



SWANBOURNE HOUSE



Early Years Foundation Stage Handbook
3s & 4s
2019 - 2020

Take One **Bright** Mind...

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Introduction

Welcome to the Swanbourne House 3s and 4s Handbook which presents everything that you need to know about the Lower School and Pre-School.

This document is updated annually in the Summer Term.

Please make sure that you have the latest copy available from the website at

<http://www.swanbourne.org/Parent-Information>.

Mission Statement

Swanbourne House is a family-centred school which aims to provide a broad education. We recognise each child to be unique with individual needs and talents.

We cater for pupils' social, emotional, moral and spiritual well-being in a stimulating and creative academic environment. Day pupils and boarders are well prepared within the context of a Christian pastoral ethos for their next school and for their future lives in a fast moving and challenging globalised world.

Admissions Policy

Children are admitted into the 3s after their third birthday. We are very flexible with start dates and are happy for children to join us at any point in the term after their third birthday.

Children are admitted into all other classes in September and would only join these classes at other times if a vacancy arises. Children are admitted via a short assessment, which is arranged to suit the child.

Children must usually have reached their fourth birthday prior to 1st September in order to join the Reception Form (the 4s).

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Keeping in Touch

How and When to Get In Touch With Us

Contact Details

Telephone (main school reception): 01296 720264

Email: office@swanbourne.org or swood@swanbourne.org, Lower School Secretary

Absence

If your child is absent, please email the Lower School at office@swanbourne.org or swood@swanbourne.org or call on 01296 720264 before the start of the school day.

All absences must be formally notified, with the reason given, by letter or email to the Form Tutor or Head of Lower School.

Specific Dietary Needs

Children with specific dietary needs can be catered for - please inform the school office of any special requirements. Any changes to your child's dietary requirements must be put in writing.

Medical Forms

Before the first day of the new academic year, completed medical forms should be returned to the School Nurse or Reception.

Change of Personal Circumstances

Parents should email the office on office@swanbourne.org or swood@swanbourne.org or call on 01296 720264 with any change in personal circumstances, address, telephone number or emergency contact number as soon as is convenient.

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How We Keep In Touch With You

The Term Diary

By the beginning of every term, all parents are issued with the Term Diary. The most up to date version of this is available on the main school website <http://www.swanbourne.org/Parent-Information>.

Letters and Emails

Letters to parents are primarily sent by email. Some letters will be sent home via book bags.

Home School Contact Book

Your child will be issued with a Home School Contact Book. This is for daily communication with your child's Form Tutor as required.

Swan Weekly Newsletter

This is emailed to all parents each Friday and is the first place to look to find information about trips, changes to routine, special days etc. as well as information regarding what the children have been learning that week. Please do read this each week to ensure that you are fully up to date with all that is happening in the school.

The School Website

<http://www.swanbourne.org>

This shows the latest information on the School calendar. You will also find the School policies, a gallery of photos from school events, weekly menus etc., as well as each edition of the weekly Swan newsletter.

Parent Reps

Parent Reps support school communication as well as organising social gatherings and helping the school with fundraising events. They are also in place to welcome new families to Swanbourne House, recognising that there is often a lot to take in when starting a new school. Questions about uniform, timings of the day and how various things actually work in practice are all ones that our reps will be happy to answer. This group of parent reps use email to send timely reminders to the other parents across the year group, which are invaluable in terms of getting organised, remembering crucial items to bring into school on a certain day, finding missing kit etc. There are many parents who have been grateful for an email at the start of a week, which has reminded them of a dressing up or mufti day, which they may otherwise have forgotten. If you would be happy for your Form rep to get in touch with you either by phone or email, please let Mrs Pratten know (admissions@swanbourne.org) and she will pass on your preferred contact details to your Form rep, who will be in touch shortly.

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Parents' Evenings

A New Parents' Information Morning is held during the Summer Term. This gives an opportunity to meet staff, gain that all important last minute information as well as have any questions answered.

There are separate Introduction Evenings held for the parents of 3s and 4s during the first two weeks of the Autumn Term.

During the first half of the Autumn Term parents of 3s and 4s are invited to a Parents' Evening.

In the Spring Term 3s and 4s Parents will be invited in for a second Parents' Evening. Parents' Evenings for the 3s and 4s will also take place in the Summer Term.

Parents are always welcome to discuss their child's work, or any other matter of concern, with the appropriate teacher at a mutually convenient time. The Tapestry Learning Journals of the 3s and 4s are available for parents to view digitally using their personal log in details obtained from their child's Form Tutor.

Appointments can be made with the Head of Lower School or the Head of EYFS to discuss specific problems.

Numeracy & Literacy Skills Presentations to Parents

Parents will be invited to attend specialised sessions for maths and reading where staff will demonstrate the teaching of these subjects. These events will be published in the Diary and Swan newsletter.

Reports

3s and 4s children will receive a general written report at the end of the Autumn Term and a full report at the end of the Summer Term.

School Fees

School fees are due in full by the first day of term. Payment should be made, preferably by Internet bank transfer.

For other methods of payment details can be found on the school website <http://www.swanbourne.org/Fees> or contact the Accounts Department on 01296 722814 or email accounts@swanbourne.org.

Complaints Procedure

A parent who wishes to make a complaint should see the Form Tutor (if appropriate), Head of EYFS or Head of Lower School.

If a further appointment is desired, the Head, Mrs Thorpe, will always be available to talk to parents by appointment. To make an appointment, call the School Office on 01296 720264 or email Mrs Green, Heads PA (sgreen@swanbourne.org).

Our Complaints Procedure can be viewed on the School website (www.swanbourne.org/Policies).

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Children's Services

Children's Services are regulated by Ofsted. The contact details for Ofsted are:

Ofsted

Piccadilly Gate

Store Street

Manchester

M1 2WD

Tel: 0300 123 1231

Email: enquiries@ofsted.gov.uk

Website: www.ofsted.gov.uk

Supporting Your Child's Learning

The School Day

Please see The School Day section from page 18 for details of a day in the life of a pupil.

Breakfast Club starts at 7:30am.

The School Day begins at 8:30am to 8:45am. Children should arrive no earlier than 8:15am as the Lower School is locked until that time unless they are attending the Breakfast Club. Please do not leave your child unsupervised at any time in the playground. Registration is from 8:15am to 8:45am.

Morning 3s finishes at 12:15pm or 1:00pm if your child is having lunch; the rest of the school finishes at 3:30pm. Please pick your child up promptly.

After collection, children are NOT allowed to play in the 3s Garden, 4s Garden, in the wooded area (Forest School area) or to climb the fences or trees. Parents are responsible for the supervision of children playing on the climbing frames before and after school.

Safety Note: Please do not park in the main road in front of the Manor House drive, or use the Manor House drive for access at any time.

Please inform the Form Tutor if your child is to be collected on any occasion by someone not known to the teacher and if your child is in the 4s please write a note in your child's Home School Contact Book.

Access to Lower School is only through the garden gate behind the car park adjacent to the Main School drive. This includes when children are picked up at 4:30pm and 5:30pm Cabin Club. Children collected from Cabin Club between 5:30pm and 6:30pm should be collected from the Mansion House. For Health and Safety reasons please do not use the gate to the Manor House staff car park.

Academic

The teaching at Swanbourne House aims to:

- a. Enable pupils to acquire new knowledge and make good progress according to their ability so that they increase their understanding and develop their skills in the subjects taught.

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- b. Foster in pupils the application of intellectual, physical or creative effort, interest in their work, and the ability to think and learn for themselves.
- c. Involve well-planned lessons, effective teaching methods, including use of IT where appropriate, suitable activities and wise management of form time.
- d. Show a good understanding of the aptitudes, needs and prior attainments of the pupils and ensure these are taken into account for the planning of lessons.
- e. Demonstrate appropriate knowledge and understanding of the subject matter being taught.
- f. Utilise effectively classroom resources of an adequate quantity, quality and range.
- g. Demonstrate that a framework is in place to assess pupils' work regularly and thoroughly and use that assessment information to plan teaching so that pupils can progress.
- h. Utilise effective strategies for managing behaviour and encouraging pupils to behave responsibly.

Creative Curriculum

Each year group is taught via a topic-based curriculum. This includes English, Science, History, Geography, Art and IT. Through a range of varied and engaging activities, it uses a sense of continuity as a way to stimulate children, teachers, and even families. The learning environment includes the outdoor space as well as the classroom and children are encouraged to apply what they are learning in a meaningful way. A creative curriculum gives meaning to learning and fosters a curiosity for learning and questioning. The skills taught include independent thinking, higher level questioning and an ability to learn from mistakes. Each term the staff inform parents and children what the topic will be to encourage home/school collaboration.

PHSE (PSED)

Our aims are:

To ensure that your child

- Grows in confidence and is self-assured.
- Manages their feelings and behaviour.
- Makes friends and forms positive relationships.
- Develops social skills and respect for others.
- Develops a positive sense of themselves and others.

Literacy (Communication and Language)

Our aims are:

- Speaking and listening - to enable children to communicate effectively in school and society through the spoken word.
- Reading - to enable children to master the techniques of reading, whilst fostering a love of literature, both for personal enjoyment and the acquisition of knowledge.
- Writing - to enable children to express their thoughts and ideas in a variety of ways for others to read and understand.
- Literature - to enable children to experience different forms of literature via poetry, prose, stories and drama, thus enriching their knowledge and language.

Mathematics

Our aims are:

- To enable the children to think clearly and logically as they acquire an appreciation of the nature of number, space, shape and dimension.

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- To become confident at handling data, knowing and using number facts, measuring and using and applying mathematics.
- To provide a practical approach to mathematics developed through problem solving activities which are an important part of the curriculum.

Science (Understanding the World)

Our aim is to provide a practical curriculum which encourages the children to adopt a scientific approach to learning, using the skills of observation, and recording, forming hypotheses, testing and investigating, whilst drawing conclusions about their own environment, both natural and man-made.

History/Geography

Our aims are to enable the children to experience and understand their world both geographically and historically. This is achieved through topic work which is both cross curricular and investigative. The children develop an empathy with the world in which we live as well as a better understanding of lives that are different to theirs, a knowledge of their surroundings, their place and role in the environment and an understanding of distant environments in time and place.

Computing

The children have access to computers, iPads and the Internet in their classroom and 4s within their timetable visit the Computing suite. There is a variety of software available to enable them to develop keyboard skills and problem solving techniques and to access information. Interactive boards in the classrooms allow the children to access stimulating and appropriate content of high educational value.

Religious Education

We have adopted a policy to promote the Christian ethos of the school, whilst reflecting the traditions and customs of a multi-cultural society. Lower School assemblies are held two mornings per week with a variety of topics covered and guest speakers included.

Whole school assemblies are held in the chapel at the end of each term. Harvest Festival is celebration in St Swithun's Church.

Music

Our aims are:

- For the children to enjoy music in its various forms.
- To present them with opportunities for listening to, and making their own music.
- To encourage the children to develop an idea of pitch, rhythm and pattern, and to improvise using a variety of tuned and un-tuned instruments.
- To encourage the children to take pride in their achievements, and to be relaxed and confident when 'performing' in front of an audience.

Full details of music at Swanbourne House can be found on the website.

Physical Education (Physical Development)

Our aim is to provide a balance of experience in gymnastics, athletics, dance, games and swimming, giving the children the opportunity to explore their own physical capabilities, both as individuals and as part of a group.

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Art/Craft/Design and Technology (Expressive Arts and Design)

Our aim is to enable the children to express themselves in a variety of media and forms, by which they may develop their own aesthetic awareness and appreciation.

Learning Support

We follow the guidelines from the Government's SEND Code of Practice 2014 & the Equality Act 2010.

The Special Educational Needs Co-ordinator (SENCo) ensures that all staff have access to the Special Needs List of pupils that require additional support for their learning. All this information is treated with strict confidence.

At Swanbourne House the provision of Learning Support is a staged model. It starts with the form teacher identifying a need and completing a 'Record of Concern' which is passed onto the Head of Lower School and SENCo. This instigates a period of observation and discussion with parents. If further action is advised this is followed by 'in school support' where a pupil is given support within the classroom. An Individual Education Plan may be drawn up if the SENCo feels it will benefit the child. This will detail differentiation for work in the classroom. Individual support lessons may also be recommended and these are an additional cost to parents.

The individual lessons are given by the Learning Support Teacher. The lessons take place during academic time and the pupils are withdrawn from lessons or assembly to receive this support. These lessons are charged as extras and the cost is added to the end of term bill.

The parents, the Form Tutor, the Head of Lower School, and the Heads of EYFS and the SENCo are jointly involved in any discussions about children with special needs and Speech and Language Therapy, Occupational Therapy and/or an Educational Psychologist report may also be recommended.

Any additional information about Learning Support can be obtained from our SENCo, Mrs J Mitchener (jmitchener@swanbourne.org).

Record Keeping and Assessment

Children's progress is recorded and tracked in all areas of the curriculum. This is done by means of observation and/or simple testing. Spelling tests and times table tests occur weekly once children are ready. 4s have end of year summative assessments that are used to track their progress through the school as well as set targets for the following academic year.

There is an on-entry baseline observational assessment for children who enter the 3s or the 4s and all children are tracked throughout the Early Years. Parents can follow their child's progress by logging into their own Tapestry account using a secure password. This gives access to your child's Learning Journal where there is also an opportunity for parents to add comments and observations from home. .

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Sport and Extra-Curricular Activities

Activities During and After School

Children in the 4s, 5s and 6s have a wide variety of opportunities as they progress through the Lower School to get involved in extra-curricular activities. These are posted on the school website each term and parents are notified via email of upcoming activities, changes to activities and ways to join. Most extra-curricular activities incur an additional cost which is added to your child's bill at the end of the term. All extra-curricular activities can be booked through the school website each term.

Educational Outings

All the children in the Lower School benefit from excursions out of school whether it is exploring aspects of the local environment and community or going further afield to support their understanding of aspects of the curriculum.

Forest School and Outdoor Education

This is an educational approach to outdoor play and learning that motivates children in the 3s, and 4s to learn through achievable challenges within a woodland/outdoor environment.

Children are given the opportunity to take appropriate risks which build confidence and self-esteem through making decisions and taking responsibility.

Language and communication skills can be greatly enhanced through scope to explore individual understanding. Emotional intelligence is fostered through numerous small opportunities to work with others, resolve disputes and creatively explore boundaries under the unobtrusive and sensitive eye of the adults in attendance.

Games

3s and 4s pupils have timetabled Sport and PE lessons each week. From 4s upwards, these are taught by our specialist sports teachers. This gives a real focus to each lesson, concentrating on different skills and sports throughout the year and ensuring that every child is coached and encouraged in a knowledgeable way. Pupils are taught skills in tennis, hockey, football, cricket and athletics, to name just a few.

Swimming

Weekly swimming lessons are also part of the Lower School curriculum from the summer term in 4s.

All children need a school navy swimming bag, available from Mrs Wood or the School Shop and a named towel. Girls need a named one-piece swimming costume; boys need Speedo style swimming trunks.

Holiday Courses

Details are available on the website.

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Caring for Your Child

Birthday Cakes

Children are welcome to bring in a birthday cake to share with their friends on their birthday. It is useful if these are already cut as it is difficult for the staff to cut them. We are a nut free school - please do not supply any birthday cakes or sweets which may contain traces of nuts. There are also some children who are unable to eat gluten, dairy etc., if you are going to bring in a cake, we ask you to notify the Form Tutor 2 days in advance so that these children can be catered for.

Behaviour and Discipline

Swanbourne House aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards. The School aims to promote trust and mutual respect for everyone. It believes that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners.

We pride ourselves on having an excellent pastoral system and we expect all the pupils to behave with responsibility for themselves and to others. Praise and encouragement is used at all times and good behaviour is expected. Allegations of bullying will be taken seriously and senior staff, having considered the evidence, will decide if the allegation is correct. **Bullying** is unacceptable at Swanbourne House and is not tolerated. The School reserves the right to deal with any issues of bullying. *Please see the school website for our policies on behaviour and bullying.*

At Swanbourne House these core values apply to all that we do and are illustrated within the Swanbourne Way:

- **Respect** for each other, for all who work in the school, for visitors, for the school environment and for the local community. There is no tolerance for bullying. Good manners should be present in all of our relationships.
- **Kindness** in our words and actions so that each member of the school community seeks to help others every day.
- **Personal responsibility** for our appearance, our work, our books and equipment, our time and our behaviour. We have a culture of trust which requires all to be worthy of that trust.
- **Endeavour** which means that we expect everyone to do their best and to aim to improve in every part of school life.

Breakfast Club

Our Breakfast Club runs from 7:30am and provides a healthy breakfast, as well as the chance for children to socialise with their peers before the start of the school day. Children are taken to their classrooms at 8:30am. Please book your place with Mrs Wood: swood@swanbourne.org.

There is a charge for Breakfast Club which can be found at <http://www.swanbourne.org/Fees> and you will be charged on your bill at the end of each term.

Breaks and Lunch

Children are given a mid-morning snack of milk (or water) and fruit. Lunches are cooked in the Mansion House kitchen each day and the week's menu is displayed on the parents' notice boards and on the School's website. Children eat in the classrooms and are served by their teachers who

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also eat with them establishing a family style lunch atmosphere where the trying of new foods is encouraged and a high expectation of manners given high priority.

Children with specific dietary needs can be catered for but please put all requests for a dietary change in writing to Surgery surgery@swanbourne.org. A Special Dietary Requirements form will be given to you for completion when your child joins Swanbourne.

Cabin Club

Our after school club known as Cabin Club runs from the end of the school day at 3:30pm until 6:30pm. Children are welcome to stay for some or all of the time, on a daily, weekly or flexible basis. It is held until 5:30pm in the 3s where a light tea is provided. This is a time to relax with friends after school or take part in activities.

At 5:30pm children are escorted by the Cabin Club staff to the Mansion House for a hot tea and then remain in the Mansion House until collected. Prompt collection is requested, as there are no Cabin staff on duty after 6:30pm and so children are handed over to the Mansion House duty team.

Please book your place with Mrs Wood: swood@swanbourne.org or with the Form Tutor by email. There is a charge for Cabin Club which can be found at <http://www.swanbourne.org/Fees> and you will be charged on your bill at the end of each term.

Equal Opportunities

We aim to provide each child with the same education. Care is taken so that children are able to develop their potential, irrespective of sex, race, ethnicity, religion, disability or social background.

Health & Safety

The Board of Trustees, as the governing body of the School, acknowledges and accepts the responsibilities placed on it as the 'Employer' by the Health and Safety at Work Act 1974 and other relevant legislation. The Board considers the health, safety and welfare of staff, pupils and visitors to be of paramount importance, and that a safe and healthy working environment is a prerequisite to achieving the School's stated goal to promote excellence in teaching and learning. The Board, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.

Insurance

The school has public liability insurance.

Medical/Sickness

The children's welfare is of paramount importance. If your child is unwell please keep him/her at home and email the office or call on 01296 720264 by 9:00am on the day of illness.

If your child has suffered from sickness or diarrhoea they must not return to school for 48 hours after the last incidence of illness.

If a child needs to be given medicine during the school day this should be handed, by the parent, to the Form Tutor in the pharmacy dispensed named bottle, along with written instructions and a signed

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consent form. The medication will be administered at the correct time and parents must collect it from Form Tutor at the end of the school day.

Children who become ill during the day are cared for by their Form Tutor until they can be collected. Parents are requested to supply the school with any relevant day-time telephone numbers. For more serious injuries, the School Nurse, is 'on call'. If your child needs medication during the day, we will telephone for permission to administer the medication, and a form must be signed on collection of your child.

Security

The following are adopted as part of our overall school security strategy. Visitors sign in at the Mansion House Reception where there is :

- A visitors book and visitor labels for any person not accompanied by a member of staff
- Security lighting on the premises & security signs
- Communication of information to staff and children, through their Form Teacher
- Coded access only to the front doors and classrooms
- A signing in/out book if your child has to leave/arrive during the school day

3s

Introduction

Children can join the 3s once they have turned 3.

The School Day

7:30am	Breakfast Club begins
8:15am	Doors open for the children to be taken to the classrooms
8:45am	Doors are locked. Access is only available by ringing the bell
8:45am	Registration followed by adult led activities and Continuous provision starts
10:00am	Rolling drink & snack
12:15pm	Some children go home
12:30pm	Lunch
1:00pm	Some children go home
1:00pm	Break time
1:45pm	Registration and afternoon session
3:30pm	Pick-up time from allotted areas or attend Cabin Club
6.30pm	Pick-up from Cabin Club

Children enter and are collected from the 3s through the Courtyard gate. Named pegs are inside in the corridor and Wellington boots are kept under their pegs. A spare set of clothes should be kept at school in case of accidents.

Children in the 3s may stay for lunch, or all day. These sessions are optional. Please see Form Tutor to book these sessions.

Collection times are as follows – please pick up your child promptly:

- Morning 3s finishes at 12:15pm
- Children staying to lunch finish at 1:00pm
- All day 3s finishes at 3:30pm

Academic

The 3s children will be cared for by the qualified EYFS teachers and Teaching assistants. Our emphasis is on learning through play.

Each week we plan a range of purposeful and progressive activities for the children to enjoy. These activities are based on the seven areas of learning set out in the Early Years Foundation Stage curriculum (<https://www.gov.uk/early-years-foundation-stage>):

There are three Prime Areas of Learning and four Specific Areas of Learning

Prime:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

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Specific:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Each day every child has the opportunity to join in adult-led activities taken from one area of this curriculum. In addition to small group work, the children all take part in whole form sessions such as "story time", Phonics, Maths, Circle Time, Singing and PE.

For easy access please follow the link: www.jollylearning.co.uk

Through close observations and recording we are able to plan the "next steps" for each child and ensure that they make progress toward the Early Learning Goals. Every child is treated as an individual and we do our best to cater for each of their needs. Parents can follow their child's progress by logging into their child's Learning Journal on Tapestry. Please speak to Miss Palk or Miss Pethybridge our 3s Form Tutors about obtaining your log-in details.

Only the children who will be 4+ by the beginning of the following September will join the 4s (Reception Classes). By the time these children start the 4s they will be well prepared in pre-reading, writing, number and ICT skills.

Clothing and Personal Belongings

Children wear the 3s uniform.

Children in the 4s will require a school book bag and a school draw string bag for their PE kit and change of clothes. These can be obtained from the school shop.

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The 4s (Reception Classes)

Introduction

Children must have reached their 4th birthday prior to 1st September in order to join 4s.

The School Day

7:30 - 8:30am	Breakfast club
8:15 - 8:45am	Doors Open and Registration
8:45 - 9:00am	Assembly
9:00 - 9:40am	Lesson 1
9:40 - 10:20am	Lesson 2
10:20 - 11:00am	Lesson 3
11:00 - 11:30am	Break
11:30 - 12:30pm	Lesson 4
12:30 - 1:00pm	Lunch
1:00 - 1:30pm	Break
1:30 - 1:45pm	Registration
1:45 - 2:30pm	Lesson 5
2:30 - 3:15pm	Lesson 6
3:15 - 3:30pm	Story time
3:30	Collection
3:30 - 6:30pm	Cabin Club or after school activities

Delivery and Collection

- 4s classrooms are in the Stable House, please enter by the main front door. Named pegs are in the cloakroom inside the door, as are the toilets. Wellington boots are placed on designated floor trays.
- Children may be delivered directly to their classrooms. Please wait outside the designated entrance until the doors are opened.
- At the end of the day, the 4s should be collected from the side entrance of the Manor House.

Academic

A Reading Diary is sent home every day in the book bag containing the information on the reading and phonic homework your child has for that night. Please sign the book to confirm that reading activity has been completed.

Phonics and Reading – The children will be introduced to early reading and writing skills through the 'Letters and Sounds' Scheme, and will be expected to complete their reading activity each night with your help. A sheet for parents explaining the 'Letters and Sounds' programme will be sent home on the entry to the 4s.

Extra-Curricular Activities

Extra-curricular activities for the 4s are outlined and can be booked on the school website. Parents are also notified in advance of each term which activities their children are able to be involved with.

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Clothing and Personal Belongings

Children wear the Lower School 4s-6s uniform.

They will require a school book bag, a school ruck sack for their PE kit and a school draw string bag for their swimming kit, a school winter and summer hat. These can be obtained from the school shop.

A named pair of wellies and waterproof trousers are required and stay at school throughout the term.

Pencil cases are not required and toys should not be brought to school.

From the Lower School, Manor House to the Lower School, Mansion House

Children in the 3s-6s use the Bridget More Hall on a weekly basis for music and movement and gymnastics.

From the Summer Term in 4s, the children use both the Computing suite and the swimming pool. 5s and 6s use these facilities throughout the year. All the children in the 3s-6s use the grounds extensively and the children become familiar with the environment of the Lower School (7s-8s) Middle and Upper School.

4s boys and girls are taught games skills by specialist teachers from the Middle and Upper School, Mansion House. 5s and 6s have music lessons with the Director of Music on a weekly basis.

Mrs Thorpe, the Head, Mrs Mitchell, the Deputy Head and Mr Phillips, Assistant Head and Mrs Nicoll, the Head of Lower School, regularly take part in the Assemblies.

The teachers of 6s meet with 7s teachers on a regular basis. Before the transfer of 6s to 7s, the teachers discuss, in detail, their new form with their current Form Tutor.

In the Summer Term, 7s teachers spend some time in 6s classrooms getting to know their future pupils to facilitate a smooth transition to the Lower School, Mansion House. The 6s also spend some lesson times within 7s classrooms.

Mrs Nicoll, the Head of Lower School liaises closely with the Head, Mrs Thorpe and Mrs Mitchell, Deputy Head – Director of Teaching and Learning, and the staff from the whole school meet for staff training before the start of each term and weekly staff meetings and updates.

Future Schools

Looking to the future...

The focus of Swanbourne House is 13+ entry to public schools nationally and more locally by way of Common Entrance (CE), scholarship exams, or schools' own entrance tests; there will be some families for whom 11+ entry to grammar schools or to independent girls schools will be appropriate. The school website, <http://www.swanbourne.org/Leavers-Destinations>, gives a list of the schools that our children most commonly move on to.

For more details, please contact the Head, Mrs Thorpe or Deputy Head Academic, Mrs Mitchell on office@swanbourne.org.

Take One **Bright** Mind...