



Huddersfield Grammar School

**KIndergarten** Handbook



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## Traditional values promoting responsibility and respect.

We believe in a sense of community and moral values, instilling a genuine sense of care in all our pupils. These values guide our pupils and staff, creating responsibility and respect for all around them. Whilst we retain our traditional values, we're committed to the future, developing new programmes and extraordinary opportunities.

# From the Headmaster's study...

Dear Parent,

A child's first years at school are to be savoured and, at Huddersfield Grammar School, we strive to make this as happy an experience as possible for both you and your child.

We believe in the primacy of the individual and understand that the development of character is a prerequisite for success in life. That is why our young people are provided with a rich variety of experiences, both within and beyond the classroom, that allow them to develop as well-rounded, enthusiastic and impressive individuals.

In the years ahead, your child will undertake outdoor activities and expeditions to the wilderness, visits to the First World War battlefields, the History excursion to the National Holocaust Centre and Museum, and involvement in a host of extra-curricular activities, from debating to falconry.



Education at Huddersfield Grammar School is challenging, enjoyable and stimulating.

Our young people are provided with a range of opportunities to use their unique talents to achieve individual success in a caring, well-ordered and nurturing environment.

**Michael Seaton**  
Headmaster BA MBA

# The School Ethos

The chance to participate in learning is precious and we want all those who come to our school both to enjoy and to achieve at the highest level. The school has a proud tradition of enabling academic success whilst also nurturing rounded, happy and positive individuals who are excited about the future.

Equally, our teachers are conscious that childhood today is very different to that which they enjoyed. With this in mind, we offer a future-facing curriculum, delivered through teaching that blends creativity and rigour, and have recently introduced a bespoke character development programme, *The HGS Identity*, which is designed to help our pupils navigate their path through childhood.

Ultimately, we want children to leave our school feeling happy, inspired and empowered. We want to work with parents, carers, pupils and colleagues who share that ambition.

At Huddersfield Grammar School we are committed to:

- **Learning and helping others learn**
- **Supporting the ethos and expectations of the school**
- **Striving to the best of our ability in all aspects of school life**
- **Valuing our own achievements and taking pride in our work**
- **Taking care of the school environment**
- **Being respectful and demonstrating good manners at all times**
- **Valuing each other and caring for one another**
- **Taking responsibility for our actions and for the consequences of our choices**
- **Respecting other cultures**
- **Working as a member of a team**
- **Celebrating the achievements and success of others**

# Welcome

At Huddersfield Grammar School we are committed to underpinning our provision with the four distinct but complimentary themes of the Early Years Foundation Stage - A Unique Child, Positive Relationships, Enabling Environments, Learning and Development.

We believe that all children are entitled to the best possible start in their school life, both intellectually and emotionally, in order to enable them to develop their full potential.

The children benefit from a wide range of experiences throughout the school year from weekly Forest school sessions, structured lessons in PE, music, swimming, dance, literacy and numeracy as well as many topic based interests. In the past these have included Superheroes, Space, Dinosaurs, Transport and People Who Help Us.

To support these enriching experiences we have had visits from Wonder Dome, West Yorkshire Classics with their fire engine, Lion Learners and parents. Trips out have included Manchester airport, local parks and shops, Light Railway, cinema and theatre.

To gain a greater insight into the lives of children in our Early Years we run regular Stay and Play events for parents and family members to attend school and join in with phonics, numeracy, PE, music & movement and forest school. There are also many opportunities for you to see the children perform, including the British Values Tea party, Harvest Festival, Nativity, Christmas on the Courtyard and Mother's and Father's Day events.

This year, we are particularly looking forward to the development of an exciting and stimulating outdoor learning environment.

**Nichola Halstead**  
Head of Early Years



# Early Years Team

Our pastoral system is planned to assist the educational, social and personal development of every child, and to ensure that the achievements of our students are well recognised. When problems or issues occur which hamper the child's development our pastoral systems are designed to initiate positive intervention. We believe in ensuring that parents / carers are fully involved and we work with them in order to address any issues that may occur.

The Early Years Team will work to ensure that your child settles into their new class, makes friends, enjoys learning and achieves their full potential in everything they do.

On joining Early Years, each pupil is placed in a mixed ability tutor group. The Class Teacher is the key figure in the pastoral structure, and has overall responsibility for the progress and conduct of the members of his or her class.

The Early Years team is overseen by the Head of Early Years and further supported by the Head of Pre-Prep, Mrs Fiona Smith.



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# Timetable

Parents and children are welcome into school from 8.15am and can attend morning waiters until 8.30am. Children start their morning activities from 8.30am.

If a student is late, parents must sign in at the School Office before their child goes to class. If the lateness is known about in advance, please contact the School Office by 8.30am so they can inform the Class Teacher for registration.

The Early Years school day runs as follows:

8.30 - 8.45	Classroom Activities
8.45 - 9.00	Registration
9.00 - 10.00	Session 1
10.00 - 10.30	Morning Break
10.30 - 11.00	Session 2
11.00 - 11.30	Number Time / Phonics
11.30 - 12.15	Lunch
12.15 - 1.30	Break - Clubs & Activities
1.30 - 1.35	Registration
1.35 - 2.15	Session 3
2.15 - 3.15	Session 4

# Homework

Our Early Years guidelines for homework are as follows:

Recommended time 10-15 minutes.

## Reception

Reading a book and the homework book (illustration and sentences), looking at the Read Write Inc. letter writing book, and practising the high frequency words.

Further, three web-based initiatives were recently introduced and are now used in Early Years. They are highly recommended for use at home. These involve tasks relating to mathematics, creativity and literacy. More details are available from your child's Class Teachers.

The relevant websites are as follows:

[www.busythings.co.uk](http://www.busythings.co.uk)

[www.readingeggs.com](http://www.readingeggs.com)

[www.activelearnprimary.co.uk](http://www.activelearnprimary.co.uk)

There is also an Abacus maths programme for which staff will set games and activities. Staff will provide login details at the beginning of the year.

If you feel it necessary for your child to undertake further activities at home, please feel free to provide them for your child but remember that they will have had a full day of learning experiences at school and do need time to relax as well.



# Attendance & punctuality

Good attendance and punctuality are vital to any student's education. It is also vital for success and achievement in later life that students get into good habits with regard to attendance and punctuality when young.

The school regards this as a shared responsibility, between the school, parents/carers and students themselves, who will eventually begin to accept responsibility for their own performance in this regard, as they progress through school.

The school has adopted an electronic registration system which allows accurate checking of punctuality and attendance not only on a daily basis but from lesson to lesson.

## The school will:

- Make very clear to students when they are late
- Record lateness and attendance
- Report information on punctuality and attendance to parents regularly
- Encourage good punctuality and attendance by rewarding it on a personal and form group basis

## Lateness

If a student is late, parents must sign in at the School Office before their child goes to class. If the lateness is known about in advance, please contact the School Office by 8.30am so they can inform the Class Teacher for registration.

## First Day Absence

We ask that parents or carers telephone the school early in the morning on the rare occasion a student is absent and explain why the student is absent from school. The school should be contacted every day thereafter until the student returns.

From 9.30am onwards the school will contact home to seek an explanation for any absence that has not been communicated. This contact will normally be made by the School Office. It is therefore important that you sign your child in at School Office if they are late to school, otherwise they will be recorded as absent from school and you will be contacted.

Parents/Carers are expected to avoid making dental, doctors or opticians appointments during the school day. However, occasionally this is not possible and students who know in advance that they will need

permission to miss school time, (e.g. hospital appointment) should bring a note from their parents in advance with the relevant appointment letter or card.

If an absence is likely to be prolonged, please contact the Class Teacher so arrangements can be made to send work home if required.

## Monitoring Attendance and Punctuality

All attendance data is recorded and analysed. Your child's future employers, colleges or universities will refer to these records when considering applications. Attendance that falls below 95% is automatically looked at by the Head of Early Years. If no improvement is seen it is likely that contact will be made with home.

## Illness and Medical Attention

Parents/Carers must provide information to the school of any medical conditions that their child has, so we are able to support them and ensure the safety of others. The school also needs to be informed of any special medical needs or conditions including dietary needs and pre-activity precautions as well as of any medication brought into the school at any time.

Please ensure that you inform the school of any temporary disabilities, illness or other medical needs. For example, if your child has incurred an injury which requires crutches or a sling, please report to the School Office upon arrival with the note from the hospital or the GP. All medical information received by the school will be treated sensitively.

## Illness and Accidents when at School

If a student becomes ill in a lesson and the illness cannot wait for treatment until break or the teacher feels that medical treatment is required, the student will be escorted to the School Office. Where a student feels ill at break or lunchtime they should report this to their teacher at the start of the next lesson. Parents/Carers will be contacted depending upon the nature of the medical problem. In more serious cases, where hospital attention is deemed necessary, the school will contact the parent/carer who will be expected to accompany their child to hospital.

The details of what to do and who to contact in an emergency is required as part of the registration process and must be updated when any change occurs. The school has a strict policy that no medication will be given orally or externally unless permission has been given by the parent/carer.

## Holidays in Term Time

The school views known absence during term time as detrimental to learning and progress. Should you need to request a leave of absence, you should write to the Headmaster, as far in advance as possible, and state the reasons why you need to take the student out of the school during term time.

The Headmaster will consider the reasons given and the absence will only be authorised in the case of extenuating circumstance.



TERMS AND HOLIDAYS FOR PUPILS 2018 – 2019

Staff return to school for the Autumn Term on Monday, 3rd September 2018  
Pupils return to school for the Autumn Term on Thursday, 6th September 2018

TERM	SCHOOL CLOSES	FIRST DAY OF HOLIDAY	LAST DAY OF HOLIDAY	RETURN TO SCHOOL
Autumn Half Term	Friday 19th October 2018	Monday 22nd October 2018	Friday 2nd November 2018	Monday 5th November 2018
Christmas	Wednesday 19th December 2018	Thursday 20th December 2018	Friday 4th January 2019	Monday 7th January 2019
Spring Half Term	Friday 15th February 2019	Monday 18th February 2019	Friday 22nd February 2019	Monday 25th February 2019
Easter	Friday 5th April 2019	Monday 8th April 2019	Wednesday 24th April 2019	Thursday 25th April 2019
May Day	Friday 3rd May 2019	Monday 6th May 2019	Monday 6th May 2019	Tuesday 7th May 2019
Summer Half Term	Friday 24th May 2019	Monday 27th May 2019	Friday 31st May 2019	Monday 3rd June 2019
Summer	Thursday 11th July 2019	Friday 12th July 2019	TBC	TBC

# Communicating with you about your child

We believe that communication is vital in strengthening the partnership between pupils, teachers and parents. This takes place in a variety of ways:

### Home contact

It is essential that the school has up to date contact details including postal address, mobile phone number and email address. This is required so that we can contact you during the school day and send home important information.

We also need an emergency contact should we be unable to contact you in an emergency situation.

The school uses an automated call system that will text/email important messages to you, for example if the school needs to close due to adverse weather conditions.

Please ensure that you update our records if your contact details change at any time during the year.

### HGS Connect

The school has a weekly e-newsletter that is published once every week. This will be emailed to you on a Friday to share with you information on events taking place in the school and will remind you of key dates such as holiday closures and what is happening in school. It is also available on our facebook page.

### Notice Board

EYFS dates are also available on the Early Years notice board, classroom door and in a half termly 'satchel post', and upcoming events are featured in the weekly emails.



The **Key Dates Booklet** is also published every term to share future events that are planned.

The newsletter and other information about the school can also be found on the school website:  
**[www.huddersfield-grammar.co.uk](http://www.huddersfield-grammar.co.uk)**

#### Website

The school website has key information such as term dates, school policies, a copy of this handbook and a variety of other useful and important documentation.

#### Facebook

[www.facebook.com/HuddersfieldGrammar](http://www.facebook.com/HuddersfieldGrammar)

#### Pupil Progress and Achievement

Early in the school year, we invite parents of Early Years children to attend our informal Parents' Evening where you will be able to meet with your child's Class Teacher to discuss their early progress and transition to our school. This evening will be held on:

**Thursday 20th September at 7pm**

We also report home regularly on pupil attainment and effort through our Assessment Windows reporting system. Across the year pupils will receive three Streamlined Reports and one full written report at the end of the year.



# Here to help

The first point of contact at the school should be the Class Teacher, in person or by email. At school our email addresses all follow the same format and these can be found on the school website.

Initial of our forename followed by surname@huddersfield-grammar.co.uk

**So for example, Mr M Seaton would be mseaton@huddersfield-grammar.co.uk**

Please use this to let the school know of any concerns you may have. If you wish to speak with the Head of Early Years, please telephone the School Office in order to arrange a mutually convenient time.

Head of Early Years - **Miss N Halstead**

Head of Pre-Prep - **Mrs F Smith**

Should you not be satisfied with the response that you receive, please consult the Compliments and Complaints Policy, which is posted on the school website. A hard copy of this document can be obtained from the School Office upon request.



# Morning snacks

Huddersfield Grammar School believes in promoting healthy eating for healthy minds.

Children in the Early Years are given milk and breadsticks at morning break. These are eaten at the table before their next activity.



# Lunch in the Dining Hall

A healthy lifestyle is always a priority at Huddersfield Grammar School and our students are provided with healthy, balanced meals.

The school contracts out to a catering company (Thomas Franks) which provides all food, ensuring that it conforms to government guidelines on standards for school lunches. Meals are cooked on site and there is a variety of food on offer daily including vegetarian dishes and a salad bar. The weekly menus can be viewed on the school website and will also be shared weekly through HGS Connect e-newsletter. An example can be found on the next page.

Packed lunches are not permitted unless there is a specific dietary need and permission has been granted by the Headmaster. In such instances, the catering team can usually make appropriate adjustments to meet the requirements of the student.

If you have any questions regarding the catering please contact our new chef Jamie Stewart-Milne at:

[huddersfieldgrammar@thomasfranks.co.uk](mailto:huddersfieldgrammar@thomasfranks.co.uk)

## THIS WEEK'S MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Dish of the Day</b> Classic Butchers Pork Sausages	<b>Dish of the Day</b> BBQ Chicken Wraps Curly Fries Vegetable Ribbons	<b>Dish of the Day</b> Pauline's Meat Feast Pizza	<b>Dish of the Day</b> Roast Beef & Yorkshire Puddings	<b>Dish of the Day</b> Batter Crisp Cod
<b>Vegetarian Option</b> Quorn Sausage	<b>Vegetarian Option</b> Sweet Potato & Cauliflower Curry served with Basmati Rice & Naan Bread	<b>Vegetarian Option</b> Cheese & Tomato Pizza	<b>Vegetarian Option</b> Spicy Mixed Bean Wraps Topped with Crushed Nachos & Cheese	<b>Vegetarian Option</b> Macaroni Cheese
Both served with Creamed Mash Potato, Sugar Snap & Garden Peas, Red Onions & Gravy		Both served with Mixed Salad Sweetcorn Nibs	Both served with Roast Potatoes Seasonal Vegetables	Both served with Chunky Chips Mushy Peas or Baked Beans
<b>Snack Option</b> Jacket Potato served with Salad, Tuna Mayonnaise, Cheese, Cold Meats or Baked Beans	<b>Snack Option</b> Tomato & Basil Sauce served with Pasta Shapes	<b>Snack Option</b> Jacket Potato served with Salad, Tuna Mayonnaise, Cheese, Cold Meats or Baked Beans	<b>Snack Option</b> Roast Vegetable Tomato Sauce served with Pasta Shapes	<b>Snack Option</b> Jacket Potato served with Salad, Tuna Mayonnaise, Cheese, Cold Meats or Baked Beans
Freshly made sandwiches	Freshly made sandwiches	Freshly made sandwiches	Freshly made sandwiches	Freshly made sandwiches
<b>Dessert</b> Fresh Fruit or Flavoured Yoghurt	<b>Dessert</b> Fresh Fruit or Flavoured Yoghurt	<b>Dessert</b> Fresh Fruit or Flavoured Yoghurt	<b>Dessert</b> Fresh Fruit or Flavoured Yoghurt	<b>Dessert</b> Fresh Fruit or Flavoured Yoghurt
or Flapjack	or Baked Pink Rice Pudding served with Jam Sauce	or Fruit Jelly & Whipped Cream served with Wafers & Sprinkles	or Chocolate Cake served with Chocolate Sauce	or Toffee Crisp



COGNITA  
TEACHING EXCELLENCE

Week commencing: 16/04 & 07/05

# Expectations of uniform

Children are expected to wear the correct school uniform as stated on the School Uniform List and to take pride in their appearance. They are required to do so upon arrival, throughout the school day and as they depart the school. We greatly appreciate your support in this. Please ensure every item of clothing and equipment, including footwear and games kit, is clearly named and clean.

Children who are attending school functions, fixtures or excursions must wear school uniform unless told otherwise. There will be scheduled non-uniform days on the School Calendar and occasions when children are permitted to wear alternative clothing by agreement with their teacher.

Should you misplace the School Uniform List, a fresh copy can be collected from the School Office.



## School Uniform can be purchased from:

Bridge Schoolwear, 4 -6 Scar Lane, Milnsbridge, Huddersfield. HD3 4PE. 01484 655655

[www.bridgeschoolwear.co.uk](http://www.bridgeschoolwear.co.uk) The code to access the Huddersfield Grammar School section is: **hgs1699**

Alternatively, a school Clothing Shop sells 'nearly new' items and is open every Monday during term time from 2.30pm. Additional opening times and dates are published on the calendar as necessary.

# PE kit



Students will have three timetabled PE lessons per week. It is important that each student has the correct kit for his or her lesson.

## Boys kit

- PE - Polo shirt, shorts, red outdoor fleece, navy jog pants, white socks and white pumps
- Swimming - Swimwear Jammer Shorts (navy/red) and HGS Swim Cap
- Ballet - Bloch full leather sole shoes (black), white t-shirt and black shorts

## Girls

- PE - Polo shirt, shorts, red outdoor fleece, navy jog pants, white socks and white pumps
- Swimming - Swimwear Vault Backsuit (navy/red) and HGS Swim Cap
- Ballet - Bloch full leather sole shoes (pink), pink skirted leoptard and pink 3/4 sleeve crossover cardigan

## Examples of **UNACCEPTABLE** shoes



NO CONVERSE



NO PUMPS OR  
TRAINER STYLE



NO ANKLE  
BOOTS



NO BOOTS

### Additional guidance

- Trainers / shoe hybrid styles will not be considered appropriate footwear
- Shoes made by sportswear manufacturers are deemed to be trainers
- Shoes that cover the ankle are deemed to be a boot
- A shoe marketed as a school shoe may not be acceptable at Huddersfield Grammar School
- Canvas style shoes are not allowed
- Single velcro styles, as shown, are permitted on a traditional upper
- Pump or ballerina styles must have a strap across to keep the foot secure

## Examples of **ACCEPTABLE** shoes



# Getting around...

Finding your way around initially may feel daunting. Each classroom is numbered in a way that makes it easier to locate. For example, rooms in the Waverley building start with the letter W, St Davids the letter S and Argyle the letter A. These are all located around a department area and numbered in a chronological order to help you find them.

For example, **W1** will be next to **W2** followed by **W3**.

There are always lots of students and staff around that would be happy to help.



# Character development

At Huddersfield Grammar School we are developing an innovative Character Education Programme across all phases of the school. This will have an emphasis on developing the three key character traits of:

## SELF BELIEF RESILIENCE SELF AWARENESS

These are enduring traits which make a difference to success in life and success in learning both within and beyond the classroom. These strands will be embedded throughout the school to provide opportunities for pupils to develop good character. These opportunities will include:

- Active Learning Programme e.g. Bushcraft, Duke of Edinburgh and, in time, the John Muir Award
- Peer support groups with a particular focus: Pupil Voice, Bullseye, Environment, fundraising, etc
- Leadership training and responsibility posts for the pupils
- Community service volunteering opportunities and partnerships
- Extra-curricular activities
- Wellbeing Programme
- 'Be Inspired'- Speaker Programme for pupils, parents and staff



Underpinning these traits are a range of character attributes which support character development.

## SELF BELIEF

- Wanting a second go at things they find challenging first time
- Talking openly about their successes, and their failures
- Feeling proud of what they have achieved and wanting to move forward to the next challenge
- Developing resilience through perseverance where before they felt they could not succeed
- Overcoming apprehensions to take part
- Displaying more social confidence – “come out of their shell”
- Feeling positive about themselves – having a ‘can-do’ attitude

## RESILIENCE

- Demonstrating initiative in overcoming obstacles
- Trying hard to succeed at activities they find physically or emotionally challenging
- Setting realistic targets for themselves over an extended period
- Persevering with good humour in the face of discomfort
- Taking responsibility for their own safety and that of others

## SELF AWARENESS

- Learning to recognise their own and others’ strengths and current limitations, valuing the contribution of others
- Willingly trusting others and accepting their support, while also recognising when others need support and willingly offering theirs
- Treating others with tolerance and respect, challenging intolerance when necessary
- Understanding how their own actions impact on others
- Recognising and applauding the achievements of others, regardless of how these compare with their own
- Developing and valuing friendships

# Active learning

Huddersfield Grammar School has implemented an Active Learning Programme, across all phases of the school, to ensure that a 'golden thread' of character education underpins all outdoor learning experiences. Active Learning experiences provide a rich opportunity for developing character and lifelong learning skills.

Each child will take something different from the experience depending on their own learning, prior experiences and development needs. At the heart of the Active Learning experience is the development of character.

Learning Away has shown that a residential learning experience provides opportunities, benefits and impacts that cannot be achieved in any other educational context or setting. There is also strong evidence that impacts in these areas lead to positive outcomes in terms of students' engagement with and progress in their learning, as well as their self-belief and expectation that they will make progress and succeed.

Therefore at Huddersfield Grammar School there will be an ongoing variety of opportunities for pupils to experience active learning at all key stages including;

- Forest School (Early Years and Pre-Prep)
- Overnight Experience (Year 3)
- Llandudno Residential (Year 5)
- Cranedale Residential (Year 6)
- 'Be the Change' Leadership Programme (Years 6-7)
- Bushcraft (Year 7)
- D of E Award (Years 9-10)



# Excursions & visits

Excursions and visits are an essential part of school life which greatly enhance the educational experience of students at all levels. We consider that thorough and careful planning is essential at all stages before any visit takes place and we require supervision of the highest standard once an expedition is underway.

A letter will be sent to parents providing full details ahead of any excursion or visit. A parental consent form must be completed by a parent/guardian to enable each pupil to take part.

The trips in Early Years include local area visits, theatre visits, farm trips and the library amongst others. These change annually to suit the children's specific interest.

The proposed excursions list for the academic year includes the following:

September	KG Local area visit
October	KG Local area visit
October	Theatre or Cinema
December	Pantomime trip
December	Local post office
January	Lion Learners visit
February	Local area visits
March	Local area visits
April	Peppa Pig muddy puddle walk to local woods
May	Fire Engine visit 9.30 am
May	Early Years Picnic day @ Greenhead Park
June	Early Years Excursion day



# Extra-curricular activities

Children at Huddersfield Grammar School are encouraged to become fully involved in the many activities on offer. Whilst your child is not expected to join everything, we believe that there is something for everyone!

The school offers a wide range of clubs and activities which are usually free of charge. Extra-curricular Activities include sporting, creative, musical and artistic opportunities and are generally organised for particular age groups. They are held before school, at lunchtimes, or after school. A full list of the activities offered each term can be found in the School Calendar.

Kindergarten children have the opportunity to join clubs in the Summer Term if they are deemed suitable and in their Reception, throughout the academic year. Clubs usually finish at 4.00pm.

Optional peripatetic music lessons are available at school for brass, clarinet, drums, flute, guitar, piano, saxophone, violin and voice.



# Assessment

All Early Years children are monitored using Interactive Learning Diaries, which record individual achievements, observations and progress. The Interactive Learning Diaries are accessible online to parents and we encourage parents to add information on the parent portal.

Individual targets are set for children in the Early Years and are discussed verbally, and Reception targets are displayed in the appropriate classroom. These can be discussed with your child's Class Teacher.



## Parents' Evenings and School Reports

Parents' Evenings are held three times a year, with an informal session at the start of the year followed by two appointment-based meetings in the Spring and Summer Terms.

Parents' Evenings operate with a programme of timed interview slots and parents are required to make appointments with the teacher prior to the event.

Full School Reports are produced twice a year for children in all year groups. Early Years profile documents are also available upon request at any point during the year.

# The Golden Rules

Huddersfield Grammar School expects a high standard of behaviour. Our children are expected to act with courtesy and consideration for others at all times; they are reminded to hold doors open for others and to stand for visitors.

A Positive Behaviour Policy is followed in the Early Years. The children are taught the Golden Rules and a traffic light system is in place if these are broken. Parents will be notified if the behaviour of their child gives cause for concern.

Day-to-day issues are dealt with internally and through positive reinforcement. Children in the Early Years each have their own Reward Chart, where stickers are placed to acknowledge and foster positive behaviour.



## Traffic Lights system – 'Good to be Green'

When the children are following the Golden Rules they remain on the green traffic light.

If they break a rule then they go onto yellow/amber and if they persist then they go to red and face a consequence such as a time out away from their friends or losing privileges.





# Curriculum

Our teachers deliver an enhanced version of the Early Years Statutory Framework, which is broad, balanced and has the following Prime and Specific Areas:

Prime Areas

- Personal, Social & Emotional Development
- Physical Development
- Communication & Language Development

Specific Areas

- Literacy
- Mathematical Development
- Understanding of the World
- Expressive Arts & Design

The children will follow this programme until the end of their Reception year. Alongside child-initiated learning, adult-led instruction and activities, the children benefit from a range of daily sessions including Dance, PE, Swimming, IT and Baking. There are also weekly Forest School sessions. The daily programme is available from your child's Class Teacher.

Kindergarten and Reception classes attend the Pre-Prep assemblies on Thursday and Friday. Assemblies will usually have a spiritual, moral, social or cultural theme, or be a shared celebration of achievement. We celebrate individual children's achievements both within Extra-curricular Activities and outside of school, such as swimming achievements and any certificates awarded at external activities.



Kindergarten	Monday	Tuesday	Wednesday	Thursday	Friday
8.30	Classroom Activities	Classroom Activities	Classroom Activities	Classroom Activities	Classroom Activities
8.50	Number Time Forest school Number focus	Circle time 8.50-9.30am Dance	Circle time Number Time	8.50 am Assembly RWI 9.15-9.40 am	Circle time RWI 8.50-9.15am
	Forest school	Change / free flow	Music & Movement	Free flow	PE: 9.15-10am
	Forest school	Milk & review	Milk & review	Milk & review	Milk & review
	Forest school	Free flow	10-11am Baking session	Swimming group	Change / free flow
	11am RWI session	11am RWI session	11am RWI	Swim: 11.00-11.30	Number Time
11.30	Lunch	Lunch	Lunch	Picnic Lunch	Lunch
12.30	Free flow Preparing for Forest	Outdoor play	Outdoor play	Outdoor play	Outdoor play
	Forest school	Free flow	Free flow	Free flow	Free flow
2.30	Forest School Story/review/show and tell	Free flow Number time/story/review	Free flow Number time/story/review	1.30 – 2pm Music Number time/story/review	2.45-3.10pm Special Effort Assembly
3.10	Home	Home	Home	Home	Home

# Houses

Students are placed into one of two Houses upon entry to the school: Crowther (Blue) and Ramsden (Red).

House leaders are:



Besides the weekly announcement of House Point totals, a variety of exciting **Inter-House** activities take place over the school year.

Details of House events are included in the termly calendar of events.



Painting



Drawing



Singing



Craft



Fancy Dress

# Support at home

We hope that you will find some of the following ideas useful to support your child's learning at home.

## Mathematical development

### Scales with different objects

Set out some plastic containers filled with a variety of dry goods, such as rice, beans, sand or marbles (but be careful with younger toddlers who put things in their mouths!). Let your toddler find quantities to balance the scale with differing items.

### Puzzles

Puzzles are important for pattern recognition, spatial relationships and logical thinking, all of which are necessary skills for reading, mathematics and developing problem-solving strategies. Giant floor puzzles are also great fun and encourage crossing the midline as well as gross motor skills.

### Matching

Matching games come in a variety of forms. You can take a few pictures from a magazine and stick them on card. Cut them in half and mix them up. Your child can then match the halves. Many puzzles come in sets of opposites to match as well as missing parts.

### Sorting

From shoes and socks, to colours and shapes, everything can be sorted!

### Sequencing

Sequencing skills are important for reading and mathematics and the use of picture cards can be helpful. You can also teach sequencing in the abstract by talking about the timings for a family outing. For instance, if you are about to go shopping, you may say to your child: "first we are going to get socks and shoes on, then we need to get our shopping bags and mum's purse and we will then drive in the car to the shops and do our shopping."

### Numbers

Some children are interested in numbers and letters from an early age. Learning the shape of a number is the easy part but this should be followed by developing children's understanding of one-to-one correspondence. The easy way to teach them to recognise numbers is to print out a large number and insert a corresponding picture. Stick these numbers (1–5 and later 1–10) somewhere that they can clearly see them.

### Counting

Counting skills can be taught as you complete daily tasks at home. For example, you can count parked cars while waiting at traffic lights, flowers in a flower bed, toys on the bed etc.

### Time

Once children know numbers up to 12, you can start to teach them to read the time on both an analogue and digital clock.

### Gross Motor Skills

#### Balance

Set up a simple balance activities in the garden using boxes, bricks etc.

#### Bean Bag Games

Throwing and catching bean bags is often much easier for this age group than balls, which tend to run away.

- Hoop games
- Hopping

Hopscotch, hopping up and down stairs, hopping on paving stones... all of these are great gross motor activities for balance.

#### Jumping

You can encourage your child to jump using two feet by playing the animal games below.

#### Animal games and movements

This is a popular game at school. Get your child to imitate the way certain animals walk. It is even more fun if parents join in! You can:

- slither like a snake;
- hop like a bunny;
- waddle like a penguin;
- walk like a dog;
- spring like a kangaroo
- running after bubbles

On a wind free day, select a large grassy area and blow bubbles for your child to chase and pop. This is one of the great natural gross motor activities.

#### Gardening

Builds upper body strength at the same time as being great fun!

### Fine Motor Skills

#### Spray Bottle

Fill an empty spray bottle with water. Show your child how to spray out a mist with their index finger in the lever.

#### Sponges

On a warm day, give your child a bowl of water with a variety of sponges in it. Show them how to squeeze the water out of the sponge with their fingers. This is one of the easiest fine motor activities.

#### Lacing Shapes

Cut out some basic shapes from thick card, footprints, cat face etc. Punch holes around the edge about 2cm apart. Using a plastic blunt needle threaded with wool and let them lace the edges of the cut-out.

#### Cutting/Tearing Activities

Give your child coloured paper to tear or cut with safety scissors in strips. Cut out large outlines of shapes, pick a familiar theme and cut out pictures from magazines to build a collage.

#### Lids on Containers

Keep empty, washed plastic containers in a box where your child can match lids and containers and learn to screw them on and off.

#### Pegs

One of the great fine motor activities! Take a medium square of hard corrugated cardboard (from an old box) and a few wooden pegs. Make sure they are the ones that your child can squeeze together on one end so the other opens. Show them how to peg them on and off.

#### Literacy

At school, we use the Read Write Inc. literacy scheme. The following website provides useful resources for parents to purchase at home, including flashcards and reading books:

**[www.ruthmiskin.com](http://www.ruthmiskin.com)**

Other useful websites for ideas and games to support your child include:

**[www.silkysteps.com](http://www.silkysteps.com)**

We will also issue your child with a login and password for the following programmes that we use in school:

**[www.busythings.co.uk](http://www.busythings.co.uk)**

**[www.readingeggs.com](http://www.readingeggs.com)**

**[www.activelearnprimary.co.uk](http://www.activelearnprimary.co.uk)**

Please do not hesitate to ask should you require further information!

# Out of School Club

Huddersfield Grammar School offers wraparound care facilities for all pupils from the Kindergarten to the Senior School. We aim to provide a safe, secure and stimulating environment for our pupils both before and after school.

The Breakfast Club and After School Club are available from 7.30am to 8.30am and 3.15pm to 6.00pm each school day during term time. Breakfast will be provided during the morning session and a light meal is available during the afternoon session. Special dietary requirements will be catered for upon request. A 'waiters' session operates until 4.00pm and is provided free of charge for children with older siblings in the school. Pupils using this service should report to the Kindergarten classroom in the Royds Mount Building where they will be supervised by teaching staff.

All Huddersfield Grammar School pupils are welcome to join the After School Club. Parents may book individual days as required or block book if preferred, by telephoning the School Office on 01484 424549 or Mrs Webster, the Out of School Club Manager, on 07580 201812 during After School club hours.

If you have not booked in advance and find you need our services on the same day, please contact the School Office on 01484 424549 and we will be happy to help where space allows. As numbers are limited it is important that you check availability for the sessions you require.

Fees are as follows:

Breakfast Club: £7.25 inclusive of breakfast

After School (under 1 hour): £6.00 per session or £7.15 with a light meal

After School (over 1 hour): £8.75 per session or £9.90 with a light meal

Please note that a Registration Form must be completed prior to a child attending.

This can be downloaded from the school website.



# Additional information

## Personal Property

Students should not bring large amounts of money or valuable possessions (e.g. iPods, iPads, expensive watches, etc.) to school. We advise students to use their lockers to store any valuables that may occasionally be brought into school for educational purposes.

Students are expected to carefully look after the school textbooks and exercise books, as well as any equipment provided by the school.

## School Policies

All key school policies are posted on our website. Hard copies of these policies are available from the School Office upon request.

## Parents' Association

The school organises a number of events to which the whole school community is invited. The Fireworks Night, the Christmas Fayre and the Summer Garden Party are events not to miss. The school will occasionally ask for parent volunteers to assist in the management of these events.

## Anti-Bullying

Huddersfield Grammar School aims to establish a positive school culture in which all members of the community feel safe, confident and treat each other with respect and courtesy, particularly with regard to individual differences. To that end, bullying will not be tolerated.

The Anti-Bullying Policy is available on the school website and should be read and understood in the context of our Behaviour Policy, our Equalities and Diversity Policy, and our approach to Personal, Social, and Health Education (PSHE).

As a Cognita School, Huddersfield Grammar School has signed up to the principles embodied within our group-wide membership of the Anti-Bullying Alliance (ABA), linked to the National Children's Bureau, including access to specialist training of staff to support our best efforts to eradicate bullying in school.

## Charities and Fundraising

The school has its own Charities Committee and undertakes a charity event at least once a term. These events play an important role in developing the children's social awareness and understanding of giving and supporting those less fortunate. All children are encouraged to take part.

### Acceptable Use Policy for ICT

At Huddersfield Grammar School we are committed to safeguarding your child. We actively promote educating students to use technology safely and wisely so they will be better placed to protect themselves from the risks and challenges they may encounter both at school and out of school.

Parents are urged to put in place the necessary filters and to talk to their children about how they communicate online with their friends. The school issues a Social Media Guide for Parents, upon request.

Please note that mobile devices are not permitted in the Early Years School. Where there are unique circumstances, you should seek permission from either the Head of Prep or the Headmaster.

### Transport

The school operates a private bus service from both the Holme Valley and Calderdale. A high standard of behaviour is expected from all students using this service. All students must wear seatbelts and anyone reported by the driver for misbehaving may be barred from using the bus, either temporarily or permanently.

Please note that school buses cannot wait for late students. If students are required to leave to catch the bus, they must inform teachers in advance.

For further information please visit [coachtravel.me](http://coachtravel.me)

### Special Educational Needs

Huddersfield Grammar School accepts responsibility for the educational needs of all children and for their physical wellbeing while they are on the school premises. The school employs a specialist SENCo, Mrs Hutson, who coordinates our approach to Special Educational Needs.

Every effort is made in the case of genuine need or difficulty to give appropriate and sympathetic support. Should the school be unable to provide this support within its existing structure, we will discuss the situation with parents, educational services and other appropriate professional bodies.

### Safeguarding and Child Protection

Every child has the right to protection from abuse and exploitation. For this reason, the school has a Safeguarding Children Policy, a designated teacher for child protection, and all staff are trained to be aware of the possible signs of abuse. Staff are also aware of the child protection procedures established by the Kirklees Education Authority.

Any issues should be reported to the Designated Safeguarding Lead, for the Early Years, Miss Halstead.

### Photographs of Children

In line with legislation covering the use of children's photographs in the media (including the internet), we will ask you to provide your written consent for the school to use photographs of your son/daughter where appropriate.

Photographs may be used for a variety of purposes, including advertising, publicity pieces in the press, on our Facebook site, the School prospectus, CDs, DVDs and on our school website.

**Please notify the school in writing should you not wish for your child to be photographed and we will respect this.**

Parents should only use photographs and videos taken at school events for their own personal use. Such photos and videos must not be placed on public-facing social media networks.

Please also note that:

- Recording or photographing other than for your own private use would require the consent of all the other parents whose children may be included in the images;
- Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity;
- Parents and carers must not photograph or video children changing for performances or events;
- If you are accompanied or represented by people that school staff do not recognise, our staff may need to check who they are and if they are using a camera or video recorder;
- The same rules apply for images taken on mobile phones: these should be for personal use only.

### School Events

A range of school events take place throughout the academic year, including Parents' Evenings, concerts, drama performances, sports fixtures and charity events. Parents and family are always welcome to join us for such activities. The school will provide relevant information ahead of each event, including the number of available tickets and entry time to the school grounds.



# Useful contacts

Contact Number: **01484 424549**  
 Website address: **[www.huddersfield-grammar.co.uk](http://www.huddersfield-grammar.co.uk)**

## Senior Leadership Team:

Headmaster	Mr M Seaton	mseaton@huddersfield-grammar.co.uk
Deputy Head (Character)	Mrs D Holmes	dholmes@huddersfield-grammar.co.uk
Deputy Head (Achievement)	Mrs C McMurdo	cmcmurdo@huddersfield-grammar.co.uk
Deputy Head (Pedagogy)	Mrs O Wareham	owareham@huddersfield-grammar.co.uk
School Business Manager	Mrs H McManus	hmcmamus@huddersfield-grammar.co.uk

## Early Years Team:

Head of Early Years	Miss N Halstead	nhalstead@huddersfield-grammar.co.uk
Head of Pre-Prep	Mrs F Smith	fsmith@huddersfield-grammar.co.uk
Class Teacher	.....	@huddersfield-grammar.co.uk

## Specific issues, questions or concerns connected with:

Attendance	Mrs H Kelly	hkelly@huddersfield-grammar.co.uk
First Aid	Mrs H Kelly	hkelly@huddersfield-grammar.co.uk
Special Educational Needs	Mrs S Hutson	shutson@huddersfield-grammar.co.uk
Finance	Mrs P Howatson	phowatson@huddersfield-grammar.co.uk
Child Protection Concern	Miss N Halstead	nhalstead@huddersfield-grammar.co.uk
General	Mrs H Kelly	admin@huddersfield-grammar.co.uk



# Things to remember

Please use this page to jot down anything important that you don't want to forget or any questions you may wish to ask.

**The whole child is the whole point.**