



# Talbot Heath

*Independent School for Girls aged 3-18*

## Pre-Prep and Junior Handbook

Talbot Heath School  
Rothesay Road Bournemouth Dorset BH4 9NJ

September 2023



# JUNIOR DEPARTMENT HANDBOOK

## INTRODUCTION

We hope that the information in this handbook will help your daughter settle into our school quickly and happily.

A warm welcome to Talbot Heath School awaits. Our motto is 'Honour before Honours' as we believe in nurturing our pupils and instilling and promoting core values of integrity and compassion, whilst delivering an educational experience which is both exciting and stimulating. We treat each child as an individual, and are in a very fortunate position to be able to offer specialist teachers for a variety of different subjects. We provide a vibrant curriculum in a warm and friendly atmosphere to ensure that talents are celebrated, interests are supported and enquiring minds are encouraged.

We believe it is essential to maintain a good partnership between home and school and much of that relies on good communication in order that your daughter is happy and makes progress. This handbook is pretty comprehensive but I am sure there will be a variety of things you'll want to discuss with us, so please do approach any member of staff if there is anything at all you wish to know. Your daughter's class teacher will always be happy to meet with you outside at the end of each day or by appointment.

We pride ourselves on the strong communication and relationships which we build between home and school. We share your daughter's successes and achievements as well as her next steps so that you are fully aware of your child's progress throughout the year.

Your child's wellbeing and happiness is very important to us, and our skilled and caring team will support your child throughout their learning journey. We are committed to achieving excellent outcomes for the pupils in our care. At Talbot Heath, we encourage your child to 'think big' and to challenge themselves whilst promoting positive mindsets which are key to achieving each pupil's full potential and which are the foundations for their future.

The move from the Pre-Prep to the Junior department is a very exciting one, but sometimes the girls can find it daunting. Even though they know the school and many of the teachers, moving into Year 3 represents a significant change for them so we will do everything we can to be supportive and sensitive to their needs.

All of the children will have a chance to meet their new class teacher before they leave the Pre-Prep department, and they will also have had the chance to spend time in their new classroom, engaging in activities and hearing about life in the Junior department.

As pupils move through the Junior School, expectations regarding responsibility, organisation and independence do grow, so they can depend less on their teachers and parents. This is not to say we leave them to their own devices, but the working day becomes more structured and pupils are given a timetable so they know what lessons to expect and where they need to be, as well as what equipment they might need each day in school. Pupils will also be given a homework timetable which will help them organise their time.

**We are very much looking forward to working with you.**

## SCHOOL POLICIES

We have comprehensive policies on all aspects of school life. All our up to date policies are available to view and download from the [school policies page](#) on our website. A link to policies can also be found on the weekly newsletter.

## SCHOOL UNIFORM

We take pride in our uniform and request that your daughter wears the correct uniform at all times. Full details of school uniform requirements are available on our [website](#). Nearly new uniform sales are held frequently - details of these events are also at the bottom of the uniform website page, together with a price list. Our uniform stockist is:

[Stevensons](#) 148 - 150 Seabourne Road, Southbourne, Bournemouth. BH5 2JA.

## PARKING

We are very fortunate to be part of a beautiful wooded campus which has a limited amount of parking available. Parents are welcome to drive onto the school site at the beginning and end of the school day. We respectfully ask that you park with consideration and courtesy for the benefit of our children's safety and other traffic users. Due to the heavy volume of traffic at drop off and collection times, we urge you to supervise your daughter closely at these times. There is a 10mph speed limit on site for all vehicles.

A one way system operates on campus at all times. Vehicles must enter the campus from Rothesay Road and leave by the Junior Drive; leading on to Branksome Hill Road.

**PLEASE DO NOT park on the roundabout as this is a high footfall area and the safety of your children is our priority.**

## ARRIVAL AT SCHOOL

You may drop your daughter off at school from 8am every morning. Girls should not arrive at school before this time or be left unattended.

- Kindergarten and Reception children can be dropped off at the Kindergarten door where they can relax with a book, play with toys or have a little chatter with some friends. At 8:40am the children are taken to their classrooms ready to start another busy and exciting Pre-Prep day!
- Years 1 and 2 can be dropped off in the playground where they can play with other children.
- Years 3 - 6 can go to the Junior Playground.

**Registration and Form time begins at 8.40am and it is important that all pupils are in school by this time to meet with their class teacher before they start lessons. Lessons begin at 08:55 am.**

## ABSENCES

If your daughter is unwell and therefore not able to attend school, please contact the Junior School office on the morning of her absence.

If your child has sickness or diarrhoea, they must stay at home for a period of 48 hours.

If your child has a scheduled medical appointment in school hours, please [contact](#) the Junior School office and let them know.

Any holidays which have been booked during term time must be authorised with Mrs Pugh. Please complete the [leave of absence during term time request form](#) on our website.

The Government states that over 95% attendance is deemed an acceptable rate. There is evidence that as attendance levels reduce so do the attainment levels at the end of KS2. Low attendance can also impact self-esteem and friendships.

Children who miss school find it hard to catch up, the school day is full and when a child has missed chunks of the curriculum it is hard to plan the time for them to catch up, some topics can be totally missed if the absence is over a few days or a week.

Setting good attendance patterns from an early age, from nursery and throughout primary school will also help your child later on in their life.

Percentage of attendance	Equivalent to how many days missed in school per week.	Number of days missed over the academic year	Number of weeks missed over the academic year	Number of core lessons missed. (Maths and English)
95%	0.25 days per week	9 days	1.8 weeks	7 and a half hours of each subject missed
90%	0.5 days per week	18 days	3.6 weeks	14 hours of each subject missed
85%	0.75 days per week	26 days	5.2 weeks	21.6 hours of each subject missed
80%	1 day per week	35 days	7 weeks	29.2 hours of each subject missed
75%	1.25 days per week	44 days	8.8 weeks	44 hours of each subject missed.
70%	1.5 days per week	53 days	10.6 weeks	53 hours of each subject missed.

## MEDICAL

Medications **MUST** be handed to the nurse / office staff by a responsible adult (parent or carer) accompanied by a completed short or long term medication form – see below. Medications will not be accepted from pupils and remaining medication will not be sent home with the pupil – a parent or carer will need to collect it from our medical room.

The following forms should be completed as necessary – and we ask that parents keep us informed of any medical changes

- [Short term medication form](#)
- [Long term medication form](#)
- [Medical questionnaire](#)

For further information regarding student health, please visit our [website](#)

## ACCIDENT OR ILLNESS

During school hours, girls who are unwell or injured are treated in the Junior School Medical Room by the Junior First Aiders or, if more serious, by the School Nurse, who will contact parents should your daughter need to go home.

## END OF SCHOOL

Children should be collected from their allocated door/area where their teacher will dismiss them.

We do not allow any children to go with another adult, unless we have their parental permission. We ask parents to let the Junior School office know if arrangements change.

Any children not collected will be taken to our after school care facility and will incur an additional charge.

## AFTER SCHOOL CARE

We have a supervised after school care facility in school and pupils are able to stay until 5.30pm. The children are given a snack and a drink. A charge is made for each session or part session, this charge will be added to your school account. Pupils do not have to stay for the whole session although the charge remains the same.

If for any reason you are late, please call

- Pre-Prep After school care - 07927 622716
- Junior After school care - 07927 624302

After 5.30pm your child will be taken to our boarding house for collection, this will incur an additional charge.

## LUNCHTIME

Full details about our caterers Holroyd Howe and their current menus are available to view [here](#) on our website

## CLUBS AND ACTIVITIES

A wide range of clubs and activities is on offer both during and after the school day. The programme of activities varies each term and parents are given plenty of warning when new clubs are about to begin. There is a charge made for some after school clubs and details of these are sent home by the end of the preceding term. Current clubs available are on our [website](#).

### INDIVIDUAL MUSIC/SPEECH AND DRAMA LESSONS

In addition to the broad curriculum your daughter will receive at Talbot Heath, there are also opportunities for additional individual or small group lessons.

From Year 2 your daughter has the opportunity to take additional individual music instrument lessons which can take place during the school day. Only one additional music lesson is allowed in Year 2, but this can be increased from Year 3. (Lessons for pupils in Year 1 are offered at the discretion of the Head of Junior School and Head of Music. Please contact your daughter's form teacher if you are interested in your daughter starting lessons in Year 1)

Lessons on offer include speech and drama and individual music instrument lessons.

If you wish your daughter to begin or cease an individual lesson, please complete the online booking/cancellation form on the [forms page](#) through the parents area of our website

Individual music and speech and drama lessons take place during the school day on a rotation basis for pupils.

We recommend that pupils in Year 2 have only one lesson and then no more than two individual lessons (Y3-6) during school time. It is advisable to discuss with your daughter's class teacher, whether or not she will cope with the additional demands involved in missing lessons to attend a peripatetic lesson, and then catching up on any work missed.

Full details of instrument lessons available are on our [extra curricular page](#) on our website.

### TERM CALENDARS

Notices of events and important dates are sent out on the weekly newsletter.

To view the whole school calendar, please click [here](#)

### HOMEWORK

Below is a guide to the homework we set for each year group. Your daughter's teacher will provide specific information.

#### **HOMEWORK RECEPTION**

Reading. Every day

#### **HOMEWORK YEAR 1**

Reading: Every day

Spellings and sentences: Once a week

Maths: Once a week

## **HOMEWORK YEAR 2**

Reading: Every day

Spellings and sentences: Once a week

Maths: Once a week

Phonics: Once a week

## **HOMEWORK YEARS 3 - 6**

In years 3-6 all girls will have a homework timetable which is given to them at the start of the academic year.

We rely on parents to monitor this. If you feel that your daughter has worked hard for the recommended time (30-45 minutes) and she has not finished her homework, please let her class or subject teacher know. Please reassure your daughter that she will not get into trouble if this is the case.

Parents often ask how much help should be given to their daughter. Staff set work which the children should be able to complete largely unaided. Apart from a little guidance or support, you should allow your daughter to complete her homework on her own. If she experiences any difficulties, please let us know.

## **PARENTS' EVENINGS, REPORTS AND ASSESSMENTS**

Parents' Evenings are held twice a year - in the Autumn and Spring term. This is an opportunity for you to talk to your daughter's Form Tutor and discuss her progress. Should you have any concerns, you are most welcome to contact your daughter's class or subject teacher throughout the year. Written reports are issued to parents twice a year - at the end of the Autumn and Summer Term respectively. The report identifies your daughter's Attainment Standard and Attitude to Learning in all subjects along with Form Tutor comments. Pupils are assessed throughout the year using a range of tests and teacher judgements.

Written reports in Kindergarten and Reception outline how your daughter's attainment relates to age related expectations. At the end of Reception, you will receive a report which tells you whether or not your daughter has achieved their Early Learning Goal in each area of learning.

## **EQUIPMENT IN SCHOOL**

Pupils should have the following stationery:

### **Years 1 and 2**

- Pencils, sharpener and a good eraser
- Coloured pencils
- 30cm ruler (non-folding)
- Named pencil case (small, to fit into a tray)
- Pritt stick or similar

### **Years 3 - 6**

- Pencils, sharpener and a good eraser
- Coloured pencils
- Cartridge pen and spare blue cartridges - Year 4 and upwards (children will be advised when they are ready to use a pen and only blue ink is used)
- 30cm ruler (non-folding)
- Named pencil case
- Pritt stick or similar
- Geometry instruments (in Years 5 & 6)



## SCHOOL RULES FOR JUNIOR DEPARTMENT

We follow a number of 'Golden Rules' which embody our school motto: 'Honour before Honours'

- We are kind, polite and thoughtful.
- We work hard to do our best and let others learn.
- We keep an open mind.
- We treat all property with respect.
- We are prepared.
- We wear our school uniform correctly.
- We accept that we are not perfect and can make mistakes so we encourage pupils to:
  - Accept they have made a mistake.
  - Decide how they are going to stop.
  - Pick themselves up and start again - tomorrow is a new day.

We have a number of reward systems in place to recognise good behaviour and hard work. We have a sanction system of orange and red cards.

## SECURITY AND DOGS ON CAMPUS

Parents need to ensure that they do not use any door other than the front door of the Junior School, by the office.

Our doors have security keypads and we ask you to respect the confidentiality of these codes. Separate arrangements are made for dropping off children before 8.40am or collecting from after school clubs.

As lovely as they are, dogs are not permitted on campus, this includes puppies and dogs which need to be carried. Please leave them safely at home.

## SCHOOL BUSES

The School organises minibus transport for pupils in Year 3 and above - full up to date information on routes, booking form and further information can be found on the [transport](#) page on our website.

## PARENT STAFF SOCIETY

We are proud to have a flourishing Parent Staff Society at Talbot Heath and a variety of events are held each year. Some of these are aimed at fundraising whilst others are social events aimed at getting everyone together. Different year groups often hold their own social events in addition to the whole school events.

If you would like any further information about the Parent Staff Society, please visit our [website](#) or contact the Junior School office.

We look forward to working with you as we guide your daughter through her exciting journey.

---