

# **The A to Z of Froebelian**

**A Guide for Parents and Pupils**

## The Froebelian School



### Our Aims, Values and Ethos

Our school is committed to learning, progress and innovation within a traditional setting. Encouragement is given to all pupils to achieve their potential and we foster a community spirit. Our motto, 'Giving a flying start to the citizens of tomorrow', emphasises our commitment and dedication to provide knowledge, skills, experiences and opportunities that prepare children for their future.

#### We Aim

- To provide a caring, supportive and structured learning environment
- To deliver quality education which develops the whole child and enables them to maximise their potential
- To offer a wide range of opportunities for learning including a diverse range of extra-curricular activities
- To foster good relationships throughout our Froebelian family and beyond
- To ensure a smooth transition for children towards the next phase of their learning journey

#### We Value

- Every member of the school family as an individual
- Co-operation and partnership with parents, carers and the wider community
- Our multi-cultural, multi-faith school
- Our British culture and heritage
- Kindness, tolerance, respect and integrity

#### Our Ethos

- Supports the holistic development of children's moral and social values alongside their cultural and spiritual awareness
- Creates a happy and purposeful atmosphere within the school
- Encourages everyone to engage with all learning experiences
- Promotes the acquisition of skills for life through our shared ethos themes

## The A to Z of Froebelian

### **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. Parents can refer to the school's Attendance Policy for further information.

Email:- [absence@froebelian.co.uk](mailto:absence@froebelian.co.uk) or call 0113 258 3047 option 1 or via the school app.

### **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 and trips to places of interest that support the curriculum are regularly organised, including residential visits for older pupils.

### **Anti-Bullying**

The school takes all allegations of bullying seriously and a rigorous Anti-Bullying Policy is in place (available on the school website: [www.froebelian.com](http://www.froebelian.com)). It is important to recognise that children will fall out, call each other names, argue and fight from time to time and this is a normal part of their development as they learn about themselves and how they can best manage their relationships with others. When children come home from school upset, this can be very emotive for parents and it is important that you listen to your child, try to establish both sides of the story and keep an open mind. If you do have any concerns about your child's relationships with other children at school, please speak to your child's class teacher in the first instance.

We encourage all parents to use the term 'bullying' with caution. A useful definition of bullying is that used by the NSPCC: *'Bullying is deliberately harmful behaviour repeated over a period of time, where it is difficult for those being bullied to defend themselves.'*

### **Appearance** (also see uniform)

We strive for high standards in all we do and expect all pupils to be clean, tidy and smart. The smartness of our uniform helps to uphold our strong reputations. Children should arrive at and leave school each day dressed correctly with coats/blazers fastened and hats worn.

### **Arrival Times**

The school day begins at either 8.30am (for the Juniors, FI – FIV) or 8.40am (for the Pre-Prep, LKG to Remove). This staggered start helps to alleviate parking availability in the vicinity of the school. In the morning, Juniors arriving from 8:15am head straight to their classrooms. The Pre-Prep Playground is supervised from 8.15am for Pre-Prep children until 8:30am when they are taken to their classrooms.

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 parking availability.

### **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**

On-going daily assessment is an integral part of our teaching and learning at Froebelian. This is known as formative assessment and helps to ensure that we know how well pupils develop knowledge, skills and understanding.

Teachers make both formal and informal assessments through observations or when marking work which help to inform their planning on a day-to-day basis and allow teachers to devise lessons and activities that are progressive and suitably challenging for individual pupils.

We also carry out periodic testing, known as summative assessment. Formal, standardised assessments take place three times a year from Transition to FIV (Y1-Y6). We use standardised tests to ensure that pupils are making appropriate progress compared with national norms. The results of these assessments are shared with parents.

## **Bedtimes**

Tired children can 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 food allergies so that treats can be inclusive.

## **Breakfast Club**

Our popular Breakfast Club runs from 7.30am each morning of term. Mr Rawson is in charge who, assisted by Mrs Bell and Mrs Schofield (Kitchen Assistant), 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. Other staff are available to supervise Breakfast Club should the need arise.

## **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.

## **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. Each position of responsibility has a job description. The positions of responsibility change on a termly basis.

## **Changing Arrangements**

Although we do not have separate changing facilities in school, the older boys and girls (i.e. 7+ or Y3 - Y6) change for sports clubs etc., in separate classrooms, supervised by appropriate staff. Any requests for privacy for other reasons will be dealt with sympathetically by the form teacher.

## Choirs

The School Choir is formed by Junior pupils (Y3-Y6). There are also House Choirs for Pre-Prep and Junior pupils and they perform at our annual Spring Festival. Year Group (class) Choirs perform at the Carol Concert and other special events.

## Class Dojo

Remove to Form IV (Y2 to Y6) pupils may be rewarded with Class Dojos. Dojos are an electronic reward system. Children are awarded Dojos for good or improved work, kind and helpful behaviour, helping others, contributions to the life of the school and good citizenship. Dojos are a great motivator.

## 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 three ways; by sending a text message to a mobile phone (please make sure we have up-to-date details), school app notification and by putting a message on the school website. Our intention is to advise of a closure by 7.00am whenever possible.

## Communications

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. Form teachers also produce a weekly newsletter, summarising recent work and activities and advising them of forthcoming events which can be found on the website.

We usually send written information home via email. If we need to send home paper copies of letters or notices, these are also usually sent via the pupils in their book bags or satchels.

The app allows the school to communicate directly with parents and carers to notify them of events and sporting fixtures as well as sharing important messages, such as closure due to snow days. It also has amongst other features, an absence notification option, the weekly Form Newsletters, 'This Week @ Froebelian' and a downloadable school calendar for the year.

Our website is updated regularly (e.g. the 'This Week @ Froebelian' is changed every Friday) and parents can find a wealth of valuable information, including this 'A to Z Guide', at [www.froebelian.com](http://www.froebelian.com)). The School telephone number is 0113 258 3047. The School email address is [office@froebelian.co.uk](mailto:office@froebelian.co.uk)

## **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.

## **Computers**

We have over 50 networked computers in school in addition to interactive whiteboards in all form classrooms. We also have 5 class sets of iPads available for use.

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

## **Deputy Head**

Mrs Stratford is the Deputy Head with a particular focus on pastoral care, well-being and behaviour. In the absence of Mrs Dodds; she has responsibility and authority throughout the school. Mrs Stratford is also the Designated Safeguarding lead.

## **Diet**

Pupils are encouraged to bring small, fruit or vegetable-based snacks for the morning break. Other healthy snacks, such as cheese cubes/Babybel or savoury rice cakes are permitted. Crisps, sweets and chocolates are not acceptable as break-time snacks. Please be aware that due to life-threatening allergies, **nuts are not permitted**.

## **Differentiation**

We understand that children learn in different ways and at different rates. To ensure that we are meeting individual needs, we aim to stimulate and challenge children at a level that is appropriate for them. Typically, a teacher will modify or adapt activities and exercises so that each child is able to achieve reasonably but ensuring that the individual will need to exert him or herself to reach the highest standards that he/she is capable of attaining.

We are ambitious for all our pupils and our experience confirms that with support and encouragement, children are capable of reaching the individual targets we set. Of course, hard work and determination are necessary and we seek to nurture these qualities, knowing that they are excellent foundations for the future.

## **Digest**

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. Copies of recent Digests are also available in PDF format on our website.

## **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 Junior classes and runs very popular extra-curricular clubs every Friday for children in Transition (Y1) upwards. 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](mailto:office@froebelian.co.uk). We ask parents/carers to understand that teachers are sometimes unable to respond to emails immediately but we aim to reply within 24 hours during the working week.

### **Emergency** (also see Closure)

At the start of each school year, we ask parents to complete a data 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 or the text messaging service.

### **Entrance Examinations (11+)**

Most pupils in Form IV (Y6) will sit entrance examinations for entry to senior schools such as Bradford Grammar School, Woodhouse Grove or the Grammar School at Leeds. Normally, the exams are held in January and they usually consist of papers in Maths and English; sometimes 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 Headteacher, Mrs Stratford and/or Miss Zincke 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.

### **Exams** (see assessment)

### **Extra-curricular** (also see activities)

We offer a wide range of extra-curricular activities to complement 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, IT and games. We also work with external providers who come into school each week to deliver further paid activities across all age groups e.g. ballet, drama, chess.

### **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 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 blended approach or play-based learning and 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 or Tax Free Childcare provided by employers may be redeemed against charges for Breakfast Club, HAC, 'Froebees' or the Holiday Club. Further details may be obtained from the Finance and Operations Manager.

### **Finance and Operations Manager**

The Finance and Operations Manager, Mrs Roth, 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 Headteacher. The Finance and Operations Manager attends meetings of the School Council (governors) when financial matters are discussed. She can be contacted by telephone or by email, [t.roth@froebelian.co.uk](mailto:t.roth@froebelian.co.uk).

## **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 each term. All form teachers are available to meet parents at appropriate times and appointments are best arranged by email or in person.

**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.

## **Froebelian Flyers**

Our Froebelian Flyers are awarded to the children who are working incredibly hard in lessons to develop an effective breadth of learning skills. We celebrate individual achievements weekly in assembly and we have some fabulous badges for the children to wear when they have been recognised for their commitment to learning.

## **Froebelian Parent Teacher Association (FPTA)**

The school is very well supported by a thriving FPTA. Parents are automatically life-members and each year elect a committee at the AGM. The committee, which includes the Headteacher and members of staff, organises social functions throughout the year. Regular highlights include the Ball, Family Night, Discos (for pupils!) and the Christmas and Summer Fairs. Some of the events are fundraising, and the committee decides which activities and resources they intend to support at school. The FPTA is registered as a separate charity, registration number 513825.

## **More Able and Talented**

We aim to nurture talent and ability at all levels, and our Special Educational Needs Policy gives full details of our provision. The vast majority of children are stimulated and challenged through our standard curriculum, teaching and activities. Occasionally, as with children who need learning support, we will provide different opportunities or support for children who need additional challenge. The school is also a member of NACE (National Association for Able Children in Education).

**Governors** (see School Council)

### **Gymnastics**

Children experience regular gymnastics experience as part of our PE and sports programme.

### **Hair**

Children are expected to be smart at school and this includes hair, which should be clean and tidy. All children with longer hair (shoulder-length or longer) are required to keep it fully tied-back by the use of hair-bands etc, which should be red, black or grey and discrete in style to fit in with the school uniform.

### **Half day (LKG & KG)**

The youngest children in LKG are required to attend for the morning sessions but may stay for the afternoons in 'Froebies', 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.

### **Headteacher**

The Headteacher, Mrs Dodds, who is also Chief Executive, has responsibility for the whole school and reports directly to the School Council (Governors). Mrs Dodds became Head in September 2015. She is a member of the Independent Association of Prep Schools – a professional body that supports schools like Froebelian.

### **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 Headteacher 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**

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 Headteacher but written permission should be sought in advance (see absences).

### **Holiday Clubs**

The School provides year-round Holiday Clubs for the children with the exception of the Christmas week. The Holiday Clubs are organised by our own team of staff and a range of structured and free-play activities are provided. Holiday Clubs are very popular and offer parents the opportunity to maintain daily routines for the children, especially during the longer holidays. Children can wear their own clothes and bring a packed lunch.

## 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 to read with them daily.

We are also keen that children who find 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 homework after the suggested time, please encourage him/her to stop and simply put a note in with the work to advise the teacher.

## 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 3.30pm until 6.00pm each day. 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 5.00pm are given a light tea. There are additional charges for HAC (see Fees). HAC has a separate telephone number, 07724 075 600 which should be used between 3.30pm and 6.00pm. For all other HAC enquiries email [HAC@froebelian.co.uk](mailto:HAC@froebelian.co.uk). Mrs Mulligan is the HAC Supervisor.

## 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 led by a House Captain, a pupil from Form IV (Y6), 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. 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).

## Illness

With the exception of a few conditions such as the common cold, 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. Children who have vomited or had diarrhoea should not be in school until 48 hours have elapsed since the **last** incident of illness. 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 first aid or paediatric 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.

## **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; 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. As such, children should not have their ears pierced during the holidays if they do not have enough time to heal before returning.

## **Kitchen** (see Diet and Menu)

The school kitchen is run by a professional, experienced chef. Supported by three assistants, they prepare over 200 lunches daily and also provide catering for some 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.

## **Learning Support**

From time to time, children may need some sort of additional support with their learning. Our highly-qualified staff are adept in tailoring lessons and activities to meet the needs of the children in their class. Differentiation is a key component in achieving this and the teacher or teaching assistant may work closely with a child or small group to give additional input and support. Occasionally, a child may need a short-term, targeted programme of support to help close gaps in their learning. We run intervention sessions where children work either 1:1, in pairs or in small groups on specific aspects of their learning. Sessions are short (10-20 minutes) and may take place two or three times a week or daily as needs demand.

A small number of children may be diagnosed with specific learning needs such as dyslexia, dyscalculia or dyspraxia. We have a Special Educational Needs and Disabilities Co-ordinator (SENDCo) who oversees provision for these children in school and liaises with class teachers, parents and external agencies to ensure the needs of these children are catered for, and enable them to make the expected levels of progress

commensurate with their abilities.

Partnerships with parents are crucial in helping each child maximise their potential. If your child's class teacher has any concerns about your child's academic progress, they will contact you to arrange a meeting.

### **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. Throughout their final year the Form IV pupils will take part in the FIVE Steps Challenge. Many involve themselves in fundraising for the school charity and others volunteer to help with special events such as the Pre-Prep Swimming Gala and Sports Day.

The children in Form IV (Y6) will take leading roles in the Carol Concert and throughout the Spring Festival. During their first term, the children will be given an opportunity to join the Three Peaks Challenge and will be able to take part in a French Trip in their final term. The Leavers' Party 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 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 foster 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 EYFS based curriculum in the mornings and all pupils are expected to attend. Pupils are welcome to stay for 'Froebees', a nursery style afternoon that runs from 1:00pm to 3.30pm.

### **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 cabinet 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. Please refer to our Team Selection Policy on the school website.

### **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 chef 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, school

app and copies are displayed in the main notice-board. The vast majority of food served at school is fresh and locally sourced. We are 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. In exceptional circumstances, a pupil may bring a mobile phone, with prior agreement from the Headteacher. The phone must be handed in to the office on arrival at school and collected at the end of the day.

### **Molly**

We have a school dog called Molly who is in school most days. Molly is a cockerpool who are renowned for their suitability to be around young children and whose fur generally is not hypoallergenic. Molly spends time with children in each class during the week as well as having some much-needed down-time. You will be asked about consent for your child to spend time with Molly as we appreciate some children can be afraid of, or allergic to, dogs.

### **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. £1.00 as a donation for a poppy). We recommend they bring any money to school in a named purse or wallet.

### **Music**

Music plays a major part in the life of the school and is important for every child. We have a specialist Music teacher 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 Suite and practice rooms, 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. Please refer to our Peripatetic Instrument Lessons Policy on the school website.

### **Name Tapes (Labels)**

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

### **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 (Alumni)**

There is a thriving Old Froebelians' network. We value our close contact with former pupils and keep in contact on a regular basis. 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.

## **Orchestra**

Members of the School Orchestra are from Forms I – Form IV (Y3 – Y6). They are put forward by their instrument teacher. The Orchestra perform in assemblies, concerts and on special occasions.

## **Parent Consultations**

We hold three, formal parent consultations each year; one in each term. Parents have an appointment with the form teacher and are also invited to see any specialist teachers they wish to consult. The Headteacher 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.

## **Parking**

The amount of parking space in 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 one or two minutes. We also encourage all parents to use the rear gate into school from Newlay Lane. Alternatively, older children may be dropped off close to the school gate by pulling up temporarily on the double yellow lines to alight. Parents should remain in their car and the children should alight on the pavement side.

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 use parking permit bays, block driveways and to ensure that there is always room for an emergency vehicle to reach the end of Clarence Road. We also ask that parents do not stop on the zig zag lines outside the school gates. These lines are there for the safety of the children. Parents are also requested to observe the unofficial one-way system (i.e. entering into Clarence Road but exiting via Back Clarence Road).

## **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. From Form II (Y4), pupils help in the dining hall at lunch time and, as a result, become very familiar with the younger children. During their final year in Form IV, all pupils undertake three different responsibilities (see Captains).

Children from Remove (Y2) to Form IV (Y6) 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 Prize-giving during an evening at Yeadon Town Hall. All children from Remove (Y2) 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 Chair of the School Council (Governors), the Headteacher 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 show by the oldest pupils; the levels of professionalism and performance are extremely high. Past productions have included, 'Peter Pan', 'Alice in Wonderland', 'Aladdin' and 'The Peace Child'. The children in Lower Kindergarten, Kindergarten and Transition are invited to see a dress-rehearsal of the show during a rehearsal day.

## **Pupil Council**

Pupils in Remove - Form IV elect two representatives per class to be members of the Pupil Council. The Council meets regularly to discuss issues and ideas that are of particular interest to the children. The Council is chaired by the Headteacher and Deputy Head (Mrs Stratford) and regular feedback is provided to the staff about the children's ideas for school improvement.

## **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). Any child who is late must be signed in at the School Office. Please refer to the separate Pupil Attendance Policy which can be viewed on the website.

## **Reports**

We provide a summary assessment information following assessments each term from Transition (Y1) upwards. A detailed written report on progress and achievement is provided for all children at the end of the Summer Term.

## **Resilience**

We know that children thrive on achievement and praise but we also know that they have to learn to come to terms with failure. We encourage our pupils to see success and failure as two sides of the same coin and that they can often flip from failure to success by working hard, being determined and following the advice of teachers and adults who care for them. We refer to this as a First Atttempt In Learning.

We also believe that failure, or put more positively '*not yet*', provides a powerful learning experience and we encourage all our pupils to see failure as a springboard to future achievement. A typical example might be as follows: a child has achieved 16 out of 20 in a test and the teacher will say, "Well done for getting most of them right, now let's concentrate on the few mistakes so that you can continue to improve". This is an important part of the children developing a 'growth mindset'.

## **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:

***'Safe Hands, Safe Feet, Safe Voice'***.

## **Saturday or Sunday**

Occasionally, there are sporting fixtures or other events on a Saturday or Sunday. 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 Headteacher. The school is a registered charity and the Governors are trustees. Many of the Governors are current or former parents. The Chair 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 8.15am - 5.00pm term time and the email address is monitored during the holidays. For parents, the office provides a central communication hub as well as access to everyone connected with the school. Ms Borkala (the Head's PA & Admissions Officer), Mrs Swinney (Marketing and PR Officer) and Mrs Simcock/Mrs Smith (School Administrators) form the admin team and have wide ranging responsibilities from organising the Headteacher's diary to administering minor first aid.

## **Selection (teams etc.)**

When deciding which children to select for a team, casting for roles in a play or appointing to particular responsibilities etc., teachers will use their knowledge of the children and their professional judgement to make the most reasonable and fair decision possible in the prevailing circumstances. When appropriate, there may be different criteria. For example, if a teacher is selecting a team to take part in a competitive match he/she will try to ensure that the best players are chosen (taking into account factors such as skill, fitness, attitude and team-work). If a team was being selected to play a friendly match, the teacher will probably include players from a broader range of ability.

As a small school, we are able to provide opportunities for all children to represent the school and to have their moment 'in the limelight'. We appreciate parental understanding and support in this regard.

Please refer to our Team Selection Policy on the school website.

## **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.

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 Mrs Dodds 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)

## **Single Equalities**

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 Single Equalities policy and a copy may be obtained from the School Office or viewed on our website.

**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 Teacher, Mr Heseltine, works closely with the teachers and specialist coaches. All children in the Pre-Prep years have at least two PE/Games 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, rugby, 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**

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 several years.

## **String Group**

The String Group is run by our peripatetic violin teacher and all players are invited to join when their teacher feels they are ready. This is good preparation for joining the School Orchestra.

## **Swimming**

All the children in the Juniors go swimming regularly, usually every fortnight. We have exclusive use of the pool at the Aireborough Leisure Centre in Guiseley. 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 in house.

## **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 hotly 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 visits to France and centres for outdoor pursuits.

### **Uniform**

The school has a smart, practical uniform code and all children required to wear the specified clothes. Children are required to wear their coats/blazers and hats/caps when arriving at school or departing. 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 Whittakers Schoolwear:

Telephone number 0113 256 6020,

Whittakers Schoolwear

3/5 Town Street, Farsley, Leeds LS28 5EN.

Website - [www.whittakersschoolwear.co.uk/product-category/leeds/](http://www.whittakersschoolwear.co.uk/product-category/leeds/)

There are occasional sales of pre-owned uniform organised by the Froebelian Parent Teacher Association.

### **Water**

It is important that children drink throughout the day, particularly when they are active. Pupils are expected to drink at morning breaktime and at lunchtime (water is served with lunch). We encourage pupils to take the bottle home each evening for cleaning. In addition, there are water fountains in the playgrounds that may be used throughout the day.

### **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!

**Zzzz (the importance of sleep, see bedtimes)**

Contact Details:

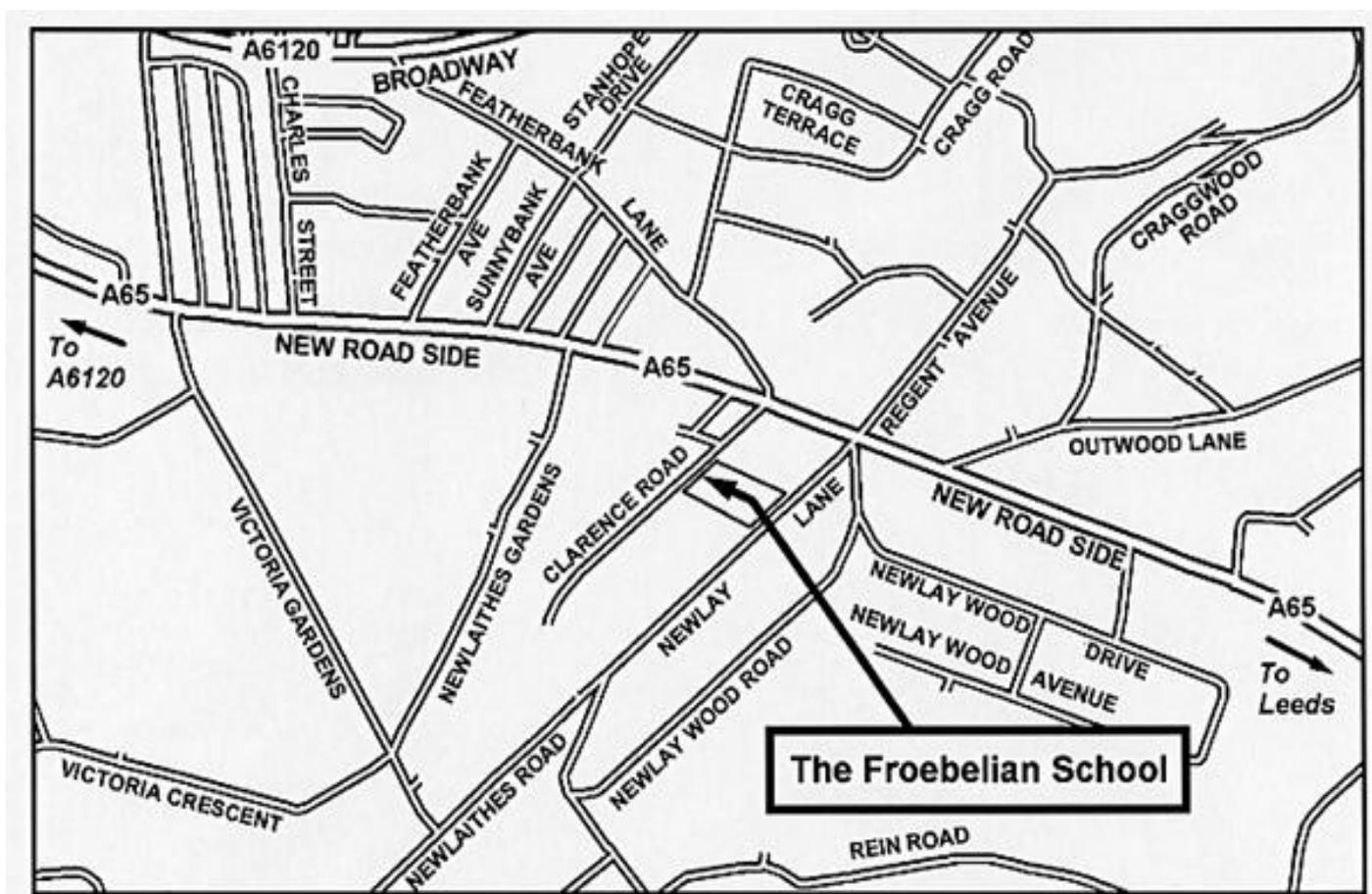
**Froebelian School**  
**Clarence Road**  
**Horsforth**  
**Leeds**  
**LS18 4LB**

Telephone Number            0113 258 3047

HAC (3.30pm – 6.00pm)            07772 407 5600

Email: [office@froebelian.co.uk](mailto:office@froebelian.co.uk)      Website: [www.froebelian.com](http://www.froebelian.com)

Location:



The Froebelian School (Horsforth) Limited:

A company limited by guarantee

Registered in England No: 926012

Registered Office: Clarence Road, Horsforth, Leeds LS18 4LB

Registered Charity No: 529111