

Bringing out the best in *every* boy



The Mall School

Useful Information

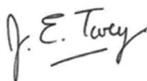
for boys and parents in the Pre-Prep

Useful information

for parents and boys joining the Pre-Prep in 2019-2020

We are looking forward to welcoming you and your son to The Mall School. We hope you will find this booklet helpful but if you have any other questions please contact the school.

Once your son joins the Pre-Prep, the first person to approach is his class teacher, who will soon get to know the boys extremely well. We hope that all the boys settle quickly into their new class but understand that they can be a little apprehensive. All our staff are well qualified to cope with this but do feel reassured that we will contact you if there is any cause for concern.



Mrs Juliet Tovey
Head of Juniors

Start to the Day

Please bring your son through the front pedestrian gate and directly into class where a member of staff will be present from 8.25am. He should then return to the front playground.

This is also an opportunity to give any messages you may have for your son's teacher. Registration is at 8.45am each day. There will be two members of staff on duty in the playground from 8.25am although boys can arrive any time up to 8.40am. It is essential that no boy is left unaccompanied by an adult before 8.25am. If you arrive before 8.25am, the boys' safety is your responsibility and they should be kept off the climbing frame. On wet days please come directly to your son's classroom. To assist the smooth running of the morning, please could goodbyes be said before you hand your child over when he will then be under the supervision of the member of staff on duty.

We do offer a breakfast club from 7.30am and a supervised 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 (email: 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.

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. Please clearly name all clothes, including underwear, socks and shoes as these can become mixed up during changing for swimming.

Items **in bold** are school regulation pattern and can only be obtained from Stevensons, 1 Heath Road, Twickenham. (Tel: 020 8892 2201; www.stevensons.co.uk). Unless otherwise stated all items are compulsory.

All Year

- School blazer
- Mall School black coat
- Mall School white polo shirt
- Mall School grey v-neck jumper
- Short charcoal grey socks
- Plain black shoes
- Mall School book bag

Winter (post October half term to Easter break)

- Long grey trousers
- Mall School burgundy scarf (optional - but no other scarves/hats to be worn)
- Mall School burgundy hat (optional - but no other scarves/hats to be worn)

Summer (start of summer term to October half term)

- Grey shorts
- Mall School burgundy sunhat (available from school)

PE

- White Velcro fastening trainers with non-marking soles
- Mall School drawstring PE bag

Swimming

- Black swimming trunks (need to be tight fitting and not shorts)
- Mall School swimming cap
- Mall School swim bag
- Goggles
- Towel

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. Boys may have milk, which can be ordered through the Office.

Lunch is on a cafeteria system with boys going into lunch by year group. There is a choice of food available with one meat and one vegetarian option provided. Dessert is usually yoghurt or fruit, although cake is occasionally served. 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

The children are brought to the front door to meet you at 3.00pm and prompt collection is appreciated. Should your child be collected by someone other than yourselves on any particular day, please let us know via the Pre-Prep office. Please only take another child if a parent has specifically asked you to collect him and ensure that the class teacher is aware of the arrangement. This will prevent any uncertainties and will ensure the safety of the boys.

After school care is available until 6.00pm but this must be booked in advance via Mrs Maxine Godfrey, Pre-Prep Administrator (mallinfants@themallschool.org.uk). Boys attending after school care are walked to the main school site, supervised by a member of staff. Any boy not collected by 3.10pm will join the after school care boys at the main site and a charge will be made for this additional supervision.

Security

The pedestrian gate onto the Pre-Prep main playground is locked from 9.00am until 2.50pm each day and admission during this time is via intercom to the Office. For the boys' safety, could all parents please ensure that both gates at the pedestrian entrance are firmly closed as you enter and leave. At lunch and break times all boys are supervised by members of staff and the gates to the entrance of the front playground are kept locked. No boy is allowed off the school premises unless supervised by an appropriate adult.

In the highly unlikely event that a boy went missing, his parents would be informed immediately, all available members of staff would search the school premises for the boy and the police would be contacted.

Homework

Boys in Reception will have a reading book twice a week initially and a small task to perform occasionally. All boys are expected to read for about 10 - 15 minutes each night and what they have read should be recorded in their reading booklet.

Boys in Year 1 have a reading book each evening and a short piece of written work once a week.

Parents' Evenings

All Pre-Prep classes have a meeting early in the autumn term for parents to meet the class teacher. This meeting covers the types of activities provided for the children, the daily routines of the school and other general information. Parents' evenings where you can meet your son's teacher individually to discuss his progress are held each term.

Reports

Boys in Reception have two reports during the year - one in the first term and one in the summer term. Boys in Year 1 have one report at the end of the summer term. Our reports try to be positive but are honest and will highlight boys' strengths while suggesting areas for improvement. We welcome comments on reports which are always read by the Head of Juniors and action is taken when appropriate.

The summer term report provides a written summary about a boy's progress against the early learning goals. Parents can ask to discuss this report with the class teacher or receive a copy of the Early Years Foundation Stage Profile. For any other personal files on their sons, they are asked to put a request in writing to the Headmaster. Information pertaining to a third party will not be disclosed.

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

Reception boys begin swimming classes in the first complete week of term after the initial days settling in. They will need swimming trunks (**not** shorts please), a Mall School swimming hat, a towel and a Mall School swimming bag (all items to be named). If a boy has a verruca then he must wear a verruca sock or have the verruca "sealed" with Bazuka, to prevent cross-infection. On swimming afternoons boys should be collected from the main site.

Houses

For Sports Day, all boys are placed in one of four houses: Jays, Magpies, Robins and Swallows. As they move towards the end of Year 1, 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. If such behaviour is persistent, the class teacher will, of course, inform parents.

Health

A Health and Safety Document, 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 boy 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 immediately, stating the nature of the illness. The Pre-Prep Administrator is available from 8.15am but parents wishing to report an ill son earlier than this can do so by phoning 020 8898 3528 and leaving a message on the answerphone. 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.

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

Each boy takes home his folder on the reading days selected by the class teacher. You will become familiar with this as the term progresses. Communication to parents is via email, a fortnightly newsletter 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 clubs, late return from a school trip, etc).

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 will be needed, then please make an appointment with the teacher through Mrs Godfrey, the Mall Pre-Prep Administrator. If any message needs to be passed on in the morning, please write in the message book held by the teacher on duty. The Office at The Mall Pre-Prep is normally manned from 8.15am until 3.45pm.

Website

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

Email addresses

Head of Juniors	headofjuniors@themallschool.org.uk
Pre-Prep Administrator	mallinfants@themallschool.org.uk
Main School Reception	reception@themallschool.org.uk
Headmaster's PA	admin@themallschool.org.uk
Extra curricular co-ordinator	clubs@themallschool.org.uk
Director of Music (Lisa Colclough)	music@themallschool.org.uk
SENCo (Debi Wright)	senco@themallschool.org.uk

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 our 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.

May 2019





The Mall School

185 Hampton Road, Twickenham TW2 5NQ

020 8893 8792

www.themallschool.org.uk