

Bringing out the best in every boy



The Mall School

## USEFUL INFORMATION

FOR PARENTS AND BOYS IN YEARS 3 AND 4

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# Useful information

## For parents and boys in Years 3 and 4

This booklet will hopefully provide some of the answers to the most frequently asked questions from Year 3 and 4 parents. However if you need to know anything else the first person to approach is your son's class teacher who can be contacted by email:

3L	Miss Lever	<a href="mailto:leverc@themallschool.org.uk">leverc@themallschool.org.uk</a>
3W	Mrs Whaites (Monday to Thursday)	<a href="mailto:whaitess@themallschool.org.uk">whaitess@themallschool.org.uk</a>
	Mrs Scott (Friday)	<a href="mailto:scottf@themallschool.org.uk">scottf@themallschool.org.uk</a>
4L	Ms Lawrence	<a href="mailto:lawrencem@themallschool.org.uk">lawrencem@themallschool.org.uk</a>
4C	Mrs Colclough	<a href="mailto:colcloughl@themallschool.org.uk">colcloughl@themallschool.org.uk</a>

### Start to the Day

Please bring your son through the front pedestrian gate and to the theatre lobby. We will be operating a staggered drop off time as follows:

Years 3 and 4            8.15 to 8.30 a.m.

Boys in Years 3 and 4 will go into the senior 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](mailto: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](mailto: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 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 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.

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## 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:

Year 3 (Monday, Wednesday, Friday)	3.40 to 3.50 p.m.
Year 3 (Tuesday and Thursday)	4.00 to 4.10 p.m.
Year 4	4.00 to 4.10 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](mailto:clubs@themallschool.org.uk)). Any boy not collected by 4.15 p.m. will join the after school care boys and a charge will be made for this additional supervision.

## Homework

A boy in Year 3 has four pieces of homework each week. Boys in Year 4 have 6 pieces of homework a 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.



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## Equipment

Pencils, rubbers and rulers are provided in Year 3 but boys may bring a pencil case with their own writing equipment, coloured pencils or felt tip pens if they wish. Boys in Year 4 will need their own pencil case with their own writing equipment, coloured pencils or felt tip pens. It is advisable that these items are named.

## Parents' Evenings

All Year 3 and 4 classes have a 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 3 and 4 are written once a 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 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 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 3 and 4 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. If a boy has a verruca then he must wear a verruca sock or have the verruca "sealed" with Bazuka, to prevent cross-infection.



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## PE and games

Boys in Year 3 and 4 have PE once a week on site and two afternoons of games (on Tuesday and Thursday) at Sunbury Cricket Club. Please note that Year 3 boys will return to school at the later time of 4.00 p.m. 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. Boys should wear their games uniform to school on Tuesday and Thursday.

## 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. Parents interested in instrumental lessons for their son should contact the Director of Music at [music@themallschool.org.uk](mailto:music@themallschool.org.uk).

## Houses

Boys are placed in one of four houses: Corpus, Magdalen, Pembroke and Trinity. As well as competing in their houses for sporting events, 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. In Year 3 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. 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 office know ([welfare@themallschool.org.uk](mailto:welfare@themallschool.org.uk)) 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](mailto: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](mailto:msachair@themallschool.org.uk).

## Communication

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 games, late return from a school trip, etc.).

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## Website

The school website at [www.themallschool.org.uk](http://www.themallschool.org.uk) includes information about the syllabus for each year group.

## Email addresses

Main reception	<a href="mailto:reception@themallschool.org.uk">reception@themallschool.org.uk</a>
Headmaster's PA	<a href="mailto:headpa@themallschool.org.uk">headpa@themallschool.org.uk</a>
Deputy Head	<a href="mailto:deputyhead@themallschool.org.uk">deputyhead@themallschool.org.uk</a>
Assistant Head (Pastoral)	<a href="mailto:pastoral@themallschool.org.uk">pastoral@themallschool.org.uk</a>
Assistant Head (Academic)	<a href="mailto:academic@themallschool.org.uk">academic@themallschool.org.uk</a>
Welfare Officer	<a href="mailto:welfare@themallschool.org.uk">welfare@themallschool.org.uk</a>
Extra Curricular Co-ordinator	<a href="mailto:clubs@themallschool.org.uk">clubs@themallschool.org.uk</a>
Bursar	<a href="mailto:bursar@themallschool.org.uk">bursar@themallschool.org.uk</a>
Finance Manager	<a href="mailto:finance@themallschool.org.uk">finance@themallschool.org.uk</a>
Director of Music	<a href="mailto:music@themallschool.org.uk">music@themallschool.org.uk</a>
Head of Games	<a href="mailto:pe@themallschool.org.uk">pe@themallschool.org.uk</a>
SENCo	<a href="mailto:senco@themallschool.org.uk">senco@themallschool.org.uk</a>

## 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](mailto: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](http://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.

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## 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](http://www.themallschool.org.uk)