Welcome
Welcome to St Hilda’s Junior School. This handbook is intended as a practical parent guide to making the most of life at St Hilda’s. If you need to find out more or would like to clarify any points, please don’t hesitate to ask.

Contact Us
Location
McCabe Street
Mosman Park WA
6012

Phone
9285 4500  Reception
9285 4149  Junior School Absentee Line
9285 4520  Extend-ED
9285 4239  School Shop (Palmerston Street)
9285 4100  Reception Senior School

Email
junior.school@sthildas.wa.edu.au

Website
www.sthildas.wa.edu.au

Postal Address
PO Box 34
MOSMAN PARK 6912

When is the School open?

Office Hours
Monday - Friday 7.30am-4.30pm

Administration
Mrs Diane Burke, Mrs Libby Joiner

How do I find out what’s happening?
Each Friday we email you a parent newsletter - Chidley News - that provides brief, important information about up-and-coming events, reminders, requirements, requests and recommendations.

Term Dates 2016

Term 1
10 Weeks
Monday 1 February - Friday 8 April
Mid-Term Break: Friday 4 March – Monday 7 March
Easter Friday 25 March – Monday 28 March

Term 2
10 Weeks
Wednesday 27 April - Friday 1 July
Mid-Term Break: Friday 3 June – Monday 6 June

Term 3
10 Weeks
Tuesday 19 July - Friday 23 September
Mid-Term Break: Friday 19 August – Monday 22 August

Term 4
8 Weeks
Tuesday 11 October – Thursday 1 December
St Hilda’s Purpose, Vision and Values

Purpose

To provide a vibrant school community that educates and inspires girls for life.

Vision

Preparing girls for life by developing tenacity, confidence and compassion.

Values

Respect

We value sensitivity and concern for the well-being of others. This means being caring, compassionate and honest. We learn in a safe and supportive school environment, while respecting our natural environment and cultural heritage.

Inclusion

We acknowledge that we are a diverse community and must have regard for the feelings, wishes or rights of others in everything we do. We value diversity of cultural expression.

Excellence

We encourage the pursuit of personal best in all areas and respect the achievements of others. We have a lifelong commitment to the quest for knowledge.

Justice

We are committed to participation and citizenship. We promote democratic processes and social justice. We believe in fairness and equity for the achievement of a just, responsible society.
Pastoral Care

Our pastoral curriculum from Junior Kindergarten to Year 6, explicitly teaches a range of social, resilience and self-management skills. The Junior School engages with scientifically validated programs which are conducted by the class teacher and the Junior School Psychologists. In addition, students have access to counselling in relation to their social, emotional or academic development.

What will my child learn in class?

Teachers plan high quality, innovative and rigorous educational programs for all students. The rate, breadth and depth of learning is different for everyone and at St Hilda’s we take what is known as a differentiated learning approach. This means teachers capably assess and analyse information to determine these differences. Teachers design and adapt programs to provide appropriate challenge for all students, including those who require extension and those who require extra time and support to develop their skills and knowledge. Teachers cater for learning rates and styles through open-ended investigations and activities and the use of multi modal learning to ensure challenge and rigour of the curriculum, as set out in The Australian Curriculum and where appropriate The Early Years Learning Framework.

Requirements for the Classroom

St Hilda’s purchases and provides the books and stationery requirements for all students. If your child needs anything else, we will contact you.

In the Junior School we learn

- English
- Dance (Years 1-6)
- Health
- Humanities: History and Geography
- Languages (please see Languages section)
- Mathematics
- Music
- Physical Education
- Religious and Philosophical Studies (Pre-Primary-Year 6)
- Science
- Strings Program (Year 2)
- Technologies
- Visual Arts (Pre-Primary-Year 6)

Languages in the Junior School

- Kindergarten classes learn French
- Pre Primary classes learn Japanese
- Year 1 classes learn French
- Year 2 classes learn Chinese
- Year 3 classes learn Japanese
- Years 4 classes will have a semester program learning both French and Chinese
- Year 5 students choose to learn either Chinese, French or Japanese as Second Languages
- Year 6 students continue learning language chosen in Year 5

Please note that we only offer Second Language courses which are designed for students who are introduced to learning a new language in the school setting. Background Language learners and First Language learners’ courses are not offered. We suggest that background and first language learners chose a new language for their school study from Year 5. Please contact the Head of Languages Dr Sharon Ainsworth if you have any questions.

As the School’s language courses are designed for Second Language learners, the end of year prize is awarded to a Second Language learner.

Beyond the Classroom

Community Service and Fundraising

We run many events for charitable organisations during the year through our Community Service program. Community Service fundraising is coordinated by the School Chaplain and the Junior School Community Service Coordinator. Proposals for additional fundraising activities can be submitted to the class teacher or to the Head of Junior School for consideration.

Community Service provides opportunities for students to practise values and virtues in an authentic context. Each year level nominates two activities, one that focuses on service and the other on fund raising.

Cocurricular Activities

Students can choose from a range of cocurricular activities offered before and after class times. These include Sport, Music, Art, Speech and Drama, Debating, Languages and Dance. Further information is on the St Hilda’s website (www.sthildas.wa.edu.au).

Private Lessons in School Time

St Hilda’s is pleased to offer the opportunity for students to have private tuition within class time. However to minimise the disruption to the students’ academic studies and ongoing learning, students in K - Year 6 will be allowed only one private (music or drama) lesson during school time. The lessons will be rotated so that the same classroom lessons are not missed.
Year 2 private lessons music or otherwise, should be arranged for outside of the school timetable as students already miss class lessons to attend the strings program.

Parents and students are asked to inform private tutors of a student’s absence from lessons, timetable changes, class excursions and illness.

**Extend-ED**

Extend-ED is a before and after school care service based in the Early Learning Centre and is open from 7.00am to 6pm on school days. Breakfast and afternoon tea are provided and teachers and education assistants conduct a variety of activities and provide the best of care. Charges apply and bookings are essential as Extend-ED is licensed for only 40 children.

- Extend-ED closes promptly at 6pm as our licence does not allow us to operate beyond this time. Late charges apply.

If your child requires specific and individual medication, such as an epipen, please ensure that this is brought to Extend-ED each day they attend.

To book or make an enquiry contact us on: extended@sthildas.wa.edu.au or telephone 9285 4520. You can also book by phoning Reception on 9285 4500.

**Holiday Programs**

Holiday programs operate at the Junior School during each of the term holidays. Details are available from Junior School Reception and via our newsletter a few weeks prior to the holidays. Programs are offered for boys ages 3–8 years and girls of ages 3–12 years.

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**Our school week**

**Attendance and Absences**

The schedule for students attending St Hilda’s is very busy during the school day and also before and after school. To ensure your child benefits from all that is offered, please ensure that your child attends the full day and term. Please keep holidays and related absences to the allocated school holidays. Permission must be sought for planned absences. This needs to be lodged via an application form which is located on the School website.

It is important that classes are not interrupted unless for an emergency. If you wish to contact the class teacher, please do so before or after school, via the student diary, email or a telephone message via Reception.

**Junior Kindergarten**

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<tbody>
<tr>
<td><strong>Start Time</strong></td>
<td>8.45am for 9.15am</td>
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<tr>
<td><strong>Recess</strong></td>
<td>10.15am – 10.35am</td>
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<tr>
<td><strong>Lunch</strong></td>
<td>12.30pm – 1.00pm</td>
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<tr>
<td><strong>Quiet Time and Rest</strong></td>
<td>1.00pm - 1.30pm</td>
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<tr>
<td><strong>Dismissal Time</strong></td>
<td>2.30pm</td>
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Students who are not collected from the classroom will be in the care of Extend-ED.
Kindergarten

Start Time 8:30am for 8.45am
Recess 10.15am – 10.35am
Lunch 1.00pm – 1.30pm
Quiet Time and Rest 1.30pm – 1.50pm
Dismissal Time 2.55pm

Students who are not collected from the classroom will be in the care of Extend-ED.

Pre Primary

Start Time 8.15am for 8.30am
Recess 10.15am – 10.35am
Lunch 1.00pm - 1.30pm
Dismissal Time 3.00pm

Students who are not collected from McCabe St drive-through will be taken to Extend-ED.

Years 1 to 6

Start Time 8.10am for 8.25am
Recess 10.15am – 10.35am
Lunch 1.00pm - 1.40pm
Dismissal Time Year 1 - 3.05pm
Year 2 - 3.10pm
Years 3 to 6 - 3.15pm

Students from Years 1 – 6 who are not collected from McCabe St drive-through by 3.35pm will be taken to Extend-ED.

Houses and House Meetings

There are four Houses: Blackwood, De Grey, Fitzroy and Gascoyne. House Meetings for Years 1-6 are organised each Thursday and are conducted by the House Officials and Year 6 Leaders.

Chapel

A Chapel service takes place at the Chidley Campus on Wednesday mornings from 8.35-9.20am alternating with Assembly. Students from Years 1-6 attend Chapel services, with Pre Primary attending in Semester 2. Parents, families and friends are always welcome to attend, and to receive Holy Communion or a Blessing. Each class takes a turn in planning and assisting at Chapel, and you will be informed when your child’s class is participating.

Students who have been baptised and suitably prepared are admitted to Holy Communion. Preparation is offered from Year 4, after consultation with parents, and there is an annual celebration of First Communion. Baptism (Christening) of students and their families is available through the School Chaplain. Please contact the Junior School Reception for further information.

Assemblies

You are welcome to attend Junior School assemblies held on each alternate Wednesday for Pre Primary to Year 6 beginning at 8.30am in the Cortile. Pre Primary classes attend in Semester 2 and on special occasions. Honour Certificates for Years 1-6 are presented at assemblies. If your child is receiving a certificate, your class teacher will let you know in advance.
Getting to and from school

Transportation and Parking

Owston Street Carpark
This is for parents of Junior Kindergarten and Kindergarten parents only. Extra parking is available on Owston Street. Please take care when crossing the road to enter the school grounds and use the footpath and pedestrian gate.

McCabe Street drive-through procedures
When using drive-through please be mindful of maintaining a steady and smooth flow of traffic. If your child is not at drive-through, please continue to move through and join the queue again.

- Drop off and pick up may occur from the first six bays are marked
- Drivers of cars other than the first six are requested not to drop off or pick up their children in the drive-through as it causes delays and may be dangerous for students
- No parking is allowed in the drive-through

Bus, Train and Walk to School
Parents are encouraged to have their child use public transport, the St Hilda’s Southern Suburbs bus or join the Walk to School program. The Walk to School program is coordinated by class parents. Details of days and meeting points will be provided via Childley News or alternatively you can contact the Junior School Reception.

Parking
Parking is not permitted in the surrounding streets. Owston Street car park is for Junior Kindergarten and Kindergarten parents. Parents of Pre Primary children should park in McCabe Street car park and walk the children to class. For large functions when additional parking is required, the Chidley playing fields will be available for overflow parking. In addition, the public car park beside the Mosman Park Tennis Club and the parking area at the t-junction of Palmerston and McCabe Streets are also available.

Arrival and Collection

Junior Kindergarten and Kindergarten
Parents should park in the Owston Street car park and accompany their child to class. This provides a transition from home to school and a settling-into-class time. Parents who need to bring their children before the recommended start time will need to contact Extend-ED.

At the beginning of the year, gradual entry in Week 1 allows for a smooth and happy start to the year. Children attend in small groups. Parent-teacher interviews are conducted during these afternoons.

In Junior Kindergarten and Kindergarten it is recommended that parents establish a routine to begin the day. Students should arrive on time for a smooth start to the day. Approximately 10 minutes reading or doing a puzzle, then a kiss or hug and parting words such as “I’m off now and I will see you this afternoon”. A confident approach provides your child with a sense of security. Staff will contact parents should their child not settle.

Junior Kindergarten
Junior Kindergarten parents should park in the Owston Street carpark and collect their child from the classroom door at 2.30pm.

Kindergarten
Kindergarten parents should use the Owston Street car park and collect their child from the ELC Portico at 2.55pm.

Pre Primary
Parents should park in McCabe Street car park and walk their child to class. This provides a transition from home to school and a settling-into-class time as well as some independence and familiarity with the whole school. Parents are encouraged to allow their child to carry their own bags and to unpack and prepare independently as the year progresses.

Students and parents are welcome to arrive from 8.15am for a prompt start at 8.30am. Students who arrive between 8am and 8:15am will be supervised in Extend-ED at no charge, however charges will apply for arrivals between 7.30am and 8.00am.

Pre Primary students should be collected from the McCabe Street drive-through at 3.00pm.

Years 1-6
Parents should use the McCabe St drive-through. Students are welcome to arrive at school from 8.10am in readiness for a prompt 8.25am start.

To support the development of independence and responsibility for belongings and organisation, it is important that parents allow their children to unpack their own school bags and prepare for the school day between 8.10am and 8.25am.

Where buses, rehearsals or certain activities necessitate arrival earlier than 8:15am, students will attend the Library from 7.55am to 8.10am. Students arriving between 7.00am and 7.55am will attend Extend-ED. Charges apply.

Years 1-6 students should be collected from the McCabe Street drive-through.
Buses

St Hilda’s runs a bus service south of the river through to Mt Pleasant (tickets are required and are available from Junior School Reception), and a free shuttle bus from Bay View Campus to Stirling Highway and Mosman Park railway station each morning and afternoon. TransPerth offers a bus service between Chidley and Bay View Terrace campuses in the afternoon. Students can then connect with other services at Bay View Terrace.

For further information please contact the Junior School Reception.

Collecting from After School Activities

Students who attend activities after dismissal from school should be collected from the activity venue. They are not permitted to wait for parents outside the Junior School. Students who are not collected by parents from the venue will be taken to Extend-ED by the tutor or St Hilda’s staff. Please note that Extend-ED closes at 6.00pm.

Late Arrivals and Early Departures

Students who arrive after the start time should report to Junior School Reception with their parent to sign in.

Students leaving early are to be signed out at the Junior School Reception by a parent or guardian, prior to being picked up from the classroom.

Food at School

We have students who have certain allergies which are life-threatening. The Junior School is an allergy aware school.

Please minimise rubbish by using re-useable containers. Unnamed lost lunch boxes and containers are stored in a box beside the Mezze for student or parent retrieval.

Lunch Orders

Junior Kindergarten to Year 6 students may order lunches from the Mezze. Students or parents complete their order, using the online ordering system. Unfortunately late or forgotten orders will not be accepted and the student will be provided something to eat via the staffroom.

Mezze (Canteen)

The Mezze is open each day of term for nutritious lunches and snacks. Morning recess 10.15am - 10.35am and lunch time 1.00pm – 1.30pm. The current menu is available on the St Hilda’s website (www.sthildas.wa.edu.au)

Parent assistance is extremely valuable so Mums, Dads or Grandparents are invited to volunteer for the roster. Please see your class parent or Mezze Managers for details.

Student Access

Years 3 – 6 students may purchase snack items from the Mezze on any day

Year 2 students may purchase one snack item on Tuesdays and Thursdays lunchtimes

Year 1 students may purchase one snack item on Wednesday lunchtime

In Term 4, Pre Primary students may purchase one snack item at lunchtime on a day that is communicated by the teachers. This encourages an understanding of money and independence.
Parties

End of year celebrations held by classes are activity based.

Due to the busy nature of the school program, birthday parties cannot be held at school. To support our inclusive philosophy, invitations to private parties may be distributed at School only if they include all class members. If birthday treats are provided in class, please provide enough individual portions for every class member. To celebrate birthdays, mini cupcakes or cookies are suitable (no lollies please). Please check with the class teacher for any special dietary requirements of children in the class or year.

Asking Questions & Getting Support

It is critical to work as a team to maximise your child’s educational gains. We believe open and regular communication between parent, teacher and student is important. You are encouraged to maintain an ongoing connection to the classroom program and your child’s participation, progress and requirements by checking the diary each day.

You can communicate with the class teacher via:

- Daily entry in the student’s diary
- Email
- Telephone
- Brief exchanges of information - 5 minutes prior to the commencement of class or after school.

To discuss issues or concerns, it is highly recommended that these are raised with the class teacher in the first instance as they know your child and the learning context the best. Please make an appointment with the classroom teacher indicating the nature of the discussion. This enables the teacher to give her or his full attention.

Parent Workshops

A range of workshops are held during the year and are often on pertinent or current topics such as helping young readers, mathematicians at home, cyber-bullying, social skills in the early years and the St Hilda’s parenting program. Information regarding these workshops will be communicated via Chidley News.

Student Services

Student Services provides assistance to parents through information, counselling and the facilitation of communication between school and home. Counselling services are available for every student. Parents are encouraged to contact Student Services directly with any concerns regarding a student’s progress with settling into a new school, academics and learning, social/emotional development or general welfare, in consultation with your daughter’s classroom teacher.

Mrs Millie McLeod, Mrs Michelle Ryan-Gittens and Mrs Julie Cameron provide support and can also connect parents to other specialised services such as Occupational Therapy, Speech Therapy, Psychological Services and Testing provided by external agencies.
What happens if my child is unwell?

Absences due to illness

Students who are unwell should not be sent to school. This prevents staff and other students from becoming sick due to contact with contagious children. Please call the absentee number 9285 4149 or notify us via email, telephone or email if your child will be late or absent due to illness, medical or dental appointments or special circumstances.

Wellness Centre

This is available to support students who become unwell while at school or have a minor accident. It is staffed by the administrative staff who are First Aid trained. The nurse based at the Bay View Campus is also available for extra assistance. Parents will be called to collect sick children.

Student Medication

Junior Kindergarten, Kindergarten and Pre Primary: Medical information and contact numbers are kept with the class teachers and these staff members will administer medication with written permission from parents. Parents will be called to collect sick children.

Year 1 to Year 6: Medical information and contact numbers are kept at Front Reception. The Junior School front office administrative staff will administer Panadol or other medication with written permission from parents. Parents will be contacted to collect sick children.

Any medication must be left at Reception and not with the class teacher. To enable the School to administer medicines, parents must sign a permission form prior to the required time.

Treatment of Head Lice

Parents should respond to any letter for treatment of their child’s hair even if there is no apparent infestation. This helps to clear it at the class or year level.

Out & About

Camps

There are camps for students in Years 5 and 6. These camps are outdoor education focused and facilitate developing students’ independence, resiliency and self-management skills.

Excursions and Incursions

To further enrich the students’ learning, excursions and incursions are arranged as part of the curriculum. A once off permission form, which also includes permission to travel by bus, is completed upon enrolment. If any changes to this permission are required during your child’s time at St Hilda’s, please notify Reception. You will be notified via Chidley News, student diary or a note of the event, if there are any changes to mode of transport, and requirements such as dress and food.
Reporting

Assessment and reporting is conducted to inform students, parents and teachers of the student’s achievement and progress and to provide a focus for further development. Data collection is guided by the Australian Curriculum and is gathered from a range of information including: rubrics, checklists, workbook samples, student reflections, journals, three-way interviews, assembly and other performances, displays of student work and artefacts, photographic evidence and daily interactions. This information is analysed and conveyed to students and parents in various ways such as Parent/Teacher interviews, learning journeys, sample folders or portfolios and sharing sessions. The school diary is used for daily communication and incidental reporting as required.

Reporting timeline

Term 1
Junior Kindergarten and Kindergarten teachers conduct meetings with parents at the commencement of Term 1, during the gradual entry week/s.

Junior Kindergarten and Kindergarten interviews will also be conducted later in Term 1 to report on social and emotional development.

Pre Primary to Year 6: Parent/Teacher interview. Interviews will be conducted at the end of Term 1 and will be held before and after school.

Term 2
Junior Kindergarten to Year 6: Semester 1 summative report will be uploaded to our St Hilda's Parent Portal for all students.

Term 3
Junior Kindergarten to Year 6: Feedback via sample folders, sharing sessions or learning journeys.

Term 4
Junior Kindergarten to Year 6: Semester 2 summative report will be uploaded to our St Hilda's Parent Portal for all students.

Parent or teacher initiated interviews can be conducted as and when required at a mutually convenient time. There are many opportunities for parents to attend assemblies, concerts, sharing sessions and sporting events. These provide an insight into their child’s progress.

Wearing our Uniform

St Hilda’s uniform is attractive and distinctive. Parents and students are reminded and encouraged to maintain the standards of dress at a high level by ensuring the following regulations:

- Students should wear correct uniform at all times. The uniform can be purchased from the School Clothing Service. Every item is a regulation item - a specified brand and colour including items such as socks and hair ribbons.
- Students (Years 1-6) wear boaters to and from school in Terms 1 and 4.
- Students (Years 1-6) wear blazers to and from school in Terms 2 and 3.
- No cardigans or jumpers are worn outside school.
- On excursions and at formal functions, full uniform must be worn, including boater and blazer with badges.
- Students (Years 1-6) are required to wear their House badges throughout the year.
- Hair must not be dyed beyond natural colourings. It should be neat and tied back once it reaches the collar. Hair ribbons, cloth headbands and scrunchies must be regulation blue. Hair ties, Alice bands or clips should be brown.
- Make-up and nail polish should not be worn.
- Hair braids or body markings such as henna tattoos are not permitted.
- No jewellery should be worn. Plastic studs are available from the St Hilda’s Shop for students who have their ears pierced.
- Only plain watches with plain bands are allowed ie white, pale blue, brown or black leather band or plain gold or silver.
- Fitbits are also permitted in the same colours.
- Please ensure that each article of clothing is clearly marked with the current owner’s name.

Junior Kindergarten, Kindergarten and Pre Primary - Please refer to the Early Learning Handbook.

Years 1 to 6

Summer Uniform

- Grey dress with crest. The regulation length is mid-knee.
- Blazer.
- Boater - must be worn with uniform out of school grounds in Terms 1 and 4.
- Fold down blue ankle socks.
- Cardigan (optional, only worn in school grounds).
- Pale blue hair ribbons, scrunchies, brown and black hair ties and hair clips are worn.
Winter Uniform

- Grey tunic
- Pale blue short- or long-sleeved shirt
- Tie
- Blazer retained from summer
- Jumper (optional)
- Blue ankle socks or grey tights
- Scarf and gloves (optional and available for Years 5 and 6 only)

Winter Formal Occasions

- Girls wear regulation uniform as above.

Sports Uniform

- Every item is a regulation item, i.e. a specified brand and colour.
- Pale blue polo shirt with crest
- Navy shorts with yellow and blue stripe
- Pale blue Hat
- Pale blue micro-fibre tracksuit (Years 3 – 6)
- House polo shirt (Years 3 – 6)
- Bathers and rash shirt (Years 3 – 6)
- Pale blue fleecy tracksuit (Years 1 – 2)
- Two piece Bathers (Years 1 – 2)
- House bathing cap
- Towel (optional)
- Sports bag

General Items

- Art Smock - name tags/key tags with name
- Library bag (Years 1 – 2)
- Chair bag (Years 1- 2)
- Homework bag
- Yellow raincoat
- St Hilda’s Backpack - name clearly marked on the outside of the bag
- St Hilda’s Sports bag

Changing from Physical Education to School Uniform

Pre-Primary - 2

Students may travel to or from school and stay in their PE uniforms on the days they have PE lessons.

Years 3 – 6 - Trial, Term 1 2016

Students may travel to or from school and stay in their PE uniform on the days they have PE lessons. This guideline will change for special events and when we gather for Chapel and Assembly.

Shoes

- Day Shoe – Brown Lace up School Shoe
- Sport Shoe

Years 1 – 3

- Day Shoes – Brown Velcro School Shoe (Optional)

Year 1-2 Summer Only

- Navy Open toe school Sandal

Shoes are available from

- Athletes Foot
- Betts
- Murray’s The Clark Fitting specialist

Your St Hilda’s Community

Parents play an important role in their child’s educational progress and as well as supporting the educational aims and procedures. Parents can provide assistance with sporting events, assembly items, the Year 6 production, fundraising, being a visiting expert, helping in the library and the Mezze. Further details can be obtained from Development Office or through the Class Parent representatives or class/specialist teachers.

Class Parents

Each year level has Class Parent representatives who help with class and school events. This role includes welcoming new families and children into the school and providing another point of contact for parents in the year group. Parents who take up the role do so for a school calendar year as well as providing support to incoming Class Parents in Term 1 of the following year. Class Parents work closely with the Development Office and help make up the St Hilda’s Auxiliary. Further details can be obtained from Development Office, by contacting Ms Kiran Veerapathiran (9285 4256).
Other useful information

Telephones - mobile or school

Students may use the school telephone at Reception at the discretion of the teacher. Students who have a mobile phone must hand it in at Reception at the beginning of the school day and collect it at the end of the day.

Sun Awareness

A ‘No Hat, No Play’ policy applies for all outdoor activities. Parents are encouraged to apply sun-screen prior to their child coming to school. Sunscreen is available for students at School.

Playground Use and Supervision: teachers and parents

Duty teachers supervise students during recess and lunch in the outdoor areas and allocated oval space. During times when no teacher is on duty such as before and after school, parents are responsible for the safety and well-being of their child/ren.

Lost Property

Parents are welcome to check for lost property during school hours at Reception, at the Mezze, around the classroom or in the Physical Education Department. Any unclaimed lost property that is named will be sorted and delivered to classrooms at the end of each term. After one year, remaining items will be sent to the Shop or given to charity.

Absences due to holidays during Term time

Absences due to holidays should be limited to the allocated school holidays. Permission must be sought for planned absences during the school term. This needs to be lodged via an application form located on the School website and returned to the Head of the Junior School.

Toys

Please do not send toys or other precious items to school.