



ORLEY FARM SCHOOL

Middle School (Years 3 & 4) Parent Handbook 2026-27

Dear Parents and Carers,

Welcome to Middle School at Orley Farm School, a unique and exciting stage in your child's educational journey. Building on the strong foundations laid in Pre-Prep, Middle School is a time of growing independence, curiosity and self-belief, within a nurturing and inspiring community where every child is known and valued.

At this important transitional age, we recognise that children thrive when they feel safe, supported and emotionally secure. Our pastoral care lies at the heart of everything we do and we are deeply committed to fostering positive mental health and wellbeing alongside academic success. We want every child not only to achieve, but to flourish - developing confidence, resilience, kindness and a strong sense of self.

In Middle School, children are taught primarily within their form rooms, supported by the consistency and care of a dedicated form teacher, while also benefiting from specialist teaching in a number of subjects. This balance allows children to develop strong relationships with a wider network of staff who will guide and encourage them throughout their time at Orley Farm.

Your child will embark on a journey filled with rewarding and enriching experiences, carefully designed to nurture the whole child. Through our school values, thinking skills and emphasis on character development, we encourage children to become reflective, compassionate and emotionally intelligent young people who are equipped to thrive both in school and beyond it.

At Orley Farm, we believe that happiness and wellbeing are fundamental to successful learning. When children feel confident, connected and understood, they are able to embrace challenge, take risks in their learning and discover their individual strengths.

We are proud of the strong partnerships we build with our families and greatly value the role parents play in each child's development. Together, we strive to bring out the very best in every child, ensuring they feel supported, celebrated and empowered to flourish in all aspects of school life.

We look forward to getting to know you and your child, and to working together throughout this exciting stage of their journey. Please do not hesitate to contact us with any questions - we are always here to help.

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. Ms 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 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.

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.

Firefly, iSAMS Parent Portal and EVOLVE

Guidance and instructions on how to register for and access the school's three main online platforms will be sent to parents before their child joins the school.

- **Firefly** contains vital information and important weekly notices about day-to-day school life. Examples include the school weekly bulletin, the school lunch menu and other useful information such as prep information, after school care info, school policies, etc.)
- The **iSAMS Parent Portal** brings together key information such as the school calendar, student timetables (Y3-8), reports (Y1-8), weekly effort grades (Y3-8), attendance, medical information, fee and invoice documents etc. Reward & Conduct records are also available via the iSAMS Parent Portal account. All absence requests should be completed via the iSAMS parent portal.
- **Evolve**
We manage the Co Curricular side of the school using EVOLVE.
All trips, hobbies, music groups, sports teams and OrleyX are managed through this. The parent portal aspect will give you visibility of all activities that your child(ren) are involved in and can be useful for an at a glance breakdown of their week.
Bookings for OrleyX and Upper School late class can also be made through myEvolve.

Calendar

There is regular information which is communicated via your ISAMS portal. 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 Consultation 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 Autumn and Spring terms, as well as an interim report, and you will receive a full report in the Summer term.

FOOD

Birthdays

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

Breakfast

We have a well-established breakfast service (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.

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.

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 through iSAMS, the Parent Portal.

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

<u>Approved</u>	<u>Not Approved</u>
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 or 020 8869 7600 or complete the absence request form on ISAMs, the Parent Portal. 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 shared with to children and parents via iSAMS.

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.

Departure Times/ Collection by Car

Times for the end of school are as follows:

Year 3	15:45 (For Year 3 parents the window will be 15:45 to 16:00)
Year 4	16:00 (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~~ 8:25 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 approximately thirty minutes. A timetable is issued at the beginning of each school year and pupils will record their prep in their diary. We encourage children to attempt the work independently wherever possible, as this is an important step in developing confidence, resilience and self-reliance. It also enables teachers to gain a clear and accurate understanding of each child’s current level of understanding and progress.

We also recognise the vital importance of play, rest and unstructured time in a child’s development. Alongside prep, opportunities for play help children to consolidate learning, develop creativity,

strengthen friendships and support emotional wellbeing. A healthy balance between focused work and purposeful play is essential in nurturing happy, motivated and well-rounded learners.

Parents are asked to check that prep has been completed and to sign the diary each day. If you have needed to support your child with any aspect of their work, please do let staff know so that we can best support their learning in school. Reading aloud is expected to take place at home every day, as it plays a key role in developing fluency, comprehension and a lifelong enjoyment of reading.

Organisation

As pupils progress through Middle School, we focus on equipping them with the skills they need to become increasingly independent learners. A key part of this journey is supporting them to develop strong organisational habits, including learning to plan, organise themselves effectively and remember what they need for each day, enabling them to take greater responsibility for their learning with growing confidence.

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. The only exception to this would be through a mutual agreement, for specific reasons, between the school and parents.

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.

EXTRA CURRICULAR ACTIVITIES

Hobbies

These are offered at lunchtime and will change each term. Children will be informed of the available options at the beginning of each new term and will be expected to sign up via EVOLVE. To ensure fairness and equal access to all opportunities, form teachers will support pupils by taking them to sign up during the school day. Once a child has chosen an activity, they are expected to show commitment by attending regularly. As a general rule, hobbies run between 12:20 and 13:35 during lunchtime.

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.

EXPEDITIONS WEEK

Expedition Week is a residential experience offering adventure and the chance to form long-lasting friendships, stronger relationships with peers and staff and a powerful sense of independence.

This exciting week is an integral part of education at Orley Farm and all pupils from Year 4 participate. It allows your children to explore a variety of emotional, social and intellectual challenges. Staff and pupils

alike gain a huge amount from their experience away and bring back happy memories and stories to tell. It is usually held in the penultimate week of the academic year in the Summer Term.

See [HERE](#) for the Consent Form for school trips and other off-site activities.

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

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.