



# ORLEY FARM SCHOOL

## Pre-Prep Parent Handbook 2026 - 27



Dear Parents,

Moving from nursery is a major transition in the lives of young children. We are all well aware of this and staff work together with parents as a team to ensure the transition is as smooth as possible. Staff are always very willing to discuss any concerns you may have.

There are three parallel forms in Reception, Year 1 and Year 2. In addition to the Pre-Prep building we make extensive use of the wonderful facilities around the school. I am certain that your child will have an enjoyable and fulfilling first three years with us in Pre-Prep.

Do not be surprised if your child is exhausted, as they will be making new friendships, discovering, understanding, growing and being challenged ... and that's just day one!

We very much look forward to welcoming you in September.

Henk Richards  
Head of Pre-Prep

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We hope that you find this handbook useful. If you have any queries please contact your child's Form Teacher. Mr Richards can be contacted through the school office on 020 8869 7600. All up to date information is on the school website.

## **Orley Farm School Values**

Children and staff throughout the whole school have together agreed the values shown below:

- Treat others as we expect to be treated
- Forgive
- Share
- Listen
- Be honest
- Be kind and helpful
- Do your best

You will see these values displayed in every classroom and in other areas of the school. These values are central to the curriculum, to the well-being of everyone at Orley Farm School and to life in general. Our expectation is that everyone will strive to uphold them and we ask for your support with these both in school and at home.

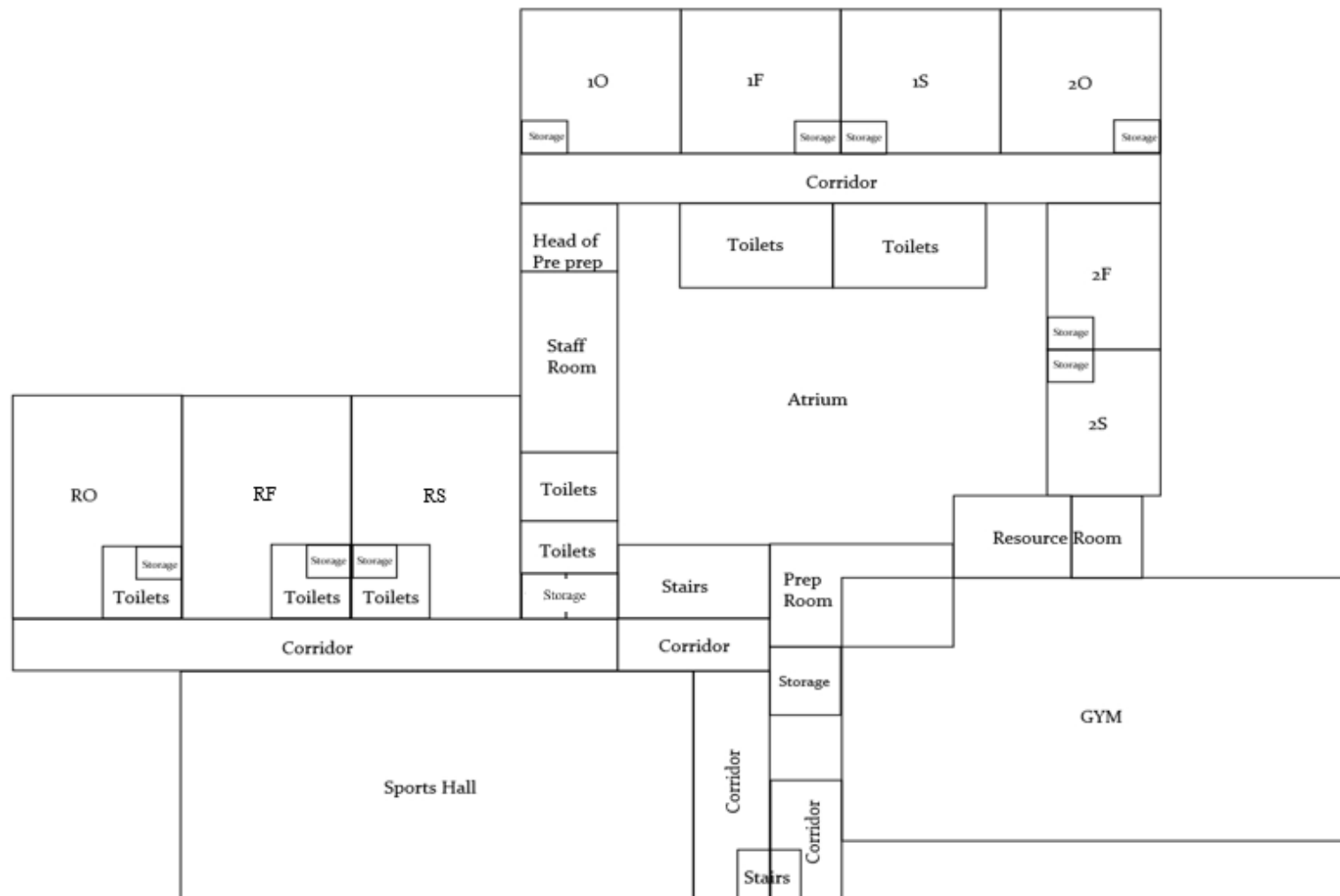
### **Thinking Skills**

We have a range of thinking skills which we focus on each half term. These can be found on our website.

### **Golden Time**

This is a special time that the whole class share. Children are rewarded for good behaviour, hard work and thoughtfulness. Minutes of this time are lost when behaviour is felt to be unsatisfactory. In this way we are encouraging children to take responsibility for their own behaviour.

# Pre - Prep Building



## **HOME / SCHOOL COMMUNICATION**

### **Communication with Form Teachers**

We are looking forward to the beginning of your child's career in Pre-Prep at Orley Farm and hope that it will be a happy and successful period of development. Your child will be given a home/school Link Book on their first day at school. This is a useful facility for discussion between you and your child's Class Teacher. Please check the Link Book daily as staff may communicate an important message which needs to be seen as soon as possible. If you wish to pass important information to the teacher at the start of the day or you wish to make an appointment, please write in the Link Book. You may make an appointment to see the Head of the Pre-Prep at either end of the day. Through the home/school Link Book please keep the Class Teacher directly informed of any queries or difficulties that may arise; trivial matters often loom large and are best dealt with at once. Children are always affected by any problems at home, by family illnesses and bereavements. Please tell us of any factors that may bear on the children's work and behaviour.

### **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**

Before the start of each term the calendar with the term's events and future holiday dates will be available to you via iSAMS. Please go through this, noting important dates. For new Reception parents, this is available once the child has started school.

### **Bulletin**

Every Friday notifications, containing important information for the forthcoming week, are sent to parents electronically. Do ensure you read these, as any calendar changes will be noted here. On the website you will also find interesting news about specific events your child has been involved in.

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

The OFA helps to promote the wellbeing 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.

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

### **Further Meetings in School**

During the school year parents are invited to join us for formal and informal meetings. In Reception and Year One there are two Parent Consultation afternoons, one in the Autumn and one in the Spring Term when you are invited to discuss your child's progress. At the end of these terms you will receive an End of Term Report. At the end of the Summer Term, you will receive a full written report. In Year Two there are two Parent Consultation afternoons, one in the Autumn and one in the Summer term, at the end of these terms you will receive an End of Term Report. At the end of the Spring Term you will receive a full written report.

### **Uniform**

We adhere to the school uniform policy, taking pride in our appearance. Hair styles (and hair accessories) need to be in line with our policy which may be found [here](#) on the school website. If you

wish to have your child's ears pierced before he/she joins the school, please allow adequate time for the ears to heal as he/she will not be allowed to wear earrings in school.

### **In Cases of Emergency**

Please see our emergency plan which will be posted as the need arises on our website.

## **FOOD**

### **Birthdays**

Birthdays are celebrated within form time. No food or sweets should be brought to school. We have an increasing number of children in the school with serious allergies to certain foods. Some of these allergies are potentially life threatening. Celebrations Assembly on Friday includes a Birthday celebration element that the children enjoy. If you would like to send birthday invitations through the school, please only do so if you are inviting the whole class, as those children who have been left out get very upset.

### **Breakfast**

We have a well-established breakfast service (07:45 to 08:10) which is a popular time for children to eat with their parents before the day really gets going. There is a varied choice from Full English Breakfast to cereals, toast, yoghurts and fresh fruit. Vouchers can be purchased online through the website.

Children must be accompanied by an adult and use the voucher system.

### **Lunch and Snacks**

At morning break time, children have milk and fruit or biscuits and/or a breadstick. If children have an intolerance to dairy they are provided with water. Please provide your child with a small, named water bottle. Drinking water is available throughout the day in the classrooms and in the playground.

All children have lunch in the main school. They are encouraged to eat a sensible, well-balanced portion. They will be using a small sized knife and fork - please ensure that they are able to use these properly. Genetically modified foods are not used in the school menus. Menus are displayed in the Reception Entrance and on the website.

Lunchtimes are staggered to allow the pupils time to eat their food in an appropriate and unrushed manner. Reception and Year 1 have a family service where food is served at their table. Year 2 collect their food independently from the servery and eat with a member of staff and their peers.

Reception - 11:45;      Year 1 - 12:00; Year 2 - 12:15

Following lunch, fruit is available for all the children. Playtime follows lunch from 12:45 until 13:25 for Reception and Year 1 and 13:40 for Year 2.

The school supports children with food allergies and takes their safety very seriously. If your child has a food allergy, you must inform the First Aid team by completing the medical information form. This information is then shared with the catering team, who take great care to ensure your child receives only appropriate, allergy-safe meals.

For pupils with dietary requirements based on religious beliefs, parents should notify both the Head of Section and the First Aid team. This information will be passed on to the catering manager, and the team will do their best to ensure that your child does not select food that conflicts with those beliefs.

Please note that while the catering department can provide individual meals for pupils with medically diagnosed food allergies, they are not able to accommodate general food preferences or dislikes.

Please do not bring any outside food into school as we cannot monitor the risk for children with allergies. If you would like to bring a snack for your child at the end of the day, please keep it in the car for them to eat. We do allow fruit as a snack if you are waiting for an older sibling.

We make all reasonable efforts to keep the school free of nuts as this is one of the most common allergies. However hard we try, 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. Please see Firefly for a sample menu – [LINK](#).

Please see the [EYFS Food and Nutrition Policy](#).

## **ABSENCE/ILLNESS**

### **General**

It is sometimes difficult to decide whether children who have colds are fit to attend school. As a general rule, if they are not able to participate in that day's activities, including break time, PE and swimming, then they would benefit from recuperating at home.

Please do not send your child to school if they have had diarrhoea or vomiting for **48 hours**. If your child has had a temperature, it must have been 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 ISAMs, the Parent Portal, by 08:30 in the morning. Reasons for absence must be notified as soon as possible, especially in the case of contagious or infectious illness. A medical certificate is always required after 5 days absence and should be sent to the Class Teacher on return to school. This will then be forwarded to the First Aid Office for information.

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

Permission for planned absence should be requested in advance through iSAMS, the Parent Portal.

### **Absence Requests**

Listed below is a summary of what the school will consider **approved** or **not** approved 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 and book these outside of school time)                               |                            |
| Religious observation (up to 2 days)                                                           |                            |
| Funerals                                                                                       |                            |

### **What happens if my child feels unwell or has an accident at school?**

#### **Minor injury**

Either a trained first-aider or the School Nurse/Welfare Officer can see and treat minor injuries. Your child will be looked after until they are able to return to their lesson/activity.

## **More serious injury or illness**

Should your child become unwell or sustain a serious injury at school, the School Nurse/Welfare Officer will immediately be informed. You will be contacted by a member of the staff using the contact information you provided. For this reason, it is essential that you have completed the Contact Information Sheet provided at the beginning of each School year and that you inform the School Office immediately of any changes, including changes in mobile phone numbers.

## **Medical**

Parents should ensure that all recommended pre-school boosters (including the Meningitis vaccination) are carried out by their local clinic or family doctor.

The medical questionnaire found [here](#) must be completed in detail prior to your child starting at Orley Farm. We need to be aware of previous medical history in order to allow us to care for your child in the best way possible. If you have any concerns about your child's eyesight or hearing, please refer to your G.P.

## **Medicines in School**

- The school will administer prescribed medicine in school, provided a letter giving written permission and with full instructions regarding frequency and dosage etc. has been received.
- Parents will also be given a medicine administration form to complete.
- Medication must be received by the school in the original, intact container or packaging.
- Medication should be brought to school by a responsible person and, in Pre-Prep, the letter and medicine **must be given to the Nurse by an adult. Do not** send the medicine in your child's book folder.

Pupils suffering with asthma are required to have two inhalers/relievers in school.

Pupils with allergies who have been prescribed EpiPens are required to have two EpiPens at school.

The School Nurse is available from 08:30 to 17:30 to receive medication and provide advice on health issues.

## **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.

## **Preparing for a Happy Start**

Before your child starts in Pre-Prep, there are a few activities you could help them with at home – these will help ease their start at “big school”.

## **Independence**

Please help your children to become independent by encouraging them to dress themselves and teaching them to wash their hands properly with soap. I know that doing things yourself at home saves time, but at school they will be expected to dress themselves and take care of their belongings with

minimal adult intervention and within certain time constraints. They must also be able to blow their own noses and should be made aware that toilets need to be flushed after use.

We expect children to be able to use a knife and fork competently and I would be grateful for your assistance in teaching your child. It is a complicated manipulative skill to coordinate the knife with the fork and put food successfully into the mouth using only the fork.

## **Behaviour**

Good manners are a sign of respect. We expect children to be polite and show consideration for adults and for each other, and we ask that you also have similar high expectations. We would appreciate your support in strongly discouraging any tendency to "answer back". It is important that we work together to be more effective! It is quite normal for children of four years to be primarily concerned with themselves, but between the ages of four and seven we expect them to become more aware of the effects of their actions on those around them. Social development has to be a gradual process, with teachers and parents working together. Children do need outlets for their frustrations and are often unable to talk about them. We aim to teach them self-regulation skills. In the interests of a happy community, we always encourage positive behaviour.

## **Bedtime**

Please ensure that your children go to bed early during term time. Even if they are not asleep the whole time, they benefit from the rest. Children are unable to apply themselves properly to their work if they are tired. We notice a number of weary, yawning children particularly on Monday mornings. Please treat Sunday night as a school night. Establishing a routine during the weeks before term starts often helps during the first weeks of term, when there are so many new things to take on board.

## **Self Esteem**

Often unwittingly, in their busy, stressful lives, parents can undermine their children's self-esteem. Children's self-esteem is largely moulded by the adults in their lives. The shape of their self-esteem when they enter school will have consequences for their learning. A damaged self-concept leads to low self-esteem, which can be changed, but not easily.

Please do not get over-anxious about this! All parents nag and criticise at times. It is, however, important to criticise the behaviour, not the child, so that it is not "You are unkind" but, "That behaviour is unkind and a thoughtful person like you should not act in such a way".

Class Teachers, Nursery Nurses and Teaching Assistants are primarily responsible for pupil pastoral care. They will get to know their pupils well, liaise daily with parents through Link Books and keep other staff appropriately informed.

We keep careful records about all our pupils. Relevant information is available to Class and Subject Teachers. We consider children with health, family or learning difficulties or those who are new to the school, to have special pastoral needs.

As pupils pass through the school, their academic and social progress is monitored. A discussion between Class Teachers and parents will take place if any concerns arise, and appropriate action will follow.

As your children move through Pre-Prep, we aim to develop their independence skills. There is always a member of staff on the door to welcome your child into school. By Year 2, we would ask that you expect your child to organise and remember what they need to bring to school each day, particularly homework and reading books.

Each form receives at least one Circle Time lesson per week with their Class Teacher. Here, a structured programme of Personal, Social and Health Education (PSHE) is delivered, and class and school issues will also be addressed as they arise. This is augmented in Science, RS, other lessons and assemblies.

Our School Nurses also liaise with parents and staff over pastoral issues. Particular pastoral issues may be referred on to the Head of Pre-Prep or to the Deputy Head Pastoral in certain circumstances.

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 and drawing on our experience, we aim to provide the best possible pastoral care at Orley Farm School.

## **Rewards for Positive Behaviour**

### **Pre-Prep**

- Golden Time
- Good work seen by the Head of Pre-Prep
- Stickers and Certificates
- In Pre-Prep the children collect their specific class animal, e.g. Meerkat for good effort/behaviour, the child with the most class animals on their chart at the end of the week is the Star of the Week
- House points in whole school House system for Years 1 and 2
- Weekly Celebrations Assembly with the Headteacher

## **Consequences of Unhelpful Behaviour**

We intend consequences to be related to the misdemeanour, so that children gain an understanding of cause and consequence. They will be reasonable and fair. We believe in positive correction, which includes applying sanctions when necessary. For repeated bad behaviour, the Head of Pre-Prep, the Deputy Head, or the Headmaster may be involved.

Consequences could include: In the Pre-Prep

- Warning from their Class Teacher
- Minutes lost from Golden Time
- Detention with the Head of Pre-Prep during Golden Time if a child receives more than 3 crosses in a week.
- In certain cases, it may be necessary for the Class Teacher to keep a behaviour record
- Pupils may then be sent to the Head of Pre-Prep who would write their name as a Formal Warning on ISAMS, the school's information management system, which remains on the child's record. Parents are informed of this. After the third warning, they will be excluded from something they enjoy, and a meeting with the Deputy Head / Headmaster will be organised.
- Suspension or Exclusion (as per our policy).

## **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, emotionally 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.

## SCHOOL DAY-ARRIVAL AND DEPARTURE

### **Dropping Off and Collecting by Car**

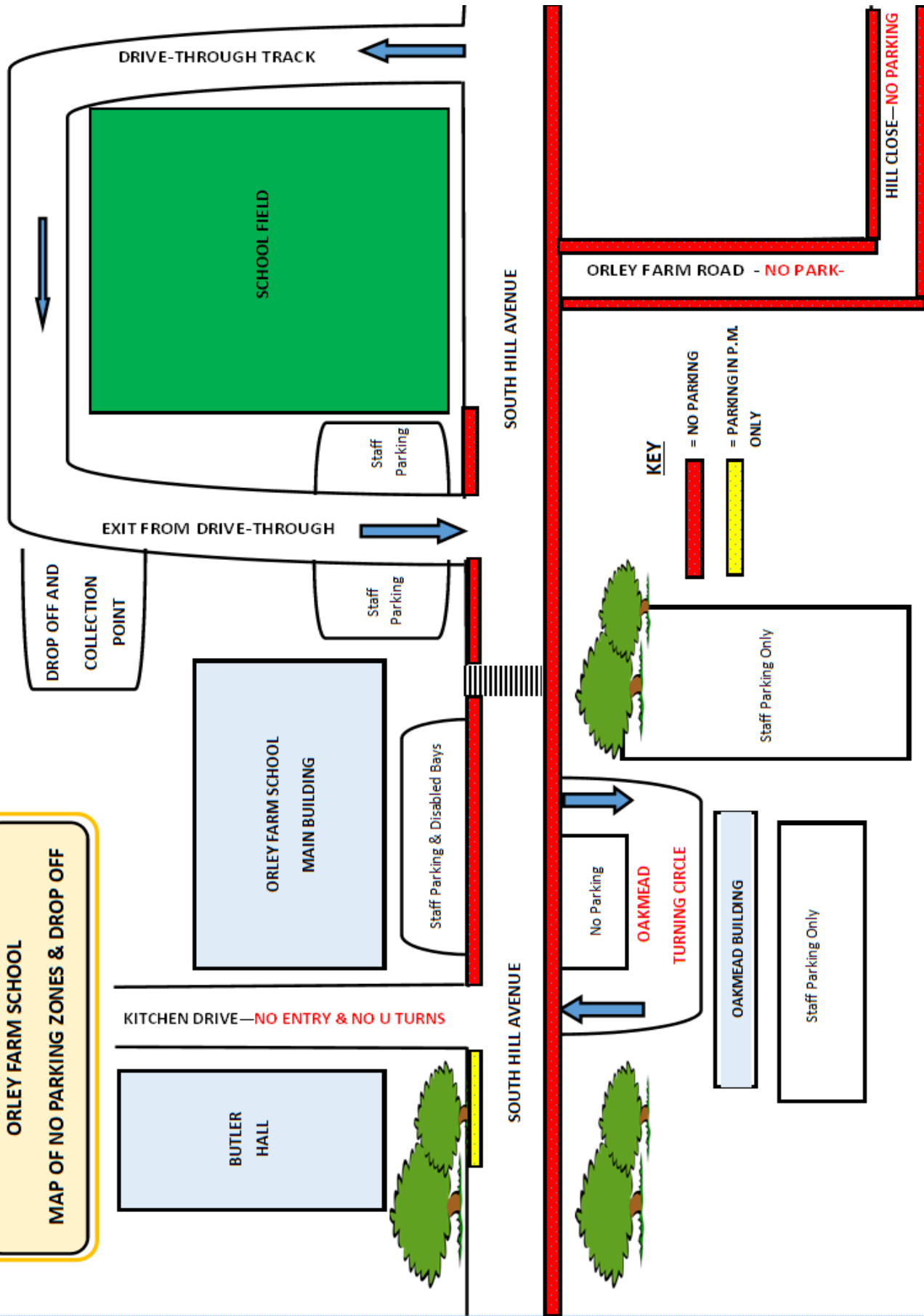
The school does everything in its power to ease traffic issues and has therefore staggered finishing times to allow for pickup and prompt departure before the next batch of children is due to leave. Your cooperation is vital in making the traffic arrangements below work for the benefit of all.

At the beginning and the end of the School day, a number of our maintenance staff police the road, footpaths and toll gate. By considering their advice and adhering to the following guidelines, we can greatly improve the children's safety at all times and ensure your timely departure!

Arrival and departure times at the school are periods when the risk of an accident is heightened. 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 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 17:45. 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 by the school.

**ORLEY FARM SCHOOL**  
**MAP OF NO PARKING ZONES & DROP OFF**



## Early Morning Supervision

To help working parents, an early-morning supervision class is held in the Atrium. This facility is available from 07:45 to 08:15 (please see website for up-to-date charges). The children are taken from Early Class to their classrooms. Places must be pre-booked by writing a request to the Head of Pre-Prep.

## Normal Arrival Times

All children walking to school must enter via the Reception doors from 08:15. Reception pupils go straight to their classrooms via the Reception door, where a member of staff is present to ensure this happens. All children should be in their classrooms by **08:30**, ready for registration at 08:35. The doors to Pre-Prep will be closed at 08:30. If you arrive after 08:30, parents **must** report to the school office and a member of the office staff will bring your child across to Pre-Prep.

**Reception children must be accompanied by an adult into school; they cannot be dropped off.** Year 1 and Year 2 children using the drive-through enter Pre-Prep via the Chestnut Walk doors, where a member of staff is supervising.

## Collecting Children

**IF YOU YOURSELF ARE NOT COLLECTING AT THE END OF THE DAY, WILL YOU PLEASE ENSURE THAT YOUR CHILD'S CLASS TEACHER KNOWS WHO WILL BE COLLECTING HIM/HER.**

## End of Day Departure Times

The School day finishes each day as follows:

### **Reception at 15:00**

(All Reception classes are dismissed from the Reception Doors)

### **Year 1 at 15:15**

(Year 1 will be dismissed from the Reception Doors)

### **Year 2 at 15:30**

(Year 2 will be dismissed from the Reception Doors)

This staggered timing is to help alleviate parking.

Pupils must not leave the building until they can see the person who has come to collect them.

## After School Provision Late Class

This supervision is available from 15:00 – 17:30. The children are given a drink and biscuit at 15:30 and a snack and drink at 16:30, and suitable activities are provided for them. Any children left after 17:30 will be taken to Butler Hall and from 17:45 taken to the Headmaster's Study. The adult collecting a child from Late Class supervision must sign out from the Late Class register as the child is dismissed.

Late Class is held in the relevant section of the school. In Pre-Prep the pupils are in one of the Pre-Prep classrooms until 4:15 pm, and then any remaining children will all be together in one of the Reception classrooms. These are alternated throughout the year and displayed on the Pre-Prep display board. From 17:30, pupils who are still to be collected are supervised in Butler Hall by a member of the Senior Leadership Team.

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

Children starting in Reception are not permitted to use the Early, Late or Sibling classes until they have been at school for at least two full weeks. Whilst we offer these facilities, parents are urged to collect ON TIME. We offer a staggered end to the day to help alleviate parking problems, and your children obviously look forward to seeing someone waiting for them when they are dismissed by their teacher.

### **EXTRA CURRICULAR ACTIVITIES**

#### **OrleyX**

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

#### **Music Lessons**

From Year 2, 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 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.

### **TYPICAL PATTERN OF THE SCHOOL DAY**

#### **Daily Routine**

|       |                                       |
|-------|---------------------------------------|
| 08:15 | Doors open                            |
| 08:35 | Registration                          |
| 08:40 | Assembly (Monday, Wednesday)          |
| 08:50 | Hymn practice (Thursday)              |
| 09:00 | Celebrations Assembly (Friday)        |
|       | Followed by Lessons                   |
| 10:20 | Break                                 |
| 10:40 | Lessons                               |
| 11:45 | Reception lunch                       |
| 12:00 | Year 1 lunch                          |
| 12:20 | Year 2 lunch                          |
| 12:45 | Lunch break                           |
| 13:25 | Registration for Reception and Year 1 |
| 13:30 | Lessons for Reception and Year 1      |
| 13:35 | Registration for Year 2               |
| 13:40 | Lessons for Year 2                    |
| 15:00 | Reception day ends                    |
| 15:15 | Year 1 day ends                       |
| 15:30 | Year 2 day ends                       |

#### **Timetables**

Class timetables are available to view on the noticeboards in Pre-Prep and on Firefly [here](#).

#### **Assemblies**

Themes are drawn from Christian and other faiths/moral and spiritual themes, our values, and Thinking Skills. These are conducted by the Headmaster, Head of Pre-Prep and other teaching staff. On occasions, parents are also involved in taking assemblies.

## **Break times**

All children are expected to go out at break, unless otherwise instructed by their teacher. During a wet break, the children in Year 1 and Year 2 remain in their classrooms to play quiet games. Reception children use their covered outdoor area.

Each day, your child will be encouraged to become familiar with the morning routine of organising themselves, e.g., hanging up their blazer, unpacking their folder, and preparing for learning.

Lunch breaks are taken on the playground for Year 1 and Year 2, or on the field in the summer. All children must have trainers in school for this purpose. Reception children use the Reception garden during their break times.

## **CURRICULUM**

### **Termly Overview**

At the start of each term you will receive a leaflet via Firefly outlining the new Creative Curriculum topic, with key questions and ideas for homework.

### **Reception Goals**

The first two weeks at school will primarily focus on settling your child in to school. The children will be encouraged to get to know each other in their classroom.

At Orley Farm School we actively encourage learning through practical experience, and your child will be encouraged to participate in a range of practical activities and experiences throughout each day.

The daily routine will then revolve around a variety of practical activities which the Class Teacher and Nursery Nurse will be involved with.

Starting at “big school” is an enormous change in a four-year-old's experience of life and, at Orley Farm School, we aim to make the transition as comfortable as possible for your child. There will be times when your son or daughter is reluctant to talk about what he or she has been doing during the day, or is reluctant to come into school in the morning. This is all perfectly normal and is a part of the whole “settling in” process. Your child’s teacher will be available for you to talk to at the end of each day should you have any concerns. Please do not cross-examine your child, they will let you know if they are unhappy!

### **Outings**

Children have the opportunity to go on a variety of outings throughout the year, for which you will have been asked to sign a consent form in the Starting Pack. Typical visits would be to museums, theatres and places of worship. We also have performers and visitors coming to the school to enrich children’s knowledge and experience. The dates of these visits are in the calendar, and you are also given advance notice in the weekly bulletin. Costs for these trips are already included within the school fees. For whole-day outings, children are provided with a school-packed lunch.

### **Pre-Prep Homework (Prep) Guidelines**

Prep is set once a week. This is expected to take approximately 10 minutes for Reception, no longer than 20 minutes for Year 1 and 30 minutes for Year 2 (this does not have to be done in one sitting). Little and often is best. Some children will voluntarily spend longer on a task, but as young children get tired this should not be enforced. Reading at home, alone and to an adult, and in an environment where the children can concentrate, should continue regularly as a matter of course. We recommend at least 10 minutes daily, and this should include library and personal books, as well as school reading books.

In addition to reading three times a week, a fairly regular routine of prep is established in Pre-Prep. Prior to entry, pupils are asked to make a 'Treasure Box' which is a link between home and school. In Reception, prep entails, letter formation sheets for reinforcement when a sound is learned and number formation sheets. Phonics homework is sent home weekly in Years 1 and 2. Year 1 and 2 are also expected to practise number bonds, multiplication tables and practical maths activities linked to their Numeracy Passport objectives. Recommendations are given for holiday tasks.

### **Tutoring/extra classes etc.**

In general, the school's policy is to discourage private tuition. We feel that after a long and busy day at school, plus homework, the child should have a chance to rest and relax. In addition, there are times when the work of the tutor runs against the workings of school. For example, the teaching of an alternative method in Mathematics can confuse a child who has not quite got a firm grasp of either. Finally, widespread tutoring can promote a "coaching culture" where parents almost feel obliged to find tutors for their child, even if it is not necessary. However, we do recognise that tutoring can have benefits in the short term where there is a specific identified problem, which has been discussed with school.

### **Supporting young readers**

Learning to read should be a pleasurable experience and not a struggle. Here are some tips to help make it fun.

- Do not spend more than 10-15 minutes a day reading with your child.
- Make yourselves comfortable, with the book where you can both see the pages easily.
- Look through the book with the child, talking about the pictures, the people in the story, what they think is happening, etc.
- You read the book through as naturally as possible, while running your finger along the words.
- Next you both read it out loud together.
- Now it is your child's turn. Get them to read it through to you on their own. If they hesitate, give them time to think and encourage them to use the reading strategies taught at school.

### **Do praise for every success**

Even if you have to repeat the same word to your child several times, do so without pointing it out. Praise when they remember. If you have to give more than the occasional word, the book may be too hard for your child to read alone, and you should stop at step 5.

Many children get stuck in their development as readers once they have mastered the decoding skills. Their word recognition skills are quite good, but they need the opportunity to develop the skills of understanding and meaning behind the words on the page. As parents, you can read aloud to your child and offer them a shared literacy experience that will allow you to help them develop higher-order reading skills:

- reading the lines (following the plot)
- reading between the lines (drawing out inferences)
- reading beyond the lines (generalising and speculating)
- Examples of higher order reading questions can be found on Firefly. [LINK](#)

Use books that your child would enjoy, be interested in and understand but perhaps not feel confident reading by themselves. In this way you can develop your child's interest in a range of genre. It would be helpful if this approach is also used when sharing your child's school reading book.

Sharing books in this way will provide your child with the necessary skills for higher-order reading. It can and should be an enjoyable time for everyone.

## Handwriting

At Orley Farm School we teach pre-cursive letter formation. When writing at home, please encourage your child to hold the pencil in a tripod grip and sit properly. Our aim is for children to produce a legible, unselfconscious, automatic way of writing, which interferes as little as possible with thinking and learning and places the minimum burden on a child's memory. By the end of Pre-Prep, they should develop a flowing, joined style which is easy to read, regularly spaced and with uniform letter size.

## Learning Support

The department is composed of specialist teachers and classroom assistants coordinated by Heads of Sections of the school and the SENCo. Children who need extra help for any reason will receive small group support either in the classroom or separately. Parents are informed if their child needs help on a regular basis.

There is no charge for this additional support.

## **PHOTOGRAPHY AT SCHOOL EVENTS**

### EYFS (Reception):

No mobile phones or personal recording devices are to be used at EYFS events. This aligns with best-practice guidance for settings caring for under-5s. The School will use registered devices to capture images for parents where appropriate.

### KS1 and above:

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 found [here](#) on our website.

The following documents, along with the many others that 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 \(SEN\) Policy](#)
- [Curriculum Policy](#)
- [Behaviour Policy](#)
- [Anti-Bullying Policy](#)
- [Health & Safety Policy](#)
- [EYFS Food and Nutrition 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 Policy](#)
- [Exclusion Policy](#)
- [Uniform Policy](#)
- Details for contacting OFSTED and ISI - found in the above Complaints Policy

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