

Uniform

The school has a smart, practical uniform code and all children required to wear the specified clothes. The uniform promotes a common sense of identity and equality. There are variations between the summer and winter uniforms and full details are available on the school website. The appointed outfitters is Uniformity (telephone number 0113 256 6020, 3/5 Town Street, Farsley, Leeds, LS28 5EN. Website - www.uniformityschoolwear.com. Parents are able to advertise good quality, 'pre-owned' items for sale through the School Office.

Windsor (see Houses)

Worries

We know that children will sometimes worry about issues connected with school and our strong pastoral care enables us to support any child in difficulty. Parents are encouraged to discuss any worries with the form teacher as soon as possible. It is much better to raise an issue at an early stage, even if it seems rather trivial; often a word of explanation and reassurance will resolve something which, if left, becomes a serious concern.

Xylophone

One of the many musical instruments we have in school.

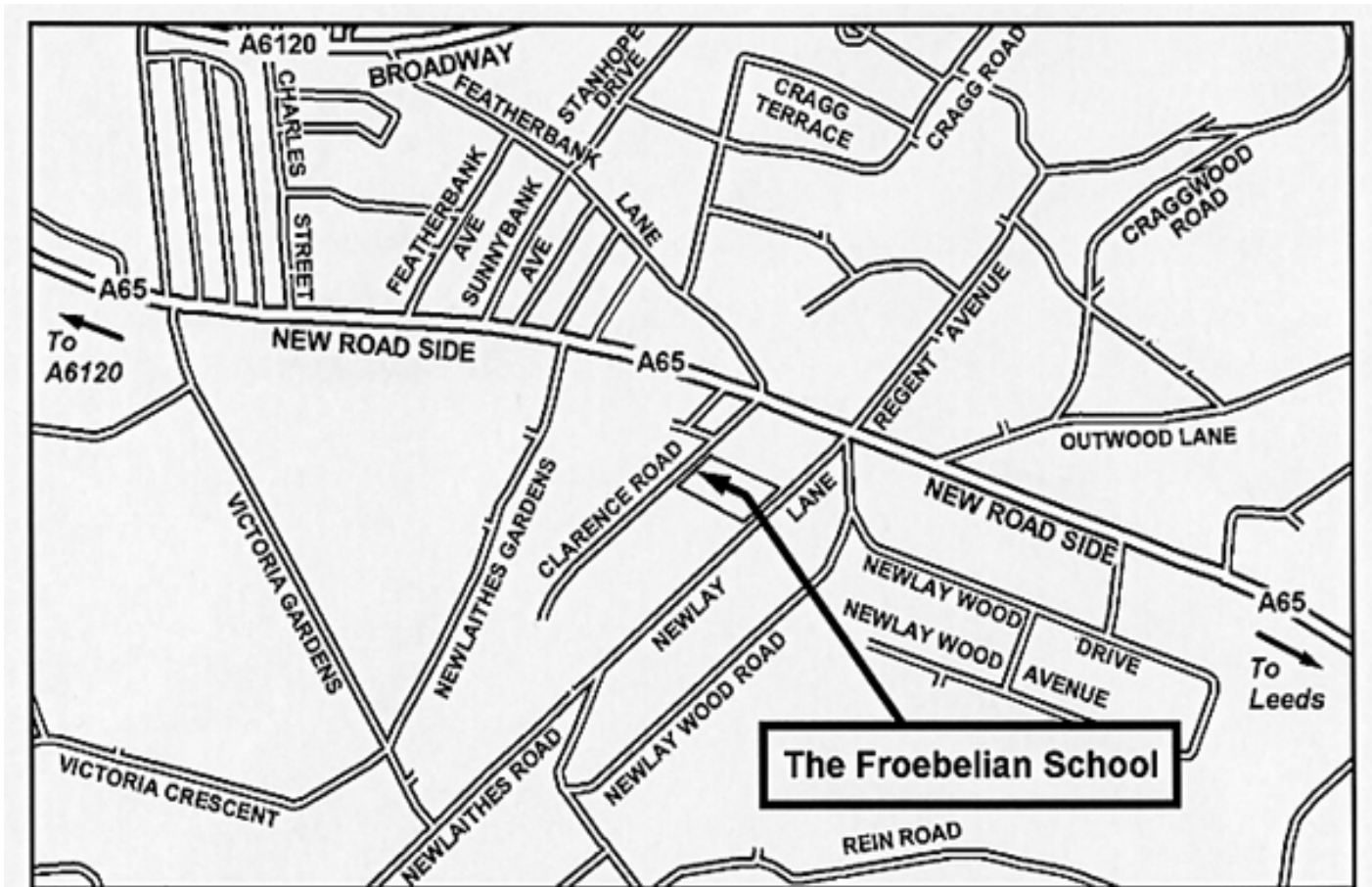
ZZZ (the importance of sleep, see bedtimes)

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Location :-



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