



Huddersfield Grammar School

Year 1 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,

In the Pre-Prep, we work hard to provide the children with an exciting, well-balanced and colourful learning environment that will inspire, support and cater for the individual. Children are taught to care, respect and have tolerance for each other, and every individual is valued.

Pre-Prep children are educated in small classes by experienced and qualified staff, including Form Teachers, who meet together every week for their planning and preparation time and follow the same schemes of work and assessment programmes, and specialist teachers, who assist with the teaching of Modern Foreign Languages, Music, Sport and the Expressive Arts.

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

Welcome to our thriving Pre-Prep School where your child will build upon key skills already learnt during their time in Early Years. Our curriculum is varied and exciting. In addition to the core subjects of Maths and English your child will have lessons in Science, History, Geography, RE, Computing, Spanish, Music, Drama, PSHE, Art and DT, many of which are taught by specialist teachers.

New for the year ahead is the addition of Forest School in Pre-Prep, to promote and develop essential Huddersfield Grammar School character skills of resilience and teamwork. Physical activity also plays a very important part in our curriculum and your child will have weekly PE, Dance and Swimming lessons, with many additional opportunities for further activities provided by our extensive extra-curricular programme.

Also new for this year is the introduction of the House system in Pre-Prep. Our children will be involved in a variety of fun and challenging individual and collaborative activities while representing their House. They will also be taking part in a number of whole-school House events.

As elsewhere in the school, the culture of care is very strong in Pre-Prep. Our 'Golden Rules' underpin everything that we teach and do, ensuring that every child feels safe and valued.

We very much look forward to working with your child over the coming year.

Fiona Smith
Head of Pre-Prep



Pre-Prep 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 pupils 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 Pre-Prep team will work to ensure that your child settles into Pre-Prep, makes friends, enjoys learning and achieves their full potential in everything they do.

On joining their new class, each pupil is placed in a mixed ability 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.



MRS SMITH HoPP, 2G

fsmith@huddersfield-grammar.co.uk



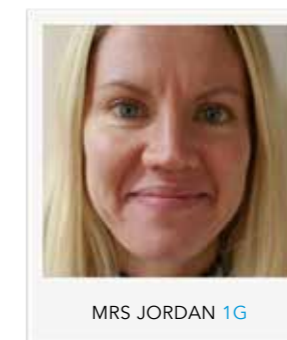
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MRS TODD TA

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MRS GREENWAY TA

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Timetable

The day is split into 8 periods of typically 30 minutes. The Pre-Prep school day runs as follows:

| | |
|---------------|----------------------------|
| 8.30 - 8.45 | Classroom Activities |
| 8.45 - 9.00 | Registration |
| 9.00 - 9.30 | Lesson 1 |
| 9.30 - 10.00 | Lesson 2 |
| 10.00 - 10.30 | Morning Break |
| 10.30 - 11.00 | Lesson 3 |
| 11.00 - 11.30 | Lesson 4 |
| 11.30 - 11.45 | Tutor Activities |
| 11.45 - 12.15 | Lunch |
| 12.15 - 1.00 | Break - Clubs & Activities |
| 1.00 - 1.15 | Registration |
| 1.15 - 1.45 | Lesson 5 |
| 1.45 - 2.15 | Lesson 6 |
| 2.15 - 2.45 | Lesson 7 |
| 2.45 - 3.15 | Lesson 8 |

Please note that children can be dropped in their classrooms with their class teachers from 8.30am. For those parents' wishing to drop off earlier there is a teacher supervised classroom staffed on a rota basis from 8.15am. Details of the room are posted weekly on the Parents' noticeboard.

Parents' who need to drop their children any earlier should leave them in the Out of School Club, which opens at 7.30am.

Homework

Children in Year 1 should read aloud with an adult five nights per week, and for at least ten minutes. Weekly spellings will be set on Mondays, with tests carried out on Fridays.



Attendance & punctuality

Good attendance and punctuality are vital to any pupils' education. It is also vital for success and achievement in later life that pupils 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 pupils themselves, who must begin to accept responsibility for their own performance in this regard.

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 pupils when they are late
- Record lateness and attendance
- Report information on punctuality and attendance to pupils and parents regularly
- Set targets to help pupils to improve attendance and punctuality
- Encourage good punctuality and attendance by rewarding it on a personal and form group basis

Lateness

Should a pupil be late, parents must sign in at the School Office in the Royds Mount building, giving the reason for his or her lateness.

First Day Absence

We ask that parents or carers telephone the school early in the morning on the rare occasion a pupil is absent and explain why the pupil is absent from school. The school should be contacted every day thereafter until the pupil 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 if a pupil is late to school they are signed in at the School Office, 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, in which case the parent/carer should contact the School Office in advance.

If an absence is likely to be prolonged, please contact the Class Teacher so that 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 Pre-Prep. 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 pupil 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 pupil becomes ill at break or lunchtime they are reminded to 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 CLOSURES | 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.



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

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

Pupil Progress and Achievement

Early in the school year, we invite parents of Pre-Prep 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.

Parents' Evenings are the most important communication opportunities that we have and as such, attendance at them is very important. Parents' Evenings at Huddersfield Grammar School have been arranged in a way that makes them as accessible as possible, running from 4pm - 7pm.

The Pre-Prep Parents' Evening will take place on: **Thursday 29th November from 4pm**

If you are unable to attend a Parents' Evening, your child's class teacher will be happy to meet you at an alternative time.



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 Pre Prep, please telephone the School Office in order to arrange a mutually convenient time.

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

Deputy Head - **Mrs D Holmes (Character Development)**

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.

Pre-Prep children bring a fruit snack for morning playtime and are provided with milk in the afternoon. Children should also bring their own water bottle to school.



Lunch in the Dining Hall

A healthy lifestyle is always a priority at Huddersfield Grammar School and our pupils 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 pupil.

If you have any questions regarding the catering please contact our new chef Jamie Stewart-Milne at: huddersfieldgrammar@thomasfranks.co.uk

THIS WEEK'S MENU

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|---|--|---|--|
| Dish of the Day Classic Butchers Pork Sausages | Dish of the Day BBQ Chicken Wraps Curly Fries Vegetable Ribbons | Dish of the Day Pauline's Meat Feast Pizza | Dish of the Day Roast Beef & Yorkshire Puddings | Dish of the Day Batter Crisp Cod |
| Vegetarian Option Quorn Sausage | Vegetarian Option Sweet Potato & Cauliflower Curry served with Basmati Rice & Naan Bread | Vegetarian Option Cheese & Tomato Pizza | Vegetarian Option Spicy Mixed Bean Wraps Topped with Crushed Nachos & Cheese | Vegetarian Option 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 |
| Snack Option Jacket Potato served with Salad, Tuna Mayonnaise, Cheese, Cold Meats or Baked Beans or Freshly made sandwiches | Snack Option Tomato & Basil Sauce served with Pasta Shapes or Freshly made sandwiches | Snack Option Jacket Potato served with Salad, Tuna Mayonnaise, Cheese, Cold Meats or Baked Beans or Freshly made sandwiches | Snack Option Roast Vegetable Tomato Sauce served with Pasta Shapes or Freshly made sandwiches | Snack Option Jacket Potato served with Salad, Tuna Mayonnaise, Cheese, Cold Meats or Baked Beans or Freshly made sandwiches |
| Dessert Fresh Fruit or Flavoured Yoghurt or Flapjack | Dessert Fresh Fruit or Flavoured Yoghurt or Baked Pink Rice Pudding served with Jam Sauce | Dessert Fresh Fruit or Flavoured Yoghurt or Fruit Jelly & Whipped Cream served with Wafers & Sprinkles | Dessert Fresh Fruit or Flavoured Yoghurt or Chocolate Cake served with Chocolate Sauce | Dessert Fresh Fruit or Flavoured Yoghurt 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. Please also ensure that your child's school coat and hat/cap are brought to school EVERY day.

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.

Hair

In the Pre-Prep, girls' hair that is below shoulder length should be worn neatly tied back in school-coloured accessories (blue, red, black or brown). Hair bands and bobbles should be plain.

Jewellery

Earrings, jewellery and make-up are not permitted in the Pre-Prep. Exceptions will be made for performances or special calendar dress-up days.

Footwear

In addition to their school shoes, children should also bring a pair of wellingtons (any colour) to keep in school.

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 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, reversible outdoor jersey, red outdoor fleece, navy jog pants, navy 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, navy socks and white pumps
- Swimming - Swimwear Vault Backsuit (navy/red) and HGS Swim Cap
- Ballet - Bloch full leather sole shoes (pink), pink skirted leopard 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 timetabled lessons
- Teaching Trees Woodland Workshop visit
- Countryside LIVE show visit
- Pre-Prep Active Learning Day (Summer Term)



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.

Our pupils are expected to be good ambassadors for the school at all times, and to comply with the expectations and instructions of the lead staff for exemplary conduct and behaviour.

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



Year 1

Eureka, Colne Valley Museum, Greenhead Park, Lindley Village, Pantomime trip to Lawrence Batley Theatre

Year 2

Teaching Trees Woodland Workshop - Ledstone Estate, Leeds, Countryside LIVE show, Knowsley Safari Park, Pantomime trip to Lawrence Batley Theatre

Highlights of the school year in Pre-Prep include our Nativity, Spring Concert, Sports Day, Prize Giving and Teddy Bear's Picnic. The children will also take part in a range of school trips and excursions, swimming galas, music concerts and class assemblies. Children in Need and World Book Day are also an important part of the school calendar.

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 range of clubs and activities that are usually free of charge. Extra-curricular activities include sporting, creative, musical and artistic opportunities. They are held before school, at lunchtimes and after school. A full list of the activities offered each term can be found in the School Calendar, but include the following:

- Art Club**
- Lego Club**
- Yoga Bears**
- Craft Club**
- Chess Club**
- Forest School**
- Craft**
- Gymnastics**
- Running Club**
- Cricket Club**
- Board Games**
- Story Detectives**
- Cookie Monsters**
- Chatterboxes**
- Needlework**
- Wake Up, Shake Up!**
- Number Crunchers**
- Athletics**
- Tap Dancing**
- Construction Club**
- Mindfulness**
- Singing stars**



Additional tuition

Optional peripatetic music lessons are available at school in brass, clarinet, drums, flute, guitar, piano, saxophone, violin and voice. Please contact Mrs Fitzpatrick, Head of Middle School, at: afitzpatrick@huddersfield-grammar.com

Students bringing in their own instruments should have them clearly labelled and these must be stored securely as agreed with their teacher.



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.

In the Pre-Prep, we all follow the Golden Rules and these are displayed in every classroom.

Our emphasis is on rewarding pupils to reinforce the importance of good behaviour.



Pupils are rewarded in a variety of ways, including:

verbal praise; collective or individual praise in assemblies; certificates for good behaviour or work in our weekly 'Special Effort' assembly; written or verbal communication with home; achievement certificates; individual sticker charts and Headmaster's Awards.



Curriculum

Our teachers deliver an enhanced version of the National Curriculum. Class sizes of no more than 20 ensure that we can monitor the progress of each child in the class, identifying problems should they arise.

Reading, Writing and Mathematics have a high priority in the Pre-Prep, ensuring a sound foundation in these essential core subjects. Information Technology is integrated into the curriculum from the beginning and all children learn the skills needed to use computers effectively. Great emphasis is also placed on the social development of each individual.

At the beginning of each term, Pre-Prep parents are provided with a detailed Curriculum Map that outlines the Programme of Study.

Year 1

English

English is taught daily and Year 1 pupils follow the Ruth Miskin Read Write Inc. programme. This work is paramount to the teaching of phonics, blending, decoding, punctuation and extended writing. The children learn how to identify nouns, adjectives, verbs and adverbs, and cursive handwriting is taught daily.

Every Monday, the children are given differentiated spellings and are tested by the Class Teacher every Friday. Comprehension is taught on a weekly basis, using the brand new Rising Stars Cracking Comprehension programme.

Reading

Every child reads to an adult on a daily basis within school and a structured reading scheme encompasses many different genres. The children are given homework every night and this involves reading and follow-up work.

Further, all children are provided with access to a computer-based scheme called Reading Eggs, which can be used at home.

Mathematics

Mathematics is taught on a daily basis using the highly interactive Abacus programme from Active Learn. The children work in differentiated groups with an adult, allowing for the necessary extra support or challenge work. This work involves mental oral sessions, followed by applied teaching of a concept.

Mathematics homework is given weekly and every child is provided with access to a computer-based scheme called Mathletics, which can be used at home.

Topic Work

Topic work covers the Year 1 curriculum objectives in Science, Geography, History, ICT, DT and Art, and the termly schedule is as follows:

Term 1:

Kings and Queens; Animals including Humans; Seasonal Weather; Our School; Portraits: Lunch Box Designs

Term 2:

Toys; Animals including Humans; Materials; Our Local Area; Nature Sculptures; Dips and Dippers

Term 3:

Travel and Transport; Materials; Animals including Humans; Weather; Colour Chaos; Bunting

Dance

Dance is taught every week by a specialist teacher and IDTA dance examinations take place every term.

Drama

Drama is taught in the Autumn and Summer Terms. Children are given the opportunity to develop their imagination and creative responses to traditional stories.

Music

Music lessons include singing, movement and the use of musical instruments. Peripatetic teachers are also on hand to offer vocal and instrumental lessons.

Physical Education (PE)

PE lessons take place for the whole year group and are based in the Sports Hall or on the school playing fields - weather permitting. The children learn gymnastics, ball skills and the basics of game playing and athletics.

Religious Education (RE)

In RE, the children learn about the Christian and Jewish faiths by following festivals and celebrations and exploring the meaning of Christianity and Judaism.

Spanish

Every week, the children are taught Spanish and learn through songs, games and stories.

Swimming

Swimming takes place on a weekly basis at the John Smith's Stadium. Annual swimming galas and distance swim events give all pupils the opportunity to take part competitively.

Computing

In computing, children are introduced to programmes such as Word and Paint. They are taught the basics - from turning on a computer, finding what programme they need using menus, to simple typing and drawing.

PSHE

PSHE is a stand-alone lesson running in addition to our PSHE-based assemblies. Themes covered throughout the year are: Health and Wellbeing, Relationships, and Living in the Wider World.

Forest School

Our Pre-Prep Forest school curriculum is an inspirational sequence of lessons offering our children regular opportunities to achieve and develop confidence and self-esteem through hands-on learning experiences in our beautiful woodland setting.

Art/DT

In our Art & DT lessons children learn to work and experiment with a variety of different media, often completing cross-curricular projects. Each year work is produced for inclusion in our whole-school Art Exhibition and for the Honley Show.



Weekly overview

Please find below the days on which your child will need to bring extra items to school. On PE days they should come dressed in their PE kit and bring their school uniform to change into. School coats and hats/caps should be brought to school everyday regardless of the weather.

Year 1

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|----------|
| PE | Ballet | | | Swimming |

Assemblies usually have a spiritual, moral, social or cultural theme, and are 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.

The Pre-Prep School has four assemblies each week. Every Friday, one child from each form is presented with a Special Effort Certificate by Mrs Smith. During assembly time, we also acknowledge all birthdays with our special birthday song, as well as presenting your child with a card and a much sought after sticker!



Assessment

Huddersfield Grammar School tracks the progress and attainment of each pupil throughout the school. The children are assessed termly in English using the Ruth Miskin RWI tracker, and every half term in Mathematics, using Abacus assessments.

The children's progress across Key Stage 1 is also assessed by the Mathematics and English SATs tests taken at the end of Year 2. All Year 2 children will complete the NGRT Assessment test at the start of the academic year and all children from Years 1 to 8 will complete standardised progress tests in English and Mathematics at the end of each academic year, in order to allow us to plan our teaching and ensure that individual needs are met.



Parents' Evenings and School Reports

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

At Parents' Evenings you will also receive a progress report outlining key strengths and areas of development in Mathematics, English Writing, English Reading and Spelling, Punctuation and Grammar.

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 written at the end of the year for children in Pre-Prep. You will also receive three streamlined reports over the course of an academic year.

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, including sports day, singing and craft!

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



Painting



Drawing



Singing



Craft



Fancy Dress

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

Pupils should not bring money or valuable possessions (e.g. iPods, iPads, expensive watches, etc.) to 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.

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, Mrs Holmes.

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 Pre-Prep School. Where there are unique circumstances, you should seek permission from either the Head of Pre-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

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.

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

Things to remember

Contact Number: **01484 424549**
Website address: **www.huddersfield-grammar.co.uk**

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

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 |

Pre-Prep Team:

| | | |
|------------------|-------------|-----------------------------------|
| 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 | Mrs D Holmes | dholmes@huddersfield-grammar.co.uk |
| General | Mrs H Kelly | admin@huddersfield-grammar.co.uk |

A large area of dotted grid paper for taking notes.



The whole child is the whole point.