

Bringing out the best in every boy



The Mall School

USEFUL INFORMATION

FOR PARENTS AND BOYS IN RECEPTION TO YEAR 2

Useful information

For parents and boys in Reception to Year 2

We are looking forward to you and your son joining his new year at 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 school, the first person to approach is his class teacher, who will soon get to know him extremely well. We hope that all boys settle quickly into their new class but understand that they may 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. The best way to contact your son's teacher is by email:

RE	Miss Emmanuel	emmanueln@themallschool.org.uk
1C	Mrs Courtney	courtneyk@themallschool.org.uk
2T	Ms Topsch	topscha@themallschool.org.uk
2N	Dr Newton	newtonr@themallschool.org.uk

Start to the Day

Please bring your son through the front pedestrian gate and to the theatre lobby. For the first few days of term parents of Reception boys may take their sons directly to their classroom. We ask parents of boys in other year groups to drop off their sons by the entrance to the theatre lobby. We will be operating a staggered drop off time as follows:

Reception 8.40 to 8.50 a.m. (for the first two days of term)
 8.30 to 8.40 a.m. from Monday 7th September

Years 1 and 2 8.30 to 8.40 a.m.

Boys in Years 1 and 2 will go into the junior playground where there will be a member of staff on duty. We will be able to offer a limited before school service from 7.30 a.m. Further details are available from our Extra Curricular Co-ordinator (email: clubs@themallschool.org.uk).



School Transport

The school is hoping to offer a limited minibus service in the autumn term. Further details are available from the 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 the school site. 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. 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 snack. 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 one meat and one vegetarian option provided. Food is freshly prepared on the 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 boys are brought to meet you at the entrance to the theatre lobby where they were dropped off in the morning. Should your child be collected by someone other than yourselves on any particular day, please let us know via the 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. From the autumn term we will be operating a staggered collection time as follows:

Reception 3.00 to 3.10 p.m.

Year 1 3.10 to 3.20 p.m.

Year 2 3.30 to 3.40 p.m.

After school care is available until 6.00 p.m. but this must be booked in advance via the Extra Curricular co-ordinator (clubs@themallschool.org.uk). Any boy not collected will join the after school care boys and a charge will be made for this additional supervision.

Security

The pedestrian gate is locked from 9.00 a.m. until 2.50 p.m. each day and admission during this time is via intercom to the office. At lunch and break times all boys are supervised by members of staff. 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 weekly phonics or handwriting task. 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 Years 1 and 2 have a reading book each evening, and a short piece of written work, mental arithmetic and spelling once a week.

Parents' Evenings

There is 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 to Year 2 have a full written 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 and action is taken when appropriate.

The summer term report for Reception 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 to receive some additional teaching support. 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.

Houses

All boys are placed in one of four houses: Corpus, Magdalen, Pembroke and Trinity in which they compete at Sports Day. As they move through the school, boys can earn points for their houses through good work or behaviour.

Behaviour

Staff 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 Deputy Head. 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 office know (welfare@themallschool.org.uk) 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 welfare officer at welfare@themallschool.org.uk, immediately, stating the nature of the illness. Parents are asked to confirm by email any absence of more than three consecutive days.

All requests for leave of absence for boys should be addressed to the Headmaster, 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. Communication to parents is via email, a fortnightly newsletter and the school website. 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.).

Should you wish to speak to your son's class teacher, please email them to make an appointment.

Website

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

Email addresses

Main reception	reception@themallschool.org.uk
Headmaster's PA	headpa@themallschool.org.uk
Deputy Head	deputyhead@themallschool.org.uk
Assistant Head (Pastoral)	pastoral@themallschool.org.uk
Assistant Head (Academic)	academic@themallschool.org.uk
Welfare Officer	welfare@themallschool.org.uk
Extra Curricular Co-ordinator	clubs@themallschool.org.uk
Bursar	bursar@themallschool.org.uk
Finance Manager	finance@themallschool.org.uk
Director of Music	music@themallschool.org.uk
Head of Games	pe@themallschool.org.uk
SENCo	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 marketing manager in writing immediately (marketing@themallschool.org.uk). 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:

- 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 (<https://www.gov.uk/government/organisations/ofsted>) tel: 0300 123 1231 and/or to the Independent Schools Inspectorate (<https://www.isi.net/>) 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.

July 2020





The Mall School

185 Hampton Road, Twickenham TW2 5NQ
020 8977 2523

www.themallschool.org.uk