



# ORLEY FARM SCHOOL

## Upper School (Years 5-8) Parent Handbook 2024-25



Dear Parents,

Welcome to the Upper School at Orley Farm. We hope you, and your child, settle in to life here quickly and smoothly.

The Upper School is a busy, challenging and dynamic place to be. We have high expectations of the children as they are prepared for not only academic exams to their future schools but also the demands of life.

We expect the children to throw themselves into all aspects of school, giving as much as they take. We hope that your child will enjoy participating in matches, plays and recitals and will push themselves out of their comfort zone.

Life will not always go to plan and there will be bumps along the way! We look forward to building our relationship with you and the children as they enter this exciting stage of their development.

Samantha Loubon

**Deputy Head Academic**

## Contents

- Welcome
- General Information
- Communication
- Food
- Absence and Illness
- Pastoral Care
- Arrival and Departure
- The School Day
- Policies

We hope that you find this handbook useful. If you have any queries please contact your child's Tutor.

Mrs Loubon can be contacted through the school office on 020 8869 7600.

All up to date information is on the school website.

## GENERAL INFORMATION

### **Contact details**

It is essential that you have completed the Contact Information Sheet at the beginning of each School year and that you inform the School Office immediately of any changes.

### **Uniform**

We expect our pupils to be neatly and appropriately dressed at all times, whether they are wearing school uniform or sports kit.

### **Pencil Cases**

In Upper School children are expected to bring in their own pencil cases.

We kindly request your cooperation in ensuring that your child's pencil case and necessary items adhere to the specific guidelines outlined below. These guidelines have been put in place to promote organisation, minimise distractions, and facilitate a productive learning environment for all pupils. Each pupil's pencil case must be of a suitable size to accommodate the necessary items without excessive bulk.

Additionally, we ask that the contents of the pencil case are limited to the following:

- 2 blue pens (blue ink is obligatory in books)
- 2 red pens
- 2 green pens
- 2 orange pens or pencils
- 2 lead pencils
- 1 whiteboard marker
- 1 glue stick
- 1 small pair of scissors
- highlighters
- 1 eraser
- 1 30cm ruler
- coloured pencils, 12 pack of variety of colours
- small single sharpener
- For Years 7 and 8 only:
  - calculator
  - Surface Go (charged)
  - Surface Go pen

We kindly request that no additional items beyond those listed above are included in the pencil case. This restriction is in place to prevent unnecessary clutter and distractions during class time.

The expectations from Form Tutors and Subject teachers is that all pencil cases will adhere to these guidelines. By doing so, we can create a more focused and organised learning environment for all pupils. If a pupil is not prepared for their lesson with these items, the form tutor will be informed and unfortunately a 2 Grade will be given. We appreciate your understanding and support with reminding your children to be organised for lessons. Year 5 will be given leniency on this as they make the transition into Upper School.

### **Jewellery**

Jewellery is only permitted in exceptional circumstances.

### **Orley Farm Association (OFA)**

The OFA helps to promote the well-being of the school by organising social functions, raising money for specific school projects and providing further communication links between parents and the school. The annual subscription of £10.00 is added to the Spring Term bill.

## **COMMUNICATION**

### **Communication with Staff**

The Tutor is the main point of contact for any concerns or information that you wish us to be aware of. Please email tutors directly to keep them informed of any issues or queries.

Should you need to contact a staff member regarding subject specific issues, please do use email to address concerns to the appropriate staff member ensuring that you copy the Tutor in on this communication.

### **Diaries**

All Year 5 – 6 pupils have school diaries where we encourage the children to write their timetable, prep, hobbies etc. This diary also has many features to support their learning and is a place to collect House Points, record Thinking Skills and other useful means.

Year 7 and 8 may choose to use the school diary or the electronic diary through their school device.

### **Parental Portal on the Website**

There is a huge amount of information available on our school website that is only available to current parents and / or pupils. You will receive a personal log in to the site once your child has started at the school.

### **Calendar**

There is regular information which is communicated via Firefly. The parent reps can also be contacted for information relating to events.

### **Form Representatives**

Each class has an OFA representative who arranges social activities for the form. Please contact them for details.

### **Consultation Evenings and Reports**

During the school year parents are invited to join us for formal and informal meetings. The Parent Evenings are published in the Calendar at the beginning of the term and these provide an opportunity to discuss your child's progress with us.

## **FOOD**

### **Birthdays**

Birthdays are celebrated within the Form. No sweets or food should be brought to school.

### **Breakfast**

We have a well-established breakfast club (07:45 to 08:05) which is a popular time for children to eat with their parents. There is a varied choice of food. Vouchers can be purchased online through Firefly. Early class is for children arriving between 07:30–07:45 as no child can be in the school grounds unsupervised. Children must report to the Butler Hall and are supervised, without charge, until 07:45. Should children wish to have breakfast; vouchers need to be handed to the kitchen staff.

### **Morning Break**

A drink and a snack are given. Water is available throughout the day. A labelled water bottle is encouraged to be brought to school.

### **Lunch**

All children have lunch at school. There is a good choice and they are all encouraged to eat a sensible, well-balanced portion. Information regarding school meals can be found on the [weekly bulletin](#). Sample menus can be found on [FireFly](#). For children staying for late class or after school hobbies, a snack is available.

**We make all reasonable efforts to keep the school free of nuts. However, it is not possible to guarantee that we are a “nut free school” especially in respect of food not prepared by the School. Whilst we shall continue to monitor the situation as carefully as possible, parents are reminded that children with allergies should always be vigilant in respect of what they eat.**

## **ATTENDANCE**

Further to a review of pupil attendance and absence at Orley Farm School, parents are reminded of the school's expectation of attendance levels.

The DfE (Department for Education) guidance states that pupils should have attendance figures of more than 95% for an academic year. It is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life opportunities. The pupils with the highest attainment at the end of Key Stage 2 and Key Stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. As parents you have a legal duty to ensure your child attends school regularly. This means your child must attend every day that the school is open, except in a small number of allowable circumstances.

Permission for planned absence should be requested in advance by completing the appropriate form – [LINK](#).

Listed below is a summary of what the school will consider authorising and unauthorising when an absence request is received.

<b><u>Approved</u></b>	<b><u>Not Approved</u></b>
School Open Days	Holidays
School Interviews	Weddings
School Entrance Exams (Note the impact these can have on your child's wellbeing and education)	
Medical appointments (Try to book these outside of school time)	
Religious observations (up to 2 days)	
Funerals	

## **ABSENCE FROM ILLNESS**

As a general rule, if your child is not able to participate in that day's activities, including break time, then they would benefit from recuperating at home.

Please **do not** send your child to school if they have had diarrhoea or vomiting within the last 48 hour period. If your child has had a temperature this must be registering within the normal range for the last 24 hour period.

If your child needs to be absent from school because of illness, please contact the School Office at [office@orleyfarm.harrow.sch.uk](mailto:office@orleyfarm.harrow.sch.uk) or 020 8869 7600 or complete the absence request form on [Firefly - LINK](#). Reasons for absence must be notified as soon as possible, especially in the case of contagious or infectious illness.

Please see the [FIRST AID](#) policy for further detailed information.

## **PASTORAL CARE**

Pastoral care is at the core of everything we do. The Tutor is always the first port of call and is primarily responsible for pupil pastoral care. They will get to know their pupils well, liaise regularly with parents through email and also keep other staff appropriately informed. Excellent pastoral provision in a school relies heavily on effective communication between its staff, pupils and parents – your ideas are always welcome.

In our relationship with you we aim to provide the best possible pastoral care at Orley Farm School.

### **Behaviour Guidelines**

We expect pupils to respond age appropriately and to behave sensibly and with the correct level of respect, in accordance with our [behaviour policy](#). At the beginning of each term or at other relevant times, teachers discuss good relationship guidelines with the class and remind the pupils of the importance of working together effectively in a team. Effort grades are awarded and these grades are given to children.

## **ARRIVAL AND DEPARTURE**

### **Early Morning Supervision**

Children arriving prior to 07:45 must attend Early Morning Class in the Butler Hall. The children must sign in and will be supervised by an adult. Pupils are not allowed into their classrooms until 08:10. Between 07:45 and 08:10 pupils will be supervised by a member of staff in the playground or inside during wet weather. The bell goes at 08:10 for the beginning of the school day and the register is taken at 08:20. Children arriving after this time MUST report to reception where they will be required to sign in LATE.

### **Dropping Off and Collection by Car**

The school does everything in its power to ease traffic issues and hence has staggered finishing times to allow for pick up and prompt departure before the next batch of children are due to leave.

At the beginning and end of the school day, a number of our maintenance staff police the road, footpaths and toll gate. By working cooperatively with parents we are able to improve children's safety and your timely departure!

### **Please observe the following simple rules:**

- Drive slowly at all times within the Private Estate in which the school is situated. Your speed should never exceed 10 mph.
- Please use the designated turning circle opposite the main school building.
- Please do not make three point turns in South Hill Avenue at any time.
- Please leave the premises as soon as possible after collection in order to avoid traffic congestion outside the school.
- Parking is not permitted at any time on Orley Farm Road, Hill Close, or on the south side of South Hill Avenue opposite to the school.
- Disabled parking is provided at the front of the school for parents who are blue badge holders and are collecting or dropping off pupils. However, blue badge holders should not allow non-disabled friends or family to take advantage of the concession whilst they remain in the vehicle.

- The Tollgate in South Hill Avenue is opened between 07:30 and 09:15 and again between 14:45 and 17:45 At all other times, please approach the school from the Sudbury Hill end.
- The Orley Farm Road Gate is not to be used as access to and from the school, or as a thoroughfare, at any time. Parents should also not attempt to use the vehicle gates unless otherwise authorised to do so by the school. Parents who live south of the A40 may request a gate opening device to access the school via the Orley Farm Road Gate for which a £250 refundable deposit will be required. All requests should be emailed for the attention of the Director of Operations to [pa@orleyfarm.harrow.sch.uk](mailto:pa@orleyfarm.harrow.sch.uk).

### Departure Times / Collection by Car

Times for the end of school are as follows:

**Years 5-8            16:15** (The pick-up window is 16:15 to 16:25)

- Enter the field at the usual point and drive round the track way. ***Car speed to be kept to walking pace; there will often be children playing sport.*** Enter the Pre Prep Playground and drive down as far as possible towards the Elliot Block.
- Follow the instructions of the Marshall at all times.
- Overtaking is not permitted.
- Children will be released by the member of staff on duty to your car. Please do not leave your car and approach the member of staff as this will slow the whole process down.
- Please ensure your engine is turned off whilst waiting in the queue.
- If your child is not at the collection point when you arrive, there are 2 choices, either drive around the circuit again or park up on South Hill Avenue and collect your child from the playground.
- Children that are not collected within the designated “time window” will be taken to the late class.

### Late Classes

Late Class is held in the relevant section of the school. For Upper School pupils Late Class is held in the Davies Library from 16:30 to 17:30 without charge. From 17:30 charges apply.

Pre Prep charges will start from 15:45, £2.50 per 15 minute session. (All siblings of pupils in MS/US will be charged from 16:15).

Middle School (Years 3 and 4) charges will start from 16:15 £2.50 per 15 minute session.

Upper School charges (and any children who remain in school) will start from 17:30 at a cost of £5 per 5 minutes.

### Walking from School/Independent Travel

Pupils in Years 6, 7 and 8 may be granted permission to travel from school alone following a letter requesting permission to the Deputy Head Academic.

Pupils who are permitted to travel independently may bring a mobile phone into school. This must be signed in to the School Office before the start of the school day and collected when the pupil departs from the premises. In case of away matches if the pupil is to be collected from the venue, or is to travel home independently, the phone may be collected from the School Office and the member of staff in charge of the game will keep the phone until travel time. The school cannot be held responsible for any loss or damage to phones brought in by the pupils.

Phones should always be OFF whilst on school premises.

## **THE SCHOOL DAY**

### Prep

Please encourage your child to be independent to enable to develop good study habits. We do request that you sign the diary to indicate that the prep set has been attempted to a satisfactory level. A [prep timetable](#) is available on the website.

More information can be found on the [Prep policy](#).

### **Tutoring**

The school's policy is to discourage tutoring which invariably confuses the children. We feel that after a long and busy day at school, plus prep, children should have a chance to rest, relax and play. The only exception to this would be through a mutual agreement, for specific reasons, between the school and parents.

## **EXTRA CURRICULAR ACTIVITIES**

### **Hobbies**

These are offered at lunch times and after school. Children will be made aware of what is available at the beginning of each new term. Once a child has chosen their activity they will be expected to show commitment and attend regularly. Should it be necessary that they miss a session, a note must be provided by parents to the staff member providing the hobby. As a general rule, hobbies run from 13:05 – 14:05 during lunch and 16:30 until 17:30. Children will be expected to sign up at the beginning of term through EVOLVE.

### **ORLEYX**

For more details on the OrleyX after school programme, please see [HERE](#).

### **Music Lessons**

There are opportunities for learning many instruments. Lessons are charged directly by visiting music staff. (Half a term's notice is required to discontinue lessons.) Wherever possible, lessons will be co-ordinated in such a way as to avoid missing the same lesson each week. A child may only learn one instrument in school unless specifically granted permission from the Deputy Head of Academic and the Director of Music.

## **MISSED WORK**

### **Music Lessons**

It is a pupil's responsibility to catch up any work missed as a result of a music lesson, with the support of the teacher where appropriate. Permission should always be sought for Upper School pupils to miss a lesson 24hours in advance via emailing the teacher.

### **Absence**

If pupils are absent the member of staff should make a note of the work missed and / or arrange for a suitable book to be copied / notes to be handed out. The Buddy System for collecting work should come into effect.

Pupils should find their teacher and see if there is anything that they need to discuss. It is usually possible to do this in the next lesson.

If pupils are absent for a prolonged period i.e. 3 days or more the Tutor should co-ordinate a folder of work in the office so pupils can catch up. This will often focus on the core subjects.

## **POLICIES AND INFORMATION AVAILABLE ON THE WEBSITE**

There are many policies available to parents and these, together with up to date information, are on our website: [www.orleyfarm.harrow.sch.uk](http://www.orleyfarm.harrow.sch.uk)

The following documents, and the many others which together guide the School's procedures, are available to parents and interested parties. If the information is not immediately available on the Website, it can be supplied by application to the School, either electronically or in hard copy.

- [Parent Contract](#)
- [Admissions Policy](#)
- [Special Education Needs and Disability \(SEND\) Policy](#)
- [Curriculum Policy](#)
- [Behaviour Policy](#)
- [Anti-Bullying Policy](#)
- [Health & Safety Policy](#)
- [Pupil Mental Health and Wellbeing Policy](#)
- [First Aid policy](#)
- [Equal Opportunities Policy for Pupils](#)
- [Safeguarding Children Policy](#)
- [Late or Uncollected Child Procedure](#)
- [Missing Child Procedure](#)
- [Complaints Procedure](#)
- [Exclusion Policy](#)
- [Uniform Policy](#)

Changes may be made to the information contained in this Handbook and updated versions will be loaded onto the website, as appropriate.