

TERM DATES

AUTUMN TERM 2020

- Inset Days – Tuesday 1 September and Wednesday 2 September
- Start of Term for Pupils – Thursday 3 September
- Half Term – Monday 26 October – Friday 6 November inclusive
- Inset Day – Monday 9 November
- Return to School for Pupils – Tuesday 10 November
- End Term – Friday 11 December

SPRING TERM 2021

- Inset – Monday 4 January
- Start of Term for Pupils – Tuesday 5 January
- Inset Day – Friday 12 February
- Half Term – Monday 15 February – Friday 19 February Inclusive
- Return to School for Pupils – Monday 22 February
- End Term – Wednesday 24 March

SUMMER TERM 2021

- Inset – Monday 12 April
- Start of Term for Pupils – Tuesday 13 April
- Half Term – Monday 31 May – Friday 4 June inclusive
- Return to School for Pupils – Monday 7 June
- Activities Week – Monday 28 June – Friday 2 July inclusive
- End of Term and Speech Day – Tuesday 6 July

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

Enquiries related to teaching and learning should be sent to the Class Teacher who will respond, refer or escalate as necessary:
firstname.surname@gosfieldschool.org.uk

Finance, payments and ParentMail: finance@gosfieldschool.org.uk

Transport provision: bus@gosfieldschool.org.uk

Admissions: admissions@gosfieldschool.org.uk

Everyday enquiries: enquiries@gosfieldschool.org.uk

A list of all teaching and support staff can be found on the website. Email addresses are all in the following format
firstname.surname@gosfieldschool.org.uk

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ESTABLISHED 1929

Gosfield School

PREP SCHOOL GUIDE

2020/21

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WELCOME TO GOSFIELD SCHOOL

I would like to welcome you and your family to Gosfield School. We believe that every child is special and as such it is our duty to ensure that everyone achieves their full potential in all areas of their development. We want our pupils to develop a love of learning that will stay with them throughout their lives. Our aim, therefore, is to provide every child with the very best education and support within an environment that is welcoming, safe and happy.



Kate Hornshaw
Head of Prep and Nursery

The Prep school caters for children at the very beginning of their Gosfield learning journey in 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 of the classroom with dedicated Forest School sessions for all year groups and a real focus on extracurricular activities. Our Forest School sessions allow our pupils to learn and develop skills that we believe will be essential in our ever changing next generation careers. High academic standards and a rich and varied curriculum, delivered through personalised pathways, encourage our pupils to do their absolute best in everything they do. A strong focus on English and Maths is supported by subject specialist teaching for Science, Spanish, Computing, Food Technology, PE, Music, Performing Arts, DT and Drama.

At Gosfield we foster an environment of mutual respect, personal independence and a caring and helpful attitude towards others. Our children are caring, polite and helpful towards each other and our community. We pride ourselves on our excellent pastoral care, if children are happy, they will learn and make progress.

The partnership between home and school is essential to ensure that our pupils are provided with the best possible start to life. We welcome parents into the school to share their child's learning journey many times throughout the academic year and operate an 'open-door' policy.

We look forward to welcoming you to Gosfield and for your child to be part of the warm, purposeful and engaging learning environment in our school.

Kate Hornshaw

Kate Hornshaw
Head of Prep and Nursery

RECOGNISING AND REWARDING EFFORT AND ACHIEVEMENT

Teachers praise pupils' efforts and achievement in many ways – they provide verbal praise, offer positive encouragement, write positive comments on work, give responsibilities, share work with others, display work, and promote that students praise others.

■ Merits

Pupils are awarded merits as a reward for exceptional work, community spirit and enterprise, sporting achievements etc. Merit totals are put towards the House Cup. The House with the most merits wins the House Merits Cup, which is awarded on a half-termly basis.

■ Assembly

Achievements are identified and celebrated in assembly.

■ Newsletter

Achievements are identified in the newsletter.

■ Commendations

These are awarded for special achievements.

■ Certificates

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

■ Stickers

Stickers may be used by individual teachers to recognise pupils' successes.

■ Notes

Notes home in a variety of forms may be sent by teachers to recognise success.

■ Speech Day

Achievements throughout the year are celebrated on our Speech Day.

PARENT TEACHER ASSOCIATION

Gosfield School is very fortunate to have an energetic, committed and imaginative PTA which supports our School via their tireless work, but who also very much enjoy working together.

They organise a major charity ball for the School, usually in the Autumn, as well as multiple coffee mornings, film evenings, 'all wrapped up' gift events and many other fun fundraisers.

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 AND PARENTS' EVENINGS

Students receive:

- Two parents' consultation evenings
- Three grade cards
- One full report

HOMEWORK AND PUPIL PLANNERS

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.

PUPIL PLANNERS

Each pupil is provided with a planner which includes:

- daily timetable
- term dates
- homework timetable
- week number as we operate a two week timetable

PUPIL VOICE

The Pupil Parliament meets at least once every half term. Two pupils per class are voted for by their peers, from Years 2 to 6. Ideas and discussions are discussed in PSHEE lessons and pupils in Reception Class and Year 1 put their ideas forward for consideration in the meetings. Pupils also consider the charities they wish to support in the following year. Pupil Voice is very important to us here at Gosfield School.

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OUR VALUES

As pupils, parents and staff we all seek to:

- Grow the Gosfield Family
- Achieve Beyond Expectation
- Inspire Confidence to Embrace Challenge

WE ALL SUPPORT THE SCHOOL 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

COMPULSORY EQUIPMENT LIST

Equipment is provided for all pupils in Reception Class to Year 2. Pupils in Years 3 - 6 need to bring the following equipment into school every day:

- Pencils
- Coloured Pencils
- Rubber
- Pencil Sharpener
- Protractor
- 30cm Ruler
- Pair of Compasses
- Glue Stick
- Handwriting Pen
- Calculator
- Felt Tips
- Pens: pink, green and purple and non-permanent whiteboard
- Planner (provided by the school)

All items should be clearly named

GOSFIELD UNIFORM SHOP

Uniform can be purchased from the School Uniform shop located at Meadow Court.

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 www.gosfieldschoolshop.co.uk All items of uniform need to be clearly marked.

COMPULSORY UNIFORM LIST

OUR DRESS CODE

Blazers must be worn for registrations, 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 must 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 shorter than shoulder length, neatly cut and not shaved. It should be naturally coloured and no extreme hairstyles are permitted.

Girls' hair must be off their face and long hair tied back. It should be naturally coloured and no extreme hairstyles are permitted. Hair accessories should be plain, small and in school colours (green, white, grey and black).

Pupils are not permitted to wear nail varnish and 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, and this is agreed in writing by the Principal. Watches may be worn and girls may wear only one pair of stud earrings; one in each lobe.

UNIFORM

All Pupils

Gosfield Blazer
Gosfield Tie
(elasticated Year Reception to 2)
Gosfield Reversible Fleece
Gosfield Duffle Coat
Gosfield Wool Beanie Hat
Gosfield Scarf
Gosfield Green Gloves
Black Flat Shoes
Wellington Boots
Gosfield House Badge
Book Bag

Girls

Winter

To be worn with Gosfield Blazer
Gosfield Pinafore Year R – 6
Gosfield Kilt Year 3 - 6
Gosfield Green Cardigan
Gosfield Wool Boater
White Long Sleeve Blouse
Reception White Short
Sleeved Shirt
White Knee Length Socks or
Bottle Green Tights

Boys

Winter

To be worn with Gosfield Blazer
Gosfield V Neck Jumper
Gosfield Winter Cap
Black Long Trousers
White Long Sleeved Shirt
Grey socks

Sports

Gosfield Track Suit or Gosfield
Track Suit Top
Gosfield Polo Shirt
(in house colours)
Gosfield Boys Games Shorts or
Gosfield Girls Games Skort
Gosfield Green Long Sports Socks
White Short Sports Socks
(unbranded)
Trainers (plain black or white)
Sports Bag, Mouth Guard,
Shin Pads and Football Boots
(plain in colour)
Plain Unbranded Black Skins

Summer

To be worn with Gosfield Blazer
Gosfield Leaf Print Summer Dress
Gosfield White Cardigan
Gosfield Summer Straw Boater
Gosfield Summer Cap
White Ankle Socks

Summer

To be worn with Gosfield Blazer,
Black Trousers or Plain Black
Shorts, Grey Socks and Black
Flat Shoes
Gosfield Summer Cap
White Short Sleeved Shirt

THE PREP SCHOOL DAY

SHAPE OF THE DAY

A typical day in the Prep School will look like the day below.

Pupils will need to be in school by 8.30am. Academic classes finish at 3.50pm and activities run from 4.00pm - 4.45pm, Monday to Thursday. There are no activities on Friday and School finishes at 3.50pm.

Monday to Thursday, pupils may leave School at 3.50pm but are strongly encouraged to stay so that they can participate in the wide range of activities on offer.

Typical Day at the Prep School

08.35 - 08.40	Registration
08.40 - 09.40	Period 1
09.40 - 10.40	Period 2
10.40 - 11.00	Break
11.00 - 12.00	Period 3
12.00 - 13.00	Lunch
13.00 - 13.50	Registration/Period 4
13.50 - 14.50	Period 5
14.50 - 15.50	Period 6
16.00 - 16.45	Activities Monday to Thursday

ABSENCE

If your son/daughter needs to be absent from School for a legitimate reason, please request the absence from the School in writing in advance by addressing your email to the Principal. With unplanned absence please inform the School before 8.30am on the morning of the absence, by contacting the School Office via email: absence@gosfieldschool.org.uk or by telephoning: 01787 474040, select option 2. If for any reason your son/daughter is late to School, they must sign in at the School office, and also sign out if they have permission to leave early. Please remember that every day lost at School has a compound impact on your child's progress – because most subject knowledge and skills are layered in the way they are delivered. Once a student has missed out on a layer, the next layers are harder to understand and learn.

ACTIVITIES

Activities run from 4.00pm until 4.45pm each day Monday to Thursday. Pupils will normally be asked to select their activities before the start of each term. There is always a wide range including sports, academic, creative and performing arts. A full list of activities on offer for each week day, and including staff leaders, will be available from enquiries@gosfieldsschool.org.uk before the start of each term. The cost of all activities is covered by a £65 termly charge added to the invoice. A small number of activities require an additional supplement, invariably when external providers are required. In these cases, the additional cost is clearly marked on the activity option list at the start of each term.

CLASS TEACHERS

Your son/daughter's class teacher is your first point of contact should there be any concerns.

ASSEMBLIES

We have regular whole School, Prep, Senior and House assemblies. These gatherings are broadly aligned with Christian values and also promote a strong sense of moral and spiritual well-being. We also seek opportunities to promote our commitment to helping our pupils to grow, achieve and inspire; and seek every opportunity to celebrate legitimate successes.

COMMUNICATION

Effective and timely communication with parents is essential and we encourage everyone to talk to us at School. We aspire to keep our parents fully informed of all events at School via our School website, the calendar, weekly Principal's newsletters, 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. Our primary channel for day-to-day communications is a system called ParentMail. There is no charge for this service which serves both to send all email from us to your priority email account and also directly onto your ParentMail App – if you choose to download the App. Most of our communications via ParentMail are for information only, but occasionally we send a form which requires a response. In addition, payments for trips and similar occasions can be made very simply via this system.

THE HOUSE SYSTEM

All pupils belong to one of three houses:



Nevill

Colour: **Blue**
House motto:
"They shall not pass"



Tudor

Colour: **Red**
House motto:
"Self second"



Woodstock

Colour: **Green**
House motto:
"Look wide"

Each house is led by a Head of House who is a member of Senior School staff, supported by a House Captain and Vice House Captain. The Prep School also has its own House Staff Coordinator, supported by Heads of House from Year 6, who helps coordinate activities during charity events. Within these Houses, pupil compete for the House Cup by gaining points awarded for effort, achievement and other general considerations.

A Sports Captain is appointed to coordinate sporting activities and inter-House sporting challenges, supported by a Vice Sports Captain.

There are House Assemblies each week where all year groups from Prep to Sixth Form come together.

These assemblies are led by the Prep School Pastoral lead and those staff who are allocated to Houses. We feel this system leads to positive relationships and greater consideration from pupils in every year group throughout the School, and also provides a foundation for friendly competition.

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.

HOME SCHOOL AGREEMENT

You and your child have both signed our Home School agreement, outlining some key expectations of all three parties: the student, the parents and the School. Please make sure that your child re-reads and understands this prior to starting at Gosfield School.

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. You have already provided us with all the information we require as part of your acceptance pack. However, please note that it is vital that you keep the School Nurse up to date with the medical details about your child including if your child needs medication whilst at school.

PERSONAL BELONGINGS

All property must be named. We do not believe that Prep School pupils should bring electronic devices into school. If your child uses the bus and you wish them to have a mobile phone, a letter is needed requesting permission and a Valuable Items Form must be signed and returned to the school office.

PHOTOGRAPHS

Having photographs in School to celebrate our pupils' achievements is very important to us. You have already provided consent for the School to use these, or otherwise. Should you ever want to update this consent status, please let us know.

SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Child Protection Policy and procedures in place. Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment – and that we all feel safe in our environment. We have a medical team, including a School nurse, which aims to care for and support the physical and mental health of our students. If you are ever concerned about the safety or well-being of someone at our School please contact Mrs Gwynne - our Designated Safeguarding Lead. In addition, as a small School, we are willing and able to take time to empathise with students who may have complications happening in their lives. Please do not hesitate to contact Mrs Gwynne if you would like the School to be aware of anything in your child's life that may create the need for additional care or support.