



SWANBOURNE HOUSE



Lower School Handbook

5s – 8s

2019 - 2020

Take One **Bright** Mind...

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WELCOME TO THE LOWER SCHOOL – A LETTER FOR PUPILS

Dear Pupils,

Welcome to the Swanbourne House Lower School Handbook which will tell you and your parents everything that you need to know about life in 5s to 8s. For 5s and 6s children (Key Stage 1), your classroom will be in the Manor House. For the 7s and 8s, (Key Stage 2) your classroom will be in the Cloisters in the Mansion House which is located opposite the Bridget More Hall (BMH).

There is a leader of each Key Stage in the Lower School; Mr Becker (Key Stage 1) and Mrs Jameson (Key Stage 2) who are also form tutors.

You will meet lots of new friends and teachers and have the opportunity to try an array of exciting new things over the next year. Our aim is to make your life in the Lower School a fun and adventurous journey that unlocks your talents and passions.

Your form tutor and Key Stage Heads are there to help you with your personal and social care, as well as your educational development. If you ever have any questions, or concerns about life in the 5s, 6s, 7s and 8s then please do not hesitate to come and talk to them or to me.

Yours sincerely,

Mrs. Ruth Nicoll

Head of the Lower School

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INFORMATION FOR PUPILS IN 7S AND 8S

YOUR FIRST DAY

Before you know it, your first day in the Lower School (7s-TY) will be here. You may feel quite nervous to start with, but it is a very exciting time for you; one that will give you lots of new opportunities.

Please arrive at 8:00am and make your way through the Pupil Entrance, where you will find Mrs. Thorpe and Mrs. Nurden.

Your first job will be to find your new classroom, there is a map attached at the back of the handbook. Your parents are welcome to come to the classroom with you.

The 7s and 8s classrooms are located in the Cloisters.

Your Form Tutor will be waiting there for you.

Please can you bring everything with you to the classroom? This means that you will bring –

- your blazer
- your games bag and swim kit (normally these go straight to the changing rooms but not today)
- your book bag
- your coat, wellies and waterproofs



During the morning, your Form Tutor will show you where everything needs to go so that you know exactly where to put things next time.

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INFORMATION FOR PARENTS

THE SCHOOL DAY

This is an example; detailed timetables will be available in September.

7:45am	Breakfast for Boarders
8:15am- 8:25am	Registration
8:25am	Chapel or Assembly
8:45am	Lessons
10:45am	Break
11:15am	Lessons on Tuesdays and Thursday Lower Games Session on Mondays, Wednesday and Fridays
12:15pm-1:15pm	Period 4 (including Registration) Lunch 1 and 2
1:15pm-2:15pm	Activity or Play – or Camps in the Woods
2:15pm	Lessons except a Tuesday which will be a Match or Games session
3:15pm	Little Tea
3:30pm	Lessons on Mondays, Thursdays and Fridays; Games (and some Matches) on Tuesdays and Wednesday
4:30pm	End of the day Registration and Form Time on Monday, Tuesday, Thursday and Friday. On a Wednesday the day finishes at 4:00pm or at the end of matches.
4:40pm	End of Day 1 collection from the Pupil Entrance
4:45pm – 6:00pm	Activities (Tea at 5:30pm)
5:30pm - 6:15pm	End of Day 2 collection from the Pupil Entrance

From 8:00am onwards, you and your child can enter the school via the Pupil Entrance and wait in the Bridget More Hall. Blazers (with ties, for boys) are worn to and from School. Staff will be in form rooms from 8:10am.

If necessary, your child may come to school at 7:30am and join our Breakfast Club - please talk to your child's Form Tutor or email admissions@swanbourne.org to arrange this. They may

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then go to the BM Hall at 8:00am and to their Form room at 8:10m. There are plenty of boarding and office staff around the Reception area at this time.

Registration is at 8:15am and the day ends at 4:40pm, except for Wednesdays when the children finish at 4:00pm unless they are involved in a match. 7s pupils should be collected from their forms rooms at 4:40pm, which allows staff to touch base with parents and discuss the day.

Prep time is from 4:40pm to 5:30pm. Children in the 8s can stay for prep on a Monday, Tuesday, Thursday and Friday and children in the 7s can stay for prep on a Monday and Friday.

On a Tuesday, Wednesday and Thursday the 7s can stay for Cabin Club which takes place in the Cloister Classrooms at 4:45pm until 5:30pm; there is no charge for Cabin Club. Please let the Form Tutor know if your child will be staying for Cabin Club or Prep. Collection is from the Pupil Entrance after Cabin Club from 5:30pm to 6:15pm. They may have tea at 5:30pm and be picked up after this.

There are no lessons on Tuesday afternoons; this is traditionally a games/match time. If your child is in a match they will be aware of this earlier in the week. Parents are encouraged to support. If the match is 'away' the estimated return time may be later than 4:40pm. On Wednesdays the 9s-TY has a games/match day. The 7s have games lessons and the day ends at 4:00pm.

THE START OF THE DAY

Every morning your son/daughter will attend registration - this is where they confirm their attendance and tell the teachers what time they are going home. This home time can vary if a child is at a club or is involved in a match, so it is important that your child knows what they are doing.

After registration, your child will attend the following -

Monday	Whole School (7s-TY) Assembly (Blazers to be worn)
Tuesday	Chapel (No blazers required)
Wednesday	Lower Assembly – (No blazers required)
Thursday	Tutor Time
Friday	Chapel (No blazers required)

Blazers are required for all church services.

After attending these activities, pupils will return to class and attend their first lesson of the day.

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MORNING LESSONS

As a good start to the day, the first two lessons at this age are the core subjects and so between 8:45am and 10:45am where possible, the 7s will be taught Mathematics and English.

BREAK

The 7s have their break time at 10:45am with the rest of the School. At 10:45am they are taken round to the dining room for juice and a snack. Following this they may play in the Lower School play area which is known as C Lawn.

At the start of the Autumn Term, the 7s can play on the grass and on the play equipment. Later on in the term they will be given permission to venture into the chapel woods and extend their play area.

During break times, pupils must change into wellington boots and waterproofs, in order to protect their uniform.

LUNCH

Lunch is served in two sittings in a way which combines the range of choices of a canteen service and the traditions of a family-style meal. Children have set places with teachers sitting at tables with them. A formal grace is said before each table is called to the buffet in turn. Hot options, soup, jacket potatoes, a vegetarian meal and a salad bar are followed by hot and cold desserts. Specific dietary needs are catered for. At the end of the meal the children clear the tables when all are finished and they set the table for the next sitting before they are dismissed table by table.

The Form Tutors are always on hand to help the children with any problems they might have and to monitor that the children are eating healthily.

SATURDAY SCHOOL

There is no Saturday school for the Lower School. However, for the 7s and 8s, if there is a Saturday fixture, then pupils are expected to be available unless they have specifically sought permission from the Head of the Lower School to miss the fixture. Saturday fixtures do not happen more than a couple of times in a term.

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REWARD SYSTEM

In the Lower School we feel that it is very important for each child to feel proud of their work and to be rewarded for their hard work. Rewards can be awarded in a number of ways as detailed below.

SEND-UPS

These are awarded for exceptional work undertaken by an individual child. Send-ups are rare and highly prized. The child's work is sent up to the Deputy Head Academic who will give praise and arrange for a Send-up Certificate to be presented in Assembly.

HOUSE POINTS

Pupils are rewarded for their hard work with House Points. These are awarded for effort and attainment in work and activities. They are recorded by the teachers in your child's Prep Diary and are accumulated over the term.

PLUSES AND BENES

We reward pupils in the 7s and above for community acts and acts of kindness with Pluses. The names of children who are awarded a Plus by a member of staff are read out in Assembly every week to recognise the children's contribution to the school community. Every Plus is worth 5 House Points. For poor behaviour (see the Swanbourne Way), children may receive a Minus which will lose them two House Points.

House Points are recorded on the regular Progress Reports and contribute to the House Points Competition for the child's House.

Five Pluses equal a Bene which build up over time and if a child achieves 12 Benes during the course of their time in the school, they receive a prize at Prize Giving at the end of the Summer Term. To win a Bene Prize is a relatively rare achievement.

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THE SWANBOURNE WAY

At Swanbourne House **these core values** apply to all that we do:

- **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

Therefore, pupils and teachers have agreed the following **code of conduct** to describe what we expect behaviour at Swanbourne House to be like:

- Use positive language
- Follow instructions
- Be honest
- Keep hands, feet and objects to yourself

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ACADEMIC

THE CURRICULUM

We take note of the National Curriculum for Key Stage Two and go beyond it in our own curriculum as we teach the following subjects:

English	Computing
Maths	Design & Technology
Science	Music
French	Art
Humanities Topic	Physical Education
Religious Studies	Games
Drama	PHSE

More details of the topics covered each term can be found on the Curriculum Overviews on the school website at <http://www.swanbourne.org/Curriculum>.



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PREP

PREP FOR 7S	DAY SET	DUE DATE
Maths	Friday	Monday
English	Monday	Friday
Spellings	Tuesday	Tested the following Tuesday
Times Tables	Thursday	Tested the following Thursday

This is our name for homework in the 7s and 8s. On Monday and Friday there is an opportunity to complete written prep in school in a supervised prep session after school; spellings and times tables should be practised at home.

PREP FOR 8S	DAY SET	DUE DATE
Maths	Monday	Tuesday
Science	Tuesday	Wednesday
English	Thursday	Friday
Humanities Topic	Friday	Saturday
Spellings	Thursday	Tested the following Thursday
Times Tables	Tuesday	Tested the following Tuesday

The children have a Prep Diary, where they write the appropriate Prep tasks for that day. You may use the Prep Diary to pass on important information to the Form Tutor, if you are not able to see them personally in the morning. Parents are asked to co-operate fully in ensuring that Prep and other assignments are completed on time. If problems arise, please notify the teacher involved as soon as possible.

The 7s and 8s have a reading target each evening and also have weekly spellings and times-tables to learn. We will also send home consolidation Prep to follow up these spelling tests and this is due the following week. Each week pupils are set Maths and English tasks to be completed by set days.

Children are asked to read for about 10 minutes most evenings, with some pages out loud to an adult; please initial the Record Book to indicate that this has been completed.

SWANBOURNE DIGITAL LEARNING (SDL)

As well as having paper copies of preps, your child will be shown how to access the SDL to download their prep if they misplace it or forget what they should be doing.

Your child can access the material as follows:

- on the school Website: www.swanbourne.org
- click on SDL in the top right hand corner
- pupils then can enter the username and password that they use at school and click Login

They then find the subject of the prep that they are looking for; for example - if they are looking for Mathematics prep, then they click on 7s Mathematics and the prep will be in that section.

There is also an SDL Tutorial at <https://www.youtube.com/watch?v=qMlqiP4ovs4&t=77s>

ON-GOING ASSESSMENT

READING

As part of the pupil's ongoing development, they will continue to follow a reading scheme in the Lower School, specifically the Oxford Reading Tree Scheme. This scheme will be mixed in with some free reading matched to your child's ability. For every two Oxford Reading Tree books they read, they will have the opportunity to read a book of their own choice, before going back to the scheme. This allows the pupils both freedom and structure.

Following the scheme will allow us to monitor and assess each child's reading ability effectively.

WRITING

Writing is an important part of a child's development. It is our belief that children need to have as much freedom to write as possible; they need to be given the opportunity to be creative.

In the Lower School, we also seek to give the children the scaffolding with which to develop their own writing. We follow the VCOP pyramid closely in order to develop each child's writing skills (Vocabulary, Connectives, Openers, and Punctuation).

On a regular basis your child will be given a 'big write' to assess their writing and see how it is developing. This is a collaborative process, in which we discuss with the pupils how to improve their writing.

MATHS

Maths is an important core subject which we monitor very closely in the Lower School. As part of the ongoing assessment, pupils will be having weekly skills tests that focus upon the specific skills needed to develop their maths to the next stage.

In co-ordination with these skills tests, pupils will have half termly tests to monitor the progress they are making and highlight specific misunderstandings. This is a collaborative process, one

which we discuss with the pupils, review their misconceptions, and talk about how to answer the questions next time.

EFFORT GRADES

Each half term we report on children's progress in all subjects with an assessment grade for effort and attainment. We emphasise with the children the importance of effort in raising their attainment and encourage them with the following advice:

The 6 Ps of Excellent Effort	
Being prepared to learn	<p>Are you ready and well organised for every lesson?</p> <p>Do you settle quickly at the start of a lesson?</p> <p>Do you go into the classroom with a positive attitude?</p>
Presentation	<p>Do you work carefully?</p> <p>Do you take pride in your work?</p> <p>Do you check your work to make sure it is accurate?</p>
Participation	<p>Do you take part in lessons?</p> <p>Do you ask questions?</p>
Perseverance	<p>How do you react when work is hard?</p> <p>Do you choose more difficult work or work which is quite easy for you?</p>
Personal ambition to do better	<p>Do you ask your teachers for feedback on your work?</p> <p>Do you listen to your teachers' advice?</p> <p>Do you try to improve when you have made mistakes?</p>
Prep	<p>Do you try hard and take care with all of your preps?</p> <p>Do you complete prep on time and hand it in?</p> <p>Do you think for yourself when doing prep?</p>

PHYSICAL EDUCATION AND GAMES

Physical Education and Games is a major part of school life at Swanbourne House. The major competitive sports during the year are:

	BOYS	GIRLS
Autumn Term	Rugby	Hockey
Spring Term	Football/Hockey	Netball
Summer Term	Cricket Athletics Tennis	Cricket / Rounders Athletics Tennis

All of the children in the year group will be given the opportunity to represent Swanbourne House in these sports against other schools over the course of the academic year. These matches normally take place on Tuesday or Wednesday afternoons and some Saturday mornings.

The children swim on a regular basis as part of their PE lessons in the Autumn and Spring Terms.

EQUIPMENT

Pupils wear their Games Kit for each specific sport along with the following equipment.

SPORT	EQUIPMENT
Rugby	Gum Shield Football/Rugby Boots
Hockey	Gum Shield Hockey Stick (this should be no taller than the waist of the child) Astro Trainers Shin Pads
Football	Football Boots Shin Pads
Rounders	Rounders Bat (optional)
Cricket	Cricket Bat (optional) (this should be the right weight & length for your child)
Swimming	Boys: black 'Jammers' style trunks; Girls: black swimming costume and swim cap

LOST GAMES KIT

Often children can mislay their Games Kit and as much as possible we do try to make them responsible for their own belongings. However, parents are allowed to enter the changing rooms prior to 8:30am to search for lost items. You will often find a member of staff, who is cleaning the changing rooms, around at that time who can always help.

ETIQUETTE

Generally there is a certain etiquette that comes with playing 'fixtures' and we try to introduce that to the children from the very beginning. This includes - shaking hands after matches, giving 3 cheers, showing our visitors to match tea. It is very important that the children understand the etiquette of fixtures and staying for match tea is a very important part of this.

TEAM SELECTION

Generally whenever there is a fixture we try to get all of the pupils to play; however, there are occasions when only a small group is chosen.

All of the team information, including timings and venues, is displayed on the Games noticeboard by the House Noticeboards in the Cloisters Corridor. These team sheets are normally up 48 hours before a fixture. An email with details of the week's fixtures is sent to parents every Monday morning.

If a child is selected to play for the school, then they are expected to play unless they have a major family event that they need to attend e.g. a wedding.

CANCELLATIONS

At times, fixtures do get cancelled because of illness or extreme weather conditions. If the fixture is cancelled 48 hours before then a notice will go up on the Games Board and the online calendar will be updated. The calendar is the best place to check for up to date information. If the fixture is cancelled at late notice, then an email or text message will be sent.

WASHING

Games Kit and towels need to be taken home every Friday, as they do get pretty dirty, especially during the Autumn and Spring Terms.

MATCH TIMINGS

The timings of the Tuesday fixtures are usually as follows:

For Home Matches:

2:30pm	Start
3:15pm	Match tea
4:00pm	Parents free to take children home after match tea

For Away Matches:

Depart in school minibus to away venue (times vary - normally between 12:55-1:15pm)

2:30pm	Start
3:15pm	Match tea
3:45pm	Return to school in minibus (or with parents)

The timings of the Saturday fixtures are usually as follows:

For Home Matches:

9:30am	Meet in PE Dept
10:00am	Start
10:45am	Match tea
11:00am	Parents free to take children home after match tea

For Away Matches:

8:35am	Meet in PE Department and depart in school minibus to away venue
10:00am	Start
10:45am	Match tea
11:15am	Return to school in minibus (or with parents)

These times are a rough guide. As a precaution parents should always check the online calendar which holds the most up to date information.

It is School policy that if a parent is taking another child home the supervising coach MUST have spoken to or seen a note/ text message from that child's parent.

OTHER ACTIVITIES

ACTIVITIES

In the Lower School there are various clubs at lunchtimes and after school which may be joined voluntarily. Pupils are usually expected to sign up for a term at a time and there is often no charge for these clubs. However, where specialist coaching or equipment is necessary (e.g. for ballet, tennis, gymnastics, swimming club or golf) a charge will apply. A list of next term's activities will be sent to you ahead of the new term.

The clubs are held on the same day each week and parents are informed via the Swan newsletter if, for any reason, they are not being held the following week. The Activities Programme Co-ordinator, co-ordinates these activities.

DRAMA

In addition to the class drama lessons, one-to-one or small group Drama (LAMDA) lessons are offered for 7s and above, at a cost which can be found at <http://www.swanbourne.org/Fees>. Please contact Miss Walters (rwalters@swanbourne.org) for more information.

HOLIDAY COURSES

Holiday courses are offered in some of the school holidays – details are available on the website and in the Swan in the lead up to the school holidays.

CONCERTS

Formal Concerts are held twice yearly at the end of the Autumn and Summer Term with House Informal Concerts held in the Spring Term. These, as well as the House Music competition every other year, give all performers the opportunity to play or sing in front of parents and the rest of the school. The Termly Diary and Parent website show the dates of all concerts and performances; parents are welcome to attend.

MUSIC

Music plays an integral part of School life at Swanbourne. The 7s have two music lessons a week, one a structured 'academic-style' music lesson where they have the opportunity to listen to music, compose music using a variety of classroom percussion and other instruments, and appraise what they hear; the second is a singing session where the elements of music are covered through singing songs of various styles.

A large number of pupils learn a musical instrument ranging from the violin to harp, drums and guitar in lessons provided by 13 peripatetic instrumental staff.

If you would like your child to learn a musical instrument, or to have singing lessons, please contact Mr. Phillips: (mphillips@swanbourne.org). Music lessons attract an additional charge, details of which can be found at <http://www.swanbourne.org/Fees>.

It is recommended that if a child is taking up a new instrument they hire the instrument for the first half a term. Instrument hire is available through the School.

Every 7s child is a member of the Lower Choir (7s and 8s) which meets on Tuesday.

For more information on music at Swanbourne House, please take a look at the Music Department notice board (located just inside the hard court blue doors).

SWIM SQUAD

This is for more able swimmers who enjoy the competition of Galas against other schools. It is held on Monday evenings from 4:45pm to 5:30pm and is by invitation only.

TRIPS

In order to enrich learning and support the curriculum, your child will go on many school trips. Most will be day trips, for example to support a topic that they are studying, to watch a play or for Excursion Day in the Summer Term.

For each trip, you will be sent an email to tell you about the arrangements and any costs that are involved. If you have signed a general trip consent form, then your child will automatically have permission for the trip, but the letter will stipulate a date if you wish to opt out of the trip.

As an example, this year the 7s went on the following trips -

TERM	TRIP
Autumn	Pantomime
Spring	Science Museum, London
Summer	1 night Residential Trip to Youghbury Scout Centre Hazard Alley and Blenheim Palace

INFORMATION FOR PUPILS IN 5S AND 6S

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
3:30pm	Collection
3:30 - 6:30pm	Cabin Club or after school activities

Children in the 5s enter school by the main door at the front of the Manor House.

Their cloakroom is on the first floor at the top of the stairs with named pegs for P.E. bags/coats.

Wellington boots are kept in baskets.

Classrooms for 5s are on the first floor. Children may be delivered directly to their classrooms but are collected from outside the front of the building at 3:30pm promptly.

6s classrooms are in the Coach House. Children will be able to hang their coats on named pegs and store their boots and PE bags.

Children may be delivered directly to their classrooms but are collected from outside the front of the building at 3:30pm promptly. We encourage independence in the 6s and expect them to settle quickly to morning tasks, change for PE without assistance and to place their book bags and homework etc. in the correct location in their classroom each morning.

ACADEMIC

Reading books are sent home during the week as well as weekends. Please listen to your child read aloud and encourage them to discuss the content of the story/predict what will happen next. Reading books are not sent home during the holidays, but children should be encouraged to use their local library.

A Reading Record Book is sent home every day in the book bag. This contains information on the reading homework your child has. Please sign the book to confirm that the reading has been completed.

A list of spellings will be sent home to be learnt each week. Please practice with your child and ask them to "sound them out" and write them down using the 'Look, Cover, Write, Check' method. These will be tested during the week; this involves writing them down as dictated.

Maths homework for the 5s will be sent home weekly - this will be in the form of games and activities.

Maths homework for the 6s will be sent home on Friday afternoons. This should be completed and the book returned to the Form Tutor on Monday morning.

Abacus Log in details will be sent home at the start of the year. Abacus games will accumulate during each term.

When appropriate, times tables will be sent home during the week and children will be tested the following week.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities for the 5s and 6s 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.

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 (3S-6S) TO THE 7S-TY

Children in the Lower School (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 Lower School use the grounds extensively and the children become familiar with the environment of the Mansion House Lower, Middle and Upper School.

4s, 5s and 6s boys and girls are taught games skills by specialist teachers from the 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 the Head of Lower School, regularly take part in the Assemblies.

The Tutors of 6s meet with 7s Tutors on a regular basis. Before the transfer of 6s to 7s, the tutors discuss, in detail, their new class with their current tutor.

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

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 meet for staff training before the start of each term and for weekly staff meetings.

LEARNING SUPPORT

We follow the guidelines from the Government using The Special Educational Needs and Disability Code of Practice 2015 (SEND Code 2015) & the Equality Act 2010.

The Special Educational Needs Co-ordinator (SENDCo) ensures that all staff are aware of pupils that require additional support for their learning. This information is of course treated with strict confidence.

Our provision of Special Educational Needs is a staged model. It starts with a 'Record of Concern' which is kept by the Form Tutor and is accessible for information and review by all staff involved with the learning and support for the individual child. Pupil's progress is monitored and it may be decided that it is necessary to give the pupil additional support. This is referred to as 'In School Support' where a pupil is given extra support in the classroom or the pupil receives individual lessons. The pupil may also be given an Individual Education Plan that sets out specific targets to address the pupil's specific needs.

The individual lessons are given by peripatetic staff with specialist training.

In the 7s-TY School, we have three specialist peripatetic teachers and a Speech and Language Therapist also visits the School as required. The lessons take place during academic time and the pupils are withdrawn from lessons to receive this support. The lessons are charged as extras and the cost is added to the end of term bill.

Costs can be found at <http://www.swanbourne.org/Fees>

Pupils who receive extra lessons and additional support from outside professional agencies are placed at the 'School Support Plus' stage. This may lead to an application to the Local Authority for an assessment for a 'Statement of Need'.

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

The Learning Support Department is located in the Cloisters above the 8s classrooms.

CARING FOR YOUR CHILD IN THE LOWER SCHOOL

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 all these children can be catered for.

BREAKS AND LUNCH

In the mid-morning break and mid-afternoon break in the 7s and 8s (called Little Tea), children are given a drink and snack. All children are provided with a meal, cooked on the premises, at lunchtime. There is always a choice of hot or cold, vegetarian or non-vegetarian, main course and a hot or cold pudding or fresh fruit.

If your child requires a special diet, please inform the office who will pass this onto our Catering Team (office@swanbourne.org). We will cater for as many dietary requirements as we can.

BULLYING

The Governing Body values the excellent relationships fostered by the School and expects that allegations of bullying will be taken seriously. Senior staff, having considered the evidence, decide if the allegation is correct. The Governors consider that this is the correct attitude that the School should adopt, as it is in line with the Child Centred Policy of listening to all children and giving opportunities for pupils to develop, mature and forgive in a Christian School.

All staff and parents are aware of the negative effects that "real" bullying can have on individuals and the school in general. Staff members work to develop good behaviour and tolerance in all of our pupils and work towards ensuring that all pupils can work in an environment without fear. Young pupils often have no such concept of how their behaviour affects others and this has to be taught through the ethos of the school and also through PHSE and assemblies.

Bullying is unacceptable at Swanbourne House and is not tolerated. The school reserves the right to deal with any issues of bullying.

The aims of our Bullying Policy are:

- to demonstrate that the School takes bullying seriously
- to promote the measures that are taken to prevent bullying

- to support everyone involved in the identification and protection of those who might either “feel” or actually be, bullied
- to demonstrate to our School community that the safety and happiness of pupils is enhanced by dealing positively with bullying
- to encourage pupils to speak out if they are being bullied

The General Approach is that:

- we expect parents and pupils to speak to us about any suspected bullying.
- most pupils who show unpleasant behaviour do not realise what effect their actions have on others.
- pupils are told that if unpleasant behaviour happens once, they are forgiven and will not be “in trouble”. If it happens a second time, they will be in trouble.

Behaviour at Swanbourne House is very good. Most incidents are settled using the General Approach. Repeat behaviour is dealt with appropriately. Part of the General Approach is that a member of staff monitors the child for a short period of two or three days. At Swanbourne, incidents are usually cleared with the children by this point. Please see the full policy on the school website www.swanbourne.org for further details.

CABIN CLUB

Children in the 5s, 6s and 7s are welcome to stay at our after school club, known as Cabin Club, for some or all of the time, on a daily, weekly or flexible basis, but if they are attending Prep then they must stay for the whole session. Please tell your child’s Form Tutor in the morning, or in advance if you can, if you want your child to stay for Cabin Club.

The 7s Cabin Club runs from the end of the school day on a Tuesday and Thursday from 4:40pm to 5:30pm and on Wednesday from 4:00pm to 5:30pm. It is held in one of the Cloister classrooms and the children are offered refreshments and activities. After Cabin Club your child may stay on for Tea, and be collected at 6:00pm from the Pupil Entrance. On a Monday and Friday, there is a Prep session, from 4:45pm until 5:30pm, instead of Cabin Club - there is no charge for a Prep session or Cabin Club in the 7s.

For the 5s and 6s 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 7s-TY School duty team.

Please book your place for 5s and 6s Cabin Club with Mrs Wood: swood@swanbourne.org or with the Form Tutor by email. There is a charge for the 5s and 6s 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.

DISCIPLINE

At Swanbourne House we pride ourselves on having an excellent pastoral system.

We expect all the pupils to behave with responsibility for themselves and to others.

We are a School with a strong Christian ethos and within this context we expect our pupils to behave in accordance with Christian values.

However, there are times when pupils "get it wrong" and they require guidance and support to make amends and learn appropriate behaviour. Our Tutor System, supported by a House system, addresses the pastoral needs of all the pupils and prepares them to show good citizenship both in and out of school.

The Lower School operates a Behavioural Pyramid and if a child "gets it wrong", they may be kept in at playtime or asked to make amends for mistakes in a way that guides them to see the consequences of their actions. They may also be asked to talk to the Head of Lower School, or Mr. Phillips, the Assistant Head, Director of Pastoral Care.

EQUAL OPPORTUNITIES

We provide each child with the same education. Care is taken so that children are able to develop their potential irrespective of sex, nationality or ability.

HOUSE SYSTEM

We have a House System and the four Houses are:

- Cottesloe
- Evans
- Jameson
- Stanley-Price.

Children are assigned to a House from the 7s onwards. Children with an older brother or sister already in a House will be put in the same House as their sibling(s).

House meetings are held each Friday at first break.

The House System is an integral part of the School and the inter-house competitions help to engender a healthy team spirit, friendships and responsibilities. The Houses are organised by a Housemaster or Housemistress, who is also there to support and guide your child through these formative years.

MEDICINES

Any medication that your child is taking must be handed to the School Nurse (surgery@swanbourne.org) in the Surgery in a named plastic bag with details of dosage etc. in the original packaging with the dispensing label. The Surgery is located in the Cloisters opposite the Bridget More Hall. Please collect medicines from the Surgery at the end of the day.

SECURITY

The following are adopted as part of our overall school security strategy:

- A visitors book
- 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 Tutors
- Liaison with Community Police Officer
- Coded access only to the front doors and to classroom blocks

SCHOOL COUNSELLOR

Sometimes the school may recommend to parents that children will benefit from talking to someone beyond the teaching staff. Our School Counsellor, Mrs Jane Rushton, is in school at times advertised to the children for this purpose.

Children can also seek her advice and support for themselves. Our Counselling Policy is available on the school website (<http://www.swanbourne.org/Policies>).

SUN HATS AND SUN CREAM

All children are required to have two named sun hats and named sun cream in the Summer Term. (1 for Games lessons and 1 for playtimes)

Sun cream applied at 7:30am, or 8:00am, may not be effective at 3:30pm for Games. Pupils should apply sun cream before games, unless 12 hour sun cream was applied that morning.

Boarders can get their sun cream from the Surgery or from the Games Staff, but are responsible for applying it themselves.

TUTOR SYSTEM

At Swanbourne House we follow a Tutor System. The purpose of the system is to provide the child with a teacher who will actively support his or her learning and personal development and encourage positive behaviour both inside and outside the classroom. Form Tutors have a valuable role in establishing a communication point between the child, the parent and teachers. The aim of the Tutor System is that the full potential of the child can be realised.

The Form Tutor should be the Parents' first point of contact with regard to any query or issue about their child's school day.

BOARDING

Pupils can start boarding at Swanbourne House when they are in the 7s.

Bookings for boarding should be made by contacting boarding@swanbourne.org and a list of items needed will be sent with confirmation.

If you would like a tour of the boarding house please contact boarding@swanbourne.org to arrange an appointment.

Children can be booked in for a regular night each week or on a more casual basis. For a 'first boarding experience' it is always best to try to book a night when other friends can keep your child company.

BOARDING ROUTINE

5:30pm	Tea begins
6:20pm	Boarders' Registration and change into home clothes
6:45pm	Optional Activities – Music Practice – Catch up Preps (activities include art and craft, model making, team games, swimming, computing etc.)
7:20pm	Activities end for 7s and 8s
7:20pm	Supper with food such as cereal, toast and fruit, for 7s and 8s. (This is followed by showers and individual reading time, spellings and times tables).
8:15pm	Lights Out

On Wednesdays after 4:00pm, or any sporting commitments, the Boarders change into home clothes. After tea, there are organised games/DVDs and the wonderful Tuck Shop.

There is a phone available to the children on each floor every evening and parents are welcome to phone in before 8:00pm. Pupils are welcome to bring their own device which is kept in the boarding office and made available in the evening to enable children to call parents.

Pupils are encouraged to bring their own duvets and pillows together with covers to personalise their own sleeping area. Sheets, mattresses and pillow protectors are provided by the school.

The 7s, 8s and 9s boys share a dorm on the first floor and the 7s, 8s and 9s girls have their own dorm on the top floor.

SCHOOL UNIFORM AND GAMES KIT

A full School Uniform and Kit list is available on the School Website and from the School Shop.

THE SCHOOL SHOP

We have a School Shop in the basement of the Mansion House where second hand items and some games kit can be purchased and re-sold.

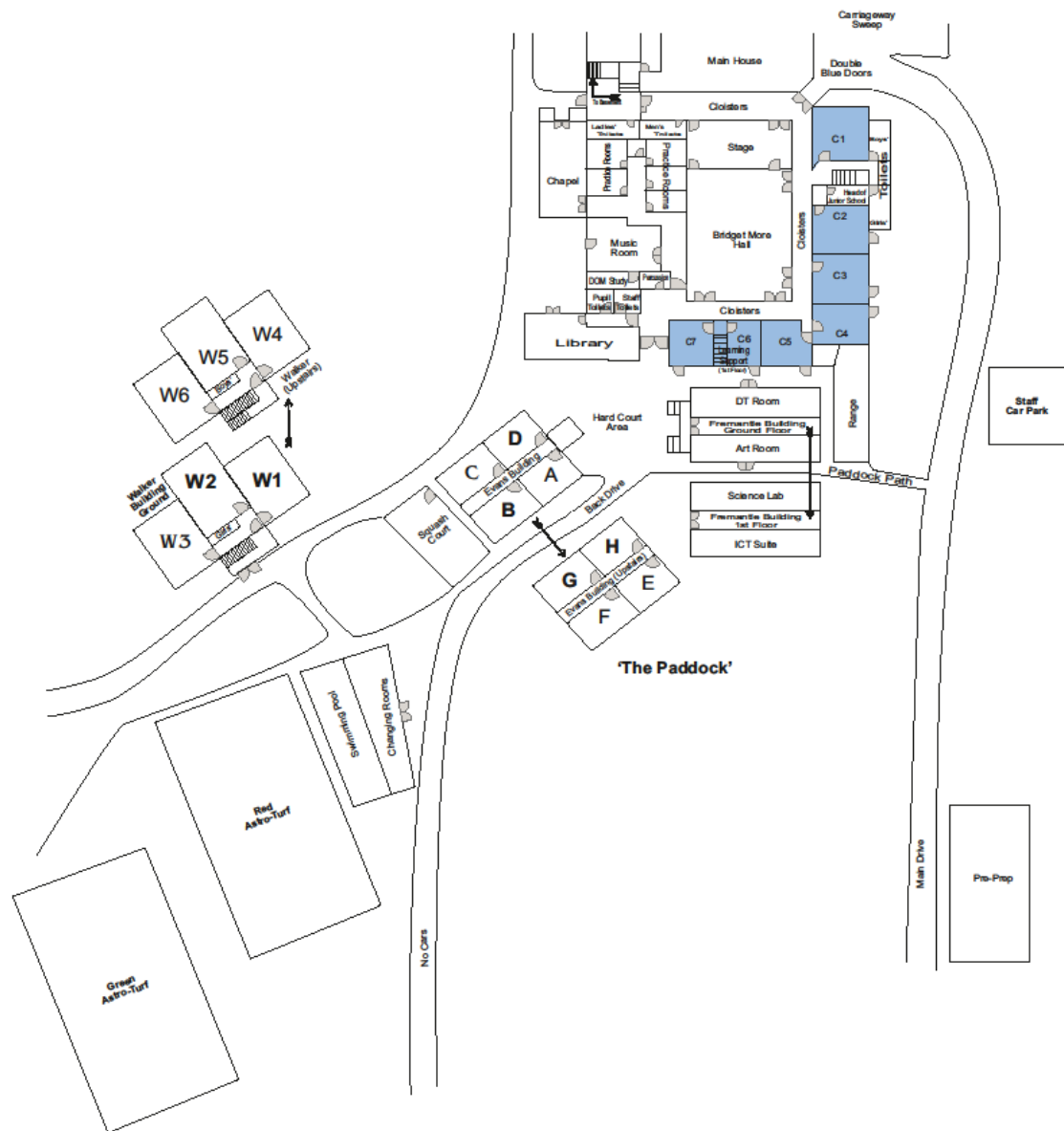
Opening dates for the School Shop are indicated in the Termly Diary and on the online calendar.

If you require assistance or would like to make an appointment, please email the School Office (office@swanbourne.org) or call on 01296 720264.

LOST PROPERTY

Please check the Changing Room area and the Lost Property Room by the Pupil Entrance. Please let the Form Tutor know that something is missing, sooner rather than later. The Form Tutor will also arrange for the children to look for the missing item. If there is still no success in finding the item please contact Mr Phillips, who is responsible for lost property.

MAP OF THE SCHOOL GROUNDS



**Academic Area Site Map
Swanbourne House School**

KEEPING IN TOUCH IN THE LOWER SCHOOL

HOW WE KEEP IN TOUCH WITH YOU

THE TERMLY DIARY

By the beginning of every term, all parents will have been issued with the Termly Diary Booklet. However, it is important to note that this information is for initial planning purposes only; for various reasons, arrangements often change. The most up to date information can be viewed on the 'on-line' diary on the website, which can also be downloaded onto any mobile device, and we encourage you to use this as the most accurate source of information regarding school activities.

LETTERS AND EMAILS

The majority of communications will be sent to parents via email, although occasionally letters will be sent home via the children.

THE SCHOOL WEBSITE

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.

PARENTS' EVENINGS

There are separate Introduction Evenings held for the parents of the 5s and 6s during the first two weeks of the Autumn Term. During the first half of the Autumn Term parents of 5s and 6s are invited to a 'settling in' Parents' Evening.

There is a 'Meet the Form Tutors' on the first Friday afternoon of the Autumn Term for the 7s and there is a 'Meet the Teachers' for all Lower School parents in October. These events give you the opportunity to talk to relevant staff about how your child is settling in and ask any questions regarding academic or social matters.

Further Parents' Evenings for all pupils at Swanbourne House are held during the Autumn and Spring Term. These meetings are held in the Bridget More Hall or in the Lower School Form Rooms and you will be able to speak to all of your child's teachers. The dates for the Parents' Evenings can be found in the School calendar and detailed information is sent out closer to the time.

PROGRESS REPORTS

The Progress Report in the 7s and 8s is designed to show you, and us, how your child is progressing in terms of attainment and effort. It provides a “snapshot in time” and is used by teachers to inform future planning.

Children in the 7s and 8s are given an effort mark for each subject between 1 and 5 with 1 being more concentration and application needed, 3 being working well and 5 being excellent effort.

In the 7s and 8s we concentrate our focus on effort and not on marks. A child who is trying hard and achieves a certificate may not necessarily have attained the highest marks in the group, but may have been trying their hardest. Any follow-on action is decided upon at Lower School Staff Meetings.

Progress Reports are produced twice during the course of each term which will include a summary from the Form Tutor.

At the end of each term every pupil’s Progress Report is reviewed and an average effort for the term is calculated. High averages are rewarded with certificates. The most prestigious certificate is the Gold, signifying a consistently diligent approach of the highest order.

REPORTS

Parents receive full reports at the end of the Autumn and Summer Term.

SWAN NEWSLETTER

This will be emailed to you every Friday in term time and contains all the information you need for the week ahead as well as reports and photographs of events in the week just gone. Any changes to schedule will be included in the weekly edition, as will new information. Please do read it carefully!

HOW YOU KEEP IN TOUCH WITH US

ABSENCE

If your child will be absent from School, please email the School (office@swanbourne.org) or call 01296 720264 by 9:00am on each day of absence.

COMPLAINTS PROCEDURE

A parent who wishes to make a complaint should see either the Form Tutor (if appropriate) or the Head of the Lower School. If, after this there is no resolution, Mrs Thorpe is available to talk to parents by appointment. To make an appointment contact the School Office on 01296 720264 or via email sgreen@swanbourne.org.

A copy of the full Complaints Procedure can be found on the school website.

FOOD ALLERGIES

If your child requires a special diet, please inform the office who will pass this onto our Catering Team, via email to office@swanbourne.org. We will cater for as many dietary requirements as we are able to.

LEAVING EARLY OR LATE

If your child arrives late, please report to the School Office so that they can sign in.

If your child arrives or leaves school at an unusual time e.g. dentist at 2:00pm, please ensure that you report in/out at the School Office so that they can sign in/out.

MEDICINES & MEDICAL FORMS

Before the first day of the new academic year, completed medical forms should be returned to the Surgery (surgery@swanbourne.org).

Any medication that your child is taking must be handed in to the School Nurse (surgery@swanbourne.org) in the Surgery, in a named plastic bag with details of dosage etc. in the original packaging with the dispensing label. The Surgery is on the 1st floor of the Main Building. Please collect medicines from the Surgery at the end of the day.

OFF GAMES/OFF SWIMMING/OFF SHOWERS

Please either speak to the Form Tutor or send a written note if your child is off games and/or off swimming, indicating when these activities may recommence. In an emergency, an email or telephone call to the Office is acceptable.

CHANGE OF PERSONAL CIRCUMSTANCES

Parents should email the School Office (office@swanbourne.org) or call on 01296 720264 with any change in personal circumstances, address, telephone number or emergency contact number.

GETTING MESSAGES TO FORM TUTORS

Form Tutors are not always on duty at collection times due to other teaching commitments, but there will always be a member of the Duty Team and a member of the Lower School staff (7s and 8s) in classrooms if you want to get a message to a Form Tutor. Staff can also be contacted via email at any time – please see the website for email addresses.

The Duty Team is available from 8:15am until 8:00pm and they will deal with any problems that you have.

APPOINTMENTS WITH STAFF

There is a planned programme of Parents' Evenings throughout the year. However, parents can arrange to meet with staff throughout the school year. Please speak to or email the appropriate teacher to arrange a mutually convenient time.

We wish you and your child every happiness in the Lower School and throughout their time at Swanbourne House.