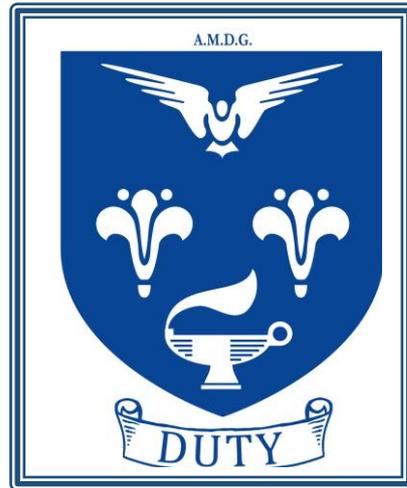


# Ursuline Preparatory School



## Starting in Intermediate

### Order of Classes

Pre Reception  
Reception  
Kindergarten  
**Intermediate (Year 1)**  
Transition (Year 2)  
Lower One (Year 3)  
Upper One (Year 4)  
Lower Two (Year 5)  
Upper Two (Year 6)

### Weekly Timetable

PE LAMDA	Monday
French Music	Tuesday
Swimming	Wednesday
PE	Thursday
ICT & Spanish	Friday

## Arriving at School



Children need to arrive from 8.40 onwards and should be dropped at the school gate. The school bell rings at 8.55am when children are expected to line up in the playground before going inside for registration. If the weather is inclement then children will go into the school hall. If you are late please report to the school office with your child.

## Academic



### Excellent Work

In Intermediate they will now start to use the excellent award system. Each child will have a card at the back of their homework diary which will show how many stickers they have received. Children work at their own pace throughout the system and not all children will achieve all of the awards.

### Star (Traffic Light)

In class we have a traffic light behaviour system. If the children display excellent behaviour, manners or kindness they will go on the star and receive a stamp in their Homework Diary.

### Homework

Homework is set every night and it should take them approximately 30 minutes to complete. Phonics and spellings homework are set each week for completion before the following Friday.

### Homework Journals

Please record the time taken to complete homework and sign the page at the end of each week.

### Reading

In the infants we aim to hear your child read twice a week. Please make sure that you hear your child read every night and sign their reading record. If they have finished their book, please encourage your child to re-read it or read a book from home.

## Keeping Healthy

If your child has been sick or had any kind of tummy upset PLEASE DO NOT send them into school until 24 hours after the symptoms have ceased.

Very occasionally, children will sustain injuries from minor accidents. You will be informed and incidents will be recorded in the Accident Book, which is kept in the school office. You will be asked to sign this book when you collect your child.

In the case of suspected head lice within the class a letter will be sent home to all parents informing them and giving them preventative measures as advised by the school nurse.

## Communication

Please ensure that letters are returned to the class teacher and not the school office. Newsletters are e-mailed to parents on Fridays from the headmistress. A copy is also uploaded to the parent portal.



A termly calendar will be distributed every term and, at the beginning of the school year, a whole year calendar will be given to you so you are aware of holiday dates, functions arising and school trips.

Written permission must be given to the class teacher if your child is to be collected by anyone other than yourself, even if you have put their names on the collection list. Please use the **Homework Diary** for any messages as these are checked every day. This is particularly important for messages regarding who is picking up your child. Please attach any notes to the outside of the diary.

### Swimming

The children will continue to have swimming lessons at the Brentwood Centre from September up to February half term. This takes place on Wednesdays, meet at centre at 8.45 a.m. promptly. Parents can assist children in getting changed if they wish to. All items of uniform must be named (including underwear on P.E. and swimming days). Goggles are allowed. Children who are unable to make swimming for any reason must let the school office know ASAP and provide a written note or send an e-mail confirming the reason.

### Individual Music Lessons

In Intermediate the children can start piano lessons. Places are limited Mrs. Parker-Litjens will send out a letter in September.

### Physical Education

For physical education, children should have trainers (Velcro fastening unless they can fasten laces) and girls need white socks in their P.E bag. Girls should also have leotards.

### Uniform

Please check that every single item of clothing is marked with sew in labels wherever possible. Boys need to wear white shirts and ties during the winter. Please practise with your ties at home. Children need to be in winter uniform after the October half term. All children to have either a school cagoule or a school quilted jacket.

### Art

In the infants we do lots of messy artwork, and we will provide a plastic apron that will kept in school. Their brown and white checked ones will then be kept for cookery and less messy activities.

### Book Bags

Children are allowed to attach one, small keyring to help them identify their book bag. Please provide a folder to keep homework sheets neat and tidy.



## Other Information



At break time the children choose a drink from school, which is placed on your termly bill. Please provide a snack for break in your child's book bag. This can be a piece of fruit or dried fruit. We ask that all lunchboxes are clearly named on the outside for easy identification.

There are two major functions during the year, which all children are required to attend. These are the Christingle Christmas Service and Prize Giving.

The children will go on various school trips during the year, including the pantomime. We hold a Mother's Day assembly, when we invite all Mothers to attend and we also hold a Father's Day event.

We issue reports in October, February and in July and hold parent evenings in October and February. If you are worried about anything or would like an appointment with Mrs. Fox please make an appointment with the school office.

Before school care from 8am. and after school care, from 3.15-5.15pm., are available. Places must be booked in advance through the school office and the cost will be charged to your termly bill.

May I take this opportunity, on behalf of Mrs. Wilson and all the staff in the Pre-Prep and Infants, to wish you and your child a very happy year in Intermediate.

*Mrs. J. Fox Class Teacher*

*Miss L. Mitchell Teaching Assistant Mrs. V. Vize Teaching Assistant*