



# ORLEY FARM SCHOOL

## Middle School (Years 3 & 4) Parent Handbook 2025-26



Dear Parents and Carers,

Welcome to Middle School at Orley Farm, a unique and exciting phase in your child's educational journey. Our nurturing and inspiring community, built on the strong foundations of Pre-Prep, continues to guide your child through this wonderful transitional phase.

In Middle School, we teach your children in their form rooms for most lessons, with some subjects taught by specialist teachers. At this age, children need to have the consistency of a form teacher, with the added benefit of a relationship with other members of staff they will encounter throughout their Orley Farm career.

In Middle School, your child will embark on a journey filled with a wealth of rewarding and enriching experiences. These experiences are carefully designed to guide and shape them into happy, independent young people who are academically and socially confident. Our unique approach, coupled with our school values and thinking skills, ensures that your child will not just succeed, but flourish both at school and in the wider world.

We are a dedicated family of educators who deeply value our partnership with our community of parents. We are committed to working together to bring out the best in every child. We look forward to developing a strong relationship with you and we are here to answer any questions.

Melanie Gentles

**Head of Middle School and Positive Mental Health and Wellbeing Lead**

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

Miss Gentles 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. Please see the school's [Uniform Policy](#).

### **Jewellery**

Jewellery is only permitted in exceptional circumstances.

### **Pens and Pencils**

With regards to stationery, everything that Year 3 and 4 need will be provided.

### **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.

## **HOME/SCHOOL COMMUNICATION**

### **Communication with staff**

We look forward to working closely with you as your child progresses through Middle School. The Form Teacher is the main point of contact for any concerns or information that you wish us to be aware of. Please make use of the diary to keep teachers directly informed of any issues or queries. As we need teachers teaching your children, we ask you to keep emails sent to teachers to a minimum. Pupils are encouraged to take charge of the diaries by keeping them neat and filled in each day. These are checked by staff. Please sign your child's diary after checking that prep has been completed. Should you need to contact a staff member it is best to do this via the diary.

### **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 the school.

### **Calendar**

There is regular information which is communicated via the school calendar on Firefly. The parent reps can also be contacted for information relating to events through 'Class List'.

### **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. In Years 3 and 4 these consultations take place in the form rooms and are usually over two evenings.

## 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 may 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 Firefly along with sample menus [LINK](#). For children staying for late class or after school hobbies, a snack is available.

We do cater for children with food allergies. If your child has an allergy to any food, it is important that the School Nurse is informed by completing the medical information form. This information is subsequently passed to the kitchen where members of the catering team are very good at ensuring your child is only served the correct allergy free meal. Parents of pupils who cannot eat food for religious reasons should inform the Head of Section who will in turn inform the catering manager of the dietary requirements. The catering team will then ensure, as far as practicable, your child does not choose food against their religious beliefs. The catering department are only equipped to prepare individual meals for those with medically assessed food allergies, unfortunately they cannot cater for the general likes and dislikes of food.

**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.**

## ABSENCE/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.

Please contact the School Office [office@orleyfarm.harrow.sch.uk](mailto:office@orleyfarm.harrow.sch.uk) or 02088697600 if your child needs to be absent from school because of illness. Reasons for absence must be notified as soon as possible, especially in the case of contagious or infectious illness. This also applies to absence due to doctor's appointments, interviews and external exams. Please ensure that written permission is requested prior to these occurring on the appropriate form available from Firefly [LINK](#).

**Family holidays should not be taken in term time.** Where you cannot avoid doing so, you should obtain the School's permission beforehand, by completing the appropriate form [LINK](#). Attendance is expected to be above 95%.

If pupils are absent due to sickness, remote learning will not be provided. The priority is for them to rest so they can return to school fit and healthy.

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

### **PASTORAL CARE**

Pastoral care is at the core of everything we do. The Form Teacher 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 diaries 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. 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.

#### **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 20 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 07:45 and 09:15 and again between 14:45 and 17:30. 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:

<b>Year 3</b>	<b>15:45</b> (For Year 3 parents the window will be 15:45 to 16:00)
<b>Year 4</b>	<b>16:00</b> (For Year 4 parents the window will be 16:00 to 16:15)

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 Music Block.

- Children will be released by their Form Teachers to your car. Please do not leave your car and approach the teacher as this will slow the whole process down.
- 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 in the normal way.
- Children that are not collected within the designated “time window” will be taken to the late class.

### **Late Classes Information**

This is a supervised class that the children remain in after timetabled lessons.

For Middle School pupils, Late Class is held in the Davies Library from 15:45 to 16:30 without charge.

For details of the current Late Class charges, and responses to Frequently Asked Questions, please see [HERE](#).

### **Walking from school**

Children may not leave school alone.

## **THE SCHOOL DAY**

### **Daily Routine**

Year 3 and 4 go to form rooms at 08:10 where they are registered. Assemblies or extended registration takes place from 08:30 until the start of lesson 1 at 08:55. There is a morning break at 10:25 and lunch is from 12:20 – 13:35.

### **Prep**

This is set from Monday to Thursday and is expected to take thirty minutes. A timetable is issued at the beginning of each school year. Pupils will write down the prep in their diary. We aim for the children to attempt the work on their own. This supports them in their journey towards independence and it helps to inform teachers as to the realistic and accurate ability level of your child. We do, however, ask parents to check that prep has been completed and for them to sign the diary. If you have had to assist your child with certain questions, we would ask that you let staff know about this. Reading aloud is expected to take place at home every day.

### **Organisation**

As the pupils progress through Middle School we equip them with the skills required to become more independent learners. This includes helping them to become more organised.

### **Tutoring**

The school's policy is to discourage tutoring. We feel that after a long and busy day at school, plus prep, children should have a chance to rest, relax and play.

## **LEARNING SUPPORT**

We have a well-resourced and highly skilled Support Team which works to support the provision that is made for all pupils to fulfil their potential academically and socially. We will advise parents should we need to provide extra support for your child and we will discuss with you if assessments may be appropriate.

## **EXTRA CURRICULAR ACTIVITIES**

### **Hobbies**

These are offered at lunch times and they will change each term. Children will be made aware of what is available at the beginning of each new term. Children will be expected to sign up at the beginning of term through EVOLVE. Once a child has chosen their activity, they will be expected to show commitment and attend regularly. As a general rule, hobbies run between 12:20 – 13:35 during lunch.

### **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.

## **PHOTOGRAPHY AT SCHOOL EVENTS**

We will ensure one of the following happens at events:

- a. Any paperwork sent out by the School will state clearly that images captured by parents are for *household use only* (e.g., family albums or private social media accounts with appropriate privacy settings)

*or*

- b. Staff will read a short, prepared statement at the start of events so that the message to parents is consistent.

### **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](#)
- Educational Visits 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](#)
- Details for contacting OFSTED and ISI

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