

# Hall Grove School Newsletter



[www.hallgrove.co.uk](http://www.hallgrove.co.uk)

2<sup>nd</sup> September 2016

Edition No: 550

*This, our 550<sup>th</sup> Newsletter, heralds the start of Hall Grove's 60<sup>th</sup> anniversary year. We hope all our readers have enjoyed some relaxation with their families over the summer and that the children are excited about the start of a new school year.*

*There have been some major changes to the school landscape with the new dining hall rising from its foundations. A time lapse video is available to view progress so far:*  
<http://www.hallgrove.co.uk/Lighthouse/The-Lighthouse/>

*Parents should be aware that there is a certain amount of construction activity on the front drive and it is most important that school drop offs and collections are made quickly and efficiently. In particular, drivers should not leave their cars where there are yellow lines and it would help if parents only visit the school office in person if absolutely necessary. Please co-operate with the staff directing traffic on the drive. You are all reminded that parents should not go into classrooms and changing rooms.*

*Best wishes to all families for a happy and successful year.*

## **Key Staff Posts for September**

### **The Senior Management Team (SMT)**

This is a group of senior staff who assist the Headmaster with decision-making and with school management.

Headmaster	Mr Alastair Graham
Head of Upper School	Mr Tim Lewis
Head of Middle School	Mrs Gilly Harris
Head of Pre-Prep	Miss Philippa Gent
Key Co-ordinator and Director of Music	Mr John Waltho

### **The Senior Leadership Team (SLT)**

This group comprises the key leaders within the school.

The membership consists of The Senior Management Team and the following:

Director of Sport and Outdoor Pursuits	Mr Tullett
IT Network Manager	Mr Tyrer
Performing Arts Co-ordinator	Mr Slape
SEN Co-ordinator	Mrs Leech
Head of Girls and Boarding	Mrs Tutt

Faculty and Departmental Co-ordinators:

Languages and Communication  
Maths and Science  
Humanities  
Visual Arts and Technology  
Performing Arts  
Director of Music  
Outdoor Pursuits  
Child Welfare and Safeguarding

Mr Waltho  
Mrs Easeman  
Mr Toulson  
Miss Dowse  
Mr Slape  
Mr Waltho  
Mr Tullett  
Mr Graham (Designated Safeguarding Lead\* “DSL”)  
Mrs Jackson (Deputy Designated Safeguarding Lead)  
*\* The DSL is the first point of contact for any concerns regarding the safety and welfare of a pupil.*  
Mrs Jackson and Mrs White

School Nurses

**Team Leaders**

These positions have been created to support and assist the three Section Leaders.

Years 7 & 8 (Upper) Mr McLeod  
Years 5 & 6 (Upper Juniors) Mr Wheeler  
Year 3 & 4 (Lower Juniors) Miss Furness  
Years 1 & 2 (Pre-Prep) Miss Hitchcox  
Early Years Mrs Tomlinson

**School Office/Administration**

Headmaster's PA Mrs Amanda Corry  
Accounts Manager Mrs Liz Doran  
School Secretary Mrs Janet Rivers, Mrs Jennie Underhill  
Admissions Secretary Mrs Jennie Underhill  
Admissions Assistant Mrs Jill Saunders

**Form Teachers**

Pre-school Mrs Solomon  
Reception Mrs Tomlinson and Mrs Easeman  
Year 1 Mrs Allams and Mrs Exelby (née Miss Moore)  
Year 2 Mr Binding and Miss Hitchcox  
Year 3 Miss Davidson, Mr Collier and Mrs Begg  
Year 4 Mrs Langley, Miss Furness and Mrs Symons  
Year 5 Mr Gold\*, Mr White\* and Mr Tomlinson  
Year 6 Mr Slape, Mr Korzeniowski and Mr Toulson  
Year 7 Mrs Skinner and Mr Wheeler  
Year 8 Mr Tullett\* and Mr McLeod\*

+New to School \*New to Post

**Arrangements for the First Day of Term: Monday 5<sup>th</sup> September**

The beginning of term can be rather hectic on the drive and turning circle, with a lot of new parents who do not know the routine of ‘turn and drop’. We are also aware that it can be a confusing and anxious time for new pupils in particular. With this in mind, please study these arrangements carefully.

Pre-School and Reception children should be taken to The Barn between 0815 - 1000. Formal activities will start around 1000 on that morning so if you want to do a later drop off and settle in you are welcome to do so. Pre-School and Reception parents will wish to park their cars on the playing fields / tennis courts and walk their children into school, but other parents are asked to turn and drop in the normal way. Children who come earlier (shared lifts etc.) may go directly to their classrooms, but parents should not park on the drive. There will be staff on hand at the archway to offer directions for the classrooms.

Years 1 and 2 children should arrive at the usual time of 0830 (see 'The School Day').

Middle School (Years 3 - 5) and Upper School (Years 6 - 8) children should be dropped off, if possible, between 0830 and 0900 and they should make their way directly to classrooms. Assembly will be at 1000 so there will be plenty of time to arrive and settle without distress.

Parents of new children in Years 3 - 8 may, if they so wish, return to school for the first Assembly of the term at 1000 in New Hall. Please enter by the main doorway beyond the Coach House. There will be coffee with some of the staff afterwards.

## **School Uniform**

Winter uniform is to be worn from the start of term. (If it is warm weather children will be advised not to wear ties or jumpers). Uniform must be smart in appearance at all times - please be aware that you will be asked to replace items if this is not the case. All school uniform and kit must be clearly labelled with your child's name.

## **Boys' Trousers**

Please ensure that Years 7 and 8 boys wear the grey trousers as specified in the clothing list. Alternative shades of grey are not permitted.

## **Watches**

Please note that only children in Years 7 and 8 may wear a watch, together with those in Years 3 - 6 who have an individual music lesson with a peripatetic teacher on that day. As children change for games / PE daily, this measure is to prevent the upset of loss. Pre-Prep children are not expected to have watches in school.

## **Girls' Earrings, other Jewellery, Makeup and Hair**

Girls with pierced ears are only allowed to wear small gold/silver studs to school and they must be able to take them out for Games and PE. No bracelets or wrist bands should be worn without the express permission of the Headmaster. No makeup or nail varnish should be worn at any time. Hair should be tied back if it reaches the shoulder using hairbands available from the school uniform shop.

## **The School Day**

### Normal Starting Times

Breakfast (0730) must be booked through the Boarding House via email (a.tutt@hallgrove.co.uk), or by phoning or emailing the School Office (office@hallgrove.co.uk). The charge for breakfast is £6 and will be added to your school bill.

Choristers (selected by audition) and other music group rehearsals start at 0800. Early morning group music sessions will begin no earlier than the second week of term.

Children may arrive from 0815.

Children in Years 1 - 8 must be registered by 0830.

Reception and Pre-School children should be in The Barn by 0900.

Before 0830 we operate a 'turn and drop' system as there is very limited car parking available. Younger children in the Pre-Prep who may need walking into school should therefore be brought in after 0830 until they are confident enough to go to their classes unaided.

### Going Home Times

<b>Pre-Prep</b>		<b>Middle School</b>	<b>Upper School</b>
Pre-School	1230/1500		
Reception:	1510	Year 3: 1600	Year 6: 1700
Year 1:	1520	Year 4: 1610	Year 7: 1710
Year 2:	1530	Year 5: 1620	Year 8: 1720

Clubs generally finish at 1630 (Reception - Year 2), 1730 (Middle School) and 1830 (Upper School) with a few exceptions.

Early arrival for collection should be avoided because it blocks the pick-up area for everyone else. If you are collecting two or more children within any of the above sections (i.e. Reception - Year 2, Years 3 - 5, Years 6 - 8), you may find it easier to collect at the later time. **Please do not wait on the turning circle between pick-up times.**

## **The Drive**

To ensure a safe and efficient drop-off and pick-up, we require everyone to be considerate and remember that one person not complying with our procedure causes a large number of people considerable frustration. Please remember the following and inform anyone dropping off or collecting your child:

- In the mornings, it is important to observe the 'turn and drop' system, and in the afternoon please 'turn and collect'.
- If you need to park, please use the tennis court area (available until 0855 only).
- Use the crossings with your children – do not dash across the drive.
- Older children may be encouraged to walk down the drive in the mornings, using the pathway and crossings.
- Assist the flow of traffic by arriving at school no earlier than the designated pick-up times.
- Cars should **never** park on the yellow lines or roundabout.

**NB** Year 6 pick-up is from the shelters beside the Tennis Courts and children will be walked there for collection.

We are aware that the afternoon and evening collections can cause a great deal of frustration. Parents are asked, please, to assist by arriving no earlier than the published collection time and to be patient. We are not alone as a school in having pressure points in traffic and our arrangements are very much better than many others!

## **TASC**

The Time After School Care (TASC) will operate for pupils in Pre-School to Year 4 from the first day of term, running from 1530 to 1800. This offers children a programme of both indoor and outdoor activities. As part of the provision fruit and fruit-based snack bars will be provided. TASC sessions can be booked, in advance, through the 360 Sports Education on 01252 918888. The charge for TASC is £8 per hour.

## **Twilight**

Twilight is available to children in Years 5 to 8 from the end of their school day until 1745. This is primarily for supervised prep, rather than play activities, and is also there for those parents who need some occasional after-school care. The charge for Twilight will be £4 per half-hour. Where there will be a regular booking, or when advance notice can be given, children should be booked in for sessions through the School Office. Twilight is for children wanting to work on prep and for quiet reading – it is not intended as a long-term childcare solution and those in Year 5 or below who want supervised play or 'winding-down' time should be booked into our clubs programme.

## **After School Clubs**

Further information for the Autumn Term After School Clubs will be sent out via email for on-line bookings within the next week. Club times are 1530 to 1630 for Pre-Prep, 1630 to 1730 for Middle School and 1730 to 1830 for most Years 6 to 8 clubs although one or two Upper School clubs might start or finish at a later time. Clubs begin in the week commencing Monday 19<sup>th</sup> September.

## **Supper and Boarding**

Supper is available to children in Years 3 to 8 on Monday to Thursday, inclusive, and is served in the Dining Hall from 1830 to 1900. Places must be booked with Mrs Tutt ([a.tutt@hallgrove.co.uk](mailto:a.tutt@hallgrove.co.uk)) and copied to the School Office ([office@hallgrove.co.uk](mailto:office@hallgrove.co.uk)). Children will need to be booked in for TASC or Twilight beforehand. The charge for supper is £15 and will be added to your school bill.

Children in Years 3 to 8 can be booked in to board on Mondays to Thursdays, inclusive, during term-time. There are a limited number of places available for flexi-boarders and, where possible, we prefer children to have a minimum of two consecutive boarding nights a week booked on a regular basis. Boarding at Hall Grove gives a good introduction to senior school life and is very popular. For bookings and enquiries please contact Mrs Tutt.

## **Weekly Newsletters**

The weekly newsletter is sent out by email to all parents via the ClarionCall service. Any additional documents or letters will be attached to the newsletter email, posted on the school website with links or will be sent out separately by email. A few copies of the most current newsletters are held in the School Office for collection should you require a paper copy. In addition, on Fridays, a link to that week's newsletter will be posted on the school website home page.

## **Autumn Term 2016 School Calendar**

A provisional copy of the Autumn Term 2016 School Calendar is available on the School website. Please note the weekend commitments. Parents are reminded that all boys and girls are expected to be available on some Saturdays for whole year group training sessions, house matches and weekend matches.

## **School Dates for 2017**

The Leadership Team has reviewed the published provisional dates for next year and has taken account of the views of many families who have, in recent terms, requested additional leave for school holidays in order to take advantage of cheap flights. We have therefore decided that we should, whenever possible, start term on a Monday and finish on a Friday. Authorisation for additional holidays will only be given in very exceptional circumstances. The Spring Term will now finish on Friday March 24<sup>th</sup> (full school day) and the Summer Term on Friday July 7<sup>th</sup>. The spare days will be used by staff for meetings, preparations and, where needed, some individually arranged extra tuition for examination candidates.

## **Reports and Invoices**

### **Fee Invoices**

The fee invoices and school reports were sent out at the end of the Summer term. We ask that the invoices are settled promptly and no later than Monday 5<sup>th</sup> September please.

School insurance information was sent out separately by ClarionCall, you can also find full details of these on the school website under Admissions/Fee Information.

## **Childcare Vouchers**

Parents can redeem the value of childcare vouchers against the cost of Twilight, flexi-boarding and school clubs (please note you are unable to use them through the school for clubs that are run by outside sources).

## **Parents' Briefings**

It is our custom to host Parents' Briefings early in the Autumn Term when the staff are introduced and an outline of the year's work is given. Parents should **NOT** bring children to school for these meetings.

The evening briefings will take place at 1900 as follows:

Pre-School and Reception	Wednesday 14 <sup>th</sup> September	The Barn
Years 1 and 2	Tuesday 13 <sup>th</sup> September	New Hall then class rooms
Years 3 and 4	Monday 19 <sup>th</sup> September	Wessex class rooms
Years 5 and 6	Tuesday 6 <sup>th</sup> September	New Hall
Years 7 and 8	Monday 12 <sup>th</sup> September	New Hall

Individual parent-teacher consultations have been arranged for later in the Autumn Term.

## **8IT Class Assembly 8IT – Thursday 15<sup>th</sup> September**

8IT would like to invite their parents to attend their Class Assembly. We look forward to seeing you in New Hall at 0830.

## **Hall Grove Open Morning – Thursday 20<sup>th</sup> October**

There will be an Open Morning taking place on Thursday 20<sup>th</sup> October from 0930 to 1130. It is intended for prospective parents so we should be grateful if you would inform friends and work colleagues who may be interested in sending a child to Hall Grove one day.

## **Forthcoming Battsborough Trips**

Year 7	Monday 19 <sup>th</sup> - Friday 23 <sup>rd</sup> September 2016
Year 8	Friday 11 <sup>th</sup> - Sunday 13 <sup>th</sup> November
Year 5	Monday 6 <sup>th</sup> - Friday 10 <sup>th</sup> March 2017
Year 4	Tuesday 2 <sup>nd</sup> - Friday 5 <sup>th</sup> May 2017
Year 6	Monday 15 <sup>th</sup> - Friday 19 <sup>th</sup> May 2017
Year 8	Monday 3 <sup>rd</sup> - Friday 7 <sup>th</sup> July 2017

## **School Uniform Shop Opening Times**

### **Term Time Only Opening Times**

Mondays	0800 - 0915
Tuesdays	0800 - 0915
Thursdays	1500 - 1730

## **The Management of Sports**

Mr Tullett is the Director of Sport and Outdoor Pursuits and Head of Boys' Games, Mrs Maxfield is the Head of Girls' Games and Mrs Alison Tutt is the Head of Girls and Boarding.

## **Sports Team Information**

Once teams have been selected, team sheets are posted on the school website, where you can find a map for directions, and on the fixtures noticeboard under the archway. The sheets for Wednesday and Thursday fixtures will be published by the end of the school day on Mondays/Tuesdays and Saturday fixture information will be available from the end of the school day on Thursdays. Team sheets also include departure times for weekend matches. Parents are welcome to attend all matches to support their children. The school calendar informs you of forthcoming fixtures for the term ahead. Please be aware that Year 3 matches are listed as U8, Year 4 as U9, Year 5 as U10, Year 6 as U11 or Colts and Years 7 and 8 as U12 and U13 or 1<sup>st</sup> - 5<sup>th</sup> teams. **Please call 01276 470009 if your child is unable to attend a match.**

## **Instrumental Lessons**

Parents keen for their children to start individual music lessons should write to the Director of Music, Mr Waltho (j.waltho@hallgrove.co.uk), or our Music Administrator, Miss Lizzie Post (l.post@hallgrove.co.uk). We will be delighted to advise and arrange lessons for any pupils wishing to take advantage of this opportunity. We currently offer lessons in voice, recorders, flute, clarinet, saxophone, piano, organ, trumpet, cornet, trombone, tuba, violin, viola, 'cello, ukulele, guitar (classical and electric), drums and percussion, with 12 visiting instrumental teachers. If parents have queries on this, or wish to explore the possibility of their children learning other instruments, please contact Mr Waltho. Wherever possible we will encourage the children to join instrumental ensembles to aid their musical development.

We also offer supervised 30 minute instrumental practice sessions after school for children in Years 3 - 8. These will begin the week beginning Monday 19<sup>th</sup> September, the same week as our after-school clubs. Please contact Miss Post for further information.

## **School Service Books**

All new children in Years 3 - 8 will be issued with a Service Book, which has its own individual bookplate - it is something to treasure and keep beyond Hall Grove. Please name it neatly, take care of it and keep in school.

## **Mouthguards**

Children in Years 4 - 8 need a mouthguard for hockey and rugby. It is preferable that children return to school with a mouthguard, alternatively the OPRO service is available, but this will mean that mouthguards will not be available in time for the first girls' hockey matches which start right at the beginning of term.

OPRO, the dental organisation that specialises in mouthguards, will be visiting the school on Monday 5<sup>th</sup> September for girls' and boys' mouthguard fittings. To order a mouthguard please visit: <http://mouthguards.opro.com/custom/order>  
Boys in Years 4 - 8 will need a mouthguard from the middle of September, once the OPRO mouthguards have arrived.

## **General Notes**

### **Absence**

It is important to notify the School Office if your child is absent from school. In the event of illness, parents should notify the School Office by telephone on 01276 473059 or by email to [office@hallgrove.co.uk](mailto:office@hallgrove.co.uk) on the morning of the absence. This is a legal requirement. Prior written notice of absence due to medical appointments, music exams etc., should be sent to the School Office. School absence for family events and holidays will only be authorised in exceptional circumstances and must be on a form written request addressed to Mr Graham.

### **Late Arrival**

If your child arrives at school after registration at 0830, please ensure that he/she goes straight to the School Office to be registered as present.

## **Sickness**

If your child is unwell during the night, i.e. sickness, diarrhoea etc., please allow 48 hours to elapse before you send him/her back to school.

## **Medical Details and Medication**

Please remember to inform the School of any changes to the medical information we currently hold for your child. Medication from home (e.g. antibiotics) may only be administered if requested by the parent/guardian in writing with instructions using the 'Parent Consent for Prescribed Medication' form available on the School website ('Parents / Medical / Parental Consent for Prescribed Medication'). These are also available from the School Office or from the School Nurses. All medication should be clearly labelled, with the dispensing label if prescribed by a doctor. Please note that decanted medicines will not be accepted. Asthma inhalers and Adrenaline pens should be brought to school at the start of term and given to the School Office together with written instructions for use. Please ensure that all medication is named and in date.

Please note, the new email address for Mrs Jackson and Mrs White, our School Nurses: [schoolnurses@hallgrove.co.uk](mailto:schoolnurses@hallgrove.co.uk).

## **Head Lice**

Please check your child's hair for head lice before he/she returns to school and continue to check on a regular basis. If it becomes necessary to treat your child during term-time, please notify the school. Advice regarding treatment can be obtained from your local pharmacist.

## **Lost Property**

Please ensure all your child's possessions are named clearly and securely, including all footwear. There is a significant amount of lost property which cannot be returned as it is unnamed. If items of uniform are secondhand, please remember to remove the old name tapes and replace with your child's own name.

## **School Security - Visitors**

Please note that all visitors to the school, outside normal drop-off and collection times, are required to report to the School Office – this includes all parents. Unless otherwise directed, all access to the buildings during the school day will be via the front door, where you must report to the School Office to be signed in. If for any reason your child needs to be collected before the end of the school day, please come to the School Office where he/she will be brought to meet you and will be signed out.

The school grounds are not available for parents and families to use for exercise or recreation other than by arrangement. Dogs are not permitted on the fields.

## **Reminder: Prize Giving Cups and Awards**

If your child was presented with a cup at Prize Giving, please could you have the cup engraved in the same format as the previous winner and return it to the School Office. Thank you.

## **FOHG**

**Friends of Hall Grove** is an initiative that came about following a Parents' Forum held in Autumn 2011. It was felt that instead of having a set committee shouldering the responsibility for all events and fundraising at Hall Grove, all parents would be invited to take part and meet once a term to discuss possible future events and have the opportunity to lead or be a part of smaller groups which would be formed according to need. All meetings are advertised in the weekly newsletter and are held at school (in the Admiral Room) for convenience. Do please try to get involved in future functions; we look forward to welcoming you at the next open meeting.

## **FOHG Coffee Morning in The Pavilion – Friday 9<sup>th</sup> September**

Please join us in The Pavilion for a lovely social gathering with complimentary tea and coffee. This is a great opportunity to meet staff and parents. All are welcome.

## **FOHG Saturday Morning Golf & Tennis Club**

Lessons to be held on the following dates (please note there will be no lessons during the half-term break):

- 17<sup>th</sup> September – 15<sup>th</sup> October
- 12<sup>th</sup> November – 10<sup>th</sup> December
- 8<sup>th</sup> October will be a golf competition in the afternoon

The club is organised by volunteer parents working closely with Mr Charles Gold, PGA Golf Professional and teacher at Hall Grove and Megan from Jet Tennis at Bagshot. The aim is for the children to gain skills in these sports to be ready for the school programme in later years.

Building on the success of our Middle and Upper school golf and tennis programmes, the FOHG Saturday Golf & Tennis Club has been designed for the Pre-School and Years 3 & 4. There is an open class for years 4 and above at 1200 for tennis or golf lessons.

For further information please contact FOHGtennisgolf@gmail.com

### **Senior School Open Morning / Days**

King Edward's, Witley	Saturday 24th September	01428 686727
St George's, Ascot	Saturday 8 <sup>th</sup> October, Thursday 13 <sup>th</sup> October	01344 629920

### **Newsletter Attachments**

The following information is available on the school website:

- FOHG Saturday Morning Golf and Tennis Club

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### **Mums Golf at The Berkshire**

The Berkshire Golf Club runs a number of golf lessons on a Monday and Tuesday for Hall Grove mums of all levels with a termly fun golf competition. The lessons on a Monday are at 0845 and 1000. There is only one lesson on Tuesday at 0845. There are limited spaces available. For more information please contact Jemma Bailey on jemsquash55@hotmail.com or 07799330600