



ESTABLISHED 1929

Gosfield School

PREP SCHOOL GUIDE

2017/18

A co-educational independent
through school



NURSERY | PREP | SENIOR | SIXTH FORM

WELCOME TO GOSFIELD SCHOOL

At Gosfield School we believe pupils thrive in a happy environment in which they feel challenged and secure. We want our pupils to develop a love of learning that will stay with them throughout their lives.

The Prep School caters for pupils from the Early Years Foundation Stage to Year 6 and is located at Meadow Court, a purpose-built school set in extensive woodland. Learning takes place both inside and outside the classroom, with dedicated Forest School lessons and extensive extra-curricular activities. A strong focus on English and Maths is supported by subject specialist teaching for Science, Spanish, Computing, Food Technology, PE, Music and Performing Arts.

High academic standards and a rich and varied curriculum encourage our pupils to do their absolute best in everything they do. We provide a stimulating and supportive learning environment for them to develop into confident young people who work hard to achieve their full potential.

At Gosfield we celebrate the individuality of each child as we develop a sense of community. It is important that we have pride in our school and understand that we are all part of its vitality and success. Personal independence and a caring, helpful attitude towards others go hand-in-hand at this school. Good behaviour, traditional values and respect for others are the norm.

The partnership between home and school is essential. We welcome parents into school to share the learning experience. An active partnership and effective collaboration between home and school ensure that our pupils are provided with the best possible start to life.

We look forward to working with you to give your child the very best basis on which to build a happy and prosperous life.



Philippa Mathews
Head of Prep

CONTENTS

■ Mission statement	4
■ Code of Conduct	4
■ The Prep School Day	5
■ Other useful information	7
■ Compulsory uniform list	8
■ Compulsory equipment list	9
■ Assessment and Reporting	10
■ Recognising and rewarding achievement	11
■ Term Dates	12
■ Useful contact information	12

MISSION STATEMENT

To provide an environment within which all our pupils feel valued and able to achieve personal excellence in all aspects of life. We aim to do this by:

- Delivering a curriculum, which meets the needs of all in a manner that stimulates, challenges, excites and encourages each pupil to question and enjoy the opportunities available to them.
- Promoting physical fitness and creativity together with a positive attitude to maintain a healthy lifestyle.
- Developing self-confidence, self-esteem and personal responsibility, recognising the importance of human relationships based on understanding, tolerance and respect.

We value our community and seek to involve staff, pupils and parents in a positive and effective partnership through:

- The provision of a secure, caring and stimulating environment, which will develop positive attitudes and sound relationships both within the school and the wider community.
- Social awareness, a concern and feeling for others and to promote professionalism, kindness, honesty and integrity.
- The provision of equality of opportunity for all pupils through diversity of learning and an extra-curricular experience that widens their opportunities and awareness.
- The promotion of a strong partnership between the home and school.
- Recognising and celebrating personal and collective success.

CODE OF CONDUCT

We all support our code of conduct:

- We recognise there are consequences to our actions should we choose not to follow our agreed guidelines
- We are kind, friendly and respectful to everyone and we treat our school with care
- We listen attentively to others and raise our hands to ask a question
- We are on time for all lessons and activities with the correct equipment
- We look smart by wearing the correct uniform at all times
- We strive to be the best we can in all we say and do
- We want to be recognised for our efforts and achievements and we expect that this will take place at school

THE PREP SCHOOL DAY

PUNCTUALITY

Pupils need to be in school by 8.30am. The academic day finishes at 3.45pm when your child can be collected from Meadow Court. Activities run from 4pm until 4.45pm, Monday to Friday.

7.30 - 8.15am	Breakfast Club (additional charge)
8.15 - 8.35am	Drop Off
8.35 - 8.45am	Registration
8.45 - 9.45am	Lesson One - English
9.45 - 10.15am	Lesson Two
10.15 - 10.35am	Morning Break
10.35 - 11.35am	Lesson Three - Maths
11.35 - 12.05pm	Lesson Four
12.05 - 1.30pm	Lunch for Reception, Year 1 and 2
12.05 - 12.30pm	Lesson Five
12.35 - 1.30pm	Lunch for Years 3 to 6
1.30 - 2.15pm	Registration, Assembly or Lesson Six
2.15 - 3.00pm	Lesson Seven
3.00 - 3.45pm	Lesson Eight
3.45 - 4.00pm	Collection or:
4.00 - 4.45pm	Activities
4.45pm	School Ends
5.00pm	Buses leave (Friday 4pm)
4.45 - 6.00pm	Late Club (additional charge)

COLLECTION POINTS

Collection at 3.45pm:

- Reception, Year 1 and Year 2 – outside the classroom doors on the playground at Meadow Court.
- Years 3 and 4 – class teachers will hand pupils over to you on the playground at Meadow Court.
- Year 5 – the front entrance of Meadow Court.
- Year 6 – the main car park or the front entrance of Meadow Court.

Collection at 4.45pm:

- Reception to Year 5 – the front entrance of Meadow Court.
- Year 6 – the main car park or the front entrance of Meadow Court.

ACTIVITIES

Activities run from 4.00pm until 4.45pm each day Monday to Thursday. Pupils will be asked to select their activities before the beginning of each term.

PUPIL PLANNERS

Each pupil is provided with a planner which includes:

- Daily timetable
- Homework timetable
- Term dates
- Space for parents to sign/comment on a weekly basis
- Weekly homework

HOMEWORK

Homework is set in line with our Homework Policy. A homework timetable is written by pupils into their diaries at the start of term. We appreciate parents signing the diaries on a weekly basis to identify that the homework indicated has been completed.

WORKING TOGETHER

Starting a new school is an exciting time, full of new challenges and new experiences, both academically and socially. We want all our pupils to settle in as quickly as possible. Outlined below are a few guidelines to help us all work together effectively.

CLASS TEACHERS

Your son/daughter's class teacher is your first point of contact should there be any concerns. Please do not hesitate to talk to them at the end of the school day.

COMMUNICATION

Communication with parents is essential and we encourage parents to talk to us at school. We aspire to keep our parents fully informed of all events at school via pupil planners and our school website, the calendar, letters from staff and governors, parents' evenings and open mornings. We will also ask for your opinion via questionnaires. However, we welcome your input and comments at any time.

TUCK

All pupils should bring a labelled bottle of water to school each day. Pupils from Years 1 to 6 should bring their own healthy snack to eat at morning break. Unhealthy snacks such as chocolate and crisps should not be brought into school. Please avoid nuts.

Pupils in Reception are provided with a healthy snack to eat during morning break.

ASSEMBLIES

We have regular prep school, whole school, senior and house assemblies. We respond broadly to Christian values and a strong sense of moral and spiritual well being. If any parent wishes to withdraw their children they should do so by writing to the school.

PLAY AREAS

The Prep playground is for use by Prep pupils only. Pupils are informed of areas of the school grounds that are in and out of bounds.

THE HOUSE SYSTEM

All pupils belong to one of three houses:

House name	Nevil	Tudor	Woodstock
House motto	"They shall not pass"	"Self second"	"Look wide"

Each house is led by a House Captain. Within these houses, pupils compete for the House Cup by gaining points awarded for effort, achievement and other general considerations. The Copsey cup, donated by Mr Copsey our old Gosfieldian, is awarded to the winning House from our transition days. The transition cup collates House points awarded from the enrichment day and New Pupil Day.

There are House Assemblies each week, these are led by staff who are allocated to Houses. We feel this system leads to positive relationships and greater consideration throughout the school.

CONDUCT

Swearing, fighting, discriminatory or antisocial remarks, bad language or other behaviour regarded as either antisocial or impolite are not allowed at Gosfield and pupils indulging in any of these forms of behaviour will expect to be sanctioned. Movement through the school should be orderly and quiet.

Chewing gum is not allowed on the school premises. The front of the school is out of bounds and the front door may be used only by Prefects and day pupils when departing in the evening. Food and drink must not be taken into the ICT Suites. Eating and drinking (with the exception of water) in classrooms and corridors is not allowed.

OTHER USEFUL INFORMATION

HOME SCHOOL AGREEMENT

Please read and sign the Home School Agreement which is in your child's planner and return it to the School office.

MEDICAL INFORMATION

It is essential that we have emergency contact information should it be necessary to make contact with parents during the school day. It is also important for the welfare of your child that we are aware of any other details that might affect their day to day school life.

Please complete the medical information and return to the school office before their first day with us. We also ask that you keep the school up to date with the medical details about your child.

PERSONAL BELONGINGS

All property must be named. We do not believe that Prep School pupils should have mobile phones, iPads/tablets, laptops, iPods or computer games in school. If your child uses the school bus and you wish them to have a mobile phone, a letter is needed requesting permission and a Valuable Items Form needs to be signed.

PHOTOGRAPHS

Having photographs in school to celebrate our pupils' achievements is very important to us. However, to display these both in school and out, we would ask that you sign and complete a permission form and return it to the School office.

COMPULSORY UNIFORM LIST

OUR DRESS CODE

Blazers must be worn for registration, de-registration, assemblies and when moving around the school. They may be removed during lessons only with permission from staff. Uniform (including ties, shirt buttons done up, shoes done up and clean) should be worn correctly throughout the day unless otherwise directed by members of staff.

In Games, PE sessions and activity sessions, pupils should wear appropriate school clothing, and not their own casual wear, unless directed specifically by the member of staff responsible for the activity.

Boys' hair should be short and off the collar, with fringes that do not cover the eyes. Girls' hair must be off their face and long hair tied back. No extreme hairstyles are permitted.

Prep School pupils are not permitted to wear make up of any kind or nail varnish.

Jewellery is not permitted unless parents request in writing that they wish their son or daughter to wear an item due to religious or medical reasons. Watches may be worn and girls may wear only one pair of stud earrings in the lobe. Pupils who do not adhere to the dress code will receive appropriate sanctions.

All Pupils

School blazer
 Gosfield tie
 School reversible fleece
 School sports bag
 Black flat shoes
 School Duffle Coat
 Wellington Boots
 Black, grey or bottle green hat,
 scarf and gloves
 School book bag
 School sports bag
 House Badge

Sports

School polo shirt in House colour
 School sports shorts
 Trainers (plain black or white)
 Plain black or white sports socks
 School tracksuit
 Plain black long sleeved base layer top
 Plain black base layer bottoms

Girls

Winter

Tartan pinafore or kilt
 Gosfield tie
 Years 1 to 6 white long or
 short sleeve shirt
 Reception white short sleeve shirt
 White knee length socks
 or bottle green or black tights
 Green school cardigan
 Tartan hair bands
 Gosfield felt hat

Summer

Green leaf print dress
 White cardigan
 Short sleeved white reverse
 neck blouse
 White ankle socks with
 leaf print trim
 Leaf print hair band
 Straw boater hat

Boys

Black trousers
 Black shorts optional for summer
 Years 1 to 6 white long or short sleeve shirt
 Reception white short sleeve shirt
 School jumper
 Grey socks
 Gosfield winter cap
 Gosfield summer cap

Sports – Years 3 to 6

Football boots
 Green sports socks
 Mouth guard
 Shin pads
 School rugby shirt
 (Yr 5-6, boys only)

GOSFIELD UNIFORM SHOP

Uniform can be purchased from the School Uniform shop located at Meadow Court. Opening times are:

- Monday – from 3.45pm
- Wednesday – from 3.45pm
- Friday – from 3.45pm

Appointments can be made during school holidays or at weekends. Please allow a minimum of 24 hours notice. For appointments please contact 01787 474040 or email uniform@gosfieldschool.org.uk

For added convenience we also have an online uniform shop which stocks all uniform items. Visit our uniform shop – gosfieldschoolshop.co.uk

All items of uniform need to be clearly marked.

COMPULSORY EQUIPMENT LIST – YEARS 3 TO 6

- Pencils
- Coloured pencils
- Rubber
- Calculator
- Pencil sharpener
- 30cm ruler
- Glue stick
- Fountain pen or handwriting pen
- Maths set (ruler, compass, protractor, set square – from Year 5)
- Student planner (provided by the school)

All items should be clearly named

ASSESSMENT AND REPORTING

ASSESSMENT

Assessing the young people within our school is vital to ensure they are progressing appropriately and meeting the high expectations set.

Pupils' work is marked and assessed on a regular basis in line with the School policies on Assessment and Marking.

All pupils from Year 1 to Year 6 undertake computer based tests within the first few weeks of the new academic year. These personalised assessments give a full profile of their strengths and areas to focus upon, which can be used to inform teaching and learning.

REPORTING

Each academic year, pupils receive:

- One parents consultation evening
- Four interim progress cards
- One full report

ABSENCE

If your son/daughter needs to be absent from school for a particular reason, please request the absence from the school in writing in advance.

With unplanned absence please inform the school before 9.00am on the morning of the absence, and then send an absence note with your son/daughter on their return to school. If for any reason your son/daughter is late to school, they must sign in at the school office.

RECOGNISING AND REWARDING EFFORT AND ACHIEVEMENT

Teachers praise pupils verbally, they offer positive encouragement, write positive comments on their work, give them responsibilities, share their work with others, display their work, and encourage them to praise others. Ways that effort and achievement can be recognised include:

■ Merits

Pupils are awarded merits for good work or behaviour. These merits go towards a House total. The House with the most merits each week wins the house cup.

■ Assembly

Achievements are identified and celebrated in assembly.

■ Certificates

Certificates are awarded for Effort, Progress and Achievement on Speech Day.

■ Star of the week

In the Prep School one child from each class each week is awarded star of the week.

■ Stickers

Stickers may be used by individual teachers to recognise success.

■ Notes

Notes home in a variety of forms may be sent by pupils' class and subject teachers to recognise success.

■ Speech Day

Achievements throughout the year are celebrated.

TERM DATES

AUTUMN TERM 2017

- Teaching resumes: Wednesday 6th September
- Half term: Monday 23rd October – Friday 3rd November (incl)
- Term ends: Thursday, 14th December

SPRING TERM 2018

- Teaching resumes: Tuesday 9th January
- Half term: Monday 12th February – Friday 16th February (incl)
- Term ends: Friday 23rd March

SUMMER TERM 2018

- Teaching resumes: Tuesday 17th April
- Half term: Monday 28th May – Friday 1st June (incl)
- Term ends: Tuesday 10th July (after Speech Day lunch)

OPEN MORNINGS

Our two Open Mornings are held in the Autumn and Spring term each year. These days are invaluable to the School and ALL pupils are required to attend these days unless we are notified otherwise.

Further dates for your diary can be found on our website.

Useful Contact Information

Gosfield School, Cut Hedge Park,
Halstead Road, Gosfield, Essex CO9 1PF

- ☎ +44 (0)1787 474040
- ✉ enquiries@gosfieldschool.org.uk
- ✉ admissions@gosfieldschool.org.uk
- ✉ bus@gosfieldschool.org.uk

A not for profit charity. 100% of income is invested for the benefit of the pupils of the school.

Registered Charity No: 310871.



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