



The Mall School

Useful Information

for boys and parents in Years 2 and 3

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for parents and boys in Years 2 and 3 (Juniors)

This booklet will hopefully provide some of the answers to the most frequently asked questions from Year 2 and 3 parents. However if you need to know anything else the first person to approach is your son's class teacher who gets to know the boys extremely well.

Start to the Day

Boys, unless required for music, should be delivered to the playground entrance gate. Boys should arrive no earlier than 8.25am when there will be a member of staff on duty, and no later than 8.35am. Boys must not be left on their own until the teacher is on duty. The boys then enter the building with their class teacher who collects them. Registration is at 8.40am each day.

Before School

We offer a breakfast club from 7.30am as well as a before school service for all boys from Reception to Year 3 from 8.00am to 8.35am. Further details are available from our Extra Curricular Co-ordinator, at clubs@themallschool.org.uk

School Transport

School buses currently run each morning from:

- Chiswick, via Osterley
- Isleworth via Richmond
- Sunbury via Hampton
- Richmond via St Margaret's

Two afternoon services currently run to Kingston via St Margaret's and Chiswick via Isleworth and Osterley. These leave from the main site at 4.30pm.

Boys may begin using school mini buses from Reception, providing they are able to securely fasten their own seatbelt. Further details are available from our Extra Curricular Co-ordinator (email: clubs@themallschool.org.uk).

Parking

Parents are reminded that in the interests of safety they may not stop on the zigzags outside either of the school sites. We ask parents to show consideration for our neighbours and local residents by taking care not obstruct the entrances of offices, houses or flats close by, nor park in their car parks. There is disabled access to the right of the school which must be kept clear at all times. Boys must not wait in the street to be collected and are told that they must wait inside the school gates until they see their parent arriving. Boys are also told that they must not cross the road except at the pedestrian crossing, even if accompanied by an adult, and parents are asked to reinforce this elementary road safety policy with their sons.

Uniform

Boys are expected to be neat and tidy at the start and end of the school day. All boys must wear a blazer or coat to school. All parents will be given a copy of our school uniform guide. Please name all clothes, including underwear, socks and shoes as these can become mixed up during changing for swimming.

Break and Lunches

At break time boys may bring a drink of juice or water and a piece of fruit or raw vegetable. No bottles, cans or sweets please.

Lunch is on a cafeteria system with boys going into lunch by year group. There is a choice of food available with meat and vegetarian main meal options provided and a selection of hot and cold desserts, fruit and yoghurt. Food is freshly prepared on the main school premises and the school has a healthy eating policy. Further catering information is to be found on our website as are the daily menus. The school is able to operate nut-free catering but parents of boys with food allergies must inform the school in writing with full details, so that any risk can be assessed. To support boys with nut allergies, parents are asked never to send nuts or products containing nuts to school as snacks.

End of the Day

Each boy has a reading folder which contains his reading book, reading booklet and any homework. Any important letters from the school or MSA will be put into these bags so please check them daily. Boys are dismissed by teachers at 3.30pm, to the safe-keeping of their waiting parents. Any boy not collected at this time will be taken to join after-school care, which is charged to the parents. At 3.30pm boys who are booked into after-school care go directly there. After school care runs to 6.00pm; this should be booked via our Extra Curricular Co-ordinator. Parents are asked to let us know in writing who is likely to collect their son if they personally are not able to collect them. No boy in the juniors leaves school unaccompanied by an adult.

Homework

A boy in Year 2 will have homework each weekend and spellings to be learnt during the week including written practice. A boy in Year 3 has one homework each night, except Thursday. These will generally last 20 - 30 minutes each. Boys in Year 3 have a homework diary which parents are asked to sign each week.

In addition to their homework, all boys are expected to read for about 15 - 20 minutes each night and what they have read should be recorded in their reading booklet. Parents should try to listen to their sons read 3 - 4 times a week. As your son's reading improves the number of times you listen to him can decrease. However, even the most able reader can benefit from having a parent listen to him and discussing the story or explaining new vocabulary.

Equipment

Pencils, rubbers and rulers are provided but boys in Year 3 may bring a pencil case with their own writing equipment, coloured pencils or felt tip pens if they wish. It is advisable that these items are named.

Contact with the Class Teacher

Class teachers are very happy to speak with parents and the end of the school day is an ideal opportunity for a quick word. Should you believe a little longer would be needed, then please try to make an appointment with the teacher. If any message needs to be passed on in the morning, please give a written note to your child to hand to his teacher at registration, or hand it directly to the teacher on early morning duty who will ensure it reaches the correct destination.

Parents' Evenings

All junior classes have a class meeting early in the autumn term for parents to meet the class teacher and find out about the curriculum for the coming year and other general information. Parents' evenings, when you can meet your son's teacher individually, are held each term.

Reports

Reports for Years 2 and 3 are written at the end of the school year. Our reports try to be positive but are honest and will highlight boys' strengths while suggesting areas for improvement. Reports are not written as testimonials and parents do not have to show them to anyone else. We welcome comments on reports which are always read by the class teacher and the Head of Juniors and action is taken when appropriate.



Additional Support

At various stages during their school career some boys may find parts of the curriculum more demanding and they will have the opportunity while in Reception to Year 3 to receive some additional support teaching. The boy's parents will be informed of this and feedback on his progress will be forthcoming via parents' evenings, termly meetings with the appropriate staff and the school reports.

A boy who has English as an additional language and is experiencing difficulties in class as a result may need to receive extra support. There will be a charge for this service. Parents will be contacted and, once the support is in place, there will be feedback from the appropriate staff as described above.

Swimming

Year 2 and 3 boys begin swimming classes in the first week of term. They will need swimming trunks (rather than shorts), a towel, a Mall School swimming hat and a Mall School swimming bag.

PE and games

Boys in Year 2 have PE once a week on site. From the autumn term, Year 2 boys go to games on Wednesday afternoons at St James' School playing field. In Year 3, boys go to games twice a week at Sunbury Cricket Club. Please note that Year 3 boys will return to school at the later time of 4.00pm on games days. Boys will need their full PE and games kits from the start of term. You should already have a comprehensive uniform list; further copies are available on the school website. Boys will need either football or rugby boots which must have Velcro fastenings. All boots must have kite-marked rugby studs, rather than football studs. Please ensure that all items of kit, including boots, are named.

Art

Please provide a painting apron or overall since art and craft work can be messy. Those with full-length elasticated sleeves are best suited to their needs.

Music

Boys go to individual lessons out of their class on a rotating basis so that they do not miss the same lesson each week. For boys in choirs or orchestras there are often extra before school rehearsals just before major events especially towards the end of term. Parents interested in instrumental lessons for their son should contact the Director of Music, Mrs Colclough at music@themallschool.org.uk.

Houses

Boys are placed in one of four houses: Jays, Magpies, Robins and Swallows.

Boys can earn points for their houses through good work or behaviour.

Behaviour

Staff in the Juniors operate a positive rewards system which recognises and encourages boys' behaviour, as well as hard work and progress. Boys receive stickers and they are awarded certificates which are presented in a weekly assembly. However, boys are not always perfectly behaved and if they behave badly they may receive a verbal reprimand, be kept back at break or be spoken to by the Head of Juniors. Where such behaviour is persistent, the class teacher, of course, informs parents.

Health

A Health and Safety policy, available from the Bursar explains how boys are treated if ill or injured and how parents are contacted if necessary. A copy is issued to parents when a boy joins the School. All medicines and inhalers must be handed to the office, rather than the class teacher, for safe keeping and administering. Please let the class teacher and office know of any health problems or allergies that your son may have; also any special dietary needs but please do not include food likes and dislikes.

Absence

If a boy is ill parents must notify the School Welfare Officer at welfare@themallschool.org.uk, immediately, stating the nature of the illness. Parents are asked to confirm in writing any absence of more than three consecutive days.

All requests for leave of absence for boys should be addressed to the Head of Juniors, at least one week in advance – leave of absence for periods of time adjacent to school holidays will not normally be granted.

School Office

The School reception is normally manned from 8.00am to 5.00pm; outside of these times there is an answerphone service.

Mall School Association (MSA)

The MSA supports the School via fundraising and social activities and parents who would like to volunteer to take an active part can contact the current Chair at msachair@themallschool.org.uk.

Communication

Communication to parents is via email and the school website. Please also check the notice board for information and general updates. The School subscribes to ClarionCall, a text-based service, which enables us to contact parents quickly in an emergency or when there has been an unexpected change to the school routine (for example cancellation of games, late return from a school trip, etc).

Website

The school website at www.themallschool.org.uk includes information about the syllabus for each year group.

Publicity

From time to time the school will wish to create material to be used for publicity purposes. Should you not wish your son to be included in any such materials you are asked to notify the Head of Juniors in writing immediately. Otherwise the school reserves the right to include your son in any publicity material, eg news releases, prospectus, school email newsletter and magazine, school website, social media etc. Your son's full name will not be included with his photo, unless parental permission has been given to do so.

For more information on how the school uses photos or videos of your child, please refer to the school's Privacy Notices which can be found on the school's website www.themallschool.org.uk.

Filming and Photography

The school does not wish to prevent parents from taking photos or filming events which involve your sons.

However there are some circumstances when photography or filming are not permitted. Firstly, for some school plays we are required to purchase a performing licence where we would be in breach of copyright restrictions if photography or filming were to take place. In this situation a member of staff will inform parents at the beginning of the play of this restriction. Secondly, as is common practice elsewhere, we also ask that parents do not film or take photographs in the swimming pool or changing rooms.

For other events we ask that if parents are taking photographs or filming they show consideration to other parents by not being so enthusiastic that they spoil the occasion for others by getting in the way. We also ask that if the photographs or film you take contains images of children other than your own you do not upload these to social media sites.





Policies

The following are available on request and are also available in hard copy to be consulted in the school office, either at The Mall Pre-Prep or at the main site:

- Admissions (also available on school website)
- Behaviour, Rewards and Sanctions (also available on school website)
- Disciplinary
- Expulsion and Removal
- Anti-Bullying (also available on school website)
- Special Educational Needs (also available on school website)
- English as an Additional Language (also available on school website)
- Safeguarding (also available on school website)
- Curriculum
- Health, First Aid and Security
- Health and Safety; Tours, Visits and Events
- Equal Opportunities Policy
- Previous Years' Academic Results
- Complaints (also available on school website)

Parents can also raise concerns related to the quality of education or the welfare health or safety of pupils, to Ofsted (Ofsted National Business Unit, Piccadilly Gate, Store Street, Manchester M1 2WD; tel: 0300 123 1231, www.ofsted.gov.uk) and/or to the Independent Schools Inspectorate (Durell Barnes, Head of Communications, Independent Schools Inspectorate, CAP House, 9-12 Long Lane, London EC1A 9HA; tel: 020 7600 0100).

The Mall School is a registered charity. The Chairman of Governors is Mr R J H Walker, The Mall School Trust, 185 Hampton Road, Twickenham. Telephone: 020 8977 2523.

Staffing

A complete list of governors and staff (with qualifications) is to be found on the website and is available in hard copy on request from the Office.



The Mall School

185 Hampton Road, Twickenham TW2 5NQ
020 8977 2523
www.themallschool.org.uk