



MALTMAN'S GREEN
SCHOOL

Parents' Handbook

Please note: Some of the arrangements detailed in this handbook may vary dependent upon government guidelines at the time surrounding COVID-19.

This is a working document and as such, we reserve the right to make changes throughout the year.

Last updated: 12/11/2021



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Introduction to Maltman's Green School

Excellence with a sense of fun

Celebrating the unique, empowering individuals.

Beliefs

We believe:

- that every girl is unique and will thrive when encouraged to be herself;
- in the pursuit of excellence whilst maintaining a sense of enjoyment and fulfilment;
- that excellent education is about inspiring, enabling and facilitating;
- in an innovative approach to the curriculum; and
- in working in partnership with parents to give our girls the best possible start in life.

Aims

We aim to:

- inspire your daughter to do her very best, inside and outside of the classroom, by offering an exceptional academic curriculum and extensive extra-curricular opportunities;
- prepare girls for the modern world through a relevant, adaptable curriculum supported by a foundation of traditional values and innovative thinking;
- provide a personalised learning experience that recognises each unique individual and offers appropriate challenges in a supportive environment;
- provide girls with every opportunity to succeed across multiple disciplines, fostering confidence and self-belief through our Maltman's Mindsets, empowering them for the future that awaits; and
- foster a caring atmosphere to afford each girl a feeling of safety, security and enjoyment where they feel able to be themselves.

Brief Outline of the School:

- The School was established in 1918 and has undergone several transformations, including changing from a boarding school to a day school and from age 18, to 13+, to the current 11+ leaving age.
- Today it is an academically non-selective, all girls', day, preparatory school, catering for approximately 320 girls from 2 to 11 years of age.
- Maltman's Green is a charitable trust administered by a Board of Governors. The Headmistress is a member of IAPS.
- The physical environment is spacious, green and very pleasant. The feel of the School is one of enjoyment, purpose and calm, providing a sense of continuity and security.
- Classes are small, allowing for well differentiated teaching and individual support.
- The staff are well qualified and dedicated. Specialist teaching is an important feature of the School, particularly at KS2.
- There is a wide range of extra-curricular activities offered by the School. All girls have access to a good range of pursuits, and competitive success has been achieved in many areas, particularly gymnastics, swimming and music.
- Respect for the beliefs, cultures and faiths of others is embedded in the School's clear moral framework. The girls are taught to know the difference between right and wrong. These values include democracy, the rule of law, individual liberty and mutual respect for those of different faiths.
- The School first achieved Green Flag Eco-School status in 2009 and this was achieved again in 2012, 2015, 2019 and 2021.
- The School is fortunate to encompass a wide range of high quality facilities on one site. This includes an impressive indoor 6-lane, 25-metre swimming pool, an extensive IT

network with interactive whiteboards in every classroom, purpose built teaching blocks, dedicated music, art, technology and science rooms, a dual purpose performing arts/gymnasium, to complement the other dedicated gymnasium, two libraries, dining hall, outdoor Discovery Garden, Woodland School, floodlit sports courts, grass playing fields and superb play facilities.

Health and Safety

We update and review our risk assessments on our classrooms and other indoor and outdoor areas and inspect and clean all the equipment and toys used regularly by the girls. Daily checks are also completed to ensure ongoing safety in the Early Years classrooms and outdoor areas.

School Policies

Key School policies are available to download from the School website under 'About' and can be found on parents' My School Portal.

All school policies reflect our aim to give equal opportunities and access to all pupils in line with our inclusion and disability policies.

The School Structure

The School is a continuous whole, but the different needs of particular age groups are recognised and catered for by different levels of staffing, timetabling and daily routines. The Headmistress is assisted in the day-to-day running of the School by the Bursar, the Deputy Heads Academic and Pastoral, Head of Pre-Prep, EYFS Co-ordinator, Curriculum Co-ordinator, Director of Enterprise, Head of Lower Prep and the Head of Upper Prep. In Little Malties and Nursery, the pupils are taught in mixed ability groups with a member of the team responsible for recording the progress of each pupil. From Reception to Year 6, the pupils are divided into mixed ability classes. At the end of every year the pupils are redistributed into classes for the following year.

The Pre-Prep

The Pre-Prep comprises:

- Early Years
 - Pre-School
 - Little Malties Day-Care
 - Nursery
 - Reception
- Key Stage 1 (Year 1 and Year 2)

Pre-School

- **Little Malties Day Care**

For girls who are 2 years old.

This setting is called 'Little Malties' and it provides a 23 place pre-school with all the advantages of a day nursery combined with the educational focus and richness of experience that Maltman's Green can provide. A staffing ratio of one adult to four pupils is provided for 2 year olds in this year round, full day setting. The Little Malties pupils experience one term of a weekly Swimming lesson during the year. In addition to this they have specialist Music, French and PE lessons.

- **Nursery**

For girls who are 3 years old on 1 September of the year of entry.

Pupils attend Nursery in their 'Pre-Reception' year and therefore it is imperative we prepare them in Nursery as best we can for the full days they will eventually go on to experience. With this in mind, please find below the attendance expectations we have for the girls as they start in Nursery. This is a minimum expectation and we will continue to welcome girls for as many full days as you would like your daughters to attend. Do please discuss your preferences with us.

Autumn Term	Spring Term	Summer Term
1 full day and 4 half day sessions	2 full days and 3 half day sessions	3 full days and 2 half day sessions

A morning session is from 9.00am – 1.00pm (staggered drop-off from 8.30am). Optional afternoon sessions run until 4.00pm, with staggered pick-up from 3.10pm. We have a maximum of 40 Nursery places and a ratio of one adult to eight pupils for core times of the day. The Nursery team consists of a teacher and assistants. Nursery pupils have two specialist Music lessons a week and a weekly Swimming lesson in blocks throughout the year. The pupils also receive lessons in French, Woodland School and PE.

Reception

Full-time, for girls who are 4 years of age on 1 September of the year of entry.

There are around 20 pupils in each of our Reception classes. As well as a form teacher, there is a full-time teaching assistant for each class. The classes are taught by their form teachers except for PE, Music, and French which are taught by specialists from the relevant departments. The girls also have a weekly Woodland School lesson.

Key Stage 1 (Year 1 and Year 2)

During Key Stage 1, pupils benefit from building a strong relationship with one teacher who delivers most of their subjects. All curriculum subjects are taught by form teachers, with the exception of PE, Music, ICT, Woodland School and French, which are taught by specialists. Each class has a dedicated teaching assistant.

Prep School

Key Stage 2 (Year 3 to Year 6)

The form teacher has overall responsibility for the progress of the pupils in their care but the pupils are taught increasingly by a variety of specialist teachers. In Year 3 pupils still benefit from having a substantial proportion of their time with their form teacher. In Years 4, 5 and 6 they have a form teacher and are taught by subject specialists for all their lessons.

Our Curriculum Policy can be viewed on our School website.

Education in The Early Years

Key Person

For all girls in Reception, their **Key Person** is their class teacher. In Nursery and Little Malties the girls are allocated a Key Person, who is a member of staff in the respective setting. Parents are informed accordingly.

The role of the Key Person is to:

- ensure that learning and care is tailored to a pupil's individual needs,
- help girls become familiar with the setting,
- offer a settled relationship for the girls, and
- engage and support parents in guiding a girl's development at home.

Our Foundation Stage Curriculum

As an independent School holding exemption from the statutory Framework for the Early Years Foundation Stage, we offer a broader, more balanced and creative curriculum for our girls.

We believe that every pupil is unique. Through positive relationships and an enabling environment we teach the girls to value learning, be resilient, capable and motivated individuals. Through self-initiated play, exploration, investigation and adult-led learning we carefully lay lasting foundations in both the Prime and Specific Areas. All girls are given equal access and opportunities to develop their knowledge, skills and understanding in:

The Prime Areas

1. Communication and Language
2. Physical Development
3. Personal, Social and Emotional Development

The Specific Areas

1. Literacy
2. Mathematics
3. Understanding the World
4. Expressive Arts and Design

The Prime Areas are crucial in igniting the girls' curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive. The four Specific Areas enable the Prime Areas to be strengthened and applied.

Throughout the Early Years Foundation Stage, we introduce different thematic units, which enable girls to develop their knowledge, skills and understanding in a variety of ways. The Characteristics of Effective Learning comprise of:

- playing and exploring
- active learning
- creating and thinking critically

These characteristics are continually nurtured, with an understanding that each girl learns in different ways.

Girls develop their communication and language through classroom relationships and discussion, presentations, role-play, and collaborative learning. The fundamentals in Literacy are taught daily through a structured synthetic phonics programme, wide-ranging literature and a wealth of opportunities for writing. Mathematics is introduced through activities, which enforce the importance of number sense and using concrete and pictorial materials to support and develop understanding.

All pupils in Reception have three 35-minute PE sessions each week. Girls participate in Music and French. With Computing taught weekly, in an age-appropriate manner, girls are gradually introduced to the technologies and are given every opportunity to learn and develop their skill set.

Girls move into Year 1 as independent and happy learners, with a strong learning ethic, enthusiasm and self-assurance. A copy of the School's Curriculum Policy can be found on our website.

If at any point, progress in one of the Prime or Specific areas gives cause for concern, class teachers will discuss this with parents and agree practical pathways to support and monitor the pupil. This may be through in class support, group support, or through one-to-one withdrawal with a member of the Learning Support team. The Head of Learning Support, EYFS Coordinator, Head of Pre-Prep and teaching staff will guide parents should there be a need to engage with external agencies. This may include Speech and Language or Occupational Therapies.

A copy of the School's SEND Policy may be viewed on our School website.

The School Year

Autumn Term 2021

Monday 6 September – Wednesday 8 December

Autumn Half Term: Thursday 21– Friday 29 October (inclusive)

Little Malties Christmas Closure: To be confirmed

Spring Term 2022

Thursday 6 January – Wednesday 30 March

Spring Half Term: Monday 21 – Friday 25 February (inclusive)

Summer Term 2022

Wednesday 27 April – Wednesday 13 July

Summer Half Term: Monday 30 May – Friday 3 June (inclusive)

Little Malties Summer Closure: To be confirmed

End of Term Collection Times

12.00pm	Nursery, Reception and Year 1
12.15pm	Years 2 and 3
12.30pm	Years 4 and 5
12.40pm	Year 6

Communication Systems

Contacting the School

We understand this it is important to work in partnership with parents through clear channels of communication. In the event that parents wish to contact their daughter's teacher, they should do so via the School office. Parents are given opportunities to discuss matters face to face with teachers at Parents' Evenings.

- In the first instance, parents are encouraged to send an email to the office for the attention of their daughter's teacher or form tutor if it is a pastoral matter.
- Teachers like to respond to queries as soon as possible, but please remember that their first priority is to the education of the pupils. Outside of the classroom teachers often have to attend to other duties, meetings and lesson planning so may take up to one full working day to respond to parent queries, or possibly longer for part-time teachers. Teachers are under no obligation to respond to parent queries during their personal/family time.
- If the teacher does not satisfactorily deal with the matter, parents can address a follow up email (via the office) to the Head of Department, Head of Upper/Lower Prep or Head of Pre-Prep accordingly.
- In the unlikely event that parents are still unhappy with the response, they can direct their issue to the Deputy Head Pastoral or Deputy Head Academic. Final point of contact is the Headmistress.

Complaints

We hope that parents will feel pleased with the care and education provided during their daughter's time with us, and that any difficulties can be sensitively and efficiently handled. However, should parents feel unhappy and wish to make a complaint, the School's 'Complaints Policy and Procedure' is available to view on our website, or may be sent on request.

Because we are an independent school, the Independent Schools Inspectorate (ISI) is responsible for inspecting our Early Years Foundation Stage, Reception classes. However, in the event of any complaint to the School, from which you may be dissatisfied with the outcome, you are entitled to contact ISI and Ofsted directly.

ISI can be contacted regarding complaints on complaints@isi.net or by telephoning [0207 6000 100](tel:02076000100).

The leaflet: 'Complaints to Ofsted about Schools: Guidance for Parents', reference 080113 may be downloaded from www.ofsted.gov.uk. This indicates the procedures for making a complaint.

A complaint may also be made directly to the DfE, using the following weblink: https://form.education.gov.uk/service/Contact_the_Department_for_Education

Telephone

Parents can contact the School office by telephone on [01753 883022](tel:01753883022). The office is open from 8.00am until 6.00pm Monday to Friday.

- **If your query is urgent, please let the office staff know and they will attempt to find a senior member of staff to speak to you.**
- If you would like to speak to a specific teacher, it is likely that the office will have to take a message and request that the teacher call you back when it is convenient to do so.
- Please note that a lesson will never be interrupted so that a teacher can take a call, unless in an emergency.

To contact our **Wrap Around Care** department outside of regular office hours (from 6.00pm until 6.30pm), please call 07823 418820.

To contact our **Little Malties Day Care** (current parents only), please call 07741 895299.

Email

The main email address for correspondence is office@maltmansgreen.com.

If your query is urgent, please telephone the School office.

We also have several other email addresses for specific administrative enquiries:

- Admissions: registrar@maltmansgreen.com
- After School Club: afterschool@maltmansgreen.com
- Billing: mgsaccounts@maltmansgreen.com
- Breakfast Club: breakfast@maltmansgreen.com
- Extra-Curricular: activities@maltmansgreen.com
- Facilities & Maintenance: maintenance@maltmansgreen.com
- Friends of Maltman's Green: fomg@maltmansgreen.com
- Marketing: marketing@maltmansgreen.com
- School Bus: bus@maltmansgreen.com
- Sport: sport@maltmansgreen.com
- The 100 Club Bursary Fund: mgs100@maltmansgreen.com

Notes for the Teacher

Parents can leave a note for the teacher in their daughter's homework diary or EYFS communication book. Please remind your daughter to show her teacher.

School Post

We communicate with all parents across the School using School Post - an email system which provides fast and efficient delivery of information and alleviates the need for the majority of paper responses.

- Parents wishing to refer back to a School Post message may find it easier to search for it via My School Portal than through their email provider as the search function is more detailed.
- From your daughter's first day, all communication relating to your daughter's class, year group, extra-curricular activities, or to the whole school will automatically be emailed to both parents (where applicable) unless you advise us otherwise.
- Please note that the parental contact information provided on your completed Acceptance Form will be added to our database, which automatically links to School Post, and you should advise us of changes as soon as possible, so that you continue to receive communications.
- If you do not seem to be receiving School Post messages, please check your spam/junk mail.

Weekly Bulletin

A weekly bulletin is sent to parents every Friday afternoon (approximately 4.30pm), containing information and messages about the following week(s). Messages may also contain important reply forms for school trips, events, fixtures etc. Parents will generally only receive messages relevant to the year in which their daughter(s) is/are in, so it is crucial that all messages are read and actioned. We aim to keep messages short and to the point.

Daily Messages

Outside of the weekly bulletin, parents may receive emails from the School on any day of the week. These messages will usually be those with especially high priority, those related to sports fixtures, parents' evenings or last minute notices/reminders.

Text Messages

School Post has the facility to send text messages. Parents will only receive text messages for urgent notices, such as the School having to close due to heavy snowfall, or for timely messages when pupils are off-site on a school trip.

My School Portal (MSP)

<https://maltmansgreen.myschoolportal.co.uk>

Once you have accepted the place for your daughter, you will be given a log in to My School Portal (MSP) – a secure, intuitive, online platform where you can access your daughter’s school reports, attendance records, timetables and fee bills direct from your smartphone, tablet or desktop device.

On the portal parents will be able to do the following:

- book occasional wrap around care;
- book Parents’ Evening slots (Little Malties to Year 3 only);
- check daughter(s) timetables;
- report sickness and request advance absence;
- access school reports/fee bills;
- view and export the School calendar (including sports fixtures);
- view School Post emails;
- submit changes to contact details.

The portal is information rich and includes weekly menus, our termly newsletters, parent handbooks and ready access to all of our most important school policies and privacy notices.

Logging In

Follow these instructions when logging in to MSP for the first time:

1. Visit <https://maltmansgreen.myschoolportal.co.uk/request-password>.
2. Enter the email address you used to register with the School.
3. Click ‘request password’.
4. You will then receive an email from MSP. Please follow the instructions.

Once you have gained access to the Portal you will be able to navigate your way around. **The Maltman’s Green logo is the home key.**

If using a tablet or phone, follow the instructions to save the MSP icon to your device’s home screen.

If you encounter any problems, please email myschoolportal@maltmansgreen.com.

Early Years

- To record, track and share each pupil’s learning and progress during her time in Little Malties, Nursery and Reception years, we use **Tapestry**. This is an online system hosted in the UK on dedicated, secure servers which conform to very high safety standards and are managed proactively by a central security team. Tapestry allows staff to instantly upload photographs, videos and observations. Another great benefit of this system is that parents have access to their daughter’s profile (using a personal email address and a secure password to log in) and are able to add their own comments to the school’s entries, as well as create observations at home and upload them to the journal. When something new has been added to your daughter’s learning journal, their parents will be emailed as an alert and can then log on to Tapestry and view the latest entry. The Tapestry website may be accessed on a computer or laptop, and the app may be downloaded on to any Apple or Android device such as a tablet or smartphone. New parents will be invited to join once their daughter has enrolled at the school. Tapestry use is optional, but is recommended.

- In Little Malties parents will also share a **Communication Diary** with the Little Malties staff to ensure a smooth transition between pre-school and home. This covers food, toileting and sleep and other issues as they arise.
- In Nursery, a similar **Communication Diary** details how well your daughter ate at lunchtime. From Reception upwards there is space in the girls' reading/homework diaries for short messages.

SOCS CC

<http://sport.maltmansgreen.com>

SOCS CC assists with viewing and managing pupils' extra-curricular activities and sports fixtures. Access to SOCS CC is either via the button on the My School Portal home screen or on the Extra-curricular Activities page under My School on MSP.

Friends of Maltman's Green (FOMG), Parents Association

Parents become members of the FOMG when their daughter joins the School. The FOMG is an association for parents and staff with three main aims: to organise social events for parents and staff; to assist the class representatives (volunteer parents) to work as effective supporters of the School community; and to raise funds for a) the charities that the School supports; and b) to purchase equipment to enhance the pupils' learning environment. Previous purchases include precision made handbells, a Clavinova and other musical instruments, purchase of equipment for our new STEAM initiative, gymnastics equipment and enhancements to facilities in the Lapraik Hall, such as AV equipment and seating.

FOMG events include the ever popular Christmas Fair, the parents Quiz Night and Maltfest - a summer weekend camp-out. Events are well attended, helping parents connect and fostering a warm and welcoming school community. The FOMG also run a well-stocked second hand uniform shop.

The FOMG are always looking for new members. If you have the enthusiasm and some time to spare, please get in touch. Email: fomg100@gmail.com

Classlist

Classlist is a secure parent-to-parent communication platform managed by the FOMG. The system is for the FOMG and parents to share information with one another without having to reveal their private contact details. One of the key aims of the FOMG is to build a strong sense of community within the school and regular communication between the FOMG and parents is important in helping to build this school community. Parents are not obliged to join Classlist. Parents wishing to join Classlist should contact the FOMG: fomg@maltmansgreen.com.

Everyone using Classlist has to comply with the Classlist Community Guidelines, which include being respectful of fellow parents and not using the app to complain about the School or individuals connected with the School.

The School does not endorse the use of private messaging platforms, such as WhatsApp, for school related matters. We encourage parents to use Classlist to communicate with one another. Parents should contact the School office if they have a query, issue or complaint which they would like addressing.

Parent Helpers

We value our team of Parent Volunteers who help us in many ways such as with outings, clubs, Nursery swimming and the library. New volunteers are always welcome and have to undergo our safeguarding procedures, including a full DBS check.

Social Media and Website News

The School has public accounts on Facebook and Twitter as well as a news page on the School website on which to share news stories about life at Maltman's Green. Parents may find it interesting to see short accounts of trips, workshops, interesting lessons, events and more. Parents are not obliged to check or engage with the content.

Website News

<https://www.maltmansgreen.com/news/>

Facebook

<https://www.facebook.com/MaltmansGreenSchool/>

Twitter

<https://twitter.com/MaltmansGreen>

School Timings

Little Malties:	Pupils must register by 9.00am . Morning session ends at 1.00pm with the option of staying for a School Day ending at 4.00pm, or an Extended Day option where pupils must be collected by 6.30pm at the latest.
Nursery:	Pupils must register by 9.00am Nursery ends at 1.00pm , with the option of full day 9.00am – 4.00pm
Reception:	Pupils must register by 8.40am School ends at 3.20pm
Year 1:	Pupils must register by 8.40am School ends at 3.30pm
Year 2:	Pupils must register by 8.40am School ends at 3.40pm
Year 3:	Pupils must register by 8.40am School ends at 3.50pm
Years 4 - 6:	Pupils must register by 8.40am School ends at 4.00pm

Please note that registers close at the times shown in bold. Pupils arriving after this time need to sign in at the School office and will be marked as late.

Pupils in Reception to Year 6 may arrive from 8.15am and gather in the playground where they will be supervised until 8.30am when the classrooms open. Parents are encouraged to leave their daughters in the care of the members of staff on duty.

Nursery pupils may be dropped off at the Nursery from 8.15am, where they will be supervised until 9.00am.

PUPILS MUST NOT BE IN SCHOOL BEFORE 8.15AM EXCEPT FOR THOSE ATTENDING THE BREAKFAST CLUB OR EARLY MORNING ACTIVITIES

Pupil Arrivals and Departures

Little Malties

Little Malties pupils need to be brought to the front of the School. If by car, parents can use the parking bays in this area. If on foot, parents may wish to leave a buggy under the canopied walkway to the left of the front door.

Arrival

Arrivals are from 7.30am. There is a dedicated bell for Little Malties, which rings through to the setting. Once the bell has been rung, parents should enter into the lobby and wait for a member of staff for a direct handover. Parents can drop pupils at a time to suit them during the booked session.

Collection

When collecting at 1.00pm, 4.00pm or 6.30pm parents should come to the Nursery door at the front of the School. This is located under the covered walkway, to the left of the main entrance. Please ring the bell and wait for a member of staff for a direct handover.

Nursery

Arrival

Arrival is between 8.15am and 9.00am. For drop off, pupils can be brought to the Nursery door at the front of the School. This is located under the covered walkway, to the left of the main entrance. Please ring the bell and wait for a member of staff for a direct handover.

Collection

When collecting at 1.00pm and 4.00pm parents should come to the Nursery door at the front of the School, any time from 3.10pm.

All Other Pupils

Pupils will only be released to the people stated in the Parent Communication and Contact Information Form. Written permission is required for any changes to these arrangements. The parents' car park is known as **ADA (Arrival and Departure Area)** and comprises a one-way road with lanes taking drivers to parking bays in two zones, a parents' meeting area and an undercover area where the pupils wait. This is the only way in and out of the School for all pupils arriving by car during the normal school day. Pupils are happy to make their own way to their classroom **however, all pupils must be accompanied by an adult all the way to the ADA gate, unless they have made use of the drop-off zone.**

Access to the School site from ADA is via a pedestrian access gate. The gate is open in the morning from 8.15am to 8.45am and in the afternoon from 3.20pm to 4.15pm. Pupils with bikes can lock them near the ADA gate, but should bring their own bike lock.

ADA Drop-Off Zone

We have a dedicated Drop-Off Zone operating in ADA in the mornings between 8.15am and 8.40am, as detailed below. This can be used from Reception upwards. The zone is manned by staff and parent volunteers. All parents are contacted at the end of each term in order to put a rota together for the following term.

ADA Drop-off Zone Rules:

- Children must stay within the vehicle until the adult on duty opens the door. Please do not encourage your daughter to exit the vehicle before this happens.
- Children must leave the vehicle on the pavement side.

- Adults must not leave their vehicle.
- No waiting in the drop-off zone.
- Make your way towards the end of the zone when dropping-off to eliminate congestion.
- Please keep bags in the car, rather than in the boot, wherever possible.
- Please watch your speed when entering the zone.
- Please indicate when entering and leaving the drop-off zone.
- Please do not use the drop-off zone earlier than 8.15am.

Arrival

- Pupils are not permitted into their classrooms before 8.30am. Pupils arriving at school between 8.15am and 8.30am remain in the playground under the supervision of the member of staff on duty at that time.
- Access to the three external teaching blocks (Purple Block, Tech Block, Art & Reception Block) is controlled by timed external keypads outside of normal school teaching hours. Pupils are only allowed access from 8.30am until 4.30pm during term time.

Going to Breakfast Club and Morning Activities

- Parents of pupils arriving by car between 7.30am and 8.30am for Breakfast Club can use the parking bays at the front of the school, please ring the doorbell and your daughter will be collected by a member of the Breakfast Club team. Parents of pupils for early morning individual extra-curricular lessons, squads, clubs etc. should park in ADA and wait for the teacher or coach running the club to arrive at the gate to escort the pupils to their club or activity.
- Any pupils found on site before 8.15am without an extra-curricular activity will be taken to the dining room to be cared for until they can join the rest of their form on the playground. An occasional breakfast club charge will be made for this provision.

Collection

- Teaching staff accompany their class to ADA at the end of the School day and will remain at the School gate for approximately 10 minutes after the year group's designated pick up time. After this time Pre-Prep pupils will be taken to Late Room (more on page 16), while Prep pupils will be taken to After School Club and considered as 'late collection' – see page 15 for more details.
- ADA is supervised by senior members of staff on duty.
- In order to avoid congestion and to ease the supervisory task of staff on duty, parents/carers are asked to wait in the designated parents' meeting area and to move to the pupil waiting area only when they can see their daughter is ready for collection.
- No pupils are allowed to leave the safety of the pupil waiting area until a parent/carer is with them. Staff on duty will instruct the pupils that, for their own safety, they must not cross the pedestrian crossing or move to the parents' meeting area.
- The School does not permit pupils to go home unaccompanied. The only exception to this is for pupils in Year 6. Year 6 girls may walk home unaccompanied as this can promote independence as part of the transition to senior school. If you would like your daughter to walk home, please write to Mrs Walker to let her know that you give permission for this. Pupils walking home will go to ADA with their form at the end of the day, from which they are dismissed to walk home. If you decide to pick up your daughter (for instance, if it is raining heavily) please telephone or email the School office who will notify the form teacher to expect you at the ADA gate.

Collection from After-School Activities

- Parents collecting pupils from after-school activities will not be allowed direct access to the external teaching blocks on school days or at any time during weekends or school holidays. Parents should collect their daughter from the ADA gate.

Late Collection

- Any Pre-Prep pupils not collected from Late Room by 4.00pm will be taken to the Nursery and booked into After School Club, with a partial After School Club charge applied.
- Any Prep pupils who have not been collected by 4.15pm will be escorted to the School office, where their names will be noted by the office staff so that you can be contacted. In the meantime, they will be taken to the dining room and booked into After School Club, with a partial After School Club charge applied.
- Any pupils still not collected by 5.00pm will remain in After School Club and receive the After School Club food provision. A full occasional rate charge will be levied.
- Any pupils not collected by the end of After School Club at 6.00pm will be taken to the Nursery to wait with Little Malties staff. Little Malties and Nursery pupils may stay until 6.30pm.
- Any pupils not collected from an after-school activity at the stated finishing time, will be taken to the dining room or, from 6.00pm, to the Nursery.

Summary of Regular Drop Off Arrangements

Year(s)	Time	Location
Little Malties	7.30am if booked for morning session/extended day. 8.00am if booked for day session. Breakfast cleared away at 9:00am.	Gate A: Adjacent to Head's house.
Nursery	8.15am-8.50am	Gate B: Nursery black door.
Reception	8.15am-8.40am	Gate C: Next to the disabled parking bays at ADA
Y1 and Y2	8.15am-8.40am	Gate C: Next to the disabled parking bays at ADA.
Y3 and Y4	8.15am-8.40am	Gate D: Main ADA gate.
Y5 and Y6	8.15am-8.40am	Gate D: Main ADA gate.

Summary of Regular Collection Arrangements

Year Group(s)	Time	Location
Little Malties	Morning only girls at 1.00pm. School day girls at 4.00pm.	Gate A: Adjacent to Head's house.
Nursery	Any time from 3.10pm – 4.00pm. Collection at 1.00pm is only by prior arrangement with Miss Button, Head of Pre-Prep.	Gate B: Nursery black door.
Reception	3.20pm	Gate D: Main ADA gate.
Y1	3.30pm	Gate D: Main ADA gate.
Y2	3.40pm	Gate D: Main ADA gate.
Y3	3.50pm	Gate D: Main ADA gate.
Y4	4.00pm	Gate F: Left of Main Ada gate
Y5 and Y6	4.00pm	Gate E: Top triangle gate behind the uniform shop

Any pupil attending an after-school club will be brought to the main ADA gate for collection. Please collect your child promptly at the stated finish time. Pupils from Reception to Year 2 who require care until 4.00pm are welcome to attend late room (see separate section below for further details).

Wrap Around Care

The guidance states that we are able to continue offering before and after school care and there is no longer a requirement to keep pupils in consistent or separate groups. From Monday 6 September the following will be in operation:

- **Late Room** (Reception to Year 2)
- **Breakfast and After School Club** (Nursery to Year 6)
- **Little Malties** session hours are per each child's booking

Late Room (Reception to Year 2)

Late room sessions can now be booked in advance on an 'ad hoc' basis via a message in your daughter's Communication Book or by contacting the school office via email or telephone.

Requests should be made no later than 2.00pm on the day the booking is required.

Collection Arrangements for Pupils who attend Late Room

Year Group(s)	Time	Location for Collection
Nursery and Reception	3.20pm-4.00pm, Nursery Blue Room	Gate B
Y1	3.30pm-4.00pm, Dining Room	Gate B
Y2	3.40pm-4.00pm, Dining Room	Gate B

You may collect your daughter from Gate B (the Nursery black door) at any time before 4.00pm. Please note that late charges apply after this time.

Breakfast & After School Club (Nursery to Year 6)

Breakfast and After School Club sessions can also now be booked on an 'ad hoc' basis. Bookings should be made via My School Portal **no later than 24 hours in advance of the day(s) required.**

Drop Off Arrangements for Pupils who Attend Breakfast Club

All pupils attending Breakfast Club will need to be brought to the Nursery Black Door (Gate B) between 7.30am and 8.30am. They will then be escorted to the Dining Room.

Collection Arrangements for Pupils who attend After School Club

Year Group(s)	Time/Place	Location for Collection
Little Malties and Nursery	6.30pm, Nursery Blue Room	Gate B
Reception	6.00pm, Nursery Blue Room	Gate B
Y1 and Y2	6.00pm, Pre-Prep Library	Gate B
Y3 and Y4	6.00pm, allocated space in Dining Room	Gate B
Y5 and Y6	6.00pm, allocated space in Dining Room	Gate B

All pupils attending After School Club can be collected from the Nursery black door (Gate B) at any point up to the specified time.

Security

Safeguarding our pupils is of the highest priority. The ADA is fenced off from the rest of the School campus. Parents are most welcome to meet with a member of staff to discuss their daughter.

Should this be the case, parents and any other visitors will need to sign in via the School office when entering the School site, in line with our safeguarding policies and procedures.

Safety on Site

In the interests of safety, we ask that all drivers:

- drive very slowly in the ADA car park and observe the directional arrows, in order to minimise accidents and avoid congestion;
- follow any directions given by Maltman's staff on duty;
- observe the driving rules used on the public highway when driving in the ADA car park or elsewhere on the School campus;
- do not use mobile phones while driving or manoeuvring;
- ensure that their children are correctly strapped in before the vehicle moves;
- only park in designated parking spaces; and
- do not leave engines idling and ensure they turn off their cars while waiting.

Out of consideration for others, all drivers are asked NOT to park in the disabled bays unless they are entitled to do so.

In the interests of safety, we ask that all pedestrians:

- use the pathways and avoid walking on the vehicle carriageways; and
- accompany children if there is ever a need to cross the vehicle carriageways.

Parents are requested **not** to allow their child(ren) to:

- walk or cycle home on her own without first having written to the Headmistress;
- play on the School play equipment, in the ADA car park or elsewhere on the School site; or
- climb trees, throw sticks or branches anywhere on the School site.

Dogs are not to be walked or to roam anywhere on the School site.

Maltmans Lane

Please drive slowly

It is essential for parents to observe the unofficial one-way system in the lane i.e. entry from the end nearest to the Gerrards Cross Tennis Club and exit at the end nearest to St Joseph's Church. However, please be aware that as this is not an official one-way route, the general public have every right to drive both ways.

- Please have consideration for our neighbours and do not park on Maltmans Lane.
- Please do not park in the front drive or the lane leading to the staff car park. These must be kept clear at all times for the emergency services and deliveries.
- Parents' cars should not enter the staff car park at any time.

Wrap Around Care

Pre-Prep Late Room

Pupils may attend Late Room until 4.00pm free of charge on any day of the week. This facility can be used by pupils joining After School Club at 4.00pm, those doing after-school activities, pupils with older siblings at the School or on an occasional basis for those whose parents will be slightly late to collect their daughters.

Early Years: This will be held in the Nursery.
Year 1: This will be held in the dining room
Year 2: This will be held in the dining room

After School Care

This is the arrangement whereby pupils are cared for between 4.00pm and the start of their extra-curricular activity. They are provided with refreshments at this time. There is no charge for this provision.

Breakfast Club

** Please note that breakfast is included in our Little Malties morning sessions and is eaten in the Little Malties classroom.*

Pupils may attend Breakfast Club from 7.30am until 8.30am and will be provided with a range of breakfast items to choose from. Breakfast is served until 8.15am. Once pupils have eaten they are free to read, take part in creative activities or play games in the dining room. At 8.30am the Prep pupils are dismissed to the playground to join-up with the rest of their form. The Pre-Prep pupils are accompanied to their form rooms.

Places can be booked either as a regular or occasional booking via My School Portal up to 12.00 midnight the night before the session, or by emailing breakfast@maltmansgreen.com.

The safety of our pupils is paramount and they are supervised at all times when on-site. Any pupil not in a morning extra-curricular activity and in school before our official opening time of 8.15am will be taken to the Breakfast Club and will be charged for an occasional session.

After School Club

After School Club runs from the end of the School day until 6.00pm, or 6.30pm for Nursery pupils. Places can be booked either as a regular or occasional booking via My School Portal up to 12.00 midnight the night before the session, or by emailing afterschool@maltmansgreen.com. Occasional bookings can also be made up until 2.00pm on the day the session is required by phoning or emailing the School office, or by emailing afterschool@maltmansgreen.com.

Pre-Prep (Nursery - Year 2)

Pupils are looked after in a dedicated room and can take part in art and craft activities and free play during the session. Staff will also hear them read a few pages of their reading book when time allows. They will be provided with a light tea consisting of a hot item with pudding and fruit. Please note that Little Malties pupils staying beyond 4.00pm also join the Pre-Prep After School Club.

Prep

Pupils will have a supervised homework session followed by a structured activity once homework has been completed. A hot or cold snack will be provided followed by fruit and a desert.

Booking Breakfast Club or After School Club

If you wish your daughter to attend Breakfast Club and/or After School Club on a regular basis, we ask that you complete an Out-of-School Care Request Form available on My School Portal, in the **My Children** section and then **School Forms**. Please note, places do not run across the academic years and therefore need to be re-booked each September.

All charges for Breakfast Club and After School Club will be billed termly in arrears and parents can use Child Care Vouchers (CCVs) in settlement of these charges. Please contact the Bursary if you have any queries regarding how to use CCVs.

Holiday Care

Little Malties runs year-round from 7.30am until 6.30pm closing only for a few weeks per year: one week during the summer holidays and two weeks at Christmas.

Whilst Nursery provision is offered during term time only, the School is able to provide care for Nursery pupils during the School holidays on a first come first served basis. Details of how to book will be sent to parents in advance of each holiday.

Third party holiday care is offered on-site for pupils in Reception to Year 6 during some of the longer school holidays. Details of how to book will be sent to parents in advance of each holiday, where available.

First Aid Provision

For full details of our Medical Policy please refer to the website or [click here](#).

It is the responsibility of the parents to provide the School with any information regarding the health needs of their daughter. These medical records must be kept up to date, informing the School of any changes immediately. Parents receive a termly reminder to update the School with any medical, dietary or health issues.

Medical Room

The School has a Medical Room situated close to the Music Wing, with basic provision for children who become unwell during the course of the School day. All pupils are shown where this facility is to be found.

Matron is on duty throughout the School day in the Medical Room to care for the children and their needs. In addition, all staff have basic first aid training. Many are also paediatric first aid qualified, and at least one member of staff is on site at all times with a Paediatric First Aid qualification throughout the school (this includes our EYFS setting). Likewise, at least one staff member with a Paediatric First Aid qualification, accompanies children throughout the school (including the EYFS) on school trips and outings. Additionally, a member of staff is also on site throughout the year with a First Aid at Work qualification, which covers First Aid for adults.

- Pupils should be sent to Matron in the Medical Room if they become unwell or require medication.
- It is the duty of the parents to make arrangements for pupils who become unwell whilst at school, by collecting them to take them home. Matron will contact parents should she feel that a child would be better off at home, and inform the office.
- It is important that home contact numbers are updated regularly through the School office, in the event of Matron needing to make provision for a sick child.
- Most incidences can be dealt with on the spot, but a bed is available in the Medical Room should a child need to lie down, and her parents are not immediately available.
- Full reference is made to girls' medical notes and parental permission as supplied by parents before any treatment is administered.
- Parental permission is sought on the pupil health form for paracetamol, antihistamine and throat lozenges and kept on file in the pupil's medical file. Please note that pupils in Little Malties, Nursery and Reception will only be given paracetamol or antihistamine in an emergency situation. Under no circumstances will they be given lozenges. Please see section 9 for further details for medical treatment and the administration of medicines for pupils in the EYFS. The medicine should be administered under the supervision of Matron, or by someone acting with the Head's authority, who holds the Administration of Medicines certificate, as noted in Appendix 2, 26.2.
- Throat lozenges and any other non-prescription medicines or creams brought in by the girls should be kept in the Medical Room in its original packaging. The medicine should be administered under the supervision of Matron, or by someone acting with the Head's authority, who holds the Administration of Medicines certificate, as noted in Appendix 2, 26.2. Girls are not permitted to carry any medicines or lozenges on them in school.
- Teachers should not be instructed to administer medicine to a pupil unless in an emergency, e.g. anaphylactic treatment, when out on a school outing and the child requires medicine, or if authority has been given as the member of staff holds a valid Administration of Medicines certificate.

Administration of Medicine

As it may not be feasible for the children to return home, nor, in most instances, for the parent to visit the School, medicines are administered by Matron in the following way:

- The child's medicine should be brought to school, by the parent/carer, in its original container from the pharmacy, with clear written instructions for administration, giving the name of the pupil. Glass containers are unsuitable to be carried by pupils. The medicine should not be kept by the pupil but in a locked cupboard (or fridge) out of reach of pupils, in the Medical Room.
- The medicine should be administered under the supervision of Matron, or by someone acting with the Head's authority. In the case of Maltman's Green, Matron is responsible for the administration of all medicines. (Note: teachers should not be instructed to administer medicine to a pupil unless in an emergency, e.g. anaphylactic treatment) or when out on a school outing and the child requires medicine.
- Parents will be notified via an email when medication has been administered.
- Please note, even with a completed consent form non-prescribed medicines will ideally only be administered for a 24 hour period, but will never be given for longer than 48 hours, unless the pupil suffers from a fractured limb and need paracetamol for pain management.
- Inhalers for pupils in Years 1-6 diagnosed with asthma are kept with the pupil at all times, carried in a bum bag, supplied by Maltman's Green.
- Inhalers for Pupils in Little Malties, Nursery and Reception are stored in drawstring bags labelled 'Emergency Medication'. These are carried by the teachers to all activities.
- Inhalers for pupils suffering from viral induced wheeze and intermittent cough are stored in the Medical Room.
- Staff should be aware of pupils likely to need inhalers and are advised to send pupils to the Medical Room at the earliest indication of shortness of breath.
- All children with nut or other allergies requiring an auto-injector or antihistamines must have their medication sent into school in its original packaging, and a Severe Allergy Action Plan form completed with written instructions for administration in the event of an emergency.
- Pupils in Years 1 – 6 carry their auto-injectors around school at all times. The bum bags are labelled with the name and photograph of the pupil. Also included in the bag is the Pupil's Severe Allergy Action Plan, a sheet with signs of an allergic reaction and anaphylaxis, together with clear instructions on how to administer the auto-injector.
- Auto-injectors for Pupils in Little Malties, Nursery and Reception are kept with the teacher and brought to all activities. Also included in the bag is the Pupil's Severe Allergy Action Plan, a sheet with signs of an allergic reaction and anaphylaxis, together with clear instructions on how to administer the auto-injector.
- Parents must complete and sign the 'Consent Form to Administer Medicines, including Prescription Medicines' (obtained from the School office, or filled in via MSP) each time a child brings medication to school. Verbal instructions will not be accepted.
- Other remedies including herbal preparations, will not be accepted for administration in school.
- It is the parents' responsibility to replace medication which has been used or expired, at the request of the School.

Administration of Sun Protection Lotion

Children should bring into a School a named bottle of sun protection lotion, in the summer months.

- bottles will be stored by the teacher and not kept in bags or desks;
- lotion will be self-administered wherever possible, under the supervision of a member of staff. The exception is in the EYFS;
- Matron will administer if appropriate and for pupils in the Early Years Foundation Stage, staff will apply;
- Sun lotion will not be shared.

Procedures for Dealing with Injuries

Procedure for taking children to the Medical Room

Early Years

All pupils in the EYFS are supervised in line with the required ratios as laid out in the EYFS Framework 2021. All new entrants with Level 2 or Level 3 in Childcare, awarded on or after 30 June 2016, must be qualified in paediatric first aid, within 3 months of qualification, in order to be counted in the ratios. A member of staff who is paediatric first aid trained is always on site when pupils from EYFS are on site. Early Years' children are always escorted to the medical room by a member of staff.

We keep a written record of all accidents or injuries and first aid treatment, and we inform parent(s) and/or carer(s) of any accident or injury on the same day, or as soon as reasonably practicable. Parents are given a copy of the written record. Records are also stored confidentially on file. The recording is carried out in confidence at all times by the person administering first aid. Matron (or Little Malties Manager or Deputy when out of term time) will also ring the parents to ensure they are aware a form is coming home, the parent must sign this and return to school for us to copy.

Years 1–6

Staff will decide if the child can be accompanied by another child to the Medical Room (Years 1-6), except in the event of a head injury or a more serious injury or where a child has a known medical condition. In the latter cases, the child must be accompanied by an adult.

Matron assesses the situation. Should treatment be required, an entry is made in one of the Pupil Treatment Books with name, date, time, reason and treatment. If Matron believes it appropriate, based on the nature of the injury or condition, then the parents will be contacted. An email will always be sent to parents if pain relief medication, or antihistamine is given.

Emergencies

Clause 7(f) in the standard Terms and Conditions:

The School's obligations: If your child requires urgent medical attention while under the School's care, we will, if practicable, attempt to obtain your prior consent. However, should we be unable to contact you we shall be authorised to make the decision on your behalf should consent be required for urgent treatment (including anaesthetic or operation) recommended by an appropriately qualified medical professional.

Where a very serious accident occurs or, where adequate treatment is not available in school for example for incidents of pre-existing conditions such as anaphylaxis, an ambulance will be called immediately. Matron or a member of staff will accompany the pupil to hospital in the ambulance. The office will contact the parents, to arrange to meet the child at the hospital.

In the event of an accident that does not appear to require an ambulance, the School office or Matron will phone the parents. Parents will be consulted as to the action they wish to take. If consent is given for school to take the pupil to hospital, two members of staff will drive the pupil to the hospital, and remain with her until her parents arrive. In the event that parents wish to do this themselves, then the child will be kept as comfortable as possible in the Medical Room until the parents reach the School.

A record card accompanies a pupil to hospital. It contains the following information; pupil's name, address and telephone numbers of the pupil's parents, name and telephone number of the pupil's doctors, the pupil's religion and date of birth, any chronic illnesses or allergies and immunisations (hospitals will need to know all this).

Incident report

An incident report needs to be initiated by the person who saw the incident or Matron (obtained from the School office or directly from Matron). It will then go to the next relevant person on the report. If appropriate Matron will log the details in our Accident Book. The Bursar will review the details of the incident and advise the Health and Safety Executive under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' (RIDDOR) legislation as appropriate. Any issues identified will be highlighted by the Headmistress and the Facilities Manager, and remedial action directed and taken as necessary. The Facilities Manager will monitor incident and accident statistics and report termly to the full Governors' Board and the Health and Safety committee.

Head injuries

Matron follows NHS guidelines regarding head injuries.

Every minor lump, bump and bang is recorded in our daily medical log and an "I bumped my head sticker" given, which will alert teachers and staff to be extra vigilant. A note from the Medical Room will be sent home listing signs and symptoms that would require immediate advice from a GP.

If there is a visible lump or bump, or any initial dizziness or nausea which dissipates or any other signs of concussion while they are with Matron, Matron will call a parent and give them head injury advice for when their child returns home. At this point Matron will fill in an incident/accident form.

Matron uses a Concussion Signs and Symptoms Checklist. The child is checked for any of the following symptoms per concussion (see below) on arrival at the Medical Room, after 15 minutes and again after 30 minutes. If one or more of the signs or symptoms of concussion is present, the parent/carer will be called and advised to take their daughter to be checked by an appropriately qualified medical professional. The parents are to be given a copy of the concussion Signs and Symptoms Check List with all the relevant information.

It is the parent's responsibility to contact the doctor after a call from Matron.

Where a very serious head injury occurs, as identified by the NHS Head Injury advice leaflet published August 2014, an ambulance will be called immediately. Matron or another member of staff will accompany the pupil to hospital in the ambulance. The office will contact parents to arrange to meet their daughter at the hospital.

Observed signs:

- appears dazed or stunned;
- is confused about events;
- repeats questions;
- answers questions slowly;
- can't recall events prior to the hit, bump or fall;
- can't recall events after the hit, bump or fall;
- loses consciousness (even briefly);
- shows behaviour or personality changes; and
- forgets class schedule or assignments.

Physical symptoms:

- headache or 'pressure' in head;
- nausea or vomiting;
- balance problems or dizziness;
- fatigue or feeling tired;
- blurry or double vision;
- sensitivity to light;
- sensitivity to noise;

- numbness or tingling; and
- does not 'feel right'.

Cognitive symptoms:

- difficulty thinking clearly;
- difficulty concentrating;
- difficulty remembering;
- feeling more slowed down; and
- feeling sluggish, hazy, foggy, or groggy.

Emotional symptoms:

- irritable;
- sad;
- more emotional than usual; and
- nervous.

Returning to school after serious head injury (concussion)

In the event of a pupil sustaining a serious head injury and before the pupil can return to school, parents need to provide a letter from a medical professional (GP or A&E doctor). This letter must detail the injury e.g. concussion, any treatment that has been given, and details such as when the pupil can resume playground activities and PE. It must also include any follow up appointments for the pupil.

The injured child's parent must contact the School to discuss the following points:

- details of the head injury and how it happened;
- medication required for pain relief (if needed); and
- any additional measures or requirements.

Accident book

Matron is responsible for ensuring that an immediate entry is made in the School Accident Book – with all the relevant details including time of accident, location, and action taken. Book is kept in the Medical Room.

In the event of the pupil requiring hospital treatment as a result of an incident, parents are requested to advise details and the diagnosis, by telephoning or writing to the School office at their earliest opportunity, and no later than seven days after the incident.

First Aid Supplies

First Aid supplies are easily accessible and properly stocked, maintained and regularly checked by Matron and stored in the Medical Room, and in designated areas of the School. Matron provides some basic medication in the Medical Room such as paracetamol, etc., which she will administer at her discretion and with parental consent (Years 1-6).

Missing School

Use common sense when deciding whether or not your child is too ill to attend school. Ask yourself the following questions.

- Is my child well enough to do the activities of the School day? If not, keep your child at home.
- Does my child have a condition that could be passed on to other children or school staff? If so, keep your child at home.
- Would I take a day off work if I had this condition? If so, keep your child at home.

- Does your child need medicine before coming to school? If so, please keep your child at home.

Returning to School After a Major Injury

Before accepting responsibility for a pupil in school who has sustained a major injury, the School requires a letter from a medical professional (e.g. GP or hospital doctor etc.) detailing exactly what injury has been sustained. This letter should include details of whether the child requires any reasonable adjustments in school and for how long. For broken bones, further information to be detailed includes when weight bearing on the affected limb should begin and any follow-up appointments (fracture clinic, physiotherapy etc.)

Looking after pupils on crutches is not a responsibility taken lightly by Maltman's Green School. Without clear medical information, the School cannot assess the levels of risk involved and therefore cannot formulate a Risk Assessment.

Pupils on Crutches

1. Their parents must contact Matron and arrange a meeting to discuss the child's return.
2. The pupil must have had initial training on the correct use of crutches by a medical professional.
3. The School must have received a letter from a medical professional in order to enable Matron to finalise a Risk Assessment on the child returning to school on crutches.

EXAMPLE NOTE TO PARENTS: signs and symptoms of head injuries

We wanted to inform you that your daughter bumped her head at school today, but if you didn't receive a phone call from Matron, the injury was very minor and your daughter didn't show any signs of concussion.

However, we would like to make you aware that if your daughter develops any of the signs below, seek immediate advice from your GP or the nearest hospital emergency department:

- is unusually irritable;
- has no concentration or interest in things;
- repeated vomiting or nausea;
- drowsiness or cannot be awakened;
- a headache that gets worse and does not go away; and/or
- slurred speech.

Absence from School

To help us to monitor your daughter's whereabouts with maximum efficiency, please follow these procedures in the case of absences.

Absence Due to Illness/Emergency:

If your daughter is ill, please complete the **Sickness** form on the home screen of My School Portal before 8.40am (registration) on the first day of absence. If she is absent through illness for more than that day, there is no need to telephone on subsequent days.

When your daughter returns to school, please confirm in writing the date, times and reasons for her absence.

Planned Absence

In the event of dental or medical appointments, external exams and school visits that you have been unable to arrange out of school hours, please request this absence using the **Absence** button on the home screen of My School Portal in advance of the date. You will be sent notification if this request has been accepted.

Head Teachers may no longer grant any leave of absence during term time unless there are exceptional circumstances. This means that we will no longer be able to grant authorised absence during term time for holidays and other non-essential reasons. Education is compulsory from Reception age and our registers are scrutinised during inspections and have to be compliant with all regulations.

If you return your daughter to school at any time other than morning registration, please ensure she is signed in at the School office before she re-joins her form, so that our attendance records can be updated.

Catering

No food should be brought into school at any time, including before and after school activities, Parents' Evenings and other events, as we cannot risk any pupil having an anaphylactic reaction.

Break Time

At mid-morning break, pupils in Little Malties, Nursery and Reception are provided with fruit and a drink of milk or water. Pupils in Years 1 to 6 have a healthy snack and a drink of milk, squash or water. Pupils in Early Years also have an afternoon snack and a drink of water.

Lunch Time

Pupils of all ages in the School are guided to say 'grace' before they eat lunch; to give thanks and appreciation for their food.

The School operates a **NO NUT** policy.

Every pupil is expected to partake of the School lunch. Little Malties pupils are served in their own dining room, while Nursery, Reception and KS1 pupils are accompanied by their form teacher to lunch.

For pupils in Years 1 to 6, we operate a free flow system. The pupils use trays and select their food with guidance from staff.

School Dining Room Rules

1. Pupils line up outside the dining room quietly;
2. pupils are admitted according to the daily rota;
3. the register is checked;
4. pupils collect food, on tray, from servery;
5. pupils will be directed to free seats by staff on duty;
6. pupils must not start their dessert until a member of staff has given permission;
7. pupils must remain seated until the adult on duty tells them that they may clear away;
8. pupils must clear away everything, including their cup; and
9. pupils may go to lunch out of their year group if they have an 'activity'.

Each day hot meals, with vegetarian options, and a salad bar are provided. Pupils choose what they would like and have the choice to 'mix and match' the hot with the cold if they would prefer. Bread is always available, as is fresh fruit or yoghurt as an alternative to the set dessert. Weekly menus are posted on the School website, to Facebook and to My School Portal in order to help parents to plan in advance.

If your daughter has any special medical or religious dietary requirements or restrictions, please inform the Headmistress and Matron. The catering staff are notified of any pupils who have a food allergy, intolerance or special diet, and keep a record of this. Although we are a nut-free school, the kitchen staff are aware of all pupils who have allergies.

All pupils will be expected to eat properly with a knife and fork and behave appropriately. Proper table manners are encouraged at all times.

Packed lunches for outings

The School will provide packed lunches for school outings.

Pastoral Care

Maltman's Green aims to provide a stable environment founded on trust and care, in which each pupil will be able to grow in maturity and meet the demands, challenges and opportunities that the modern world offers. Within the School, there is a happy family atmosphere, where mutual respect is encouraged. Pupils and staff are valued as individuals, and everybody has the chance to succeed, right across the curriculum.

Whilst academic success is of great importance, it is not reached at the expense of the pastoral ethos of the School. We have a commitment to provide all our pupils with a firm foundation on which to build qualities of confidence, self-reliance and respect for others. We instil courtesy and common sense in a framework of firm, but kindly discipline, and our caring atmosphere affords each pupil a feeling of safety, security and enjoyment.

With the benefit of small classes, the particular strengths and talents of every pupil is nurtured and developed by dedicated teachers, both academically and in extra-curricular activities.

Form teachers have the main responsibility for the welfare of the pupils in their charge and they ensure that every pupil is known, listened to and cared for on a personal level. All other teachers and staff work in close co-operation with the form teachers, aware that all aspects of a child's life contribute to a well-balanced character.

All pupils know that they are able to turn to any member of staff if they are anxious or unsure, and that their concerns will be dealt with confidentially and promptly.

Behaviour

All pupils are expected to act with thought and consideration for others. A good standard of manners and personal appearance is encouraged as a reflection of pride in oneself and respect for others.

Maltman's Mindsets

- Perseverance
- Collaboration
- Empathy
- Independence
- Respect
- Reflection

Staff and pupils are encouraged to apply these mindsets in a positive way to a variety of situations in order to create a happy and respectful learning environment. Our Golden Rules and Guide to Good Behaviour also encourage a kindly and supportive atmosphere. For example, if a pupil talks over a member of staff during a lesson, they will be reminded about being “respectful” rather than being commanded to “stop talking”. If a pupil shows unkindness to another, they will be reminded to carry out a moment of “Reflection” and to show “Empathy” with the aim that this promotes the correct behaviour. These mindsets aim to promote positive behaviour and will be reinforced to the pupils in assemblies, form time and in lessons.

Certain areas of the School (e.g. science laboratory or dining room) are subject to specific health and safety rules, which are clearly displayed.

The form teacher is the first point of call if you have any concerns about your daughter. Form teachers take registration twice a day and sort out any immediate problems the pupils may have with regard to the School day. Notes from parents regarding routine matters may be given to the form teacher.

The designated member of staff for behaviour management in the EYFS is Mrs Lynn Pearce, the Early Years Coordinator.

In Pre-Prep, pastoral care is overseen by the Head of Pre-Prep. In Prep, the Head of Lower Prep, Upper Prep, Deputy Heads Pastoral and Academic and Headmistress share this role.

The School has high expectations and standards and drives a child centred ethos. It applies to all pupils in school, on educational visits and when representing the School. We expect the pupils, staff, parents and governors to work together to achieve the highest standards of behaviour. Copies of the ‘School Behaviour Policy’ may be viewed on our School website or sent to parents on request.

Rewards

Pre-Prep Golden Time

During the last lesson on a Friday, Nursery, Reception, Year 1 and Year 2 pupils will have **Golden Time**. Golden Time is linked with an individual behaviour system. All the teachers and teaching assistants will be monitoring the behaviour of the pupils, giving warnings to them if they are not following the ‘Golden Rules’.

In Reception, Year 1 and Year 2 our rewards are linked to our House system. Pupils are awarded house points which can be stickers on their individual chart (for which they received star badges) and tokens. Tokens are placed in class holders and are counted each term to see which house is the house trophy winner.

Prep House Rewards

When pupils join the Prep school in Year 3, they are assigned to a new House. There are four different Houses.

As part of our daily approach to promoting good behaviour and celebrating success, pupils who contribute positively to the School are rewarded with 'pluses' for their House so that their efforts can be appreciated. Pluses can be given for a variety of different reasons. They may be awarded for an exceptional piece of work or behaviour, for hard work over a sustained period of time, for going beyond our Golden Rules and Guide to Good Behaviour, or for demonstrating the Maltman's Mindsets and other important values. All pluses are equal in value and contribute to the individual pupil's House. Pluses will be recorded in homework diaries so that pupils and parents will know how they are performing. Pupils are awarded star badges, based on the number of pluses received.

We also use other forms of praise such as:

- Verbal praise from any member of the School staff.
- Written comments on individual pieces of work.
- Headmistress' Commendation.
- Malty's Favourite award.
- Head's Break: A pupil from each class on a rotation basis is chosen to share their outstanding work with the Headmistress during her morning break. The pupils are invited to the Headmistress' office for refreshments and a chance to talk about the wonderful work they are doing in class. They will also receive a sticker to mark the occasion.
- Announcements in assemblies which celebrate success and achievements in and out of school such as in local and national competitions.
- Courtesy Badges, Accelerated Reader certificates and other awards formally presented at assembly.
- Pupil Leadership Roles.
- Postcards home.
- On school reports for academic achievement, effort and progress, or perseverance and attitude.
- Annual Prize Giving awards.
- Formal recognition in the Head's weekly bulletin message.
- Newsletters and local newspaper articles.

Sanctions

Occasionally, pupils may make the wrong decisions and fall short of our high standards and expectations. The teacher deals with minor incidences of unacceptable behaviour in a caring, supportive and fair manner. A pupil's individual needs will always be considered carefully. However, if there is an occurrence of unacceptable behaviour, it will be discussed to ensure the pupil understands the boundaries and what is expected of them. Adults make it clear that the issue is with the pupil's unacceptable behaviour, not with the pupil personally. They use private, not public, reprimands, so that if a sanction is applied the pupil can make a fresh start. Parents will be involved at the earliest stage if problems are persistent or recurring.

Sanctions for minor incidences of unacceptable behaviour may include the following:

- Verbal warnings from the teacher when appropriate behaviour is not being demonstrated.
- Spending some time in a parallel class to complete work set.
- In Reception to Year 2: withdrawal of some Golden Time, but the pupil would never lose this completely.
- Loss of some break time to complete work, but the pupil would never lose this completely.
- Referral to a member of the Leadership Team to discuss the unacceptable behaviour with the pupil concerned.

- Discussion with the parents/carers – either informally at collection time or at a pre-arranged meeting. These meetings will initially be with the class/form teacher and then with the phase leader and a member of the Senior Leadership Team at a later point, if required.
- Individually created behaviour charts which are used on a daily basis as a way of communicating between home and school. These are monitored by the form teacher and a member of the Senior Leadership Team and discussed with parents/carers on a daily basis. In situations of persistent and ongoing unacceptable behaviour a member of the Leadership Team would meet with parents to discuss options.

'Behaviour Marks' may be given for more serious incidences of unacceptable behaviour in Years 4-6.

Non completion of homework without a valid excuse may be an occasion which can result in a behaviour mark (although not exclusively so). This will be enforced from the start of the spring term of Year 4. In this case, teachers give a warning and further 48 hours to complete homework. Teachers then write in the pupil's prep diary. Further non-completion of homework without a valid excuse means a 'mark' is to be given and recorded on the behaviour log held electronically in the staff shared area as described above. If three Behaviour Marks are given in any half-term period, this will result in a 30 minute detention with the Headmistress/Deputy Head. Parents will be notified by a letter sent home

Other sanctions may be applied in exceptional circumstances and are administered by a member of the Senior Leadership Team. Further information on the School's approach to managing behaviour can be found in the Discipline, Behaviour, Rewards and Sanctions Policy on our website.

Anti-Bullying

At Maltman's Green we have a clearly stated policy that bullying in any form is unacceptable.

All allegations of bullying will be fully investigated. Pupils are told where to find help. If parents have concerns relating to possible bullying, they should inform their daughter's form teacher in the first instance. They can also discuss their concerns with the Head of Pre-Prep, the Head of Upper/Lower Prep, the Pastoral Deputy Head or the Headmistress, as appropriate.

Social Media

In our experience, inappropriate use of social media by children leads to significant friendship and social issues. Under the terms and conditions of Instagram, TickTok, Snapchat, Facebook and Twitter, no-one under the age of 13 is allowed to own or have access to an account. Please be aware that these are not the only social media platforms available but those that are the most popular with young people. Whilst in school, or on any school trip, no pupil will be permitted access to a device that will allow her access to any form of social media. Any attempts to access such sites whilst in school, on a school trip or at a school event, will be treated in the same manner as any other misbehaviour.

As no proof of age or payment is needed to set up an account, it is very easy for children to do so without your permission or knowledge. Setting up an account when under the age of 13 is a violation of the website or app's terms and conditions. If the company concerned is informed by an adult of anyone under 13 using their service account, they are required to remove this user's account. As part of our duty of care to your daughter we will inform the relevant social media provider of any underage usage that we are aware of. However, as the majority of users use nicknames or false names this is not a good enough safety net for your daughter. We suggest you undertake close parental monitoring of the use of all internet enabled devices. Our strongest piece of advice is that you should not allow your daughter to have such a device in her bedroom. Should you require support in this, please contact the pastoral team at Maltman's Green.

Tooled Up Education

We subscribe to Toolled Up Education to provide holistic support to our school community in all areas of family life. Toolled Up Education gives all of our families privileged access to a regularly updated digital library, full of evidence-based tips, simple activities, advice-packed videos and enlightening podcasts, on all matters relating to parenting and family life. Toolled Up Education is curated by one of the UK's leading experts on parental engagement in children's lives and learning, Dr Kathy Weston.

Our children have a vast educational and life journey ahead of them. It is important that they are 'Tooled Up;' equipped psychologically with the resilience required to reach their destinations safely and successfully. [Watch this clip to find out how the site works.](#)

As a 'Tooled Up' parent, you will:

- feel more supported on your parenting journey;
- be able to access evidence-based tips that can help your child to thrive and reach their potential; and
- be able to ask any question and get the answers you need, sourced from the highest quality research evidence.

All parents will be given log in details to access these incredible resources.

Homework

Homework is any work or activity which pupils are asked to do outside lesson time either on their own or supported by parents or carers. We believe that homework has significant value:

- It supports much of the work covered in our lessons.
- It consolidates, reinforces and extends skills and understanding.
- It develops skills of independent learning and encourages pupils to develop the confidence and self-discipline to work on their own.
- It starts to build a routine of study for successful lifelong learning for our pupils.

Homework draws from a wide variety of disciplines and subject skills. The careful monitoring of homework gives staff another means of recognising progress and identifying weaknesses.

Homework is set regularly throughout the School. Homework is always given out in line with the Homework Timetable and pupils will have a copy of this from Reception upwards. The homework timetable is also available on My School Portal (MSP). If there are any queries, parents are asked to keep in contact with the School via the contact books and homework diaries. It is good practice to ask your daughter to bring any messages in the books to the teacher's attention. Homework is expected to be completed on time unless there are valid reasons (such as illness). When homework has not been completed, appropriate action will be taken, entirely dependent on individual circumstances. In Years 3 to 6, if your daughter has not been able to complete her homework within the time limit, please write a note to the teacher on the piece of work itself. Please note that only pencil and blue or black ink should be used in the Homework Diary. Further information on our approach to Homework can be found in our 'Homework Policy' on our website.

Time Spent on Homework

If your daughter finishes her work too quickly or it is taking too long, please communicate this to the teacher. If your daughter works beyond the suggested time, please ask her to STOP and please communicate this to the teacher. It is difficult to set homework which will take the same amount of time for each pupil to complete; inevitably there will be some pupils who work at a slower or faster pace than the majority. We feel that it is vitally important that your child has quality time in the evenings and at the weekend to spend with the family, engage with other children in play activities and also to pursue leisure activities. These all contribute to the development of the whole child and are recognised and valuable learning and social experiences.

Schedule

In addition to reading and spellings, the following weekly schedule applies:

Reception	A maximum of 20 minutes each evening of: <ul style="list-style-type: none">• Phonics• High Frequency words• Reading• An entirely optional 'Challenge of the Week', which is literacy, numeracy or topic based is set each Friday, to be handed in on the following Friday.• Pupils will also be expected to prepare for a short 'Show and Tell' presentation each half term – a rota will be sent to parents at the outset of each term.
Year 1	A maximum of 20 minutes each evening, including reading, spelling (learning and Look Say Cover Write Check) and number bonds and in addition 1 of: <ul style="list-style-type: none">• English: (10 minutes)• Maths: (10 minutes)

	<ul style="list-style-type: none"> Pupils will also be expected to prepare for a short 'Class Expert' presentation each half term – a rota will be sent to parents at the outset of each term.
Year 2	<p>A maximum of 30 minutes each evening, including reading, spelling (learning and Look Say Cover Write Check) and times tables and:</p> <ul style="list-style-type: none"> English: (x1, 20 minutes) Maths: (x1, 20 minutes) Topic: (x1, 20 minutes) Pupils will also be expected to prepare for a short 'Ask the Expert' presentation each half term – a rota will be sent to parents at the outset of each term.
Year 3	<p>English: 2x 20 minutes Maths: 2x 20 minutes Continued daily times-tables practice. Continued reading and spellings. Commencing in spring term, pupils will also be set a weekly Science homework of 20 minutes' duration.</p>
Year 4	<p>English: 2x 20 minutes Maths: 2x 20 minutes Science: 1x 20 minutes Continued reading and spellings. From the start of the spring term, pupils will also be set a weekly Humanities homework of 20 minutes' duration.</p>
Year 5	<p>English: 2 x 30 minutes Maths: 2 x 30 minutes Science: 1 x 30 minutes Geography/History/RE alternating each week: 1x 20 minutes Continued reading and spellings.</p>
Year 6	<p>English: 2 x 30 minutes Maths: 2 x 30 minutes Science: 1 x 30 minutes Geography/History/RE alternating each week: 1x 30 minutes Continued reading and spellings.</p>

- The specific nights each subject(s) is set is specified in the homework timetable for each class. This is issued at the start of the academic year, in liaison with class and subject specialist teachers and is available on 'My School Portal'.
- Written homework will usually be completed in pupils' class exercise books.
- Homework activities will be differentiated, thus meeting the needs of all pupils.
- Homework should usually be completed on the night it is set, and returned to school the following morning, unless otherwise specified.
- Homework will be marked by the teacher who has set it, in-line with school policy, with an evaluation of the learning and next steps identified. Marking will be done promptly, and normally within 24 hours of the homework being handed in.
- Homework will draw on a range of activities to support each pupils' learning.

Creative Homework

We recognise that homework should not confine pupils to focussing on prescriptive written tasks. Our aim is to spark our pupils' interest, promote their imaginative and creative thinking and encourage the use of initiative. For one week each term, we will provide a theme as a stimulus for an open ended 'creative homework', where pupils across Years 1-6 inclusive, use their allotted homework slots to produce a piece of work of their choice related to the theme. Tasks may include writing a poem, drawing a picture, creating a story, making a model, carrying out a science

investigation, producing a presentation or perhaps a montage of photographs. Teachers will provide feedback to pupils and parents are invited into school to view the work.

Academic Support Platforms

Pupils from Reception to Year 6 are given a login for **RM Unify** – a cloud based single sign-on system – to log into at home and at school. From the RM Unify web page, a series of tiles give pupils access to the below curriculum focused programmes and creative tools that they use in the School. Pupils in lower years will only use their RM Unify log in during any period of distance learning. Many of the below platforms are extended during distance learning.

Login details for RM Unify and the below programmes can be found in the notes section at the front of your daughter's homework diary. If these details are lost, parents should contact their daughter's form/subject teacher. Once logged into RM Unify, pupils will automatically be able to access most of the below programmes without the need to go through an additional log in screen.

Purple Mash (Year 2 – Year 6)

A cross-curricular website for primary school children, enabling them to explore and enhance their knowledge in a fun and creative way.

MyMaths (Year 2 – Year 6)

An interactive resource for use in the classroom and at home to consolidate learning. The activities develop pupils' confidence and fluency in Maths through hundreds of lessons and self-marking homework tasks, worksheets and games.

Charanga (Year 2- Year 3 Recorder)

A dynamic, fun and exciting digital music scheme that allows pupils to explore the world of music, aids comprehension and ensures teachers are able to guide learning and monitor pupil progress.

Times Table Rock Stars (Year 3 – Year 6)

A carefully sequenced programme of daily times tables practice designed to boost recall speed.

Century 21 (Year 3 – Year 6)

An intelligent intervention tool that combines the science of learning, artificial intelligence and neuroscience. It is a tool used by teachers to identify gaps, address misconceptions and support teacher interventions.

My School Portal Homework (Year 3 – Year 6)

Pupils can access and complete homework for various school subjects via My School Portal (MSP).

Accelerated Reader (AR) (Year 2 – Year 6)

- Accessed via a tile on RM Unify
- AR more information: <https://www.renaissance.com/2016/09/09/parents-guide-renaissance-accelerated-reader-360/>
- AR Bookfinder: <https://www.arbookfind.co.uk>

Accelerated Reader is a computer program that uses computer-adaptive technology to recommend a personalised range of books for each pupil based on their reading ability. Pupils have the freedom to choose books from within this entire range, which they read at their own pace. When finished, they take a short quiz on the computer as a measure of comprehension. Accelerated Reader gives children, teachers, and librarians feedback, which the teacher uses to help set goals and encourage ongoing reading practice to develop a true love of reading. Our Prep library has been catalogued so that pupils can easily identify books that are recommended for their level. Pupils can log in from home to use the book finder search tool and complete quizzes.

Reporting to Parents

We strive to strengthen the partnership and communication between school and home. Our regular reporting of your daughter's progress ensures information is meaningful and consistent. We provide many opportunities for you to have both consultation and discussion at Parents' Evenings and other information meetings throughout the year. Dates are published in advance and can be viewed on My School Portal, within the **Dates & Times** tab and under **Events**.

In addition, you are always most welcome to talk to your daughter's form teacher or to a particular subject teacher at any time. Please contact them via the School office. You can also make appointments to meet the phase co-ordinators, Deputy Head Academic, Deputy Head Pastoral or the Headmistress through the School office, should you have any concerns.

Pre-Prep

Pre-School

In addition to scheduled face to face consultations, written reports are issued at regular points across the year. Your daughter's Learning Journey is always available through Tapestry and parents are encouraged to be involved in the assessment process and to participate in their child's learning and development.

Reception

In addition to scheduled face-to-face consultations, written reports are issued at regular points across the year. At the end of the summer term parents receive the Early Years Foundation Stage Profile, which indicates whether your daughter is meeting the expected level of development, exceeding or not yet reaching (emerging) each of the seventeen early learning goals. Parents also receive a written summary, reporting attainment in each area of the curriculum, identifying next steps as appropriate and giving information on how your daughter demonstrates the characteristics of effective learning. Parents are invited to make an appointment with the form teacher if they wish to discuss the profile or report. Each pupil's Learning Journey is available through Tapestry and parents are encouraged to be involved in the assessment process and to participate in their daughter's learning and development.

KS1

In addition to scheduled face to face consultations, parents receive regular written feedback across the year in all areas of the curriculum.

Prep

Years 3, 4, 5 and 6

In addition to scheduled face-to-face consultations, parents receive regular written feedback across the year in all areas of the curriculum. This is naturally a time when parents begin to consider 11+ options and senior school choices for their child once they have moved on from Maltman's Green. With this in mind, we are keen to furnish you with both qualitative and quantitative feedback on your daughter's progress and attainment. Our reports increasingly contain more detailed data on your daughter's performance in our own internal formal assessments, as well as feedback on her scores in standardised tests including Cognitive Ability Tests (CATS), Progress Tests in Maths and English and Spelling and Reading ages.

Book Looks and Open Classroom

Each term we invite parents to our 'Book Look' (Years 1 to 6) or 'Open Classroom' (Little Malties to Reception). These events take place one morning, and are an opportunity for pupils to share their learning with their parents. Parents will have the opportunity to look at their daughter's books, as well as the classroom displays and we hope they will relish the time engaging with their daughter on her accomplishments over the term.

Assessment and Examinations

Across your daughter's journey through the School, we use a variety of methods to assess her learning, appropriate for her age and stage. These help teachers identify next steps and as your daughter moves up to the Prep school years, also prepare her for the types of assessments and experiences she will encounter as she undertakes examinations for entry to her chosen senior schools. Some methods will be ongoing, such as day-to-day teacher assessment and end of topic tests which take place within curriculum lessons. Some are more formal.

EYFS

Nursery

Along with their ongoing assessments, Nursery pupils will complete a baseline assessment and another at the end of the year to show their progress.

Reception

At the beginning of their Reception year, pupils will complete a baseline assessment and another at the end of the year to show their progress.

At the end of Reception, each form teacher completes the Early Years Foundation Stage profile. They assess each pupil against the seventeen early learning goals to make a judgement as to whether each one has been achieved, whether it is still emerging or whether the pupil is performing above the expected level. The profile is reported to parents in the end of year reports.

Transition Meeting

All parents of EYFS girls are invited to a 'Transition meeting', late in the summer term. These meetings give an opportunity to meet the following year's teacher and teaching assistant, as well as to hear about the curriculum and the year group expectations.

Year 1

Pupils complete a range of informal formative and summative written assessments throughout the year in maths and English. These are used by teachers to track your daughter's progress and attainment and identify targets and next steps in her learning

Year 2

Pupils continue to complete a range of informal formative and summative written assessments throughout the year in maths and English. These are used by teachers to track your daughter's progress and attainment and identify targets and next steps in her learning as she moves up to KS2.

Formal Assessments for Years 3 to 6

Internal, written, formal assessments take place each November for all pupils in Years 4 to 6.

These also take place each May, just prior to the half term break for all pupils in Years 3 to 5.

Additionally, you will receive feedback on your daughter's performance in standardised Cognitive Ability Testing (CATs), which take place for Years 3 to 6 in the first half of the autumn term each year. Additionally, parents of pupils in Years 3 to 5 will receive feedback on their daughter's scores in the standardised Progress in English (PIE) and Progress in Maths (PIM) tests, undertaken each May. For Year 6, these are sat in February, once the senior school selection processes have come to an end.

Storage of Records

We store all of our pupil records securely. Parents may arrange to see their daughter's records in accordance with School policy. The School is registered under the Data Protection Act and complies with its provisions.

Moving on to Senior School

As your daughter moves onto Year 5, you may find that you need some advice on the options for her Senior School. Most parents will do some research on schools they are interested in, signing up for tours or open days and many find that a **Future Schools** meeting with the Headmistress, Mrs Walker, is helpful at this stage. Mrs Walker is able to meet with parents at any point to discuss senior school choices, but formally invites parents to meet with her for a one-to-one discussion at the points given below:

- First half of the spring term of Year 5
- Second half of the summer term of Year 5
- First half of the autumn term of Year 6

Once you have made some choices, such as firmly deciding on your daughter sitting the Buckinghamshire Transfer 11+ Test or registering for independent schools, it is very important for parents to keep the School up to date on their future schools plans by emailing Mrs Colwill, School Administrator, on kcolwill@maltmansgreen.com. This is particularly the case in Year 5 and 6, as it allows us to prepare the pupils for their senior school transition. The following details are a selection of the information we require:

- *11+ preferences,*
- *what schools you are considering and/or visiting,*
- *if you are considering any scholarships,*
- *when you have registered your daughter for a school,*
- *if you have withdrawn your daughter's application from a school,*
- *if your daughter has been called back for scholarship interviews/auditions,*
- *if your daughter has been called for interview,*
- *if your daughter has been offered a senior school place; and*
- *if you have accepted or declined a school offer.*

School Uniform

The Maltman's Green School uniform is simple, smart and practical. Pupils from Reception up are required to wear the standard uniform, while those in Little Malties day care and Nursery wear more informal attire. Parents should ensure that their daughter's uniform is kept in good condition and that they are always well presented.

Where to Purchase

Direct Clothing Company School Uniform Shop

The Direct Clothing Company operate an in-house school uniform shop at Maltman's Green, conveniently located in the parents' car park. The shop and online service has been developed to provide a simple and efficient uniform service to our parents. Uniform is available to purchase in the School Shop or from the Direct Clothing website below. Online orders can be collected from the shop, from the collection point or delivered to your home.

Opening Times:

- Monday: 8.00am to 9.30am
- Tuesday: 3.00pm to 5.00pm
- Thursday: 3.00pm to 5.00pm

Contact Details:

- www.thedirectclothing.co.uk
- uniformshopmaltmansgreen@outlook.com
- 01344 872299

FOMG Second-Hand School Uniform Shop

The FOMG shop is located in the parents' car park, and is open on Wednesday mornings from 8.15am to 9.00am, and Thursday afternoons from 3.15pm to 4.15pm. All clean, good quality items of uniform may be dropped into the shop, although at certain times there may be a restriction on how many items are accepted. All uniform that is donated is inspected and whatever deemed suitable/of appropriate quality is offered for sale. Sales of summer and winter coats, summer and winter dresses and squad track tops and bottoms attract a 50% refund of the sale price back to the owner of the uniform. The money made on all other pieces of clothing goes back to the FOMG.

Summer Uniform



Reception to Year 6

In the summer term and first half of the autumn term, pupils wear our signature purple dress with a belted waist, which is combined with our purple cardigan, white ankle socks and black shoes. Travelling to and from school pupils are required to wear their summer panama hat and purple reefer jacket. Plain white cotton tights may be worn with the summer dress after Easter. After the summer half-term, summer uniform will be compulsory.

Winter Uniform



Reception to Year 6

Pupils may begin the School year in September wearing either the summer or the winter uniform. By the start of the second half of the autumn term, all pupils must be in their winter uniform. The uniform consists of a navy, pinafore style dress over a long-sleeved, white shirt, which can be combined with our purple cardigan. Pupils wear grey, knee-length socks or grey, wool tights, and should wear their wool coat and grey and purple hat to and from school.

Early Years



Little Malties and Nursery

These pupils wear a comfortable tracksuit style uniform with polo shirt all year round. The tracksuit allows them full movement for play and PE and is comfortable enough for their afternoon nap. In the warmer, summer months, pupils can wear shorts and should have a legionnaires cap for use when outside. Shoes must be black and socks white.

PE Kit



Reception to Year 6 For PE lessons

Girls in Reception to Year 2 wear the plain green polo shirt (far left photo), while those in Years 3 to 6 wear our green and purple PE/Games top. All girls wear navy shorts, white socks and preferably white trainers. Girls have the option to wear a jumper and tracksuit bottoms in the colder months. Girls should have their navy cagoule (from the main uniform list) in case the weather changes.

Games Kit



Prep School - Year 3 to Year 6

For Games afternoons and sports including tennis, netball, football, hockey, cricket etc.

Prep School pupils wear a skirt and polo shirt for all games lessons and have the option to wear a jumper and tracksuit bottoms in the colder months. Purple, knee length socks are worn for football, hockey and lacrosse, white socks (pictured in PE kit above) are worn for tennis, netball, cross country and athletics. Girls should wear white trainers and will need football boots and shin pads for football and lacrosse. Girls should have their navy cagoule (from the main uniform list) in case the weather changes.

Uniform Guides

Early Years Uniform

Little Malties & Nursery

	Summer (S) OR Winter (W)	Compulsory (C) or Optional (O)	Purchase from Direct Clothing Company (DCC) or Anywhere (A)
1 purple logo tracksuit (with loop sewn in for easy hanging)	W	C	DCC
1 green logo polo shirt	S/W	C	DCC
1 pair navy shorts with white stripe (with loop sewn in for easy hanging)	S	C	DCC
1 green overall (initials to be embroidered on left-hand shoulder)	S/W	C	DCC
Plain, white ankle socks	S/W	C	A
Purple, logo legionnaires cap (Little Malties can wear any cap)	S	C	DCC
1 pair black shoes without laces	S/W	C	A
1 pair (predominantly) white trainers	S/W	C	A
1 MGS book bag	S/W	C	DCC
1 pair wellington boots	S/W	C	A
Winter coat, hat, gloves and scarf	W	C	A
Swimming costume, hat and clear lens goggles in swimming bag	S/W	C	A

Pre-Prep & Prep SCHOOL Uniform

Reception – Year 6

	Purchase from Direct Clothing Company (DCC) or Anywhere (A)
1 grey, winter hat	DCC
1 purple winter overcoat	DCC
1 winter pinafore	DCC
2 white, plain winter shirts	DCC
Knee-length (not above knee), plain grey socks OR plain, grey, wool tights	A
Grey gloves	DCC
Grey, logo scarf	DCC
1 summer panama hat	DCC
1 purple summer reefer jacket	DCC
2 summer dresses with belt	DCC
Plain, white ankle socks or white tights (tights first half summer term only)	A
1 purple cardigan	DCC
1 green overall (initials to be embroidered on left-hand shoulder)	DCC
Navy knickers (for modesty when pupils are sat cross-legged and playing in the playground, other knickers can be worn underneath)	DCC
1 pair black, flat shoes (patent permitted but no slip-on/suede/open-toe)	A
1 pair outdoor playground trainers (any colour)	A
1 plain, navy cagoule	A
MGS rucksack (two sizes available)	DCC
MGS book/music bag	DCC
1 pair of wellington boots (RECEPTION – YEAR 3 ONLY)	A

SPORTS Uniform

Pre-Prep and Prep

Purple text = indicates an item of kit used for PE and Games.

	Compulsory (C) or Optional (O)	Purchase from Direct Clothing Company (DCC) or Anywhere (A)
GENERAL SPORTS KIT (Rec-Y6)		
1 purple logo tracksuit	C	DCC
Plain, navy base layer long-sleeve top	O	Preferably DCC
Plain, navy base layer leggings	O	Preferably DCC
Purple, logo legionnaires cap	C	DCC
1 purple, logo beanie hat	C	DCC
1 MGS barrel bag OR large sports bag	C	DCC
PE KIT (Rec-Y6)		
1 green, logo polo shirt (Rec to Y2)	C	DCC
1 purple and green games top (Y3-Y6)	C	DCC
1 pair navy shorts with white stripe (Rec-Y6)	C	DCC
White, short socks with green and purple band (Y2-Y6)	C	DCC
1 pair sports trainers (preferably white, no glitter or sequins) (Rec-Y6)	C	A
GAMES KIT (Year 3 – Year 6)		
1 purple and green games top (Y3-Y6)	C	DCC
1 purple skort	C	DCC
White, short socks with green and purple band (for Tennis, Netball, Athletics, Rounders and Cricket)	C	DCC
1 pair, long, purple socks (for Football, Hockey and Lacrosse)	C	DCC
Gum shield and shin pads (for Football, Hockey and Lacrosse)	C	A
1 pair sports trainers (preferably white, no glitter or sequins)	C	A
1 pair football boots (for Football, Hockey and Lacrosse)	C	A
1 purple shower proof tracksuit top	O	DCC
SWIMMING KIT (Reception – Year 6)		
1 purple swimming costume	C	DCC
1 white, logo swimming cap	C	DCC
1 green, logo swimming towel (embroidered with name)	C	DCC
1 swimming kit bag (with waterproof liner)	C	DCC
1 pair of swimming goggles (clear or transparent lenses, no dark or mirrored goggles – teachers must be able to see the pupils' eyes)	C	A

Extra-Curricular Uniform

Clubs and Squads, where pupils are enrolled
Reception – Year 6

Pupils will wear their regular school/sport uniform for most extra-curricular clubs unless special kit is specified below.

		Pre-Prep (Reception-Y2)	Prep (Y3-6)	Compulsory (C) or Optional (O)	Purchase from Direct Clothing Company (DCC) or Anywhere (A)			
Gym Squads/ Clubs	B Squad and Clubs logo leotard	✓O	✓C	O/C	MGS			
	A Squad leotard of choice	x	✓	C	A			
	A & B Squad logo tracksuit	x	✓	O	MGS			
	Plain, purple velour gym shorts	x	Y5-6 only	O	The Zone			
Netball & Tennis Squads	Logo puffa jacket	x	✓	O for tennis C for netball	DCC			
Tennis Squad	Logo team whites	x	✓	O	DCC			
	Own tennis racket	x	✓	O	A			
Swimming Squad	Logo t-shirt	x	✓	C	DCC			
	1 purple swimming cap	x	✓	C	DCC			
Modern Dance	Leotard of choice	✓	✓	C	A			
Street Dance	Leotard of choice	x	Y5-6	C	A			
Ballet		EY	Rec	Y1 (Primary)	Y2 (Grade 1)	Y3-4 (Grade 2)		
	Pink shoes with elastic	✓	✓	✓	✓	✓	C	Dancers' Boutique OR Dance Partners (see below)
	Pink ballet socks	x	✓	✓	✓	✓	C	
	Lilac leotard with attached skirt	x	x	✓	x	x	C	
	Lilac cross-over cardigan	x	x	✓	✓	✓	O	
	Lavender sleeveless RAD leotard with belt	x	x	x	✓	✓	C	
	Black character shoes with low heels	x	x	x	✓	✓	C	
	Black circular skirt with ribbons	x	x	x	✓	✓	C	
Red RAD syllabus ribbon on stick	x	x	x	✓	✓	C		

*EY = Little Malties & Nursery

Ballet-wear is available from:

Dancers' Boutique

5 Sycamore Place

Hill Avenue

AMERSHAM

HP6 5BG

01494 727211

<http://www.dancersboutique.co.uk>

Uniform Notes

The following notes are intended to ensure that the uniform is worn properly and that the pupils look as smart as possible.

Every article must be marked with sew-on/iron-on/stick-on name tapes (sew-on available from School Shop), or permanent marker pen.

Pupils may begin the new school year (September) in summer uniform, but are required to be in winter uniform from the start of the second half of the autumn term onwards until the start of the summer term, when everyone will return in their summer dresses.

Hats

These should always be worn, and not carried, when pupils travel to and from school. A member of staff on duty in ADA will check that this is the case. These hats are designed for hard wear. If, however, they become misshapen or excessively damaged, they will no longer be acceptable.

Hair

Please ensure that your daughter has a symmetrical hairstyle that is not distracting or difficult to manage and that it does not prevent her hat from sitting securely on her head. The height of the pony tail must not be above the level of the top of the ears. Floppy fringes need to be clipped back and below shoulder length hair must be in braids or a low ponytail. Hair should not be allowed to fall forward off of the shoulders. Ribbons should be purple; hairbands and scrunchies purple or black (school fabric permitted with summer uniform); slides/clips purple or black.

Black Shoes

Slip-on type court shoes are not suitable in a school environment, and only shoes that fasten over the instep with laces or a strap are appropriate. Patent leather is permitted, but with no embellishments. Suede shoes, open toe shoes and ankle boots are not acceptable. Sturdy sandals may be worn in the summer but not ones with open toes and heels which are unsuitable for school wear. Socks must always be worn. White ankle socks should be plain and lace frills are not allowed beyond Reception. Plain white cotton tights are permitted with the summer uniform. Please help your daughters to make cleaning their own shoes part of their routine, as they will be expected to look smart at all times.

School Bags

All pupils require a MGS book/music bag. Pupils in Reception to Year 6 will also need a rucksack, which come in two sizes. Swimming bags, which have waterproof linings, are compulsory. Purple barrel bags are on sale in the School Uniform Shop for pupils in Year 3 and upwards, or parents may wish to purchase the larger sports bag if they wish. Plastic bags are not acceptable for books/kit.

Jewellery

Jewellery is not appropriate with the School uniform. Necklaces, rings, anklets and bracelets can be dangerous at playtimes and during PE lessons, and no pupil will be given permission to wear them. The only bracelets that may be worn are those carrying medical information or for religious reasons and special permission needs to be given by the Headmistress.

Simple inexpensive watches (not digital) may be worn by pupils in the Prep School. Please note no fitness trackers and no smart watches are to be worn to school.

Religious Jewellery

The headmistress must give special permission if you wish your daughter to wear religious jewellery. If your daughter must wear it, the piece of jewellery should be hidden, where possible, and must be removed or covered for PE lessons for safety reasons.

Pierced Ears

Parents wishing to get their daughter's ears pierced, are encouraged to time it for the beginning of the long summer holiday. Pupils will then be permitted to wear simple, gold studs (please note, only gold studs, not diamante or pearls or any other variation) with a safety back until the autumn half term holidays. Earrings will need to be covered with micropore tape at all times when in school during this period. Our Matron is happy to help the child in the early stages, if necessary.

After the autumn half term, pupils will NOT be permitted to wear earrings in school.

Nail Polish

Pupils are not permitted to wear nail polish to school. Pupils who are found to be wearing polish will be asked to visit Matron to have this removed.

School Equipment

We suggest that all items are clearly marked with your daughter's name, and that you do not buy expensive or distracting equipment. Generally, toys and precious articles are best left at home to avoid upset if they are accidentally damaged or lost.

For details of school bag requirements, please see the Uniform List on the previous pages. Please name purple school bags and ensure that any key rings attached are limited to **one only**.

Pre-Prep

All of the below items are compulsory

Reception:

- one *flat* pencil case, with a zip fastening;
- a set of named coloured pencils;
- a wet day colouring book or activity book, named; and
- a set of named felt tip pens (optional).

In **Reception**, pupils are allowed to bring in things from home for their **Show and Tell** session. The following are welcome for this occasion:

- anything homemade (excluding food);
- holiday memorabilia, shells, postcards, photos;
- photos - special occasions, events, visits;
- nothing too expensive or precious; and
- no toys.

Please discuss with your daughter what she might be able to say about the Show and Tell item. From time to time everyone will be asked to bring in a topic based Show and Tell as a Challenge of the Week. Please only bring in Show and Tell when asked.

In Little Malties and Nursery we have regular Show and Tell sessions. We also develop the pupil's speaking and listening skills in small groups as part of our planned learning. Your daughter will be given a time for Show and Tell.

Key Stage 1 (Years 1 & 2):

- **one** reasonably sized, preferably clear, pencil case, not too large, with a zip fastening;
- a pencil sharpener;
- a set of coloured pencils;
- a wet playtime colouring/activity book;
- a set of felt-tip pens for wet play;
- an A4 plastic folder for reading book named in top right hand corner (**only** Year 1); and
- **recorders**: From Year 2 upwards, pupils learn recorder. The School will provide a Descant recorder and music book, the cost of which will be added to your fee bill. Should the pupil progress beyond the first stage music book, a follow-on book will be provided. Both items should be named (instructions on how to label the recorder will be given).

Prep

As your daughter moves through the Prep School, she will find that she has to take greater responsibility for the organisation of her day. She will have to learn to meet the requirements of a wide range of specialist-taught subjects. All staff, but in particular her form teacher, will give her guidance when settling in, as well as day-to-day support. She will move about the buildings more freely, and will be expected to be ready and fully equipped for a quick start to every lesson. It is

important that she has all the small items of study equipment that she needs, and that these are kept in good supply and working condition. They should all be clearly named.

Every year we have particular problems with misplaced PE kit. The staff operate a lost property retrieval system, but unmarked property is frequently unclaimed. Much frustration could be prevented if all items were marked and checked frequently, as labels do come off, and ink (especially on footwear) is unreliable.

All of the below items are compulsory

General

A small (preferably clear) pencil case, which should contain the following items:

- Fountain pen (a spare would be useful), inexpensive please;
- Washable ink cartridges (dark blue);
- A few HB pencils;
- A green pen and a highlighter;
- A couple of coloured pencils;
- Glue stick;
- Pencil sharpener;
- Eraser (white only, not novelty, or electric)
- A pair of “safe” scissors (with sewn name tape);
- A4 stiff plastic wallet with popper fastening for homework, with subject dividers is ideal (Y4 and above);
- Pupils may bring in an additional pencil case with gel pens or felt pens to be kept in their form room for wet play activities;
- A wet play colouring book;
- NB: Tippex and ink eradicators are NOT allowed in school.

English:

- Access to a thesaurus and dictionary at home. The Oxford Pocket School Dictionary and the Oxford Pocket School Thesaurus would be suitable.

Mathematics:

- Protractor (Y4 and above);
- Compass (Y4 and above);
- 30cm ruler, clear plastic;
- Basic calculator.

Music

- **Recorders:** From Year 2 upwards, pupils learn recorder. The School will provide a Descant recorder and music book, the cost of which will be added to your fee bill. Should the pupil progress beyond the first stage music book, a follow-on book will be provided. Both items should be named (instructions on how to label the recorder will be given);

Lost Property

Lost Property that is named is collected and sorted and the pupils themselves are expected to retrieve it from crates in the School gym. Unnamed items of lost property are sent to Matron.

Extra-Curricular Activities

We are pleased to offer a wide range of extra-curricular activities for the pupils as they move through the School. An activities programme for each year group for the next academic year is distributed to parents in the Summer Term. The list below indicates the activities currently available. However, please note that not all activities are offered to all age groups.

Sport

- Cricket
- Football
- Gymnastics
- Physical Literacy
- Netball
- Swimming
- Tennis

Music

Groups

- Choir
- Flute group
- Guitar group
- Hand-bells
- Orchestra

Individual lessons

- Brass
- Cello
- Harp
- Piano
- Singing
- Violin
- Woodwind

Dance

- Ballet
- Modern Dance
- Pom Dance
- Street Dance

Languages

- French
- German
- Mandarin
- Spanish

Art & DT

- Art Club
- Crafting
- STEAM Cub

Other

- Sign Language
- Drama Club
- Board games
- Construction Club
- Creative writing
- Gardening
- Speech and Drama
- Storytellers

Extra-curricular requests are made via SOCs using My School Portal. Once a place has been allocated, it will continue from term to term until cancelled by parents in writing.

One half term's written notice is required for giving up an extra-curricular activity, particularly those which are chargeable.

- For discontinuation at the end of a term, the School needs to receive this notice by the first day of the second half of that term at the latest.
- For discontinuation at the half term break, the School needs to receive this notice by the first day of that term at the latest.

Travelling to Maltman's Green School

By Rail

The nearest mainline station is Gerrards Cross, which is only a 15 to 20 minute walk from Maltman's Green School, and has regular service connections to London Marylebone and the south east.

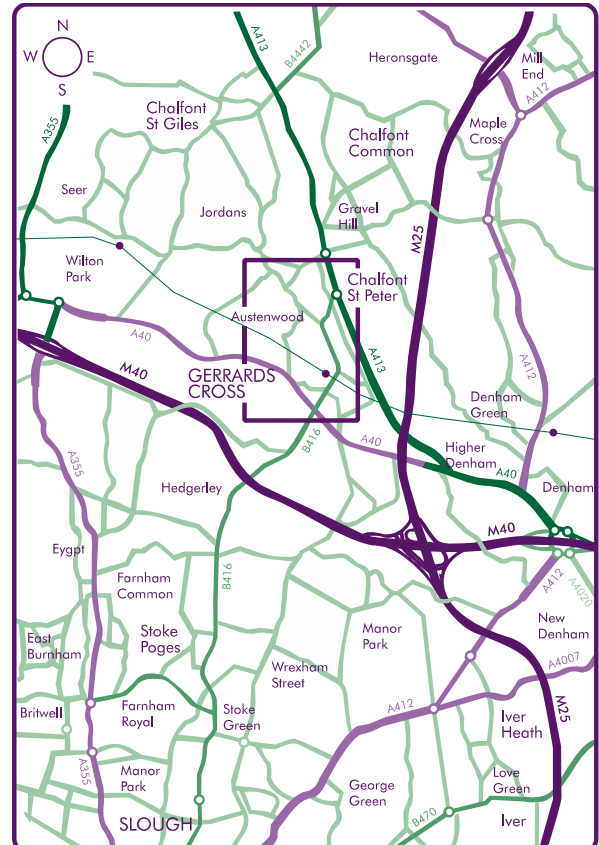
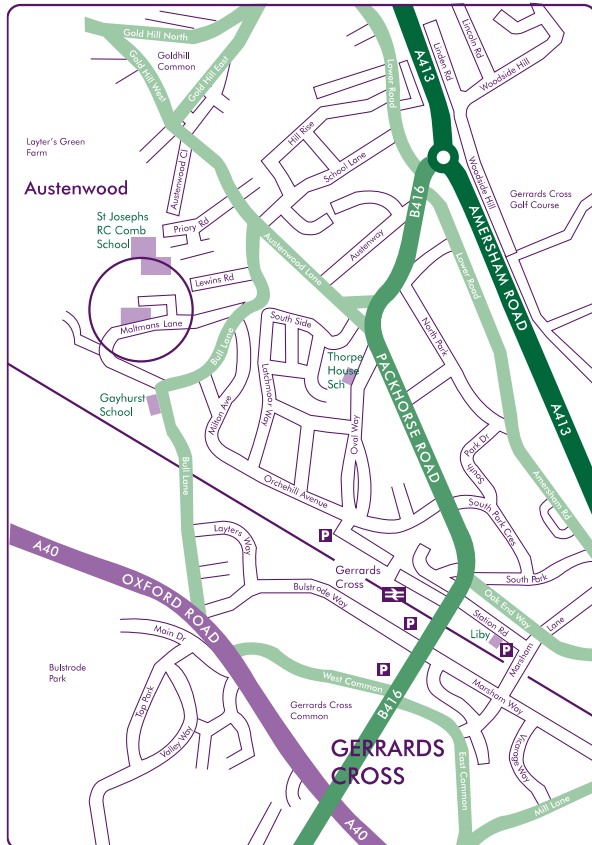
By Road

Maltman's Green School is conveniently situated in the centre of Gerrards Cross, close to the M40, M25 and A40, making Maltman's Green School easily accessible via the United Kingdom motorway network.

By Bus

There are several bus services that go through Chalfont St Peter and Gerrards Cross. The following routes may be suitable:

- Hemel Hempstead to Slough
- High Wycombe to Heathrow
- High Wycombe to Uxbridge
- Chesham to Heathrow



Summary of our Strategic Intent

This forms the basis of our Development Plan

- The School will remain an all girls' preparatory school.
- The Governors and School leadership will continue to keep abreast of educational developments with the intention of continuing to provide a broad and balanced curriculum.
- The School has a unique identity and this will be maintained and enhanced, emphasising the differentiation between Maltman's and competing schools. There is a need to ensure that its reputation for high standards of work, culture and sport will not only be maintained but enhanced.
- The School will nurture and develop positive and constructive relationships with parents and carers.
- The School will be proactive in maintaining its reputation and profile within the local community and with the Independent Association of Preparatory Schools (IAPS).
- The School prides itself on the healthy, friendly and stimulating atmosphere which currently prevails among pupils and between the pupils and the members of staff. The Maltman's ideal must be that pupils leave the School with self-discipline, a love of learning, a sense of wonder at the world they live in and a real respect for others, their persons, their property and their institutions.
- The School recognises the role it plays in the ethical, moral and spiritual growth of its pupils. It will continue to provide an environment in which the pupils have the opportunity to question, discuss and reflect on issues of an ethical, moral and spiritual nature. The spiritual, moral, social and cultural development of a child plays a significant part in her desire and ability to learn. By offering the pupils a wide variety of lessons and extra-curricular activities, we provide them with the opportunity to be the best they can be.
- The National Prevent Strategy aims to stop people becoming terrorists or supporting terrorism. Maltman's Green School, working with other local partners, families and communities, seeks to play a key role in ensuring that the children and young people who attend the School or use its services are safe from the threat of terrorism. Prevent is part of the School's wider responsibility for Safeguarding and this policy is therefore linked to the School's Safeguarding and Child Protection policy and Procedures. We believe that Maltman's Green School should be a safe place where children and young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of the terrorist ideology, and learn how to challenge such ideas.
- The School will continue to provide a first class education, which will enrich the lives of its pupils and prepare them for the challenges of the modern world inculcating the desire to continue learning throughout their lives. Excellence will be encouraged and celebrated.
- The School will continue to encourage every pupil to develop their natural abilities to their best advantage.
- The School is committed to addressing its sustainability, and this will be a consideration in all future developments and ongoing maintenance of the School site.
- The School values its Friends organisation, Friends of Maltman's Green (FOMG). Social and fund raising activities will continue to receive support.
- The School values the Maltman's Old Girl's association, MOGs, which provides a rich network for current and past pupils.



Headmistress, Mrs Jill Walker BSc (Hons), MA, PGCE

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