



HOLMEWOOD HOUSE

WELCOME TO THE
PRE-PREPARATORY DEPARTMENT

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May we wish you a very warm welcome to

HOLMEWOOD HOUSE



We should like to ensure an easy transition to Holmewood for you as parents and the aim of this little booklet is to give you a brief introduction to the school. Please read the booklet carefully, either as a document to introduce you to the routines of Holmewood House Pre-Prep, or as a reminder of those routines. In addition, the termly Fixture Card provides dates of parents' meetings, outings, exeat etc.

Through our broad and balanced curriculum, we aim to give every child in Holmewood House Pre-Prep a firm grounding in all basic skills, whilst fostering a love of learning by providing an exciting range of educational opportunities.

In addition, the Pre-Prep Code of Behaviour is set out, in order that you can reinforce the positive ethos that we strive to achieve. We aim to encourage kind and courteous behaviour amongst everyone, thereby making the Pre-Prep a happy and secure learning environment. It is vital that we adopt a consistent approach and work in harmony for the benefit of all.

Your child's happiness is of paramount importance to us. A contented and confident child will flourish and can start to explore his or her potential. We hope your child will settle quickly into school life, but if you have any concerns, please do not hesitate to raise them with a member of staff so that we can resolve them swiftly and effectively.

Should you wish to have a copy of any of our policies and procedures, these are available from the Pre-Prep Office.

Please note that all information contained in this booklet is correct at the time of printing but changes may be made throughout the course of the academic year.

June 2017

*Please may we ask you to refer frequently to our website,
www.holmewoodhouse.co.uk,
which is continually updated, and contains detailed curriculum information,
the school calendar and important announcements.*

YOUR CHILD'S FIRST DAY AT HOLMEWOOD



New children should be delivered directly to the Pre-Prep on the first day of term. Upon arrival, please go to the Head of Pre-Prep or Pre-Prep Secretary for assistance.

If you also have an older child/ren starting in the Prep School, please take your older child/ren to the reception area in the Collings Building before going down to the Pre-Prep with your younger child/ren.

Please note that the School operates a one-way system during term time: **entry to the school is via Barrow Lane and exit is via Hither Chantlers.**

Barrow Lane is always congested on the first day of a new term, especially on the first day of a new academic year. The traffic situation eases once term is underway, as parents do not need to spend so much time on the school grounds helping their children with sports kit etc. and the traffic flows more freely. Therefore, please do not panic and think that the first day traffic situation is a reflection of every day at Holmewood!

When arriving on the first day, please park in the designated car parking areas and follow instructions from members of our maintenance team (easily recognised in yellow jackets). Please do not park on double yellow lines, on pedestrian crossings, in the staff car park (clearly marked) or in front of the Jubilee Theatre entrance, which is a "kiss and drop" zone for older children. If no parking spaces are available in the vicinity of the Pre-Prep, parents of Pre-Prep children are asked to park on the tennis courts and then walk the short distance back. We are anxious to keep the flow of traffic moving to prevent hold-ups in the narrow parts of the school road. Please note that the tennis courts should be free of all cars by 9.30am, as the children use this area.

On the first day of school, pupils should bring all clothing with them including games kit. Please ensure that all articles of clothing are marked with name tapes, as countless garments are lost each term. All everyday and games clothing should have loops to enable them to be hung on a peg to avoid loss or damage.



GENERAL INFORMATION

THE SCHOOL OFFICES

The Prep School Office is open and the telephones manned Monday – Friday between 8.00am and 5.00pm (late duty cover from 5.00pm to 7.00pm) and Saturdays from 8.30am to 1.00pm.

Main Office: 01892 860000; Headmaster's Secretary: 01892 860001

The Pre-Prep Office is open 8.15am to 4.00pm (not Saturdays).

Pre-Prep Secretary: 01892 860005

DAILY ROUTINES

Early Bird check-in	from 8.00am (in the Pre-Prep Hall)
Registration	8.15am – 8.35am
Morning Break	10.30am - 11.00am
Lunch	Nursery & Reception - 11.45am - 12.20pm Year One - 12.20pm - 12.50pm Year Two - 12.50pm - 1.20pm
After-lunch Play	Nursery & Reception - 12.30pm - 1.00pm Year One - 1.00pm - 1.30pm Year Two - 1.30pm - 2.00pm
Check Out	Pre-Nursery – 12.00pm Nursery – 12.00pm, 1.00pm or 3.15pm Reception – 3.25pm Year One – 3.30pm Year Two – 3.35pm

School finishes slightly earlier on a Wednesday and to ease traffic congestion, check out times are as follows:

Wednesday Check Out	Nursery – 3.00pm Reception – 3.00pm Year One – 3.10pm Year Two – 3.15pm
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REGISTRATION

Class teachers are on duty in their classrooms from 8.15am. Between this time and 8.35am, children have the opportunity to read quietly, finish off work or complete child-initiated activities. Whilst teachers are always available for a quick word, they also use this valuable time to talk to the children and hear readers. Therefore, if you wish to discuss your child's progress, it would be appreciated if you could make an appointment with the class teacher at a mutually convenient time.

MID-MORNING BREAK

All children receive a half hour slot in the morning (as shown above) to have a drink, eat a healthy snack and play with their peers. Snacks consist of fruit, a selection of vegetable crudité's, raisins, cheese and biscuits. The drink choice is milk or water. Your child makes their choice on a daily basis.

We ask that wellies, trainers and waterproofs are in school at all times. We encourage the children to go out in most weathers if even for a short while and find that this is far more beneficial than being kept indoors. Some fresh air and a quick run around makes such a difference to the children's learning and having the right footwear and clothing in school helps enormously. We try to make the most of the beautiful grounds here at Holmewood House and take the Nursery and Reception children into the Nursery playground which is grassy and wooded. Year 1 and 2 children also go to the North Lawn whenever possible. Both areas can of course be muddy at times, so wellies may often be necessary.

It is not advisable for children to bring in precious toys from home, as they can get lost or broken. However, we provide a range of toys for the children to play with, from tricycles to skipping ropes, footballs to balance blocks.

WATER BOTTLES

Children are encouraged to drink water throughout the day. They may bring in a bottle, clearly named which will be sent home on a weekly basis. Alternatively, the class teacher will have a supply of cups for the children to use in school.



THE CURRICULUM

We offer a broad and balanced curriculum using the National Curriculum as our starting point. However, we aim to enhance this, by affording children as many learning opportunities as possible, whilst continuing to place a strong emphasis on the acquisition of basic skills vital to their further education.

In Nursery & Reception each child is appointed a Key Person, namely the Class teacher. The Key Person's role is to help each child become familiar with their new environment, offer a settled relationship for the child and to engage and build a relationship with the parents to offer support in guiding their child's development at home. The Key Person will ensure that every child's learning and care is tailored to meet their individual needs. The Key Person will help families engage with more specialist support if needed.

In the Nursery and Reception classes, we follow the Early Years Foundation Stage (EYFS). Children work towards the Early Learning Goals through the three prime and four specific areas of learning and a Foundation Stage Profile is built up to give a picture of each child's progress.

Activities are available both inside and outside the classroom, with equal importance being given to the outdoor learning environment. Specific timetables for your child's year group are available upon request and are displayed on the noticeboards.

Information on the curriculum is available on the school website: www.holmewoodhouse.co.uk and weekly and half-termly updates are e-mailed to parents with details of what the children are covering in Literacy, Numeracy and Topic.

At the start of each academic year, parents are invited to attend either the EYFS or KS1 curriculum evening. This is a very informative event and good opportunity for parents to ask any questions that they may have. Parents will also be given tips and ideas of how best to support their children at home.

HOMEWORK

It is not our policy to give the children lots of homework. The children work hard at school and often have a busy programme of activities outside school hours. This may include music, which needs regular practice, or sporting activities. They also need time for relaxation with family and friends and time to pursue other hobbies. The main areas which can be reinforced at home are spelling patterns, 'tables', handwriting skills, practical maths and sharing a book together. Once a week the children will bring home a book of their choice from the Library, and this should be returned each week. In Year 1 and Year 2, we provide suggested activities for Maths and Literacy.

REPORTING TO PARENTS

We hold two parental consultation sessions; one in the Autumn term and one at the end of the Summer term. In addition, we produce an interim report on your child's progress at the end of the Autumn term, and a full report is written by the class teacher on your child's progress and achievements throughout the year at the end of the Summer term. For children following EYFS, parents are asked to contribute to their child's Learning Journey/Profile (the record of your child's achievements). This is available for parents to see and contribute to at any time. There is an opportunity to meet to discuss EYFS results in July. In the EYFS we use an interactive tool called 'Tapestry.' This allows teachers to log their observations in line with the Early Learning Goals and assists us in our tracking. It is also a system that parents can access to gain an insight into their child's day and get a feel for what they have been doing.

LOST PROPERTY

This should not be an issue provided that **everything** is named and children are helped to feel responsible for their belongings. Most items which are mislaid are quickly recovered and returned to their owner. There is a lost property box in the Year 2 cloakroom, which is cleared out at the end of each term.



COMMUNICATION WITH PARENTS

PARENTS' CONTACT DETAILS

The School produces a 'Parents' Address List' which includes details of families at the School and this is shared with current parents and the Friends of Holmewood, on the strict understanding that it is not shared any further, and is not used for any commercial purposes. The list **only** includes details of families who have **chosen** to be included, and therefore give their consent to this information being shared.

If you agree to be included on the list, **all details listed below** will be shown:

- Name(s) and class/form(s) of children attending the School
- First name and surname of each parent
- Pupil's Home address
- Home telephone number (landline only – no mobiles)

We do hope that the vast majority of parents will wish to be included on this list. If you are happy to do so, please email database@holmewoodhouse.co.uk including the names of your children. If at any point in the future you wish to be excluded from the list, please email again and we will remove your details from future lists.

FIXTURE CARD

Every child is given a Fixture Card (Termly Calendar) on the first day of each term. If you have more than one child in the School, your copy of the Fixture Card will be given to the youngest to bring home. The Fixture Card lists all members of staff, outlining their responsibilities, and explains how they can be contacted.

WEEKLY NEWSLETTER

The newsletter is published every Friday in term time and is emailed to all parents. It is also available on the portal via the school website. The newsletter contains any recent news about the school and its pupils, up-dates on fixtures and events happening during the forthcoming week together with other notices.

To access the newsletter and other documents in the parents' area of the portal, log onto the portal and select the 'Parents' tab. In the parents' area, select 'Newsletter' and then click on whichever issue you wish to read. (There is also a prominent Quicklink 'Newsletter' on the home page of the portal, which takes you straight to the Newsletter folder.) You can click on whichever Newsletter you wish to read, and save it to your computer by right-clicking the selected Newsletter and selecting 'Save target as...' from the dropdown menu.

CLARIONCALL

The school uses ClarionCall to communicate with parents by text or voice messages. This is used for everything from school closure due to snow, fixture changes and general reminders, to progress updates on school trips abroad. For more information, please refer to our website. **For this reason, we require mobile phone numbers; please complete and return the contact details form in your Joining Instructions package and please remember to keep us informed of any changes to mobile phone numbers, so that you will continue to receive ClarionCall text and voice messages.**

PARENT REPRESENTATIVES

Are a group of parents, one from each class, who meet with the Headmaster once a term. Their role is to promote good relations between the school and parents, to welcome new parents and to put forward constructive suggestions to help improve school-life. They also act as a liaison between parents and Friends of Holmewood, the school's parents' association. You have been given contact details for your child's class representative in the welcome letter which accompanies this booklet so that you can make direct contact. Your Class Representative will be very happy to answer any questions you may have to assist with the settling-in process and will help introduce you to other parents.



PARENTAL SUPPORT

Parents often ask how they can support their child so he/she settles in quickly to his/her new routine. The quicker your child can become independent, the more confident he/she will become.

- Encourage your child to dress and undress independently.
- Give your child responsibility for hanging up his/her own coat and book bag.
- Please keep the class teacher informed of any changes which may affect your child. This can be done by speaking to the class teacher direct, via the contact book, or by e-mail.
- **Make sure your contact numbers are up to date in the Pre-Prep office. This is very important in case of an emergency.**
- Our duty of care – the happiness of your child is paramount. If your child is unhappy for any reason especially in cases of bullying or teasing, please inform his/her class teacher as soon as possible. Most problems can be easily resolved, if we know about them.
- We like to foster strong links between home and school. At this stage in your child's school career this is often done on an informal day-to-day basis by talking to the class teacher. Occasionally a more formal conversation may be necessary in which case an appointment can easily be arranged with the class teacher.
- Every child has a book bag to carry small items needed to and from school. Children also have a contact book, which is for easy communication between home and school. Please write anything in the contact book of which you wish the class teacher to be aware, and we will use it likewise. Contact books are checked daily - please sign/initial each day so we know you have seen it.
- Please note that dogs are NOT to be walked on or off the lead in the school grounds at any time nor are they permitted on the touchline at matches, or at any other outdoor functions that may, from time to time, be held at the school – this includes Speech Day.



TOP TIPS FOR HAPPY CONFIDENT LEARNERS

READY TO LEARN

- ♦ Ensure your child has sufficient sleep (10-12 hours).
- ♦ Ensure they have a good breakfast and a drink before school.
- ♦ Arrive at around 8.15am so that your child has time to settle easily.

DAILY ROUTINES

- ♦ Have a calm morning routine.
- ♦ Follow the same routine each morning and evening.
- ♦ Leave straight away when you have said goodbye to your child.
- ♦ Be on time to collect your child to prevent him/her becoming anxious.

HOMEWORK ROUTINE

- ♦ Develop a regular homework routine.
- ♦ Support your child's homework so you are learning and sharing together.
- ♦ Find ten minutes to sit quietly with your child to hear him/her read.

CLOTHING & APPEARANCE

- ♦ Name all clothing and footwear.
- ♦ Remember the correct PE, swimming and games kit.
- ♦ Your child should only wear clothes and accessories on the uniform list.
- ♦ Check your child's hair for nits every weekend.
- ♦ No jewellery (except for a named watch & gold studs) or nail varnish should be worn.

NURSERY & RECEPTION CLASSES

- ♦ Teach your child to use the toilet independently.
- ♦ Ensure that your child can dress/undress for PE, games and swimming lessons.
- ♦ Recite nursery rhymes with him/her.
- ♦ Practise letter sounds.

YEARS 1 & 2

- ♦ Encourage him/her to be as independent as possible and, by Year 2, all children should be able to go to the classroom independently.
- ♦ Ensure he/she uses the correct pencil grip when undertaking spelling/handwriting work at home.
- ♦ Check letter and number formations used at school so that these can be reinforced at home.
- ♦ Involve your child in writing – lists, notes, letters and reminders.

ALL CHILDREN

- ♦ Read stories to him/her.
- ♦ Let them shop using real coins.
- ♦ Practise using a knife and fork properly.
- ♦ Ensure that your child can recite his/her address



EXPECTATIONS OF BEHAVIOUR

IN THE CLASSROOM

At the start of the school year, each class should be involved in setting up and agreeing class rules.

Teachers discuss with their pupils:

- ♦ What is acceptable and what is unacceptable behaviour.
- ♦ A set of class rules which should be displayed.
- ♦ A Class Charter signed by pupils (Year 1 and Year 2).
- ♦ The visual system on display e.g. behaviour ladder / traffic light system.
- ♦ What pupils can expect as recognition of good behaviour.
- ♦ What will happen if children choose to engage in unacceptable behaviour
- ♦ Respect for personal space.

Pupils are expected to:

- ♦ Take care of their own and others' belongings/equipment, including that of the school.
- ♦ Listen to the teachers' lessons and instructions and follow them accordingly.
- ♦ Show respect for the teachers and all adults and peers (i.e. all members of the school community) by not disrupting or interrupting the work of others.
- ♦ Follow school and class rules and behave in a safe manner.

AROUND SCHOOL

Children should:

- ♦ Walk quietly and sensibly around school in a calm and appropriate manner, particularly when entering the hall for assembly or lunch and in the toilet and changing room areas.
- ♦ Walk on the left, especially on the stairs.
- ♦ Display good manners – e.g. wait for an adult to walk through a door; use *Please* and *Thank You* when appropriate.

DINING HALL

- ♦ Children should line up sensibly and quietly.
- ♦ Correct use of cutlery is encouraged and modelled.
- ♦ Social communication is encouraged at an appropriate noise level.
- ♦ Good table manners are expected – no elbows on table, talking or walking with food in the mouth.
- ♦ Each child is required to tidy up his/her space before leaving the hall.
- ♦ Children must seek permission to clear their plates.
- ♦ Children must walk sensibly in and out of the dining hall.

PLAYTIME

- ♦ Children must ask a duty adult for permission to go inside and indicate when they have returned.
- ♦ Name calling/swearing is taken extremely seriously and will result in an immediate sanction 2 (time out on a bench) and a genuine apology given to those offended.
- ♦ Correct use, sharing and storing of playground equipment.
- ♦ School equipment to be used only when a member of teaching staff is present and not at the beginning or end of the day.
- ♦ When the bell rings, children should stop and listen to the instructions given and follow them appropriately.
- ♦ Children line up in classes and follow an adult inside.
- ♦ Children are encouraged and supported in resolving minor issues through communicating with each other appropriately.
- ♦ Children sitting on the Friendship bench should be approached and asked if they wish to join in a game or activity.
- ♦ Children should not hurt anyone deliberately either physically or emotionally (leaving someone out of games, name calling etc.) As well as the appropriate sanction to be applied, a genuine apology should be given to those offended.

Above all, we aim to encourage SMILES and FUN!

For more information, please refer to the Code of Practice for Good Behaviour in the Pre-Prep, which forms part of the School Behaviour and Sanctions Policy.

(School policies are available on the Portal via the school website.)

OWLS' AFTER-SCHOOL CLUB



'OWLS', the school's after-hours club, is available for use by any child in the Pre-Prep who cannot be collected at the normal check-out time, or who does an after-school activity which does not start immediately after check-out.

The club is run by Pre-Prep staff. The sessions are relaxed and informal, allowing the children to play freely. Drinks and "nut-free" snacks are provided.

Any child going to an activity, can be escorted by one of the Pre-Prep staff to or from OWLS, with the exception of Swim School. Parents are requested to escort their children to the after-school swimming sessions.

The OWLS club starts after check-out and ends promptly at 4.45pm and parents should ensure that they are on time to collect their children as the staff have other commitments, following the OWLS club.

To register your child for regular days each week, please complete and return the enclosed application form to Mrs Napleton in the Pre-Prep office.

The fee per session is £6.00 which will be charged to your end of term account.

To book a child in on an occasional basis, please advise both Mrs Napleton and the Class Teacher. Any changes to existing arrangements must be made no later than 2pm on the day in question and cannot be accepted after this time except in an emergency.

PLEASE let us know of any changes, as many times in the past anxious staff have spent time looking for a child to find out later that he/she has been taken home unexpectedly.

Please note that a separate application form must be submitted at the beginning of **every** term. Updated after-school clubs schedules and application forms are e-mailed to every parent at the end of each term and are also available from Mrs Napleton.



UNIFORM

Please adhere to the **school clothing list** which accompanies this booklet.

Countless articles of clothing are mislaid each term either because they are not named, or because they are not marked clearly. **Please make sure everything is clearly named.**

NEW UNIFORM

All regulation school uniform is available from:

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**S. Simmonds & Son,
64 Calverley Road, Tunbridge Wells, TN1 2UG
01892 510123**

Uniform can also be bought online at
www.simmonds-ltd.com.

Returns and exchanges are welcome in the store
in Tunbridge Wells with proof of purchase.

Helpline for online and special orders:
01892 837202 (Monday to Friday 9am – 5pm)

Email for Customer Service:
customerservice@simmonds-ltd.com



SECOND-HAND UNIFORM SHOP

The shop operates to sell second-hand uniform in good condition. It is run by parents on a voluntary basis and profits are donated annually to two children's charities, one overseas and one locally. The shop opens every Monday between 8.00 and 9.00am during term time and once during the Easter and Summer school holidays. The shop is located directly opposite the theatre through the blue door to the right of the girls' changing rooms. Proceed up the stairs to the drama studio where items for sale are displayed.

We cannot stress how important it is to name all items of clothing. Name tapes on P.E./games kit must be sewn onto the outside of garments where they can be easily seen; boots and shoes should also be marked Either with a name tape or indelible ink.

EVERYDAY UNIFORM

In the **Autumn & Spring terms** everyday uniform for **boys** consists of grey shorts, roll neck top with House crest, school jumper, regulation socks and plain black shoes. In the **Summer term**, the long-sleeved roll-neck is replaced by a short-sleeved blue shirt. There is a V-neck sleeveless pullover as an alternative to the long-sleeved pullover.

Everyday uniform for **girls** consists of a pinafore, roll neck top with House crest, school cardigan, navy socks or tights and plain black or navy shoes. In the **Summer term**, the everyday uniform for girls consists of a cotton dress with a navy school cardigan.

FORMAL UNIFORM

Formal Uniform is worn for some school outings, when appearing in school performances and for Speech Day. For **boys**, this consists of grey shorts, long-sleeved blue shirt and School tie. For **girls**, this consists of kilt/pinafore, long-sleeved blue shirt and School tie.

GENERAL PRESENTATION

It is expected that boys should wear their hair short enough to be out of their eyes, above their ears and collar. Girls' hair should be neat and tidy and, if shoulder-length or below, be tied back with blue ribbon or hair bands. No jewellery may be worn, except for a named watch. If ears are pierced, small gold studs only may be worn.

SCHOOL LUNCHES

Every week, the menu is displayed in the corridor outside the dining-hall. We offer a full salad bar, home-made soup, freshly baked rolls, fresh fruit and home-made yoghurt on daily basis. In addition, the children may choose from a traditional main meal such as a roast with accompanying vegetables and gravy, curry with rice and suitable vegetables, shepherd's or cottage pie or a pasta/jacket potato option. We also offer a wide range of different puddings from melon cocktail and fruit salad to the popular favourites of waffles with toffee sauce and chocolate sponge with chocolate sauce. Vegetarians are also well catered for.



Staff ensure the children have a balanced meal and sit with them to encourage good manners and positive social interaction. The school has a strict “nut-free” policy and all food allergies and alternative dietary requirements are catered for.

HEALTH

The health and well-being of your child are very important to us. We are aware that some children suffer from extremely severe sometimes even life-threatening allergies. We therefore operate a strict “nut-free” policy at school and issue regular reminders to parents. If your child does have a serious allergy please let us know as soon as possible so we can draw up a proper health care plan and put measures in place to ensure his or her safety at all times.

If your child has been prescribed medication that needs to be administered during the school day, please hand it in to Mrs Napleton, our Pre-Prep Secretary (a trained First Aider). Mrs Napleton will require you to complete a consent form confirming dosage instructions. For the safety of all our children, medicines cannot be left in the child's classroom.

If your child has a minor injury, this will be dealt with in Pre-Prep by one of our First Aiders. Any child who is feeling unwell or whose health or well-being is a cause for concern, will be taken to see the school nurse, Sister Whitaker or her assistant, Mrs Court, in the Medical Centre and they will contact you.

Young children who are feeling unwell are often best resting at home. Children should not come to school with a sore throat, a heavy cold, an infectious skin condition or having been sick or had diarrhoea overnight. A child who is suffering from sickness and/or diarrhoea should not return to school until they have been completely clear of symptoms for 48 hours.





MINIBUS SERVICE

The school operates a morning pick-up minibus service and an evening drop-off service.

At the start of each academic year, the routes and timings are revised in order to cater to demand.

Once established, the routes are maintained for the academic year. You will find minibus service booking forms, which show routes and prices, included with this package. If you require further information about this service, please call John Preston, Minibus Co-ordinator, on 07964 897049

or email minibus@holmewoodhouse.co.uk.



FREQUENTLY ASKED QUESTIONS

Where can I find the term dates?

Term dates can be found on our website www.holmewoodhouse.co.uk in *Quicklinks / School Calendar*. All parents receive a copy of the termly Fixture Book at the start of each term. This is also available in pdf format on the same page of the website.

How do I access the Newsletter?

To access the newsletter and other documents in the parents' area of the portal use the *Quicklinks* option and select *Newsletter*, from there you can also select *Shared Documents*. You can also access the newsletter and shared documents via the portal by selecting the *Parents* tab. Click on whichever Newsletter you wish to read, and you can save it to your computer by right-clicking the selected Newsletter and selecting 'Save target as...' from the dropdown menu.

How can a parent get involved in the school?

We have a Friends of Holmewood committee of parents (with the Headmaster and a couple of members of staff) which organises wonderful social events to raise additional funds for the school. If you are interested in joining the committee, please make yourself known to the Chair, Dr Su Xavier (suxavier@doctors.org.uk / 07834 217604). Parents are always welcome to join us in the Nursery. In the Pre-Prep, parents are invited to give talks on specialist topics, assist with creative activities in the classroom and accompany school trips. If you have a particular skill that you would like to share with us, please let the Head of Pre-Prep or your class teacher know.



How often do teachers/teaching assistants hear my child read?

Your child reads every day, whether it be on a 1:1 basis, in a group, or as part of the class. Simply hearing a child read is not teaching them to apply the strategies of blending, using context and self-correction, which is what we focus upon in order to develop their reading skills.

How frequently should I expect my child to move up to the next reading level? On what information will this be based?

This should be discussed with your child's class teacher, who will move them to another reading level, once the child is applying reading strategies with confidence. Reading should not be a race. It should be pleasurable and informative. Reading constitutes more than decoding, it involves comprehension too.

Where can I see the weekly timetable of Nursery activities?

The Nursery has a weekly music lesson with our specialist Pre-Prep music teacher, a weekly French lesson with one of our native French teachers and a weekly swimming lesson. The Pre-Prep Sport, Music and French timetable can be found on our website in *Curriculum/ Pre-Prep/ Sport, Music & French*. Nursery staff keep parents informed of all that's going on in the Nursery and regularly e-mail details of the week's special activities in advance.

Do I put all the sports kit in the string bag? Do I need separate bags for different sports?

All PE/Games kit goes into the string bag. If your child does after-school ballet/dance/football/ball skills, he/she would normally need a separate kit bag for this. They have a separate bag for swimming kit (which is on the uniform list).

FREQUENTLY ASKED QUESTIONS (CONTINUED)

How do I know what my child's timetable is each day?

Timetables are issued by the class teachers at the start of term and are generally displayed on the year group noticeboards. If you have any queries, please do not hesitate to ask a member of staff. The PE, Games, Music & Swimming sessions are on a separate timetable which is also displayed on the year group noticeboards and can be viewed online at *Curriculum/ Pre-Prep/ Sport, Music & French*.

How do birthday parties work? Do I need to invite the whole class?

It is not necessary to invite the whole class. However, please don't just leave out one or two children whilst inviting the majority of the class, as this is deeply upsetting for those few excluded children and their parents.

When do children wear formal uniform?

Children should wear formal uniform for certain trips (you will be informed if formal uniform is required), school plays and school photographs. For Pre-Prep children, this includes the school tie. Please see section on *Uniform* for more details and, if in doubt, please ask!

How do I find out about the progress my child is making in individual music lessons?

The best way to find out about the progress your child is making in instrument lessons is to sit in on a music lesson with your child and his/her teacher. Please ask the music teacher or Mrs Caroline Johnson on cjohnson@holmewoodhouse.co.uk when this would be convenient.

If my child is going home with another child for a play-date, how should I inform the teacher?

Please inform the teacher via the Contact Book or let Mrs Napleton know via phone or e-mail.



EXTRA-CURRICULAR ACTIVITIES

The following extra-curricular activities and after-school clubs are available for your children:

Owls Club, Musical Instruments, Ballet, Ball Skills, Caterpillars, Discoverers, Football, Gym, Judo, Modern Dance, Swimming, Tap and Tennis.

- ♦ **Musical instrument lessons** take place during normal school hours: all other activities take place after school.
- ♦ Independent instructors, who will charge parents termly in advance, run the following after-school activities: **Ballet, Judo, Modern Dance, Swimming, Tap and Tennis.**
- ♦ **Caterpillars, Climbing, Discoverers, Ball Skills, Football and Gym** are run by school staff and the cost of these courses will appear as extras on your end of term bill.
- ♦ **Please use the enclosed application form to book your child onto an activity, which is run by the School.**
- ♦ **Please contact the instructor directly for all courses run by outside instructors.**
- ♦ **Numbers for these activities are restricted; your child may have to go on to a waiting list until a space becomes available.**
- ♦ **A full term's notice in writing, or payment in lieu of notice, is required if a child wishes to cease one of the activities run by an outside instructor.**

MUSICAL INSTRUMENTS

Children can start musical instrument lessons from Year 1. Mrs Caroline Johnson, our full-time Pre-Prep music teacher, will arrange these. Please state your preference for a particular instrument on the enclosed application form and Mrs Johnson will endeavour to fit your child into the music timetable.



Although every effort is made, it is not always possible for new pupils to start individual instrument lessons during their first term because teachers may not have a space, but as soon as there is a vacancy, you will be notified.

Musical instrument lessons will be given during normal school hours.

All bills for instrumental lessons will be raised by the peripatetic teachers and must be paid termly in advance. Although individual music lessons arranged by peripatetic music teachers are subject to separate and individual contracts with parents, there is an agreed charge, which from 1 September 2017 will be set at £18.15 per lesson.

All queries should be directed to **Mrs Caroline Johnson**, who can be contacted directly by email at:-

cjohnson@holmewoodhouse.co.uk

or through the **Pre-Prep Secretary**,

Mrs Nichola Napleton, on **01892 860005**.

THE FOLLOWING COURSES ARE RUN BY THE SCHOOL:

Please contact Mrs Nichola Napleton with any queries. Please use the enclosed application form and hand in to the Pre-Prep Office:

FOOTBALL CLUB

The Football Club is open to children in **Years 1 & 2** in the Autumn and Spring terms. Coaching takes place on the Prep School playing fields and is run by a qualified football coach. The children wear school tracksuits (or their own strip if they prefer), football boots (moulded studs) and shin guards.

Year 1 Football takes place on **Mondays** from 3.45 to 4.45pm

Year 2 Football takes place on **Tuesdays** from 3.45 to 4.45pm.

Maximum number : 16



BALL SKILLS

Ball Skills takes place outdoors on the main school playing fields **during the Summer term only** for children in **Years 1 & 2**.

Year 1 Balls Skills takes place on **Mondays** from 3.45 to 4.45pm

Year 2 Ball Skills takes place on **Tuesdays** from 3.45 to 4.45pm.

Maximum number : 16

GYM CLUB

Holmewood House has a strong gymnastics tradition. The Gym Club, which is run by Geoff Turner, Holmewood House Gymnastics Coach and Chairman of BAGA SE Region, is open to pupils from **Year 1 upwards**.

The children learn early gymnastics skills in a fun environment. They are taught basic balancing and rolling moves and begin to learn how to vault using a mini springboard.

Gym Club takes place on **Wednesdays** from 3.45 to 4.45pm in the Sports Hall.

Maximum number : 30



CATERPILLARS & DISCOVERERS ~ OUTDOOR ADVENTURE CLUB

Caterpillars takes place on **Fridays** from 3.30pm to 4.00pm and is open to pupils in **Reception** only.

Discoverers takes place on **Mondays, Tuesdays & Thursdays** from 3.30pm to 4.30pm and is open to all children in **Years 1 & 2**.

Children attending Caterpillars and Discoverers will have lots of fun building camps, learning about wildlife and playing in a safe outdoor environment.

Maximum number : 12 for Reception and 16 for Years 1 & 2

CLIMBING

Climbing is offered to Year 2 pupils on Wednesdays from 3.20 pm to 4.20 pm and on Thursdays from 3.40 pm to 4.40 pm and is charged at £10.00 an hour. The activity is run for four half termly sessions:-

September to October half term
February half term to end of March
April to May half term
June to July

Maximum number : 8 (Year 2 only)

For any of the above activities please use the enclosed application form and hand in to the Pre-Prep office.

THE FOLLOWING COURSES ARE RUN BY OUTSIDE INSTRUCTORS:

Please contact the outside instructor directly. Please refer to the After-School Clubs Schedule for contact details.

BALLET, MODERN DANCE & TAP

Ballet, Modern Dance and Tap are run by Alice Burren AISTD DDE of Just Dance.

Ballet and Modern Dance are available from **Nursery to Year 2.**

Tap is available in **Years 1 & 2.**

All classes are held in the Pre-Prep Hall .

For further information and to book a place, please contact Alice Burren on 01892 864517 or by email at info@jdance.co.uk.



JUDO

Play Judo is for boys and girls in **Reception, Years 1 & 2** and is offered on **Thursdays** from 3.35pm.

Classes take place in the Sports Hall and are run by Ryan Court who is a member of the British Judo Association and of Bushido Judo.

Although the emphasis is on fun, the children learn the basic moves, history, rules and terminology of the sport. Judo promotes good co-ordination, balance and discipline.

For further information and to book a place, please contact Ryan Court on 01892 549950 or 07860 629558 or by email at ryancourt.csf@gmail.com.



HOLMEWOOD HOUSE SWIM SCHOOL

The Swim School operates an extensive range of courses for Pre-Prep children in the school swimming pool.

Please consult the Holmewood House Swim School website for details of classes and timetables.

For further information and to book a place please contact Mr Ben Stevens on 01892 860035 or by email at bstevens@holmewoodhouse.co.uk.

TENNIS

Tennis is run by Steve Jarrett, in the Sports Hall for **Years 1 & 2**. Steve runs his own tennis school at the St John's Indoor Centre in Tunbridge Wells. He is one of only a few coaches in Kent to have been awarded the prestigious 'clubmark' by LTA with whom he has specific responsibility to find and develop talented young players.

Year 2 Tennis takes place on **Mondays** from 7.45 to 8.30am

Year 1 Tennis takes place on **Wednesdays** from 7.45 to 8.30am.

Maximum number for each class : 8

For further information and to book a place, please contact Steve Jarrett on 01892 538445 or by email at steve@jtstennis.co.uk.

THE ROYAL NATIONAL CHILDREN'S FOUNDATION

The Joint Educational Trust and the Royal Wanstead Children's Foundation merged in January 2011 to become the Royal National Children's Foundation.

Holmewood House, through the generosity of its parents, has supported the Joint Educational Trust (JET) for many years and I am very keen that it should continue to do so. The School has close connections with the charity through David Ives (former Headmaster of Holmewood House), who is a trustee and Chairman of the Selection Committee. JET has helped children who have suffered tragedy or trauma at home or are at risk in some way.

JET enables these children to attend caring independent schools where they have a real chance of making a new start. It does not consider cases of financial difficulty or educational problems alone. The Royal National Children's Foundation will continue the work undertaken by JET. Now that we have no full boarders it is rather less likely that we shall be able to offer places to JET children as we have done in the past, but the need for support from Prep Schools is greater than ever. The stories that come before the selection committee make heart-rending reading!

I hope I can count on your continued support for the Royal National Children's Foundation enabling Holmewood to make a significant annual contribution. If you would like to contribute, please contact Suzanne Preston at the beginning of term and she will add your donation to current and future school bills.

With many thanks for your support,

Scott Carnochan



* **The happiness of your child is paramount.** *
* We hope that your child will settle in quickly and happily but if you *
* have any worries, please let us know. Most problems can be easily *
* solved, but only if we know about them. Please talk to your child's *
* class teacher or to the Head of Pre-Prep as soon as possible. *
* **If you are in doubt about anything, do not hesitate to ask!** *

NOTES:

COMPLAINTS POLICY

Holmewood House has long prided itself on the quality of the teaching and pastoral care provided for its pupils. However, if parents do have a complaint, the school has a complaints policy in place and parents can expect their complaint to be treated seriously in accordance with this policy. Details of the policy can be found on our website.



Langton Green, Tunbridge Wells, Kent TN3 0EB

Pre-Prep Telephone: 01892 860005

E-mail: nnapleton@holmewoodhouse.co.uk

Website: www.holmewoodhouse.co.uk

