

Preparatory School Handbook

2020/2021

Year 1

Our “I CARE” Core Values

Innovation

seeking ways to grow our enquiring minds

Confidence

developing our confidence through learning and co-curricular activities

Aspiration

preparing for the future and seizing every opportunity

Respect

caring for others and ourselves

Enthusiasm

readily embracing new challenges

Term Dates 2020-2021

MICHAELMAS TERM 2020

Staff inset days	Tuesday 1 & Wednesday 2 September
First day of term	Thursday 3 September
Half term holiday	Monday 19 October – Friday 30 October
Last day of term	Wednesday 16 December (finish at 15:30)

LENT TERM 2021

Staff inset day	Tuesday 5 January
First day of term	Wednesday 6 January
Half term holiday	Monday 15 February – Friday 19 February
Last day of term	Friday 26 March (finish at 15:30)

TRINITY TERM 2021

Staff inset day	Monday 12 April
First day of term	Tuesday 13 April
Bank Holiday	Monday 3 May
Staff inset day	Friday 28 May
Half term holiday	Friday 28 May – Friday 4 June
Last day of term	Wednesday 7 July (finish at 15:30)

On Your First Day – New Pupils

A Warm Welcome

We are a happy, friendly school. New pupils can come along to the Prep Office and be met by the class teacher on their first day.

Once you and your child feel confident to begin using the pick-up and drop-off points, if travelling by car, you can then do so.

Arrival and Going Home

Drop Off 08:20 – 08.45

Pre-Prep pupils can be dropped off at the Refectory entrance between 08:20-08:45
Late arrivals should go to the Prep School office to sign in.

Pick Up 15:30

Pre-Prep pupils are brought to the pick-up area at the front of the main school at 15:30.
Pupils with an older sibling can use the late stayers' facility and are then brought to the pick-up area at the time their eldest sibling's school day finishes.

Checklist of daily essentials:

- **Morning snack:** a healthy snack can be brought for morning break. This can be fruit, crackers, cereal bar or a bread bun (no sweets, chocolate or crisps). Please note, we are a nut free school, please check the ingredients.
- **Water:** a bottle of water (named) as we encourage pupils to keep hydrated throughout the day.
- **Outdoor clothing:** the school coat should be brought every day. In addition, a pair of waterproof trousers and wellington boots are needed for playtimes every day which can be kept in the cloakroom (boot bags are available from the Uniform Shop.)
- **Stationery** – all stationery items are provided by the School and we discourage pupils from bringing their own items. Where a child has been awarded a pen licence, we ask that they bring their named pen into school and that it remains in school. Please keep another handwriting pen at home for homework.
- **No mobile phones** – unless travelling home by school bus. Phones should be clearly named and handed in to the Prep Office at the start of the day. They can be collected at the end of the day.

Uniform

Recent Government guidance has relaxed the guidance around strict daily washing of uniform. Therefore, on return to school, full uniform, including blazers, coats and hats will be expected.

A separate letter was sent out regarding uniform appointments during the holidays, prioritising appointments for full uniform fittings for those pupils starting their journey with us in Reception and for new starters throughout the school. It may not be possible for all existing families to visit the uniform shop during the holiday period due to demand. Where this is not possible, pupils will be able to visit the school shop on the first few days of term to collect pre-ordered items and the uniform policy will be relaxed to allow for this.

From September, we are going to trial pupils wearing PE kit to school for the full school day on days which they have PE or Games in Years R to 6. We will review this practice in-line with guidance at half

term. Spare kit can be brought in on a Monday and left in the cloakroom in the instance of needing to change following inclement weather.

Checklist of essential uniform:

A detailed uniform list and purchasing details can be found on the School website. *The winter uniform is worn between October and April, depending on the weather.*

- **Shoes** (smart, black) are worn indoors and boots/sturdy trainers outdoors.
- **Hair** should be kept tidy and away from the face. It should be of a respectable style, of a natural colour with no extremes of fashion. Hair, longer than shoulder length, should be tied back with a hair band, slide or bobble in school colours – navy-blue or maroon, available to purchase from the Uniform Shop.
- **Jewellery** should not be worn in school (except in exceptional circumstances.) Only discreet, stud-type earrings are acceptable and must be removed for sports activities.
- **Watches** should be unobtrusive to support the pupil to tell the time.
- **No make-up** (including nail varnish) should be worn.

Wrap Around Care

We are providing phased Wrap Around Care, for EYFS pupils until 18:00 and wrap around care for Pre-Prep pupils in Years 1 to 6 respectively until 17:30 Monday to Friday to allow for additional cleaning time, this will take place in the Refectory. The After-School Care and Morning Care offer will be reviewed by half term.

Breakfast Club will continue to be available for pupils from 07:30 for EYFS pupils.

Morning Club, excluding breakfast, will run from the earlier time of 07:45 in the Refectory in zoned phased spaces. There is no requirement to book for Morning Club.

Breakfast Club (EYFS only)

Cereal, fruit, yoghurt, juice

07:30 – 08:30

£5.80

(Breakfast is served from 07:30 – 08:00)

Morning Club

No breakfast provided

07:45 – 08:30

£1.20

After School Short session

No food

15:30 – 16:30

£2.50

After School with tea

Include sandwich, fruit, drink and snack

15:30 – 18:00

£9.00

Please note that After School care (long session) must be booked before 12:00 on the day required. Booking forms are available from the Prep School Office. Please allow 24 hours' notice for the cancellation of sessions or you will be charged for the session.

Late Stayers for Siblings

If your child has older siblings in the School, we will look after them without additional cost until their sibling's school day has ended. They will be escorted to the pick-up area at the front of the School at the appropriate time (either 15.45 for a Prep sibling or 16.00 for a Senior sibling).

Catering

We are working closely with Chartwells with their team to ensure that school catering can return safely from the start of Term, including EYFS snacks and Afterschool Care teas. There will be additional measures in place such as: a one-way system, a maximum number of pupils in the Refectory at one time and automatic sanitiser dispensers.

Activities and Enrichment

Until at least half term, and until Guidance permits, all enrichment and clubs will be required to run in year group bubbles. This will mean that pupils may not have the opportunity to join all of the clubs which they may typically. We will ensure that the offer is as broad and balanced as it can be at this time.

Visitors on the School Site

In September, we will continue to operate a 'drop and go' system from Nursery up to Year 6. Please can all virtual and physical appointments be made via your child's class teacher or via the Prep Office. Parents are not permitted into the school building at this time, without prior appointment. We look forward to when we can have parents back in school.

Parking

Parents are kindly asked to park in the school's main car parks. A barrier is in place between 08:15 and 16:15 at the front of the School, as this is primarily a staff car park. In respect of our local community, please do not park in the public streets around the School.

Virtual Learning

Should a Local or National lockdown be implemented or two or more pupils test positive for COVID-19 and a group/year group subsequently sent home to isolate/ book a test, then the school has robust plans in place to ensure that online learning can continue from the next school day.

Pupils in Year 1 to Year 6 can expect live teaching in both Mathematics and English via Microsoft Teams and are expected to turn up virtually for registration from the first day. For Years 3 to 6 this will be full live 50-minute core subject lessons following registration, an assembly and for younger pupils may be a short inputs for core subjects. Non -core subjects will also be taught weekly by a mixture of live and pre-recorded presentations will be used. Pupils can also expect a slimmed down enrichment offer to continue.

Buses

Pupils will be able to travel to and from school as normal, but we would request that, wherever possible, if lift sharing, they travel with pupils in their year group bubble and practice social distancing. If they are travelling on public transport, they will be required to wear a mask. Our school transport service (Acklams) is not considered to be public transport, however, face coverings will still need to be worn by the required aged pupils (all over 11 years old). Our emphasis is on maintaining groups where

possible. Clear seating plans with individual seats for each pupil will be held by Acklams and the driver will assist pupils to the correct seat. Some seats will not be used, to allow for appropriate social distancing. Acklams regularly disinfect their vehicles, hand sanitiser is available on each bus for use on entry and when disembarking, pupils will leave from the front. Acklams adhere to DfE guidance for local authority provided transport.

Parent Communication

How to Contact Us

Main School Reception: 01482 657016

Preparatory School Office: 01482 652172

Diane.Fawcett-Ward@hullcollegiateschool.co.uk

PA to the Headteacher of the Prep School

From 08:00 to 16:00 each day

For reporting absences please call the Preparatory School Office on 01482 652172 or text 07581 992822.

Who should be contacted for academic or pastoral queries?

Your child's class teacher is your first point of contact for all messages. The teacher monitors your child's academic and pastoral well-being, and you should talk to him or her first with any concerns or queries.

Class teacher email: Y1H joanne.hamilton@hullcollegiateschool.co.uk

Y1R hannah.rowley@hullcollegiateschool.co.uk

Who should be contacted for further concerns?

We urge parents to contact the class teacher in the first instance for all matters regarding their child. However, if a class teacher is unable to answer your query, the phase leader could be called upon to help:

Year 1/2 Phase Leader - Mrs J Hamilton

joanne.hamilton@hullcollegiateschool.co.uk

Safeguarding

For all safeguarding concerns and queries, please contact Mrs Smith, Deputy Head and DSL, either through the Prep Office or email: carrie.smith@hullcollegiateschool.co.uk

The Parent Portal – The Hub

All parents have access to The Hub. This has information regarding your child's timetable, attendance, reports, homework and much more. All current pupils transitioning from Reception have access to The Hub. New pupils will receive their log in details on enrolment via your child's class teacher.

Newsletters and Communication

Wherever possible, we communicate by text and email. Weekly bulletins are emailed to parents each Friday during term time. They contain details on forthcoming events, information and weekly lunch menus. If you do not receive these communications, please contact the Prep Office.

First Aid, Medication and Illness

Please keep us informed about any health problems concerning your child. If your child needs prescribed medication during the day, please hand them in (clearly named) to the Prep School office or First Aid Room with clear written instructions written on the Pupil Medication Request form.

We have a full-time First Aider and other staff are also trained in Paediatric First Aid. All accidents are recorded and parents are informed of any head injuries which occur during the school day by email

and where appropriate, phone call. Minor ailments will be treated in school but major problems will be reported immediately to parents.

Pupils should remain at home if they are ill. A child should not be sent to school unless they are healthy enough to go outside to play and take part in all lessons. If your child is unwell please call or text the school office so we can amend our registration and we do not contact you unnecessarily. Registers are taken at 08:45 every morning.

Pupils should stay at home for 48 hours after a bout of sickness/diarrhoea/high temperature and for the first few days of any course of antibiotics or other medication.

If your child, or any members of the household have one or more COVID-19 symptoms, they should remain at home, a test should be booked, and the school kept informed of the outcome.

Absences

Please make every effort to avoid taking your child out of school. To request a leave of absence in exceptional circumstances, please request a form from the Prep Office. Other than for medical reasons, external examinations, performances and auditions, leave of absence is not generally authorised.

Reporting to Parents

Reports are written by class teachers at the end of the Michaelmas and Lent terms which focus on Maths, Reading and Writing. A full report is provided at the end of the academic year, providing parents with a summary of their child's achievements in all aspects of school life over the course of the year, including detailed standardized score outcomes, Reading and Maths ages. On return to school in September, all pupils will sit baseline assessments to identify, if any, gaps to close.

Parent Consultation Meetings

Parents are invited to meet staff to discuss their child's progress in the Michaelmas Term and in the Lent Term.

If parents are concerned about their child at any other time, they are welcome to seek an appointment with the class teacher or Phase Leader at the earliest opportunity. From Michaelmas 2020, we will be offering parental consultations, virtually via Microsoft Teams.

Co-curricular Opportunities

Clubs

Clubs give our pupils the opportunity to learn beyond the curriculum. Although sports activities often take place after school, most clubs take place during the lunch break, as many of our pupils go home by bus and are not able to stay for activities after school. Full details of clubs available are provided at the start of each term.

In addition to these extra-curricular clubs, there is a weekly timetabled period for pupils. The enrichment activities on offer each term are published on The Hub.

Music

As well as weekly timetabled class Music, pupils in Prep (Y2 from the Lent term) can choose to learn an instrument or take singing lessons from our peripatetic Music teachers. These are normally once a week, 30 minutes long and on a rotating timetable, so that the same academic lesson is not always missed. Please note that these do incur an additional cost, more details of which can be obtained from the Prep Office.

The House System

Pupils are allocated a House. We hope that pupils identify and proudly support the endeavours of their House throughout their time at school. Each House is led by captains and have regular meetings. They compete throughout the year in inter-house events. Siblings will be allocated to the same house.

The Houses are named after famous local citizens:

(Winifred) Holtby – Green

(Amy) Johnson – Blue

(John) Venn – Red

(Andrew) Marvell – Yellow

School Council

The School Council is made up of elected pupils from Years 1 to 6. It provides a forum for active and constructive pupil input into the daily life of the school. The 2020/2021 appointment process will be held at the beginning of the Michaelmas Term.

Academic Information

Assessment

We want all pupils to make excellent progress. We encourage pupils to become active learners who ask questions, see solutions and see mistakes as opportunities for deeper learning. We believe that the key purpose of assessment is to move the pupils forward in their learning.

Formative Assessment for Learning: This is ongoing assessment carried out by teachers both formally and informally during a unit of work. The results of formative assessments have a direct impact on the teaching materials and strategies employed immediately following the assessment.

Summative Assessment of Learning: These occur at defined periods of the academic year or at the end of a unit of work. Summative tests are an essential tool for identifying individual progress over time and can be used for comparison within and across the cohort. Unit Assessments are visible in your child's subject books.

Homework

In Pre-Prep we aim to nurture good homework habits, based around the learning objectives covered that week.

- Each child will have homework books for Maths and English.
- Homework will be set on The Hub on Fridays and be expected to be handed in by Wednesday of the following week.
- Once pupils have completed and recorded their homework in their homework books, they will return them to school to be marked by the following Wednesday.
- Y1 and Y2 are encouraged to practise new spellings regularly.
- Daily reading is also expected (at least four times weekly) and we would ask that all reading is recorded/signed in their liaison book and returned to the classroom each day. Reading books will be quarantined for 48 hours on return to school.
- Should a child be unable to return homework as requested, please record this in the child's liaison book or email the class teacher.

Phonics

Phonics is the teaching of reading by training young pupils, in particular, to associate individual letters with their sound values. We teach phonics as a principle decoding strategy until we are familiar with reading lots of words by sight recognition alone.

Pupils in Year 1 will have a dedicated phonics lesson daily to build upon their phonetical understanding and support their reading development.

During the Trinity Term, Year 1 pupils will be asked to read a list of 40 words made up from a combination of nonsense words and real words by applying their phonic knowledge.

How parents can help at home

English

Reading: Reading with your child, at every age, is vital. Research shows that it's the single most important thing you can do to help your child's education. It's best to read little and often, so try to put aside some time for it every day. Let your child see you reading a book so they get into good habits. Reading extensively will improve your child's awareness of punctuation and sentence structure. It will also enhance their vocabulary which can be used in speech and independent writing.

Follow the link in the QR code for a list of exciting texts for your child to read or enjoy together, how many can you read before the end of Y1?



Spellings: Each week pupils will be given a set of spellings to learn. Please go through these with your child each day so that they are committed to their long-term memory and, thus, used correctly in their written work.

Writing: Encourage your child to write for a pleasurable purpose, this might be: writing a letter; sending a postcard from your holidays; keeping a diary; making a shopping list; compiling a book review etc. Finding any reason for your child to write for pleasure will make writing an everyday occurrence.

Maths

Point out the numbers in everyday life. Include your child in activities involving numbers and measuring, such as shopping, cooking and travelling. You can add up digits on number plates – anything where you child is mentally holding numbers in their head.

Pupils will learn to tell the time when they need to know the time for a purpose e.g. how long until a programme starts on television or how long until lunch. If they have a watch, it is best if it is an analogue one with a readable face.

Above all else, be positive about Maths. Try not to say things like "I can't do Maths" or "I was never good at Maths at school" - your child may start to think like that themselves.

Number Bonds: In Year 1 these are the foundation for number operations in Maths. Pupils must be able to recall them quickly and accurately. Pupils will be given a log in for the app Maths Shed where they can practise recalling them quickly and in a random order whilst competing for points.

Topics and additional subjects

We study a variety of different topics which are linked together with our non-core subjects and literacy, these are enhanced through lesson including; STEM, extra-curricular clubs and Topic Tuesday, where we develop our baking, Forest School and craft skills over an afternoon alongside and joining with Year 2 pupils.

Year 1 Topics

Michaelmas Term:	Funnybones and In the Dark
Lent Term:	Dinosaurs and A Twist in the Tale
Trinity Term:	'A Hoy Me Mateys' and In the UK

There are a variety of different museums or educational centres you could visit to support our learning. These include:

EUREKA – Halifax
Magna – Rotherham
The Museums Quarter – Hull Museums

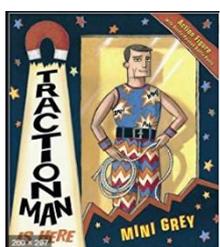
Normanby Hall - Scunthorpe
The Natural History Museum – London
Dino Star – Hull
Yorkshire Museum – York

If you are travelling further afield and visiting London, The Natural History Museum is a must see for all dinosaur fans.

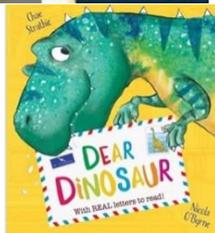
Year 1 Curriculum Overview

English

To start the academic year, pupils will be studying the text 'FunnyBones' by Janet and Allen Ahlberg. We will be writing short sentences to build narratives using repetitive language, developing this further using descriptive sentences.



We will also be studying the book 'Traction Man' by Mini Grey, which is a wonderful adventure book about an action figure. We will create our own adventure for him and look closely at the language used in narratives. Alongside this, we will be focusing on phonics, developing our handwriting and answering comprehension questions about different texts in our guided reading sessions.



In the Lent Term pupils will be studying letters, diary entries, narrative stories and descriptive poetry using the text, 'Dear Dinosaur'. After half term pupils will be studying traditional tales, with a twist. They will be thinking carefully about the story structure of a traditional tale and creating their own versions based on the story 'Little Red Reading Hood' and 'Mr Wolf'.



In the Trinity Term, pupils will be studying reports and developing their narrative skills further through a range of pirate related texts including, 'The Pirate Cruncher'. Alongside our texts, pupils will be focusing on suffixes 'ed', 'ing' and plurals and developing more complex sentences using adjectives and adverbs. Pupils will continue with the phonics programme completing the Year 1 phonics screening in June.

Maths

A Mastery style of teaching of Maths is consistent throughout the Prep School. Pupils are supported through 3 different levels of challenges each lesson: Challenge 1 is a fluency level, Challenge 2 is problem-solving and reasoning and Challenge 3 is mastery at greater depth. Number Bonds and early times tables knowledge are at the heart of Year 1 Maths learning; pupils are expected to know and use their number bonds to 10 by heart and to be able to count in 2, 5 and 10s. These are regularly practised in lessons to ensure pupils are fluent and can recall facts quickly. Pupils will have a log on to an interactive site called Maths Shed to enable them to practise these further at home.

Year 1 – Yearly Overview

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Autumn	Number: Place Value (within 10)			Number: Addition and Subtraction (within 10)				Geometry: Shape	Number: Place Value (within 20)		Consolidation	
Spring	Number: Addition and Subtraction (within 20)			Number: Place Value (within 50) (Multiples of 2, 5 and 10 to be included)			Measurement: Length and Height		Measurement: Weight and Volume		Consolidation	
Summer	Number: Multiplication and Division (Reinforce multiples of 2, 5 and 10 to be included)		Number: Fractions		Geometry: position and direction	Number: Place Value (within 100)		Measurement : money	Time		Consolidation	

Science

In the Michaelmas Term pupils will be learning about their bodies, specifically naming our bones and joints. We will be experimenting with our senses and how each plays an important role for our daily lives. After half term, as the nights get darker, we will be thinking about light and dark, shadow puppets and investigating light patterns.

In the Lent Term pupils will be studying animals and their habitats, with a focus on different types of dinosaurs, what they ate, where they lived and how they may be related to animals today. After half term, pupils will study materials and their properties, including investigations about temperature and how different materials are used for different everyday objects and why.

Alongside this, we will also be looking at the seasonal changes between Winter and Spring, thinking about the weather, animal habitats and looking for signs of Spring.

In the Trinity term pupils will explore plants and growing. We will be identifying different plants, labelling them and planting a few of our own to use in a special cooking project. We will also be investigating how they grow, examining the inside of a plant and how water travels around it.

Alongside this, pupils will also be studying the changes in the seasons from Spring to Summer, comparing our observations taken from last term. They will discuss the importance of how to stay safe in the sun.

Humanities

Pupils will be studying life 100 years ago in the Michaelmas Term, finding out about and looking at differences in the home, schooling, toys and transport. To bring our learning to life and experience it first-hand we plan to visit The Hull Museums and spending the day as a Victorian school child and help our Victorian friend get ready for an old-fashioned Christmas.

In the Lent Term pupils will be transported to the prehistoric era and investigate dinosaurs. They will study a timeline of different events from this era and learn about the different types of dinosaurs. They will learn about the life of Mary Anning, a famous fossil hunter and female palaeontologist. Hopefully, we will have a special visit from a palaeontologist and a 'real dinosaur' too.

In the Trinity Term pupils will learn about the four countries of the United Kingdom. They will talk about traditions and produce work based around England, Scotland, Wales and Northern Ireland. Pupils will also create a case study looking at similarities and differences with the coastal town of Whitby as well as the life and adventures of Captain James Cook. We will support and enrich this topic with a visit to Flamborough Head to study the coast towards the end of the year.

Games and PE

In the Michaelmas Term, pupils will learn to support their body weight creating balances. They will create different ways to travel on the floor apparatus, using different body parts to create shapes under, over and through apparatus and travel in different direction. They will finish by putting together a short sequence using the skills they have learnt.

In the Lent Term, pupils will be practising for the inter house cross-country championship in February and developing gross motor skills and ball skills with the emphasis on football and netball. We will also be developing water skills in swimming lessons.

During the Trinity Term, pupils will explore running, jumping and throwing activities and take part in simple challenges and competitions. They will experiment with different ways of travelling, throwing and jumping, increasing their awareness of speed and distance, whilst in Games pupils will learn how to hit or strike the ball into spaces, so that they can score runs in different ways. When fielding, they learn how to work together to keep the batters' scores down. In all Games activities, pupils have to think about how they use skills, strategies and tactics to outwit the opposition.

RE/PSHCE

In the first half term, we will be thinking about ourselves and how to maintain a healthy lifestyle. They will also be studying different behaviours for learning to celebrate their strengths and weaknesses. In RE pupils will be studying different places of worship and festivals in the autumn and winter months, we will link this with the Nativity story, in the lead up to Christmas.

In RE we will be focusing caring for the world and studying Christianity and festivals towards Easter. Alongside this in our PSHCE and assemblies, we will be thinking about relationships, feelings and emotions and valuing difference as well as recognising the responsibility of keeping themselves safe online and about who looks after them and their family networks. Pupils will also be thinking about good and not so good feeling to describe their feelings.

In the Trinity Term, pupils will be studying Hindu traditions and festivals and how to make informed choices to improve their learning and healthy lifestyle. Pupils will think of the how people's needs change as they grow older.

Computing

In the Michaelmas Term, pupils will be focusing on digital literacy, using the computer to create their own designs and developing their mouse control and touch-typing skills. We will be linking these themes to our topic work. They will also be developing their confidence when using the school's network independently.

In the Lent Term, pupils will be developing their programming skills on the site Purple Mash and enhancing their electronic communication skills through email and postcards.

In the Trinity Term, pupils will be learning how to open and save work successfully to the school network and developing publishing skills through Microsoft Publisher. Pupils will also be programming an online 'turtle' thinking carefully about position and direction, and algorithms they need to follow to instruct an online object.

Languages

Throughout the year, pupils will be taught Spanish, they will be learning about greetings, colours, numbers to 10, animals, my family and traditions and festivals associated with Spain. They will learn songs and begin to write simple words in Spanish.

Art / Design and Technology

In Art in the Michaelmas Term we will be developing our sketching skills and investigating light and dark shades using pastels and paint.

In the Lent Term, we will be focusing on prints and animal prints, using different media to create winter pictures and developing our fine motor skills with some dinosaur sewing.

Pupils will be studying treasure chests and boxes. They will develop their use of tools including scissors, saws, drills and glue-guns. Pupils will also be studying plants and flowers, creating their own masterpiece to be displayed in the Art Exhibition.

Music

In the Michaelmas Term pupils will explore different sounds and their durations. They will have the opportunity to use a variety of tuned and untuned percussion instruments to recreate familiar sounds.

In the Lent term pupils will explore pulse, rhythm and pitch, linking their own compositions to seasonal changes. Pupils will have the opportunity to develop an understanding of basic written notation, following a simple score.

In the Trinity Term pupils will have the opportunity to explore instruments, symbols and timbre, tempo and dynamics, building on their understanding of scores from the previous term. They will also be learning songs for the end of year Summer show.