



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

Welcome

*A Parent's Guide to life at
Reigate St Mary's
2015-6*



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Welcome to Reigate St Mary's School



We are delighted that you and your child will be joining us this year. This booklet is intended to give parents and pupils all the information they need about the day to day life of Reigate St Mary's.

I look forward to getting to know you and your child during your time at Reigate St Mary's.

Marcus Culverwell
Headmaster

Introduction

We are a co-educational day preparatory and choir school with approximately 350 pupils aged 2 3/4 – 11 years. Children join the School in the term in which they are 3 years old (Rising 3's, Green Shoots Class), They attend a minimum of 3 mornings, however we will offer up to 5 full days to suit your needs. Your child will then move up to the Kindergarten Class in the September following their 3rd birthday where they are required to attend 5 mornings as a minimum. There are limited places for children to join the school directly into the Reception Class in the September following their 4th birthday, however as priority is given to pupils from our Kindergarten, any additional places are subject to availability. Pupils leave Reigate St Mary's at the end of Year 6 when they are 11 years old and they then go on to various senior schools, both in the state and independent sectors, the majority going to our senior school Reigate Grammar School.

School Governors and Staff

There is an up to date full list of School Governors and Staff on the School Website.

The Choir School

Reigate St Mary's is one of only a small number of schools with a traditional choir of boys and lay clerks led by the Head of Choral Music. The Choir sings regularly in school and church services. Care is taken to ensure that singing fits in with each chorister's academic studies and sporting fixtures. Entrance is normally from 8 years old with selection by voice trial. Choral scholarships are offered by the RGS Godfrey Searle Choir Trust and details may be obtained from the RGS Bursars Office.

Friends of Reigate St Mary's School (FOSMA)

The principal activity of the Friends of Reigate St Mary's School (FOSMA) is fundraising to enhance the children's school life and also to provide community events. FOSMA provide the children with fun activities, events, trips and extra equipment by organising fund raising and social events throughout the year. Membership of FOSMA is open to all parents and an AGM is held in the first week of the Autumn Term (more details will be provided at the 'Meet the Teacher' evening in July.)

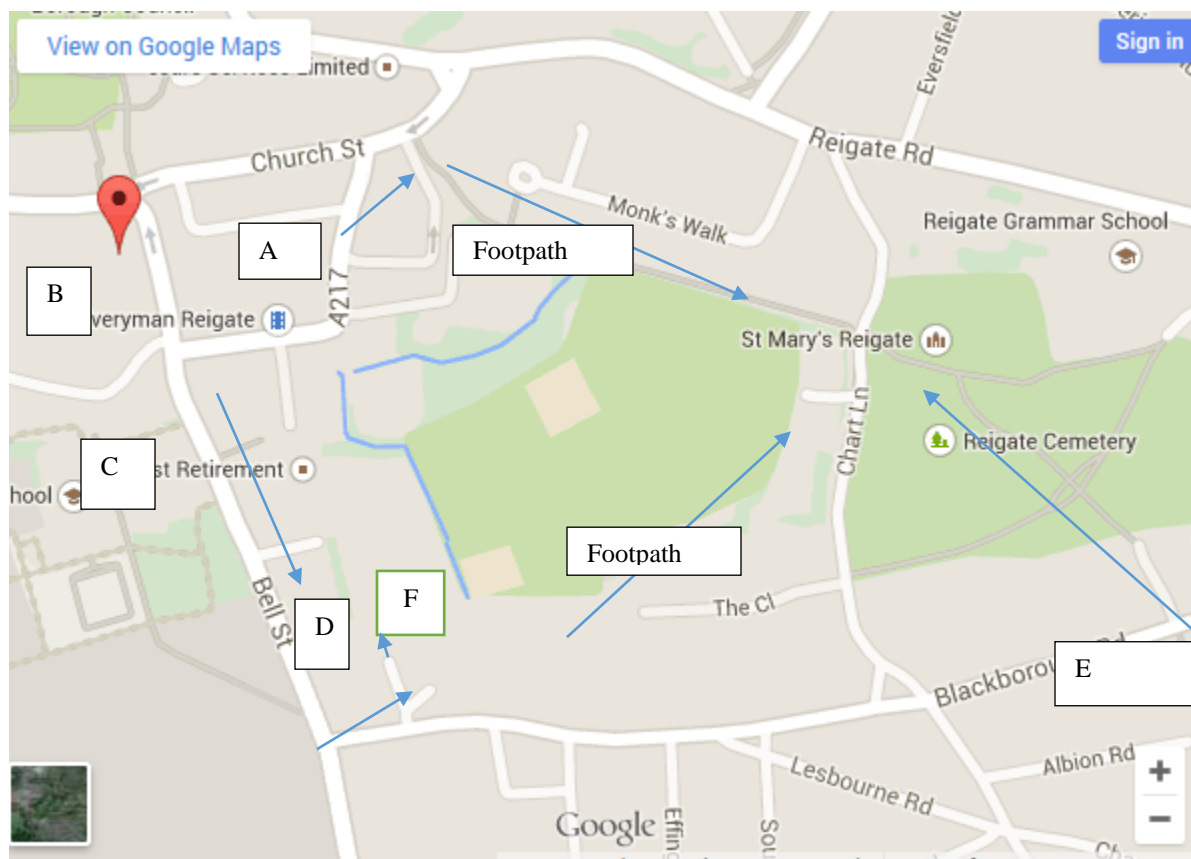
Parking

Parking at Reigate St Mary's School is extremely limited. We advise all parents who need to drive their children to School to park a little distance away, in the surrounding roads and town car parks and walk in to the site. There is ample parking in Bancroft Car Park and the Priory Car Park as well as on street parking in the town all within short walking routes to School. Please see map for further information.

Should you need to drive to the main School entrance there is a one way 'drop and go' system in place at the front of the building or pupils can use the pedestrian entrance. Both these points are supervised by members of staff. However please be aware that as Chart Lane is also a popular traffic route for commuters this area is very busy at prime drop off and pick up times.

Parking is available in the staff car park for parents collecting children from after school electives from 4.30 pm.

RSM Park and Stride Options



- A Bancroft Road Car Park
- B Morrison's Car Park
- C Priory Park Car Park
- D Bell Street on road parking
- E Road Parking links to footpaths through St Mary's Church Cemetery
- F RSM Parking on temp surface for Mini Buses and cars when attending matches on site
(Currently development taking place in this area which is restricting access for the next 12 months)

Bikes and Scooters

There are 2 scooter racks located inside the pupil entrance off Chart Lane and also a bike shelter just inside the main driveway available for those pupils who are able to scoot and cycle into school.

Walking to School

The school promotes children walking to school whenever possible. Even those who need to drive in due to the distance from home can still park in the town and walk up to the school. This has health benefits for the children and also the added benefit of preventing parents from being delayed by the traffic issues on Chart Lane.

Each year the pupils take part in the National 'Golden Boot Challenge' an event over a fixed period of time where all the pupils and staff are encouraged to take a more 'Green' travel route to school.

Daily Routine

Morning bell sounds at 8.25 am. All pupils, with the exception of Green Shoots and Kindergarten, line up with their Form Teachers in the main playground outside Beech House. At the end of the day the children should be collected from their Teacher who will bring them to the playground to meet you at the appropriate time for their end of school.

Green Shoots and Kindergarten should be taken by their parent/carer directly to the entrance of their classrooms where they will be greeted by their child's Teacher. Green Shoots pupils should also be collected from their Teachers in their classrooms at the end of the day.

Green Shoots and Kindergarten - Daily Routine

8.00 - 8.20	Green Shoots Early Class held in Green Shoots, Kindergarten Early Class held in Kindergarten every morning for parents who need to drop early.
8.30	Registration
12.00	Morning session ends
12.00 - 1.00	Lunch session
1.00	Afternoon session begins
3.30	Afternoon session ends
3.30 - 4.00	Late care provision (extra charge may be applicable)

Reception – Year 2 - Daily Routine

8.00 - 8.20	For parents who need to drop their child there is an Early Class available otherwise please wait with your child in the playground for the morning bell.
8.30	Registration
3.30	End of School
3.30 - 4.00	Electives (clubs)
3.30 - 5.30	Late care provision (extra charge may be applicable)

Year 3 – Year 6 - Daily Routine

8.00 am	School opens – Pupils may wait in the playground where there is a Teacher to supervise. On wet days children may go straight to class from 8.15 am.
8.30 am	Registration
3.50 pm	Years 3 and 4 end of school
4.00 pm	Years 5 and 6 end of school
4.00 - 5.30 pm	Electives (clubs) / Late care provision (extra charge may be applicable)

Early Class

For those parents who need to drop their children early we provide an Early Class for the Early Years and Lower School every morning from 8.00 am held in Green Shoots, Kindergarten and Beech House. This is free of charge and can be booked in advance or used on an ad hoc basis. Pupils from Year 3 upwards may be left on the playground from 8.00 am when there is a Teacher on duty to supervise them until the bell rings at 8.25 am. Green Shoots children should go directly to the Green Shoots classroom, Kindergarten should go to the Kindergarten Classroom, Reception, Year 1 and Year 2 should check the room rota displayed in Beech House Reception foyer each morning.

Late Class and Extended Day

Please refer to the separate Before and After School Care letter which can be found in the Admissions folder or ask for a copy from the School Office.

Lunches

School lunches which are provided for pupils from Reception through to Year 6 are freshly prepared and cooked each day on site by Harrisons Caterers in the School Kitchen. A vegetarian option is available daily. The price for lunches is included in the School fees. The week's menu is posted on the School Website and the School notice boards each week. No refund is made if a child does not take school lunches. Most allergies can be catered for but if you have any specific dietary concerns you are encouraged to contact the Bursar through the School Office.

Houses

The system of Houses helps foster a family atmosphere within the School encouraging children to have a greater sense of belonging. All children are allocated a House and siblings are kept in the same House where possible.

Hobson (Green) – named after the first Headmaster of Reigate St Mary's.

Malcolmson (Blue) – named after the first Chairman of Governors of Reigate St Mary's.

Osmond (Yellow) – named after a former Governor.

Searle (Red) – named after Godfrey Searle who owned the house and set up the trust to help support the education of the choristers.

Competitions

A variety of House competitions take place. These include football, netball, cross-country, hockey, rugby, cricket, sports days, athletics and general knowledge quizzes. An annual event (Quest Day) is held at the end of the Summer Term. All pupils from Reception upwards are involved in House activities which add to the final House scores.

The Godfrey Searle Cup is awarded at the end of each term for the House with the most house points.

House Meetings

Two or three times a term there will be a House meeting, led by the Head of House, for pupils to focus attention on the House, discussing forthcoming events, successes and possibly areas for improvement. These take place at normal School assembly time and often involve a story, activity and a prayer. The Head of House is involved in the pastoral care of the children.

Compassion

The School sponsors the education of two children (Thembo and Fatima) in Uganda. The pupils are updated on their progress throughout the year and a voluntary contribution of 20p is requested via the Form Teacher per month from each pupil.

Reward Systems / Sanctions

Achievement Assemblies

These take place every two weeks on a Thursday alternating between Upper and Lower School - dates are published in the Termly Calendar. It is an opportunity to celebrate success at School, or through external activities, both individually and collectively. Certificates are presented at the Assembly and a list of those receiving certificates is published in the Bulletin a week before the Assembly. Parents are welcome to attend.

Achievement Book

If a pupil produces work that is deemed to be worth further praise by the subject or Form Teacher, then the pupil is asked to take the piece of work to the Headmaster to be noted in the Achievement Book and their photograph will appear in the weekly Bulletin.

Marble Jar

Each form, in Year 1 and above, has a marble jar and can earn a class 'treat' determined by the Teacher through good behaviour.

House Points

50 House Points = Bronze Certificate
100 House Points = Silver Certificate
200 House Points = Gold Certificate
300 House Points = Certificate of Achievement (awarded at House meetings)
400 House Points = Platinum Certificate

Merits and Referrals

A Merit system is in operation used to praise good behaviour/work and a Referrals system is used to record any misdemeanours. Merit Certificates are awarded for good work and are recognised in House meetings. Consecutive Referrals are discussed with the Head of House and, if necessary, with the Deputy Head (Pastoral).

Break Time

Loss of Break Time is used to reinforce School rules or to complete unsatisfactory work where appropriate.

Golden Time

Golden Time is a system to encourage the children to follow the School's Golden Rules: **Do not interrupt the flow of the lesson and treat others and property with respect.** All children begin with 20 minutes of reward/free choice time; if they break one of the Golden Rules then they will be asked to correct their behaviour. If the child does not respond to this warning and correct their behaviour they will lose a minute of their Golden Time. At the end of the week or fortnight, depending on the age of the child, the class will all be allowed their Golden Time. Any children who have lost minutes will have to sit out for the minutes lost. At the end of this time they will then be allowed to join in with the activity.

School Uniform

School uniform is purchased from the outfitters SWOTS in Church Street, Reigate. The shop also has an online ordering system for those that prefer to order in this way <http://schooluniformsonline.co.uk/>. Uniform is reviewed on an annual basis to accommodate minor changes. A uniform list is enclosed with the Admissions folder and a copy can be found on the School website. A Nearly New uniform shop is run by FOSMA. Dates of sales appear in the weekly Bulletin and in the Termly Calendar.

Homework

Homework plays a pivotal role in the support of the curriculum. It should provide opportunities for the extension of both the more able pupil and reinforcement to those with difficulties.

Children at Reigate St Mary's have a busy and stimulating day. After careful and detailed consideration the following guidelines have been set:

Homework for Reception:

Daily phonic-based activity/reading at home

Key Stage 1:

Year 1 and 2:

15 – 20 minutes in total daily for reading and discussion of content in reading books
Spelling practice for weekly test and occasionally, at the weekend
Worksheet on Maths for extra support
Occasional handwriting practice
Times tables practice, at times appropriate to the unit being taught for Year 2

Key Stage 2:

Year 3:

Reading and discussion of reading material with an adult
Revision of spelling and times tables
English or Maths task once per week

Year 4:

English and Maths set once each per week
Reading every day
Spelling/times tables set once per week
Occasional Science homework

Year 5:

English and Maths set once each per week
Reading every day
Occasional Science homework set

Year 6:

English and Maths set once each per week during the Autumn, Spring and the first half of the Summer terms

Reading every day

Occasional Science homework set to support or extend class work

Extra work may be set at the discretion of English and Maths Teachers as appropriate

Project work set after examinations in the Summer Term instead of English and Maths homework

We aim to provide work that can, in most cases, be completed independently. However, at this age range it is vital that children do not lose the reading habit. Continuing to read each night and to discuss reading matter is important for all areas of the curriculum. For children in Years 3 and 4, spelling and times tables are also a priority.

As the pace of work accelerates from Year 3 to Year 6, self organisation and responsibility are stressed. Your child will benefit from a desk where homework is completed away from distractions. All homework is thoroughly discussed in class by the Teacher and each pupil should be able to complete homework without additional help, unless specified by the Teacher. Children who receive SEND support in school may still need additional help at home, even with the differentiated work that is provided.

Homework reflects our core aims to extend each individual child and provide support where necessary. Encourage your child to always do their best, maintain a high standard of presentation and to take advantage of optional activities where they occur. The Teacher may have suggested particular skills to improve or develop. Some pupils may have one particular focus for that homework.

Homework should be completed in a concentrated session. Therefore, we advise that you stop your child when they have completed the set amount of minutes of work, or if they are struggling. A short note to the relevant Teacher would be helpful and save unnecessary worry on the part of your child.

Prize Giving, Carol Service, Christmas Concert and Easter Service

Pupils from Year 3 to Year 6 are expected to attend Prize Giving at the end of the Summer Term together with all Prize winners. All pupils from Years 3 to 6 must also attend the Carol Service and Christmas Concert at the end of the Autumn Term and the Easter Service at the end of the Spring Term. If a pupil will be unable to attend any of these annual events, the Headmaster should be notified in writing as soon as possible.

Communication between the School and Parent

If you have any queries or concerns at any time, please speak either to the School Office or to your child's Form Teacher in the first instance. The Office team or Form Teacher will alert the appropriate person to assist you.

Home and School Communication Books (Green Shoots and Kindergarten)

Please check the book on a daily basis as this is a vital means of sharing information with parents. Please also use this book to inform us if anyone else is collecting your child from school.

Reading Record Books (Reception and Lower School - Years 1 and 2)

Please record the reading completed at home. Please also use this record book to inform us if anyone else is collecting your child from school.

Homework Diaries (Upper School Year 3-6)

It is the pupil's responsibility to keep an accurate record and to maintain the diary in a neat condition. The diaries are inspected and signed by the Form Teacher daily. It is the parent's responsibility to be aware of what work is set, through the diary, and to sign the diary each day.

A charge of £3.00 is made if a diary is lost. This also applies to lost exercise books and badges. Badges are charged at a rate of £1.00 for a replacement.

Reports and Parents' Evenings

Reporting includes both verbal and written feedback to parents about their child's progress. This takes place at regular intervals throughout the year.

Autumn Term:

Early Years:

Parents' Evening focusing on settling in and Form Teacher comments.

Lower School:

Parents' Evening Year 1 and 2, focusing on Key Stage 1 Curriculum and Form Teacher comments.

Upper School:

Parents' Evenings for Years 3 and 4 focusing on English and Maths with a Form Teacher comment.

Parents' Evenings for Years 5 and 6 focusing on English, Maths, Science and Computing with a Form Teacher comment.

Spring Term:

Parents' Evenings for Years 3 and 4 focusing on English and Maths with a Form Teacher comment.

Parents' Evenings for Years 5 and 6 focusing on Combined Humanities, MFL, Music, Games / PE and Art with a report from the Maths and English Teachers.

Summer Term:

Written reports for all pupils, in all subjects, throughout the School.

In addition to receiving a written report and having verbal feedback on Parents' Evenings, parents may ask to have a meeting with their child's Teacher to discuss progress and recorded assessments at other times if they wish.

Access to Pupil Records

Parents may have access to their child's records, however a request must be made in writing to the Headmaster.

Termly Calendar

Each Term the School issues a hard copy Termly Calendar which contains the major planned events for the term, this is also posted onto the School website and sent via the School Parentmail system.

ISAMs (previously Parentmail)

The School has an email and texting alert service system in place which uses the school data base ISAM's. Please keep the School Office up to date of any changes to your mobile phone and email address. Letters that require a response from parents with a tear off slip will be sent home in hard copy format either with the pupils or posted.

Weekly Newsletter (Bulletin and Sports Bulletin)

Every Thursday a newsletter (known as the Bulletin) is sent home via email, to keep parents up to date with daily, weekly and termly events. A hard copy of this document may be collected from the School Office.

On Fridays the Sports Bulletin is sent home via email, this gives reports from matches that have taken place together with team sheets for the coming week's matches and other points of interest. In addition to this up to date School sports news is located on the dedicated sports website which can be accessed via the School's main website. Please follow this link <http://www.reigatestmarys.org/RSM-Sports-Website>. The password to access team information is "sportspass"

Twitter

The Early Years Department and the Sports Department have Twitter accounts. Each week the Head of Early Years will tweet a photo of the Curriculum Focus Posters which are posted outside each classroom. These provide an overview of the main activities and experiences we hope to focus upon and cover during the week.

Twitter is also used to inform parents about events and news, for example "Perform Workshop visited today - ask your child about being a climate superhero!" As well as school news, there are also Tweets on opinions and facts about the Early Years and Sports Department in general.

If you wish to follow us, search for us on Twitter using our usernames – rsmearlyyears and RSMsportsnews.

Curriculum Jigsaw Maps

These are accessible on the School website. They allow you to see the topics your child is studying within each different subject. We hope that you find them useful and that they might inspire a discussion or a day out. Please follow this link: <http://www.reigategrammar.org/rsmschoolpolicies>

RSM Chronicle

Every term the RSM Chronicle is produced and distributed to each family. This is a newsy review of the school term and includes reports from the children on events, activities and achievements that have taken place.

Form Reps

Each class has a parent who takes on the responsibility of Form Rep. As well as arranging informal gatherings for the children and parents for the class the Form Reps meet once a term with the Headmaster where issues and concerns from the parents of the classes are discussed. You will meet your Form Rep at the 'Meet the Teacher' evening.

Break Times

All pupils have a morning break of 25 minutes and a lunchtime break of approx. 1 hour. Reception through to Year 3 also have an afternoon break of 10 minutes.

All pupils (except Early Years who have their own supervised play areas) are supervised in the playground, on the Multi's and the grassed Bund areas. Children requiring First Aid are taken to the

School Office where all the staff are trained First Aiders. 'Wet Breaks' are spent in the classroom where the children are supervised by Teachers on duty, assisted by Year 6.

The Early Years pupils may have milk which is provided free of charge until the month of their 4th birthday. From Year 1 to Year 6 milk is an optional extra for which there is a charge. All pupils may bring water and a healthy snack. The School operates a Nut Free Policy to protect those who suffer with nut allergies. We also request that no sweets, chocolate or crisps are provided for snacks. There is always fresh water available.

Healthy Snacks

(List of acceptable snacks that can be brought to school)

Fresh or dried fruit

Fresh or dried vegetables

Smoothies

Cereal bars/flapjacks but these must **not** contain chocolate or nut products

Breadsticks (plain)

Bread (plain with no spreads)

Crackers

Dried cereals, but these must **not** contain chocolate or nut products

Please note - Reception classes will have only the fruit or vegetable options at morning break this is because their lunch follows closely after morning break, and filling snacks prevent them from eating their lunches properly.

The reason for restricting higher protein or higher fat foods is that these are more filling, and are more likely to stop children from eating their lunch.

Where children want to bring a snack to eat after school, before a club commences, the only restrictions we impose are that these should not be sweets, nor contain chocolate or nut products. Also, consideration should be given to foods which should be refrigerated as they will be sitting in warm classrooms all day. Again, **please note** that this paragraph only applies to **after school snacks**.

Swimming

Reception pupils swim weekly all year. Year 1 swim in the Autumn and Spring Terms and Year 2 swim in the Summer Term. All these year groups swim at Donyngs Recreation Centre. Years 3-6 have swimming lessons at Reigate Grammar School pool on a rota with other sports.

Peripatetic Music Lessons

The Head of Music co-ordinates the Peripatetic music lessons in the School. Please speak to the School Office for further information.

Electives (Clubs)

There is a rich variety of after school activities known as Electives. Some are run by Teachers and Teaching Assistants, and some by third party specialists. A list is sent out to all children before each new term. New children will be sent an Electives list at the same time.

School Day Trips / Educational Visitors

Each year pupils take part in educational school trips and benefit from educational visitors to the school. The cost of these trips is extra to the termly school fee and payable in advance of the trip. As a guide there are usually between 1 and 3 trips /visitors per year for Early Years – Year 2 and between 1 and 3

per term for Years 3 – 6 depending on the relevance to each terms curriculum. The charge for these trips generally range between £10 - £35 each.

Residential Trips

Children from Year 4 up have the opportunity to take part in annual residential trips. The cost of these trips is extra to the terms fees and is charged in advance. All pupils are expected to attend the annual residential trip for their year group which takes place during the Summer Term. There are also residential trips that take place during the school holidays which are optional, please see the table below for further guidance:

Year Group	Example of trip	Guide to cost
Year 4 annual 1 night residential trip Summer term	Henley Fort Activity Centre Guildford	£140
Year 5 annual 2 night residential trip Summer term	Kingswood Isle of Wight Activity Centre	£295
Year 6 annual 4 night residential trip Summer term	Snowdonia (Bushcraft)	£495
Optional Year 5&6, 6 nights Sports Tour Boys and Girls Autumn Half Term Holidays	European Sports Tour	£592
Optional Year 5&6, 6 nights French Residential Trip Summer Holidays	Normandy French Chateaux and activity centre.	£495

First Aid and Medicines

All staff hold a First Aid Certificate in Emergency First Aid. All Office and Reception Staff are trained first aiders. The School also has additional Paediatric First Aiders who are specifically trained for the Early Years. Games Teachers also have relevant First Aider qualifications.

All medicines must be taken to the School Office. The School Office Staff will only administer medicine prescribed by a GP with written authorisation from the parent. Medication such as inhalers or epi-pens are kept in the School Office and are collected before all trips or sports activities e.g. games, swimming etc. Pupils will not be allowed to leave the School site without their inhalers or epi-pens. The school does have universal inhalers available for use in emergencies. The school has 2 portable defibrillator units kept in the school sports hall foyer and school office.

If you have any concerns regarding your child's medical needs please contact the School Office and we will arrange to have an individual action plan drawn up for your child should this be considered necessary.

Fire Drill

Fire drills are held regularly and all pupils are instructed on what to do in the event of a fire.

Pupil Absence

The DfE requires that all absences must be explained by a note from the parent. **Any child who has been sick or had diarrhoea must not return to School within 48 hours of the last episode occurring.**

The School discourages any absences for reasons other than sickness during term time. Permission for

absences other than sickness must be sought from the Headmaster in advance.

School Ethos Our Charter of Values

We treat other people as we would like to be treated.

We forgive.

We are always honest, truthful and fair.

We listen to each other.

We are kind and helpful.

We do our best to be our best self.

School Policies

The following policies can be found on the School website or detailed in the School's Terms and Conditions which are found on the Registration Supplement and on the School website, or are available on request from the School Office:

- Admissions Policy
- Anti-Bullying Policy
- Rewards and Sanctions Policy
- Child Protection and Safeguarding Policy
- Complaints Policy
- Curriculum Policy
- Equality Policy
- First Aid Policy
- Health and Safety Policy
- RSM Terms and Conditions
- SEN Report
- SEND Policy
- EYFS Safeguarding Children
- EYFS Complaints Procedure
- EYFS Behaviour Management Policy
- EYFS Curriculum Policy
- EYFS Accessibility Plan
- EYFS SEND & GT Procedures and Policy



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PREPARATORY AND CHOIR SCHOOL

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