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## PRE PREP DEPARTMENT



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TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

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# PARENTS' HANDBOOK



## YOUR HELPFUL GUIDE TO TOWN CLOSE SCHOOL



Winner  
Pre-prep/prep school of the year



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# OUR AIMS AND VALUES

Town Close aims to provide an engaging and creative learning environment that enhances children's moral, social, physical and academic development in preparation for their future lives. We value our individual pupils and staff for the breadth and variety of their talents and aim to maximise the growth and development of each pupil. Our core values are effort, commitment, respect for others, thoughtfulness and consideration.

## ACADEMIC

We seek to maximise children's academic growth through the acquisition of a wide range of learning skills, challenging children to think, question, adapt and collaborate. We encourage ambition, creativity and resilience and seek opportunities for children to explore, solve problems and take responsibility for their own learning.

## EXTRA-CURRICULAR

We strive for pupils to discover and develop multiple skills and a broad range of interests through an extensive programme of extra and co-curricular activities. We seek opportunities for personal achievement and fulfilment and for children to be adventurous in participating in a range of activities, appreciating the rewards of individual endeavour and teamwork, exploiting maximum potential from the School site and resources.



## PERSONAL DEVELOPMENT

We aim to provide a comprehensive personal and social education, allowing children to discuss, inform and instruct and to develop a moral, spiritual and aesthetic awareness of the world around them. We foster positive relationships and the development of key personal skills for life beyond school and aim to provide every pupil with excellent pastoral care within an ethos of tolerance, openness, warmth and personal responsibility.

## STAFF

The School recognises the crucial importance of its staff in pursuing its aims and undertakes to provide appropriate support, professional training, review and development. The School is committed to safeguarding and promoting the welfare of children and all staff undergo child protection screening and training appropriate to the post, including checks with past employers and the Disclosure & Barring Service. The School expects staff to have high expectations of themselves and pupils and to act as positive role-models in all they do.

## PARENTS

We seek to encourage parents to share in our aims, participate in the life of the School and work with us as partners in the education and nurture of their children.





# ADMINISTRATIVE MATTERS

## MY SCHOOL PORTAL: FOR ALL YEAR GROUPS

The portal brings together general information such as:

- The Head's Newsletter
- Year group curriculum letters
- Calendars
- Menus
- Parent Handbook
- Timetables
- Attendance records
- A2L grades and reports
- Sports results
- CAT4 grades

The calendar can be filtered and can also be synced to your personal devices. There is also a parent directory, where you can opt to show contact details to other parents should you wish.

As a new parent, you will be able to log in 24 hours before your child joins Town Close.

Below is a step-by-step guide for gaining access to My School Portal:

1. You can access the portal using the email address supplied to the School and request a new password here: <https://townclose.myschoolportal.co.uk/request-password>
2. You will receive an email from My School Portal; please follow the instructions
3. If you are experiencing difficulties getting into your My School Portal account, please contact [itsupport@townclose.com](mailto:itsupport@townclose.com)

## FIREFLY: FOR PREP PUPILS ONLY



Firefly is a platform for pupils in Prep, which they will use to access their learning resources, timetable and homework. Their teacher will explain how Firefly works once they have joined; pupils are then encouraged to share their work on Firefly with their parents at home.

The children should know their login name and password. However, if there are any problems or you require further help please do not hesitate to contact [itsupport@townclose.com](mailto:itsupport@townclose.com)



## PARENTS' BOOKING SYSTEM: FOR ALL YEAR GROUPS

You will need to use the Parents' Booking System to organise the following:

- Booking After School Care
- Booking Parents Evenings
- Ordering new wristbands (Prep)
- Booking Performances and Events

The Booking System can be accessed by clicking on the link on the front page of My School Portal.

You will be asked for a username and password. Please use the email address that you have given as your contact email as the 'username' and 'townclose' as the 'password'. For security reasons you will be asked to create your own personal password the first time you log in for future use. Parents have individual logins using the email address registered with the School. If you have more than one child at Town Close, once logged into the Parents' Booking System you can choose which of your children you wish to make a booking for by selecting them using the 'change pupil' profile button in the top right hand corner.

## TAPESTRY: FOR PRE PREP



In Nursery and Reception, we use Tapestry as an interactive online learning journal to create a special record of your child's learning experiences. Class teachers create posts containing photographs, videos and diary entries throughout the week, which go live to parents on Friday evenings. Parents and children are invited to respond to these posts and to add photographs and diary entries sharing significant events and milestones that are met outside of School. As your child moves through the Pre Prep, Tapestry becomes primarily a tool for communicating special news and events from home with teachers and classmates during weekly Show and Share sessions.

As a new parent, you will be sent an invitation to join Tapestry to the email address that you have given as your contact, 24 hours before your child joins Town Close. This will prompt you to set up your account and we recommend you download the Tapestry app to make mobile access easier.

If your child already has a Tapestry account from a previous nursery, please inform the Nursery or Reception staff and they can transfer their journal to Town Close.



## ABSENCE FROM SCHOOL

### Extended absence

Any requests for extended absence from school must be made in writing to the Head and/or the Head of the Pre Prep. Only they can authorise absences from school during term time. School holidays give plenty of opportunity to enable families to have a holiday together without using vital school time. If parents take children out of school for extra holidays, even if only for a day, they give their children mixed messages about the importance of their schooling, and make it harder for teachers to achieve continuity with the rest of the class.

Leave request forms are available on the portal. All reasons except compassionate and medical require 7 days notice.

If parents deliver their children to school after registration time, they should report directly with their children to the Pre Prep Office or the Prep Office. Their child's attendance can then be logged correctly onto the School database.

### Temporary absences

Requests for temporary absences should be made in writing either using the leave request form on the portal, or by emailing [preprepsec@townclose.com](mailto:preprepsec@townclose.com) or [prepsec@townclose.com](mailto:prepsec@townclose.com) e.g. for medical purposes or to attend an appointment. These occasions need to be recorded in the 'off site' booklet held in the Pre Prep and Prep offices. When children are returned from an appointment back to the school site, the record in the booklet should be amended to show a return time.

### Illness

Parents should contact the School in writing either using the leave request form on the portal, or by emailing [preprepsec@townclose.com](mailto:preprepsec@townclose.com) or [prepsec@townclose.com](mailto:prepsec@townclose.com) whenever their child is absent from school through illness or because of a medical appointment. If the School has not been contacted by 9.00am to explain a child's absence then the School will contact the parents to establish the reason for the child's absence. For any absence, whatever the cause, the School is legally obliged to have written confirmation of the reason and you will be asked to follow-up a call with an email and this should be on each day of absence. Should a child need to miss games, PE or swimming for medical reasons, a request should be emailed and sent to the Pre Prep Secretary or the Prep Secretary by 9.00am at the latest.

## ARRIVAL AND DEPARTURE

### Arrival

In keeping with the Local Authority Travel Plan we encourage our pupils either to walk to school, cycle, or arrive by bus, although we recognise these are not options for some families. As there is very little parking on site we strongly encourage those who do journey by

car to find off-site parking to co-operate in a car-sharing scheme or to use Park and Ride.

### Stop and Drop

For those arriving by car we operate a 'Stop and Drop' facility at the Ipswich Road playground for Pre Prep children and Newmarket Road playground for Prep children to help with the safe delivery of children into the School. This starts at 8.00am and finishes at 8.20am.

### Parking around the School's site

There are numerous 30 minute parking spaces along the Ipswich Road, which should make parking easier in both the morning and afternoon. We ask all the Prep children walking down the main drive to enter by the gate, to the right of the drive, and to keep to the path.

Please note that there is an entry barrier system and no vehicular access is permitted via the main drive unless parents are expressly invited, usually when visiting the Head.

### Stop and Collect

We operate a 'Stop and Collect' system for parents wishing to collect their Pre Prep children by car. This saves everyone trying to park on the playground at the same time and enables parents to collect their children quickly, safely and efficiently. This operates between 3.30pm and 3.45pm. Please ensure that you display your car name badges clearly.

Parents may park on the Ipswich Road playground from 3.45pm, once Stop and Collect has finished, or Newmarket Road from 4.00pm.

## PRE PREP DEPARTMENT

### Timing of the Pre Prep Department day

Children can start to arrive from 8.00am  
Registration 8.25am  
EYFS morning break 10.00am - 10.20am  
KS1 morning break 10.25am - 10.45am

Timetables for each class can be found in the portal under My Children: Pre Prep Timetable.

The school day ends at 3.30pm for all Pre Prep children.

Collection from classrooms will also be from 3.30pm – 3.45pm for parents entering the School on foot, including car drivers who have parked on the Ipswich Road and have then walked in.

Parents are welcome to use our Stop and Collect drive through system to pick up Pre Prep children by car. This saves everyone trying to park on the playground at the same time and enables parents to collect their children quickly, safely and efficiently. This operates between 3.30pm and 3.45pm. Please ensure that you display your car name badges clearly. Alternatively the parking bays on the Ipswich Road can be used if you choose to walk in.



Uncollected children who do not have a Prep sibling and who are not booked into After School Care (ASC) will be delivered to the Pre Prep entrance area at this time and will be ready for you once you have parked. We completely understand that it is not always easy to find a parking space and we are flexible and understanding if you are delayed a little.

Any children with an older sibling in the Prep Department who are not booked into ASC will be cared for until 3.55pm whilst awaiting the arrival of their parents. Please ensure that you collect Pre Prep siblings from their year group area at 3.55pm prior to collection of Prep children. Families with siblings in the Prep Department are not charged for this facility.

**Pre Prep Department After School Care**

After School Care starts at 3.45pm and continues until 6.00pm in the Pre Prep Hall. Sandwiches, hot snacks and fruit are provided.

After School Care is available on a permanent or occasional basis. Our intention is to be as flexible as possible to help busy parents and there are charges for this additional service. Please note that all staff supervision duties finish at 6.00pm.

Please use the online booking system to make any requests you have for After School Care and follow the instructions below:

- 1. The Parents’ Booking System can be accessed by clicking on the link on the front page of the portal.

- 2. You will be asked for a username and password. Please use the email address that you have given as your contact email as the ‘username’ and ‘townclose’ as the ‘password’. For security reasons you will be asked to create your own personal password the first time you log in for future use. Parents have individual logins using the email address registered with the School.
- 3. Once logged into the Parents’ Booking System you can choose which of your children you wish to make a booking for by selecting them using the ‘change pupil’ profile button in the top right hand corner.
- 4. Once you have selected the correct child please click on the ‘After School Care’ button at the top of the screen and then click the After School Care button next to the date that you wish to book. Amendments or cancellations can be made up until 2.00pm.
- 5. Same day bookings should be made before 2.00pm – the system will not allow you to book after this time.

**PREP DEPARTMENT**

**Timing of the Prep Department day**

Children can start to arrive from 8.00am (if children access the site before 8.00am they will not be directly supervised).  
Children are allowed into the Dearnaley Building at 8.15am  
Registration is at 8.25am  
Assembly is at 8.35am



Morning lessons start at 8.55am  
Morning break is at 10.25am - 10.45am  
Lunch is served from 12.45pm - 1.30pm  
Afternoon lessons are from 2.00pm - 4.00pm  
Prep children can be collected from the Prep playground at 4.00pm with Year 3 children, the youngest in the Prep Department, being signed out separately by teachers on the middle playground by the table tennis tables.  
After School Care is from 4.00pm - 6.00pm.

**Access to the buildings: Salto system**

The Salto door lock system is in operation around the School site. This enhances the security of our buildings and gives the children in the Prep Department the independence to access a variety of carefully selected areas during the School day.

Salto wrist bands will be issued to the children when they join the Prep Department. If they lose their wrist bands they should tell their form teacher. Parents can order a replacement wrist band in the Parents’ Booking System, accessed via the portal. A £5 payment is required per replacement.

**Access to the Dearnaley Building in the mornings**

In order for teaching staff to have time to prepare their classrooms every morning undisturbed, access to the Dearnaley Building is not permitted until 8.15am except for musicians who are going to an early morning rehearsal. Musicians may off-load their academic bags and collect their instruments before going to the Music Room.

**Prep Department After School Care**

After School Care starts at 4.00pm and continues until 6.00pm. Sandwiches, hot snacks and fruit are provided. The Prep children start off in the Prep Dining Room. The children will transfer to different locations depending on the teacher on duty, signs are put up in the Dearnaley Building informing parents of the location. After 4.45pm the children transfer to the library where they complete their homework or read. After School Care is available on a permanent or occasional basis. Our intention is to be as flexible as possible to help busy parents and there are charges for this additional service. Please note that all staff supervision duties finish at 6.00pm. Please use the online booking system to record any requests you have for After School Care and follow the instructions below:

- 1. The Parents’ Booking System can be accessed by clicking on the link on the front page of the portal.
- 2. You will be asked for a username and password. Please use the email address that you have given as your contact email as the ‘username’ and ‘townclose’ as the ‘password’. For security reasons you will be

asked to create your own personal password the first time you log in for future use. Parents have individual logins using the email address registered with the School.

- 3. Once logged into the Parents’ Booking System you can choose which of your children you wish to make a booking for them using the ‘change pupil’ profile button in the top right hand corner.
- 4. Once you have selected the correct child please click on the ‘After School Care’ button at the top of the screen and then click the right hand button next to the date that you wish to book.
- 5. If your child is attending an after school activity please select the activity from the drop down list at the point of booking. Late tea will be provided. Please note your child must sign up for the activity or club in the normal way.
- 6. Same day bookings should be made before 3.00pm – the system will not allow parents to book after this time. The higher rate applies to bookings made after 2.00pm.

It should be noted that these higher charges will also apply to children who are booked in but do not arrive at After School Care.

Pupils still waiting anywhere on the School grounds at 4.30pm will be taken into After School Care and a charge will be incurred. They should be collected from the designated After School Care area; details are displayed in the entrance to the Dearnaley building. If children miss their bus, they must return to school and report to the Prep Office – parents will be contacted.

The rates for After School Care are shown on the current fee sheet obtainable from the Bursary, on the School website or on the portal under School Information, Termly Fees and Other Charges. The following points should be noted for parents of children in the Prep:

- a) Children must be booked in via the website or the portal. No child should be told to wait at school for a late pick-up if the School has not been informed.
- b) At present there are no charges for the majority of after school activities or clubs, but they are intended for children who are genuinely interested in the activity. They should not be used as a child-minding service. Please note that if children are not picked up directly after that activity and therefore require further supervision, parents will be charged accordingly.



- c) Please use the Newmarket Road playground when collecting from After School Care.
- d) Please state in the notes section when booking a place if a child in After School Care is to be collected by someone other than the expected adult.

CHILDREN BRINGING MONEY INTO SCHOOL

If you need to send money to school for any reason, please send it in a sealed envelope clearly marked with your child’s name, the amount of money enclosed, and what it is for. Generally speaking, children should only bring money into school for charity events or for necessities such as bus fares. In the Prep Department children should use a named purse or wallet to keep their money in.

COMMUNICATIONS

Please communicate in writing or by email as much as possible or use the Contact Form or Leave Request Form on the portal. This way the telephone line is kept free for urgent calls. Telephone: 01603 620180 or email: preprepsec@townclose.com or prepsec@townclose.com

Nearly all communication from school, including the Newsletters, will be uploaded to the Parent Correspondence area of the portal on Friday afternoons.

Please ensure that the School is kept up-to-date with any changes to your contact details.

Some information will be sent to parents via a text message: this normally concerns an unexpected change to our normal routines.

Any urgent messages for teachers should be sent to the above email addresses. Please remember that during the day teachers will be teaching and are unlikely to be able to respond immediately to any emails they receive.

Emergency information, for example opening hours during snow days, is displayed on our website on a banner at the bottom of the page.

COMMUNICATION WITH SCHOOL

Please do let us know if you have any worries or concerns – we will do our very best to help. It is particularly important to let us know if your children appear unhappy or if there is anything, for example a bereavement, which might cause them distress and could affect their behaviour in school. We would much rather hear of concerns early, than have you come to us later with a more serious complaint.

This list is intended to help you identify who to contact in the first instance or who to ask for if you want to find out more information.

Academic question or problem, and friendship or social problem	Pre Prep Department Your child’s class teacher Prep Department Years 3 – 4: Your child’s class teacher Years 5 – 8: Your child’s tutor
Individual music lessons	Head of Music – Mrs. S. Koczur
Off Games or PE	Pre Prep Secretary Prep Secretary
Report an absence	Pre Prep Secretary Prep Secretary

A list of all staff email addresses are listed on the portal.

COMPLAINTS

A full version of our Complaints Policy is available on request or can be found on our website or on the portal. All members of staff will make themselves available to hear about any concerns that parents may have. It is our intention that these will be sensitively and efficiently dealt with before they become a complaint. A record of complaints and how they were dealt with is kept for at least three years.

In the case of the EYFS requirements, all written complaints will be investigated and the complainants will be informed of the outcome, within 28 days of the complaint being received. A record of all complaints is made available to Ofsted and ISI on request.

Other useful contacts are:

Independent Schools	Ofsted
Inspectorate	Piccadilly Gate
CAP House	Store Street
9-12 Long Lane	Manchester
London EC1A 9HA	M1 2WD
020 7600 0100	0300 123 1231
info@isi.net	enquiries@ofsted.gov.uk
concerns@isi.net	

DATA PROTECTION

Information is gathered about children and then held at the School in order for the School to fulfil its legal rights, duties or obligations or in accordance with the School’s legitimate interests or the legitimate interest of another, provided these are not outweighed by the impact on individuals. For further information about the types of information the School will collect and how it will be used, please see the School’s Privacy Notice, which is available on the School’s website and on the portal.

MAINTAINING A SAFE AND SECURE ENVIRONMENT

The safety of your child is the School’s highest priority, and because the children are young, the School is particularly vigilant. The School will therefore:

- Never allow a child to leave the premises unsupervised without parental consent
- Ask all visitors to identify themselves before giving them access to the premises (they are required to sign in and out and to wear visitors’ badges)
- Register all pupils at the start of the morning and afternoon, and staff are vigilant about the whereabouts of the children throughout the day
- Contact parents if we have not been given a reason for a child’s absence from the School
- Check all Nursery to Year 3 children out of the School as they are collected by their parents
- Ensure that your children only leave the School with an authorised adult

All parents are issued with security badges which **must be worn at all times** when on the School premises. We ask for your co-operation as the safety of your children is paramount and staff need to be able to identify strangers on site. If you require additional badges please ask in either the Pre Prep or the Prep School Office.

We have a full site security risk assessment in place and clear procedures to ensure your child’s safety.

MENUS AND SNACKS – ‘WE ARE A NUT AWARE SCHOOL’

Drinking water is available throughout the day. Children are offered a piece of fruit, biscuits, and a drink of either water or milk at morning break.

At lunch times teachers eat with the children, encouraging them to try the food on offer, eat with their knife and fork, and to behave courteously at the meal table. All allergies are catered for and children with allergies are known to the staff. Parents of children who have allergies to food or any food product are asked to make this clear on the medical questionnaire issued when their child joins the School. Parents should also inform the School at once and in writing should their child develop an allergy or intolerance to any food subsequent to starting at the School.

All our food is prepared on the School premises. Menus are put on display in the dining rooms and are made available to parents on the portal. A vegetarian option is always available.

Special diets can be catered for on request, if practically possible, but only after consultation with the Catering Manager.

PHOTOGRAPHING YOUR CHILD IN SCHOOL

Parents are welcome to photograph their child at school events, unless it is a performance with copyright issues, but are asked not to share images on social media which include children who are not their own.





**POLICY DOCUMENTS**

School policy documents are available to view on the School website. Click on the ‘About’ menu and select ‘Regulatory Information’.

**PUPILS TELEPHONING HOME**

Should there be any last minute changes in the School plans, children in the Prep Department may use the School telephone. Any mobile phones brought in to school by pupils must be left in the Prep Office during school hours. Pupils should not communicate home via email on either mobile phones or iPads. Please ensure that the Prep Secretary is informed of any changes in your contact details.

**SCHOOL GROUNDS**

**Dogs**

Please be aware that dogs should not be brought onto any of the School Playgrounds, into the buildings or onto any of the School Fields. It is acceptable for well behaved dogs to be temporarily left tied up near the spiral staircase at the end of the Sports Hall or near the entrance to the Senior Playground.

**Smoking**

Smoking, including the use of electronic cigarettes, is not allowed anywhere on the site. Parents should not smoke even when they visit the School grounds to collect and deliver children or when they are attending a school event.

**SNOW DAYS**

It is rare that the School needs to close due to adverse weather, though there are occasions when most staff and children are simply unable to come into School and we need to close. In the event of needing to close, we will notify all parents via email and put a notice on our website as early as possible on the morning concerned. Even if we do close, we will always have a small staff on site, who live locally, so that we can look after any children who urgently need us, for example parents who work in ITU or A&E.

For the first day of any closure, our plan is to allow children a day of play in the snow! These events happen rarely and there have certainly not been as many special days recently as normal. That said, we have a page of activities ready to share for those families who would like. For the second and subsequent days, we will operate a full remote timetable delivered by teachers at home, with children registering with their teacher on Zoom at the normal time. Eligible children who really need us could still attend school in person and use school devices to log into their lessons from here.

**PASTORAL ISSUES**

**ASSEMBLIES**

There are a variety of different assemblies during the week. Although Christian in spirit, they are designed to be respectful of other faiths. Assemblies provide an excellent public setting in which to commend children for special work, acts of kindness or helpfulness, and to reward them with special certificates, badges and trophies. It is also a time in which children might share any extra-curricular achievement with the rest of the School. Different members of the Common Room contribute to our programme of assemblies throughout the year. We also welcome carefully selected visitors to come and talk to the children too. The Prep Department Carol Service takes place at St Peter Mancroft.

Pre Prep lead assemblies in classes or year groups and every class in the Junior Years (Years 3 and 4) leads at least one assembly during the year. Parents are invited to attend these special class assemblies, which are held at the start of the School day and to partake in some refreshments. Pre Prep Bird Families come together once a week to explore a variety of personal, social, emotional and health related topics.

In the Prep Department assemblies are held on Monday and Friday with hymn practice on Tuesday. House assemblies are on Thursdays. Years 3 and 4 have a junior assembly and Years 5 to 8 have Tutor Group meetings on Wednesdays. Sometimes the year groups are



combined (3 & 4, 5 & 6, 7 & 8) thereby allowing a more age specific topic to be addressed through an assembly, these are usually related to the subjects which are being dealt with through the tutor plans.

**BEHAVIOUR POLICY**

The School aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards. We promote trust and mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, motivated to become life-long learners.

A positive behaviour policy is adopted throughout the School where we reward and reinforce the behaviour we wish to encourage.

Behavioural expectations are laid out in the School’s Code of Conduct, called “The Town Close Way”. This was developed by pupils and staff together.

Our aim at Town Close is that everyone:

- Cares for our school
- Acts positively, honestly and tries their best
- Respects others in what they say and do
- Enjoys and celebrates achievements
- Supports others when they need help

Any conduct that falls below expectation is dealt with fairly and appropriately.

Corporal punishment is not allowed. Neither are staff allowed to threaten corporal punishment or use any punishment which could adversely affect a child’s wellbeing. There may, however, be occasions when a child’s behaviour is a danger to him or herself or others. In such instances, members of staff will need to intervene, sometimes using physical intervention. Accurate records are kept of all occasions when physical intervention is used and these are shared with the parents of the child concerned and made available on request.

In addition to the Town Close Way, children in the Prep Department must adhere to various rules which are displayed in classrooms and are in the Behaviour Management Policy, a copy of which can be found on the School’s website with a link to it on the portal.

**PUPILS’ DISCIPLINARY CODE**

Every effort is made to reward positive behaviour. However, from time to time, disciplinary action has to be taken in cases of unacceptable behaviour. Unacceptable behaviour may range from a relatively

minor breach of the day-to-day school rules to behaviour that affects the health, safety, or general well-being of another pupil or the pupil concerned. Different responses are called for, depending on the type of misbehaviour, and the age of the child concerned is also always considered. The following are the disciplinary measures used by the staff to discourage bad behaviour in the School.

1. Informal action by staff: All staff may guide pupils about expected behaviour, deliver a verbal reprimand or refer a pupil to a teacher or teaching assistant if a minor sanction is appropriate, such as requiring a pupil to undertake a small job to make amends for their actions. No records are kept of informal action.
2. Warning: In cases where unacceptable behaviour is either persistent or more serious, pupils will be told what behaviour is expected and clearly warned that if they are unable to meet this expectation, they will be excluded from the activity/lesson/break in which they are participating and may also receive another sanction. A digital record of the warning is made.
3. Formal sanction: pupils are excluded from the activity/lesson/break for the remainder of time left and looked after appropriately elsewhere. They may also be given a further sanction, such as an act of community service, missing a future activity/break or serving a detention (Prep pupils). A digital record of the formal sanction is made. In cases of serious wrong-doing pupils go straight to this step and may be referred directly to a senior staff member.
4. Parent consultation: instances where staff issue warnings or formal sanctions are recorded on the School’s management information system. This monitoring of patterns of behaviour aims to help children successfully to address any issues that may be adversely affecting their or others’ well-being or progress. In cases where records indicate persistent poor behaviour or where there has been serious wrong-doing, parents may be contacted in person or by phone. Records are kept of the discussion and any further review meetings held.
5. Suspension/Required Removal/Expulsion: the Head may in his discretion require you to remove or may suspend or, in serious or persistent cases, expel your child from the School if he considers that your child’s attendance, progress or behaviour, including behaviour outside school, is seriously unsatisfactory and in the reasonable opinion of the Head the removal is in the School’s best interests or those of your child or other children.



**BULLYING**

The School has a happy and friendly atmosphere, but unfortunately there will be moments when a degree of bullying occurs. The School is firmly opposed to any form of bullying, either physical, verbal or cyber and will take firm action in every case. If you are aware of your children suffering difficulties at school, please let their class teacher (Nursery to Year 4) or tutor (Years 5 to 8) know as soon as possible.

We are most concerned to protect any victim of bullying, but we are also committed to establishing the cause of any such anti-social behaviour, and trying to help the perpetrator to change his or her behaviour. (See Anti-Bullying Policy on the website or via the portal.)

**CHILDREN’S COUNSELLOR**

A trained children’s counsellor works with some of our children to support them with their well-being in order to help them fulfil their potential. Their work with the children only begins after other support avenues have been explored. Parents are involved and their consent sought before any intervention begins. Counselling sessions are confidential and respect is given to the child’s right to privacy.

**CHILD PROTECTION AND SAFEGUARDING**

All children have the right to be safeguarded from harm and exploitation and therefore we are vigilant in protecting them. All adults working here or visiting us have a duty to report any concerns or suspicions about a child’s safety, in confidence and free from harassment.

**Parents may want to raise a concern because:**

- A child tells you something that causes you to have concerns about his or her safety
- A child has an injury that is not the result of an accident
- A child displays unusual behaviour
- An adult displays unusual or suspicious behaviour
- An adult or child expresses concerns about a child’s safety
- An adult behaves inappropriately in the presence of children

**What to do if a child makes a disclosure**

- Listen non-judgmentally. Ask open questions to clarify, not investigate
- Do not promise confidentiality. Explain that you may need to talk to someone else
- Make notes to record the child’s words as soon as possible (content, date, time, etc)

- Report to the Designated Safeguarding Lead for Child Protection as soon as possible

**Designated Safeguarding Leads for Child Protection:**

DSL: Mrs. M. Harries

DDSL Mrs. E. Boyt

DDSL: Mr. M. Woods

DDSL: Mrs. R. Alexandre

Contact can be made through the School on 01603 620180.

Should you have concerns about the behaviour of a Designated Safeguarding Lead for Child Protection or the Head:

- Report your concern as soon as possible to the Chair of Governors Mrs. Sarah Anthony via email [chairman@townclose.com](mailto:chairman@townclose.com)

Should you have concerns about the behaviour of a member of the School staff: Report your concern as soon as possible to the Head, Mr. C. Wilson.

**Other useful contact numbers**

Norfolk Safeguarding Children’s Board - 01603 223409

Norfolk Children’s Services - 0344 800 8020

OFSTED - 0300 123 1231

Independent Schools’ Inspectorate - 020 7600 0100

Copies of the School’s Safeguarding Policy can be obtained from the Designated Safeguarding Leads or from the school website: [www.townclose.com](http://www.townclose.com) or via the portal.

**DETENTION**

In the Prep Department detentions can be given for poor work and for very poor behaviour. The detention can be either 30 or 60 minutes in duration. If a child is placed in detention, the parents will be emailed and the time and venue will be agreed although this is usually Monday after school with the Deputy Head Pastoral. At least two days’ notice is usually given. We are aware that this can occasionally be inconvenient to parents, but detention is a serious sanction and we would appreciate your co-operation. Detention usually takes place after school on Mondays.

**NATIONAL ONLINE SAFETY**

As members of National Online Safety we suggest parents use their app for information and support. The app can be downloaded via this link “<https://info.nationalonlinesafety.com/mobile-app>” info. [nationalonlinesafety.com/mobile-app](https://nationalonlinesafety.com/mobile-app).





## EVERY CHILD MATTERS

We ensure that our children are kept healthy by providing good, nutritious food, by following health and safety procedures and by providing plenty of opportunities for physical education and a comprehensive programme for personal, health, social and emotional education.

We ensure that our children stay safe. We have rigorous safeguarding procedures, we have a policy for site security and we follow a positive behaviour policy. Corporal punishment is not permitted.

We ensure that we meet the learning and development needs of all our children through providing good quality and well differentiated learning activities, a broad range of interesting learning opportunities both indoors and outdoors and plenty of opportunities for personal development.

We recognise that every child is unique and so all children are given equal opportunities to learn and access the curriculum regardless of their abilities, race, gender or religious beliefs. We do not discriminate against any of our children or parents.

In order to meet the learning and development needs of all our children we monitor and assess learning and development in a variety of ways. We use both formative and summative methods of assessment.

## FIRST AID AND MEDICAL ISSUES

### First Aid Policy

A copy of our First Aid Policy is available on the School website and via the portal. In the event of a child arriving at school with any sort of unexplained mark/bruise/injury, parents will be asked to say how the injury occurred and a member of staff will complete a record of 'existing injuries'. In the event of a child having had an accident resulting in an obvious mark/bruise/injury whilst they are at the School, staff will complete an 'accident form' and this will be sent to the child's parents.

In the case of any head injury or more serious injuries, the School will contact parents as soon as possible. The School can provide a Head Injury Advice Card upon request. Parents will be encouraged to take their child home or to hospital if this is considered appropriate.

### Medical and health matters

In accepting a place at the School, parents are required to authorise the Head (or a member of staff acting on his/her behalf) to agree to emergency medical treatment for their child if this ever becomes necessary. This will include parents giving authorisation for their child to

have general anaesthetic or surgical procedures, should the School be unable to contact them at the time. If your child requires regular medication then parents must fill in the appropriate form when the medicine is handed into either the Pre Prep or Prep Department secretary. Providing that the School has written permission from parents then staff will endeavour to make the necessary arrangements. This provision can, however, only be made in exceptional circumstances.

### Care Plans

Parents of pupils with a diagnosed medical condition should make an appointment via the School offices to agree a Care Plan. It is usual practice for the Care Plan to be put in place before a child starts at the School or as soon as a condition is diagnosed. The School may require medical evidence in order to agree a Care Plan.

### Medicine in school

As stated in our Medicine Policy, which is available on our website or the portal, we are unfortunately only able to administer medicine to children in very exceptional circumstances. It is important, therefore, that parents keep their children away from the School while they are ill and being treated. Once back at school any course of prescribed medicine should be administered by parents themselves before and after school hours.

### Exclusion from school for medical reasons

Children who are unwell MUST be kept away from the School so that the spread of infections is restricted as much as possible. Either the Pre Prep or Prep Secretary should be informed by telephone. Phone calls must be followed up with an email as soon as possible, as written confirmation is a requirement: [preprepsec@townclose.com](mailto:preprepsec@townclose.com) or [prepsec@townclose.com](mailto:prepsec@townclose.com)

Parents should make appropriate arrangements for the care of their children when they are ill and should keep them at home until they are fully recovered. If a child is taken ill during school hours, then it is the responsibility of the child's parents/guardians to make arrangements so that the child can be collected from the School as soon as possible.





Current guidance from the UK Health Security Agency, Health Protection Team (UKHSA HPT) about infection control is set out below. Parents are asked to notify the School of the following infections and adhere to these guidelines.

EXCLUSION TABLE

Infection	Exclusion	Comments
Athlete’s foot	No.	Athlete’s foot is not a serious condition. Treatment is recommended.
Chickenpox	Yes. Five days from onset of rash and all the lesions should have crusted over before returning to school or nursery.	
Cold sores (herpes simplex)	No.	Avoid direct contact / sharing drinking utensils and towels. Cold sores are generally mild and heal without treatment.
Conjunctivitis	No.	
Coronavirus and other respiratory infections	Yes.	Easily spread by droplets. reinforce hand and respiratory hygiene.
Diarrhoea and/or vomiting	Yes. Whilst symptomatic and 48 hours after the last symptoms.	nhs.uk/conditions/diarrhoea-and-vomiting
Glandular fever	Exclusion is not required and children can return once they feel well enough.	
Hand, foot and mouth	No.	Exclusion may be considered in some circumstances. Avoid contact with pregnant women.
Head lice	No.	Treatment recommended only when live lice seen.
Hepatitis A	Yes. Seven days after onset of jaundice (or seven days after symptom onset if no jaundice).	
Hepatitis B, C, HIV	No.	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact.
Impetigo	Yes. Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.	Antibiotic treatment speeds healing and reduces the infectious period. Spread by physical contact and sharing towels.
Influenza	No precise exclusion period. Adults and children with symptoms of flu are advised to remain at home until recovered.	Immunisations minimise risk of infection.
Measles	Yes. Four days from onset of rash and recovered (onset of rash is day zero).	Preventable by vaccination (2 x MMR doses). All pupils and staff are recommended to be vaccinated.

Infection	Exclusion	Comments
Meningococcal Meningitis/septicaemia	Until recovered.	Meningitis ABCW and Y are preventable by vaccination.
Meningitis due to other bacteria	Until recovered.	Hib and pneumococcal meningitis are preventable by vaccination.
Meningitis viral	No. Can return once well.	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None advised.	Good hygiene, in particular hand-washing and environmental cleaning, are important to minimise spread.
Mpox (previously known as monkeypox)	Exclusion needed whilst showing symptoms.	Most likely contracted by travel to Africa but is rare. Infection passed on by physical contact.
Mumps	Yes. Five days after onset of swelling, if well.	Preventable by vaccination (2 x MMR doses). All pupils and staff are recommended to be vaccinated.
Ringworm	Cases are on the increase so exclusion is recommended, until treatment has begun.	Treatment is required. Spread by direct contact. Hand hygiene important.
Rubella (German measles)	Yes. Five days from onset of rash.	Preventable by vaccination (2 x MMR doses). All pupils and staff are recommended to be vaccinated.
Scabies	Yes. Exclude until first treatment has been carried out.	Household and close contacts require treatment at the same time.
Scarlet fever	Yes. Exclude until 24 hours of appropriate antibiotic treatment completed.	A person is infectious for 2-3 weeks if antibiotics are not administered. Exclude until resolution of symptoms.
Slapped cheek/fifth disease	None (once the rash has developed).	
Parvovirus B19		
Threadworms	No.	Treatment is recommended for the child and household contacts. www.nhs.uk/conditions/threadworms
Tonsillitis	No.	There are many causes, but most cases are due to viruses and do not need an antibiotic treatment.
Tuberculosis (TB)	Yes. Advice will be taken from UKHSA HPT.	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread.
Warts and verrucae	No.	Verrucae should be covered in swimming pools, gyms and changing rooms, verrucae socks are the most hygienic way of achieving this.
Whooping cough (pertussis)	Yes. Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics.	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks.



The School Doctor also organises screening checks in Reception Year 3 and Year 6. These are particularly designed to check on sight, hearing, growth and any other areas which might need attention, with any findings requiring attention being passed on to you and/or your own G.P.

The School Doctor comes into school on an annual basis to talk to Year 6 girls and boys about puberty – parents are informed in advance of the meeting and anyone wishing to discuss the material used is most welcome to do so.

**Influenza Vaccination Campaign**

The School participates in the national Influenza Vaccination Campaign. Leaflets and consent forms outlining the procedure will be sent out beforehand.

**HPV vaccine**

All Year 8 children are eligible to have the HPV vaccination which helps protect against cancers such as cervical cancer, mouth and throat cancers as well as genital warts. Leaflets and consent forms outlining the procedure will be sent out beforehand.

**Safety in the sun**

Our children spend at least an hour outside every day. This means that, in the summer months in particular, they will need to be protected from the sun. The School has a policy for keeping our children safe from the sun’s harm, this includes the wearing of school sun hats and keeping children in the shade whenever possible. Parents are asked to apply an 8 hour sun cream to their children before they deliver them to school in the mornings. Children from Year 1 may bring their own named bottle of sun cream into school. The School will provide a hypoallergenic sunscreen for use in Nursery and Reception. Parental agreements will be sought for this and the sunscreen will be applied before going to lunch. A copy of the policy is available on the School website and via the portal.

**HOUSE SYSTEM: PRE PREP DEPARTMENT – BIRD FAMILIES**

The children in the Pre Prep, from the Reception classes to Year 2 classes, are allocated a Bird Family. The four Bird Families are Avocets, Barn Owls, Kingfishers and Peregrines. The Bird Families meet once a week and have a planned programme for personal, social and emotional development activities. The children are rewarded for kind acts, consideration for others, good manners and for following the Town Close Way with bird tokens throughout the week. These are collected by our ‘Top Birds’ (House Captains) prior to our Celebration Assembly on Fridays when the token totals are revealed.

**HOUSE SYSTEM: PREP DEPARTMENT**

A House system is in operation to provide a framework for academic, cultural, artistic and sporting competition within the Prep Department. House points are awarded and are given for a wide variety of activities throughout the School.

Name	House colour	Head of House
Barton	Blue	Mr. D. Avenal
Filby	Green	Mr. M. Buck
Ranworth	Red	Mr. R. Kendrick
Upton	Yellow	Mr. R. Walker

**PUPIL PLANNERS: YEARS 3 TO 8**

Each pupil will be given a school planner for the academic year. The planners are different for each year group but all include the reward pages in which children collect stickers (house points). Stickers may be awarded for a variety of reasons such as embodying the Town Close Way, excellent academic work, showing kindness or being supportive to a friend. Not only do stickers lead to badges for the individual, as described below, but they also contribute to the overall house score.

When a sticker has been given for written work, the award will appear in the pupil’s exercise book, alongside the comment.

A Headmaster’s Commendation for exceptional achievement is worth three stickers. It will be recorded in the reward booklet but there will also be a certificate presented personally by the Head. These are also celebrated in the Head’s Assembly.

The reward booklets are collected every Wednesday morning by the pupil planners of children in Years 3 and 4 and by the tutors of the older children. The weekly score is calculated and then added to both the weekly and termly house competitions.

Twenty five stickers will result in the award of the First Merit badge. An additional twenty five stickers will mean the Second Merit, a further twenty five the Third Merit and a final twenty five the Fourth Merit. All badges issued are in the appropriate House colour. The weekly House Competition winners are calculated using an average, thereby removing the necessity for there to be exactly the same number of children in each House.

**PERSONAL, SOCIAL, HEALTH, ECONOMIC EDUCATION (PSHE)**

In the Pre Prep department, PSHE is taught for 1 hour per fortnight. The pupils are introduced to the Town Close Way in assemblies and Bird Family Meetings and these are followed up and developed in class lessons.

In the Prep department, timetabled lessons of 60 minutes for KS3 and 90 minutes for KS2 pupils. This is supplemented by school and year group assemblies, house meetings, form time, circle time for Years 3 and 4, tutor groups for Years 5, 6, 7 and 8, the Code of Conduct, the values of the Town Close Way and the whole school ethos.

Relationships and Sex Education (RSE) is taught in lessons as part of the PSHE and science curriculum. The areas dealt with and the materials used are constantly under review. The long term plans and the policy is available on the portal and school website.

Our PSHE topics typically aim to provide the following overarching concepts within a social, moral, spiritual and cultural framework:

**Identity** (their personal qualities and achievements and what influences these; self-improvement; understanding and maintaining boundaries around their personal privacy, including online).

**Relationships** (developing healthy friendships; exploring the importance of family; respecting and understanding that some families are different from their own; online relationships; recognising and managing peer influence).

**A healthy balanced lifestyle** (how to improve and maintain good physical health; the importance of good personal hygiene and a balanced diet; lifestyle choices, including navigating the online world; how to look after their own emotional wellbeing; promoting positive self-esteem, self-worth and realistic self-image).

**Risk and Safety** (identification, assessments and how to manage risk; behaviour and strategies to employ in different situations, including online; the ability to make their own choices).

**Diversity and Equality** (valuing and respecting diversity; promoting empathy and compassion).

**Rights and Responsibilities** (universal human rights; justice, fairness and consent; respect for others’ rights to their own beliefs, values and opinions).

**Change and Resilience** (the skills, strategies and inner resources needed when facing challenges or change).

**Power** (how it is encountered through a variety of contexts including online; how it manifests through behaviours including bullying, persuasion and coercion; how it can be challenged or managed through negotiation).

**Careers** (economic wellbeing and understanding; enterprise skills and attributes, including aspiration, goal setting and identifying opportunities; opportunities to explore their feelings about money, financial decisions, careers and the economy).

**Global Citizenship** (knowledge of important global and local issues; an understanding of the democratic process; an understanding of the importance of community; knowledge of the global environment, how it is changing and what we can do).

**SCHOOL COUNCIL**

In the Prep Department, the council has been formed to enable pupils to have a say in the running of their school and also to give them a taste of government in action as part of their Citizenship curriculum. The council is made up from one representative from each form in Years 3, 4, 5, 6 and 7, and two representatives from each form in Year 8 who are voted for by their peers. On some occasions, Year 2 representatives will be





asked to attend meetings. The council is co-ordinated by Mrs. L. Moore, who acts as a facilitator during the meetings. Regular meetings are held during each term and sub-committees are formed to deal with any matters arising between meetings. Matters to be discussed are brought to the council by the representatives after prior consultation with their class; furthermore, members of staff can also suggest relevant matters. The minutes are shared with all staff on Firefly. If action has been taken then the School Council will be informed and they will share this information with their forms.

**ECO COUNCIL**

In the Prep Department, an Eco-Council has been formed to discuss sustainability and environmental issues within the school. This encourages children to develop their awareness of sustainability for their future lives. The council is co-ordinated by Mr. A. Smith. Regular meetings are held throughout the term and Eco-Council representatives report back to both their peers and teachers about changes that will be made.

**TARGET CARD**

In the Prep Department pupils are occasionally put on a weekly Satis Card if enough members of staff feel that the child is not meeting expectations. The cards are graded green, yellow, and finally red, by which time there should be an improvement. The child takes the card to each lesson where it is signed and graded by the teacher. At the end of the week, it is taken home to be signed by the child’s parent and then returned to the Deputy Head (Pastoral).

**SENIOR RESPONSIBILITIES**

- Year 6: The opportunity exists for some children in Year 6 to be library monitors
- Year 7: Some children in Year 7 have the opportunity to assist with the lunchtime supervision of children in the Pre Prep Department
- Year 8: All pupils in Year 8 are responsible for some of the break time patrolling, under the supervision of the teachers on duty, and contribute to the smooth running of the School. Through their example, the younger children develop a positive attitude and learn how to behave
- Year 8: All pupils are allocated one or several Year 3 children (depending on numbers) in their House and will act as a ‘Buddy’ throughout the year. It is the responsibility of the Year 8 child to monitor the Year 3 child/children in their care and to help with any minor issues which may arise in the playground or in class. The ‘Buddy’ system will be closely monitored by the Heads of Houses

**STAFF PHOTOGRAPHS**

Photographs of all the School’s employees can be found in the Prep Office. Collections of staff photographs can be found in the Pre Prep Reception, Dearnaley Building and Prep Dining Room to help the children and parents recognise who everyone is. Please feel free to come and look at any of these photo boards. Photographs of a few key staff can be found on the back cover of this handbook.

**TUTOR GROUPS**

All children in Years 5 to 8 have a tutor who they keep from year to year. The form teacher is still the first port of call for administrative matters, such as lost property. Tutors will naturally, over time, build up a good relationship with their tutees, will be able to support them pastorally and have a good overview of their academic abilities, interests, hobbies and progress.



**ACADEMIC CONSIDERATIONS**

**TEACHING AND LEARNING**

All aspects of the curriculum at Town Close are underpinned by the School’s Teaching and Learning Policy: its aim is to create consistency, coherence and continuity by developing a shared understanding of the quality and type of teaching and learning expected at Town Close. It is used to aid monitoring and evaluation and it is used to inform lesson planning, staff development and strategic planning in conjunction with the School Development Plan.

This policy reflects what the School values and what it believes is important in order to deliver an inclusive education to all pupils.

The above points mean that the Teaching and Learning Policy relates directly to the Ethos and Aims of the Curriculum Policy.

**CURRICULUM FOR THE EYFS**

Children aged 3 to 5 years follow the Early Years Foundation Stage curriculum (the EYFS). More information about Early Years Outcomes can be found below and at [www.gov.uk/government/publications/early-years-outcomes](http://www.gov.uk/government/publications/early-years-outcomes)

**Organisation and staffing**

- The Nursery class is for children aged 3 to 4 years
- Reception classes are for children aged 4 to 5 years

Each child belongs to a particular class. The teachers in the year group plan the curriculum together, to ensure parity between the classes and to share expertise. The curriculum is then delivered, supported by the teaching assistants. Little Acorns Nursery is led by our Head of Nursery, who is supported by teaching assistants.

Each Reception class has one teacher (key person) and he/she is usually supported by one full-time teaching assistant. Parents have the opportunity to meet their child’s class teacher before he/she is left at the School. They are provided with the name of that teacher and the contact details of the School. The teacher (key person) ensures that all children’s learning is tailored to meet their needs and engages with parents to support them in guiding their child’s development at home. The teacher will also help families engage with more specialist support if appropriate. All teachers and adults are appropriately qualified and trained to work with EYFS children. Their training and development needs are

regularly considered to ensure that the qualities of the learning experiences offered are of the highest standard and continually improve.

**THE EYFS CURRICULUM CONTENT**

We provide a rich range of diverse learning experiences both indoors and outdoors and make full use of our wonderful wooded grounds for outdoor learning. We also provide a good balance of both teacher-led and child-initiated activities. Playful learning is actively promoted throughout the day and our children develop positive attitudes to their learning.

The children are encouraged to play and explore, by investigating and experiencing things. They are given opportunities to be active learners, to concentrate and persevere if they encounter difficulties and to enjoy their achievements. They are encouraged to be creative and to think critically, to have their own initiatives, to develop their own ideas, to follow their own interests and to develop strategies for solving problems. Adults respond to each child’s emerging needs and interests and guide them in their development and understanding through warm, positive interactions.

There are seven areas of learning and development that shape the Early Years curriculum. All areas of learning and development are important and interconnected. Three areas are particularly crucial for igniting children’s curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the prime areas, are: communication and language; physical development; and personal, social and emotional development. There are a further four specific areas through which the three prime areas are strengthened and applied. These specific areas are: literacy; mathematics; understanding the world; and expressive arts and design.

- **Communication and language development** involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- **Physical development** involves providing opportunities for young children to be active and interactive; to develop their co-ordination, control and movement. Children are helped to understand the importance of physical activity, and to make healthy choices in relation to food.



- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; to have confidence in their own abilities.
- **Literacy development** involves encouraging children to link sounds and letters and to begin to read and write. Children are given access to a wide range of reading materials (books, poems and other written materials) to ignite their interest.
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces and measures.
- **Understanding the World** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

The children are given plenty of opportunities to engage in child-initiated, playful learning activities outside their classrooms. We also encourage teachers to take their more formal teacher-led sessions outside whenever practical.

Specialist teachers are used to teach swimming and dance (once weekly) and music (twice weekly) and Reception children attend assemblies and hymn practices held for all the Pre Prep children. The Reception classes contribute to our programme of class assemblies led by the children through the School year. Parents are invited to attend these assemblies, which are advertised on the Pre Prep calendar.

#### Curriculum planning

Outline plans for the delivery of the curriculum are made available for parents in a variety of ways throughout the year. Whilst the design of the Nursery curriculum does not change very much over the course of a year, the balance of the curriculum in the Reception classes is gradually adjusted so that there is more

emphasis placed on teacher-led activities. This helps to prepare the children for our Year 1 classes.

Curriculum information letters are uploaded to the portal every Friday. They outline the activities that have been undertaken that week at school and suggest ways in which parents can support their child's learning at home.

#### Recording and reporting on a child's progress

Children's learning and development is recorded in a variety of different ways, in both the Reception and the Nursery classes. The planning of lessons and activities always takes account of children's previous learning and builds appropriately on that learning. The next steps necessary for the learning of both groups and individuals are identified at weekly planning meetings. Our Learning Support Department provides support and guidance for individual pupils and their parents. We also provide extension activities for those children who show special aptitudes in certain curriculum areas.

Children are assessed for what they know, understand and can do and then plans are made to help them progress, develop and learn. Parents are encouraged to be involved in this process and to contribute to the records of their child's learning and progress.

Parents are given plenty of opportunities to discuss their child's progress and achievements over the course of the year either informally at the beginning and end of each day or at our special meetings for parents. Please do not hesitate to get in touch if you have any concerns about your child's progress.

The children in the Reception classes are working towards Early Learning Goals and they are expected to have achieved at least a national average standard by the end of their Reception Year. Parents receive a written summary report from the class teacher, before the end of the academic year. This report gives a short commentary on each child's skills and abilities in relation to the three characteristics of effective learning. The report also indicates whether or not children are meeting expected levels of development. Parents are provided with the opportunity to discuss this report/profile with the teacher. A copy of this report is passed to the child's next class teacher before the start of the new academic year.

#### CURRICULUM FOR KEY STAGE 1

The Key Stage 1 Curriculum is designed to achieve the School's aims and to support the School's ethos. We therefore follow a very broad and enhanced Key Stage 1 programme of study.







Each child belongs to a Year 1 or Year 2 class and each class has a teacher.

- Children aged 5 to 6 years are Year 1 children
- Children aged 6 to 7 years are Year 2 children

### Organisation

As the children move into Year 1 and then Year 2 we gradually introduce longer periods of teacher directed lessons and activities. Although we still provide plenty of opportunities for the children to engage in self-directed child-initiated activities and independent learning, we follow a more rigid timetable and begin to use more forms of summative assessment.

We continue to provide a rich range of learning experiences both in and out of the classrooms.

Music continues to be taught twice weekly by a specialist music teacher. Year 2 children are introduced to specialist games teaching and have the opportunity to attend our tennis lessons at an extra cost during the Autumn and Spring Terms. Weekly swimming lessons continue throughout the year. Year 1 children have one lesson each week with a specialist dance teacher, while in Year 2 there is a dance club that meets in the lunch hour.

There is a specific sports afternoon for both year groups. There are also class assemblies plus a range of other performances throughout the year.

From the start of Year 1 through to the end of Year 2 evidence of a child's learning is increasingly recorded in exercise books and on paper as deemed appropriate. The emphasis is on developing children's all round abilities as well as developing specific skills in verbal and written communication and in the use of number. Whenever possible, children are kept active in their learning.

The curriculum covers the following subjects:

- literacy – speaking and listening, reading and writing
- mathematics
- computing
- history, geography and religious studies
- personal, health, social and emotional studies
- music
- art and design technology
- games, dance and physical education and swimming

### Curriculum planning

The learning objectives for the year are made available to parents, through our parents' information evenings and on the portal. They are also made available for parents on request.

Curriculum information letters are uploaded onto the portal every Friday. They outline the activities that have been undertaken that week at school and suggest ways in which parents can support their child's learning at home.

### Recording and reporting on a child's progress

Parents are provided with two written reports a year while their children are in Years 1 and 2 and one written report at the end of their child's time in Nursery and Reception.

### Parents' Evenings in the Pre Prep Department

There are at least two Parents' Evenings every year, when parents can consult with teachers about their child's progress.

### HOMEWORK IN THE PRE PREP DEPARTMENT

The purpose of homework is to consolidate and reinforce the skills and understanding initiated at school. It should gradually encourage pupils to develop the confidence, skills, initiative and motivation needed for independent learning and study. From the start of Year 1, small amounts of homework are therefore set for every child. This homework should only take a maximum of 10 to 15 minutes and is usually aimed at developing a child's reading and spelling skills. In Year 2, the amount of homework is increased slightly. All the teachers know that very young children may sometimes be too tired at the end of a busy school day to do any homework at all. We do not, therefore, consider homework compulsory. It is provided for those parents who wish to help to reinforce and progress their child's learning.

### READING

The most important kind of help and support that parents can give to develop their child's literacy skills is to read good literature to them for pleasure and relaxation. Even when children are beginning to read

for themselves it is vital to keep this activity going as often as possible, as it can expose a child to more sophisticated literature than they could understand and access for themselves. Eventually children will develop the linguistic understanding necessary for fluent, extensive and independent reading. This understanding of language will be reflected in their choice of vocabulary as they learn to speak articulately and in their writing as they start to use a wider vocabulary.

Further advice on the teaching of reading is provided at special Parents' Evenings and on request.

### DAILY TIMETABLE: PREP DEPARTMENT

The Prep Department operates a two week timetable: Week Alpha and Week Beta. This allows us to include the best possible educational experiences for your children. Both weeks follow the same daily timings and can be found on the portal.

### ASSESSMENT AND REPORTING WITHIN THE PREP DEPARTMENT

Assessment and reporting in the Prep Department takes the following into account:

1. The need to assess pupils, in order to inform future teaching and planning.
2. The demands of future external examinations.
3. Parents' expectations of regular and informative reports about their child's academic progress.

We aim to introduce children more gently and progressively to the demands of exams, without the unnecessary stresses of too much testing too early. They will also learn the important skills of revision in a much more positive fashion, as they will be expected to revise a clearly defined amount of work in a much more closely targeted way.

Formative assessment is integral to the teaching and learning process; teachers assess and monitor the progress of pupils in all lessons.

The number, frequency and length of exams will increase steadily as children progress up the School, ensuring that they will still be properly prepared for external exams at 11+ or 13+. To this end, the increased frequency of exams during exam week as pupils get older is necessary but means, unfortunately, that it is not always possible to include as many revision sessions in the timetable of the week.

The first report of the academic year (in December for Years 3 and 4, in February for Years 5 to 8) is produced in an interim report writing style with subject specific comments written as bullet points, focused on progress and achievements, together with relevant points to help future development in the subject.

Full written reports are produced at the end of the Summer Term in all year groups.

### CAT4 ASSESSMENTS

In the Autumn Term, all pupils in the Prep Department will sit a CAT4 assessment. CAT assessments are a tool that we use to assess pupils' reasoning skills. It helps us to understand where a pupil's strengths lie.

These assessments measure your child's reasoning skills in four key areas. These areas are:

- Verbal Reasoning: the ability to reason with words representing objects or concepts
- Non-Verbal Reasoning: the ability to reason with shapes and patterns
- Quantitative Reasoning: the ability to identify numerical relationships
- Spatial Reasoning: the ability to reason with shapes to transform visual images

Results are given as standardised scores which you will receive during the Autumn Term. If you would like to know more about these assessments, please do follow this <https://support.gl-assessment.co.uk/knowledge-base/guides/a-guide-to-standardised-tests/a-guide-to-standardised-tests/introduction/>

### Year 3 Pupils

1. Assessments for mathematics and English during the Autumn and Summer Term.
2. Written reports at the end of the Autumn and Summer Term.
3. Parents' Evening (with the form teacher only) in the Autumn Term. Parents' Evening in the Spring Term.

### Year 4 Pupils

1. Assessments for mathematics and English during Autumn and Summer Terms, humanities and science assessments in the Summer Term.
2. Written reports at the end of the Autumn and Summer Terms.
3. Parents' Evening (with the form teacher only) in the Autumn Term. Parents' Evening in the Spring Term.

### Year 5 Pupils

1. Examinations for mathematics, English and science during the Autumn Term. Formal examinations in all Common Entrance subjects during the Summer Term. An exam results sheet will be sent to Year 5 parents at the end of the Autumn Term.
2. Written reports in February and at the end of the Summer Term.
3. Parents' Evening in the Autumn Term.



**Year 6 Pupils**

- 1. Examinations for mathematics, English and science during the Autumn Term. Formal examinations in all Common Entrance subjects during the Summer Term. An exam results sheet will be sent to Year 6 parents at the end of the Autumn Term.
- 2. Written reports in February and at the end of the Summer Term.
- 3. Parents’ Evening in the Autumn Term.

**Year 7 Pupils**

- 1. Formal examinations in all Common Entrance subjects during both the Autumn and Summer Terms. An exam results sheet will be sent to Year 7 parents at the end of the Autumn Term.
- 2. Written reports in February and at the end of the Summer Term.
- 3. Parents’ Evening in the Autumn Term.

**Year 8 Pupils**

- 1. Formal examinations in all Common Entrance subjects during the Autumn Term. An exam results sheet will be sent to Year 8 parents at the end of the Autumn Term. Common Entrance mock examinations during the Spring Term; only those children who require Common Entrance to gain entry to their senior school and/ or those who have not had the opportunity to sit exams at senior schools will sit formal Mock Common Entrance exams. The Common Entrance exams take place just after half-term in the Summer Term.
- 2. Written reports in February and at the end of the Summer Term.
- 3. Parents’ Evenings in the Autumn Term, ensuring that parents can speak to teachers early in the year of Common Entrance and also shortly after the Mock Examinations.



**Parents’ Evenings**

These take place on selected evenings throughout the year and give parents the opportunity to discuss the progress of their children with subject teachers, form teachers and the Head. The dates are published on the online calendar and you can book a place on SchoolCloud via the Parent Portal. Other evenings, such as the annual Year 7 Common Entrance Subjects Evening, will be arranged – these will always be detailed either on the online calendar or in Newsletters.

If for any reason you cannot attend a Parents’ Evening, or you wish to see a member of staff please contact them directly to arrange a mutually convenient time. Teaching staff will be happy to see you.

Parents will also be invited to attend a Future Schools Evening at which they will have the opportunity to meet representatives from Senior Schools. These events are normally held every few years.

**HOMEWORK IN THE PREP DEPARTMENT**

All pupils are set homework for the evenings. In Years 3 and 4 pupils will complete weekly activities that develop core skills such as reading, handwriting and maths. In addition to this, they will develop complete topic projects. In Years 5 and 6 homework tasks should take 45 minutes. In Years 7 and 8, one 60 minute prep is set, however, occasionally two 30 minutes preps might be set. Homework is an important part of the children’s education and needs to be taken seriously.

Parents will obviously want to take an interest in their children’s work, and provide some help with difficulties, but teachers need to be confident that it is indeed the child’s work they are marking and not the parents’!

For younger children, it is still hugely helpful if parents can find time in the evening to hear children read. Reading is at the core of so much of the curriculum.

Homework should be done in a quiet atmosphere without any distractions.

Homework is set on the School’s learning platform, Firefly, by the teachers.

**ATTITUDE TO LEARNING GRADES**

Attitude to learning is crucial to progress in levels of attainment at Town Close. Children in the Prep Department are awarded Attitude to Learning grades.

The criteria make reference to a pupil’s approach to organisation, oral contributions to lessons, written / practical work, concentration in lessons, homework (in relevant subjects), response to feedback and independent learning. Slightly different sets of criteria

will be applied for pupils in Years 3 and 4, pupils in Years 5 and 6 and pupils in Years 7 and 8, recognising that Attitudes to Learning ought to develop alongside levels of attainment as pupils move through the School.

Each term there are two grade periods when children are graded for Attitude to Learning, on a three point scale: AE (above expected), E (expected) and BE (below expected). (There is only one grade period in the Summer term).

The tutors collate the grades and use them to monitor the child’s approach and intervene where appropriate. The grades are sent home via the Parent Portal on the advertised calendar date for you to see.

The Attitude to Learning grades are also recorded on the child’s report twice per year. It should be stressed that these grades are purely for Attitude to Learning and reflect whether children are approaching their studies in the expected way for their age and for the expected standards at Town Close.

**STREAMING AND SETTING**

For some subjects, pupils are taught in streams and sets. Great care is taken to ensure that there is freedom of movement between sets, and all sets are reviewed at the end of each term to make sure that pupils are in the correct set. Parents will always be informed if a change is to be made.

In Years 3 to 5, pupils are placed in mixed attainment forms for all subjects except for maths which is taught in sets.

In Year 6, pupils are placed in mixed attainment forms for all subjects except for maths and English which is taught in sets.

In Year 7 and 8 pupils are taught in sets for some of the Common Entrance subjects. These are as follows;

- Pupils are grouped into three sets for English and drama by attainment.
- Pupils are grouped into three streams for maths, science and computing by attainment.
- Pupils are grouped into sets for French.

In addition to this, all pupils are able to choose at the end of Year 6 which second language they would like to study in Years 7 and 8. Pupils can choose between learning German, Mandarin or Spanish.

The School is committed to helping all pupils to make progress, with the set or stream a pupil is in being seen as no barrier to long term achievement. We recognise that pupils make progress at different rates and at different times. Consequently, in order to allow for

free movement between sets and streams, the basic curriculum followed is the same for all pupils.

**LEARNING SUPPORT AND SPECIAL EDUCATIONAL NEEDS**

We pay due regard to the SEND Code of Practice (0-25) for all the children in the School. The Learning Support Department works closely with teachers and parents in order to support pupils’ needs. The Learning Support Department conducts screening assessments in Year 3 for all pupils. Parents will be informed of these screening assessments; results will be shared and advice will be given about how School and parents can offer the best support. Other screening assessments can be completed by the Learning Support Department to gain a better understanding of a child’s learning profile. Where necessary, the Learning Support Department can advise and recommend external assessments; this is always done with thorough consultation with the pupil’s parents.

On the whole, children are supported with their learning within their classes, but sometimes they are withdrawn by the Learning Support Department for 1-1 intervention or small group sessions. The support the pupil receives is dependent on individual need and is tailored accordingly. If the School considers that a child may have a special educational need or disability which requires specialist support, then the School will assist families with accessing the relevant support services and agencies. Pupils with an identified need will be added to the Special Educational Needs Register to ensure effective monitoring takes place. The assess, plan, do, review cycle will be in place for these identified pupils.

The Head of our Learning Support Department is Mrs. E. Boyt. She is responsible for pupils from Nursery to Year 8. She works closely with the Head of EYFS.

**ENGLISH AS AN ADDITIONAL LANGUAGE**

The School welcomes children from a diverse range of backgrounds and is an inclusive community where everyone is valued. This means that children for whom English is not their first language are not discriminated against. All children are fully integrated into the life of the School.

For children whose home language is not English, we will provide opportunities for them to develop and use their home language in play and learning, supporting their language development at home. We will assess skills in communication, language in English and will ensure that pupils have sufficient opportunities to reach a good standard of English so that they are ready to benefit from the opportunities available to them.



When a child does not have a strong grasp of English, we will work with parents and professionals to explore this further to ensure that the appropriate support is in place.

### **EQUAL OPPORTUNITIES**

Children from a diverse range of backgrounds are welcomed. The School actively promotes and values diversity and difference. It also prides itself on being an inclusive community where there is complete equality of opportunity; everyone is valued, supported and included. Reasonable adjustments will be made to accommodate the needs of every pupil or adult.

The named person for promoting equal opportunities for children with Special Educational Needs or Disabilities or for those children requiring Learning Support is Mrs. E. Boyt.

Copies of the Equal Opportunities Policy are available on request or can be found on our website or the portal.

### **REMOTE LEARNING**

If national or local restrictions require entire cohorts (or bubbles) to remain at home, we aim for a full timetable of remote education provision to be provided from the outset. Further information regarding our online learning provision can be found on our website.

### **COMPUTING ISSUES**

#### **Accessing Firefly and Office 365 from home**

Your child should go to <https://townclose.com/dashboard/>. Alternatively a pupil link can be found at the bottom of the homepage of the School's website at [www.townclose.com](http://www.townclose.com) which will take the pupil to the same dashboard. The children will need to enter their email address using the format [username@townclose.com](mailto:username@townclose.com) e.g. [22smitht@townclose.com](mailto:22smitht@townclose.com)

The children should know their login name and password. However, if there are any problems or you require further help please do not hesitate to contact the IT Support Department via email: [itsupport@townclose.com](mailto:itsupport@townclose.com)

### **iPads**

Pupils in Years 6 to 8 are issued with iPads to develop their skills in independent research, to enhance their collaboration and creativity and to increase their digital literacy in preparation for the world beyond school. Guidance is sent out at the start of the academic year which aims to answer parents' frequently asked questions about iPads. Further copies can also be obtained from IT Support. There are two cardinal rules regarding the use of iPads: they must not be removed from the cases provided and the settings should not be altered except by IT Support staff.

### **Portal**

The portal brings together general information such as calendars, menus, the parent handbook and timetables with other information specific to your child, such as absence records, A2L grades and reports. The calendar can be filtered and can also be synced to your personal devices. Weekly communications such as year group letters and the newsletter are included and can also be filtered by year group. There is also a parent directory, where you can opt to show contact details to other parents should you wish. Password and security procedure on access and use of the portal are shared with parents as part of the admissions process.

### **Social Media**

Details of the School's social media accounts can be found at the bottom of the homepage of our website.



# **EXTRA-CURRICULAR AND SPECIAL EVENTS (INCLUDING SPORT AND MUSIC)**

### **ADVENTURE PLAYGROUND RULES**

The adventure playgrounds and equipment along the Woodland Walk are out of bounds to all children before and after school and should only be used when properly supervised by a member of staff. There are certain rules about the use of the playground equipment and certain restrictions are enforced for safety reasons. The children are made aware of these rules by class teachers and are reinforced by duty supervision staff.

### **BIRTHDAY CAKES**

We ask that Pre Prep parents do not send birthday cakes into school. Unfortunately there are often a number of children in each class with special dietary needs or allergies that must be considered. Our priority must be to keep all the children safe and not to make any feel excluded. Children in the Prep Department are welcome to book an appointment with the Head where they may bring a cake into school to share with a small group of friends. Bookings can be made on the portal and we ask that these are completed at least one week in advance. However, in order to meet Health and Safety requirements only pre-packaged cakes purchased from a shop, showing a printed list of ingredients, will be allowed. These should be taken to the kitchen at the beginning of the School day. The Catering Manager will inspect the ingredients of the cakes to ensure that they are safe for the children.

### **BOOK SALES**

Book Sales will be held on days announced on the online calendar. The children are encouraged to buy books for their own reading and parents are also welcome to come and make use of this service. The books on display are high quality, carefully chosen books that would grace any library, and the constantly changing selection covers our full age range.

### **CHARITIES**

Every year the School chooses one particular charity to support and the children learn about its purpose and how best to support it. The children and parents are encouraged to participate in various fundraising activities



throughout the school year and all the money raised is donated to the charity that has been chosen. In previous years we have supported Nelson's Journey, Great Ormond Street Children's Hospital, Street Child, Break, Norwich and Norfolk Community Hospital, Zoological Society of East Anglia.

### **EDUCATIONAL VISITS**

A wide variety of trips are organised throughout the year and parents are informed about these in advance. Educational visits form an essential component of our curriculum, providing excellent opportunities to extend the knowledge and understanding of our pupils and allow them to develop their resourcefulness and initiative. We regularly take pupils on day trips to places such as: historic sites, religious buildings, museums, galleries, natural features, farms and theatres. We also run several residential trips to local destinations, such as the Horstead Centre and Eaton Vale, as well as to destinations further afield such as the Lake District and Normandy.

Copies of our policy for children on school trips are available on request or can be seen on our website or on the portal. Risk assessments are undertaken for every trip and these include the consideration of appropriate adult and child ratios to ensure the safety of all the children. 'Blanket consent' is sought from parents when their child first joins the school for all trips which take place during normal school hours, 8.15am - 4.00pm.





**EXTRA-CURRICULAR ACTIVITIES**

We have a variety of exciting, varied range of extracurricular activities open to all, and we would really like to see the children making maximum use of these opportunities. Please note that the list of activities may change depending on season or availability of staff expertise, some have limited numbers, and some run for specific age groups only. Activities are advertised on the activities board in the entrance to the Dearnaley Building. Pupils interested in joining an activity should follow the instructions on the activity poster to participate. Some activities require forms to be completed on the Portal and payment to be made, all relevant information about these clubs is sent out at the start of each term. Please collect your children from the Dearnaley Building foyer or the advertised location after activities.

To ensure your children get a late tea in After School Care after their activity, please ensure that the activity is selected from the drop down menu when booking online.

**HOUSE CROSS COUNTRY  
(FEBRUARY/MARCH)**

Parents are welcome to come and watch their children participate in these events at the School. Information is sent home before the event outlining the arrangements.

**IAPS CODE OF CONDUCT FOR SPECTATORS  
FOR ALL SPORTING EVENTS**

The IAPS has developed a Code of Conduct for spectators, parents are reminded that they have a responsibility to:

- be a positive role model and lead by example,
- remember that children are involved in sport for their enjoyment; they are not playing to satisfy your ambitions,
- encourage the children to play by the rules,
- applaud good play by members of all teams not just your own,
- not question publicly the officials’ judgement and never their honesty,
- support all efforts to remove verbal and physical abuse from children’s sport,
- recognise the value and importance of coaches. Allow them to decide what is best. They give their time, energy and experience to provide guidance for the children,
- set an example by being friendly to the opposition parents,
- emphasise enjoyment and fun. Praise and reinforce effort and improvement,

- be aware of the physical demands that sport places on children,
- do not harass or swear at players, coaches or officials,
- never ridicule or shout at any child for making a mistake or losing a competition,
- condemn the use of violence in all forms,
- teach children that effort and teamwork are as important as victory so that the result of each game is accepted without undue disappointment,
- turn defeat into victory by helping children work towards skill improvement and a positive sporting attitude, and
- relax and enjoy the game whether your team wins or not.

**MUSIC**

All children entering the School are expected to take an active part in the musical life of the School. Most children will benefit enormously from learning a musical instrument, provided that the instrument is carefully selected. Town Close has a team of talented visiting music teachers who would be happy to answer any of your questions and all of them are keen to encourage new pupils. In the first instance, please make contact with the Head of Music via email: [skoczur@townclose.com](mailto:skoczur@townclose.com)

Individual violin, viola, cello, guitar, piano, trumpet, horn, trombone, flute, clarinet, oboe, saxophone and singing tuition is available to pupils from Year 1 at the discretion of the individual music teacher. Every effort will be made to accommodate parents’ requests. Parents pay for 30 lessons that are spread out throughout the year, dependent upon the variable length of each term. After the successful completion of one term’s lessons the notice period required to end the lessons is half a term. Parents are advised that children will usually miss timetabled lessons in order to have individual music tuition and that the learning opportunities missed





cannot necessarily be repeated. An Aulos Descant Recorder (yellow case) is essential for the children in Years 3 and 4 and they will be asked to practise the recorder on a regular basis. Parents should ensure that all instruments and cases are clearly labelled and that these are taken home to practise regularly.

**NON-UNIFORM DAYS**

At various times throughout the year, generally once per term, there are ‘non-uniform days’. Children pay a minimum of £1.00 each for the privilege of wearing casual clothing, and this money is given to the School’s chosen charity. Obviously we expect children to arrive at school clean and reasonably smart – casual clothing does not mean fancy dress unless it is the ‘Dress as a Character from Literature’ day.

**PHOTOGRAPHS**

Every Autumn Term we arrange for a photographer to come into the School to take individual photographs of all children and sibling photographs; we also arrange for class photographs to be taken in the Summer Term. Every alternate year a photograph is taken of the whole school, the next one is due to be taken during the Summer Term in 2024. Parents have the opportunity to order copies of all of these photographs and details of how to order are communicated to parents via the Head’s Newsletter shortly after the photographs have been taken. Should you have any concerns about the quality of the photographs or the ordering process please can you inform Mrs. Harries in the Pre Prep department or Mr. Coulthart in the Prep department so that we are able to monitor the overall situation.

**PE, SWIMMING AND GAMES**

All the children in the Pre Prep Department have a timetabled swimming lesson every week. Children in the Prep Department normally have timetabled swimming lessons every two weeks. Children should come to school equipped with a towel, a costume or trunks, a swimming hat and some goggles. Children in the Nursery and Reception may also have a school approved wetsuit if they feel the cold. (See uniform list) No watches should be worn in the pool even if they are waterproof.

Children are not allowed to swim if they are wearing bandages or plasters, as they block the filters if they come off in the pool. Parents should therefore remove any such dressings themselves before their child comes to school if they wish their child to swim. Children who have a verruca should wear a special verruca sock in both the changing room and pool. Whenever parents

want their child to be excused from a swimming lesson, they should notify the School Office via email or in writing by 9.00am on the morning in question. Alternatively they can use the Contact Form on the portal.

It is the School’s policy that all children should wear mouthguards in any sport where there is a risk of specific injury to teeth. This includes rugby and hockey for the boys in Years 3 to 8 and hockey for girls in Years 3 to 8. Self moulding mouthguard kits are widely available. Opro offer a home kit solution or alternatively you might like to consult your child’s dentist. Advice and details are available from the Heads of Boys’ and Girls’ Games or by visiting [www.opro.com](http://www.opro.com)

Sports played:

- Autumn Term: Rugby (Boys Years 3 to 8)  
Football (Boys Years 3 to 8)  
Hockey (Girls)  
Mini tennis, badminton and swimming (Boys and Girls)
- Spring Term: Hockey (Boys)  
Netball (Girls)  
Cross Country, gymnastics and swimming (Boys and Girls)
- Summer Term: Cricket, athletics and swimming (Boys and Girls)

When children are selected for teams, as much notice as possible is given. Children are taken from Town Close to fixtures and may be picked up after matches or at school at the time specified after match teas. Most home matches are at the Town Close Field (Newmarket Road, adjacent to Notcutts), the Astroturf pitch next to Goals Soccer Centre, the Fairfield Road site, CAN (City Academy Norwich) or Ketteringham Cricket Club. Parents are most welcome to support home or away matches and House matches. They are also very welcome to share in match teas.

**PRIZE DAY**

It is expected that all Prep Department pupils and as many parents as possible will attend. However, due to the shortage of space we regret that we cannot extend the invitation to other members of the family unless the circumstances are exceptional.

Details of precise timings and the locations to be used will be shared nearer each Prize Day. The Prize Giving and speeches generally last about an hour and a half.

Pre Prep children who have siblings in the Prep Department may book a place in the crèche rather

than attend the ceremony. Arrangements for parking are as follows: Parents of Year 8 pupils may park in the Newmarket Road car park; all other cars should be parked at the Town Close Main Field. Minibuses will be available to transport parents to and from the School.

**ROYAL NORFOLK SHOW**

The School always has one day’s holiday for the Royal Norfolk Show, generally the Wednesday.

**SPORTS DAY IN THE PRE PREP DEPARTMENT**

Each year group in the Pre Prep has a Sports Afternoon, held on the Front Lawn. Parents are invited to watch their children take part in a variety of races. Further details are sent out nearer the relevant time. Dates, when available, can be found on the online calendar.

**SPORTS DAY IN THE PREP DEPARTMENT**

Junior sports are held in the morning, with the children in Years 3 and 4 returning to school for lunch and normal lessons in the afternoon. Senior pupils will follow an alternative timetable in the morning and following an early lunch will participate in senior sports in the afternoon, usually finishing around 6.00pm. Sports Day at Town Close is a fully inclusive occasion with every child participating in at least one individual event and one team event. Please send children to school protected by a sun blocking lotion if the forecast is for hot weather. A sun hat is often advisable. Further details will be sent home nearer the time.



**STATIONERY REQUIREMENTS FOR THE PREP DEPARTMENT ONLY**

The following items are required and must be named, they should fit comfortably into one pencil case::

- Pencil case
- Pencils
- Pencil sharpener
- Rubber
- 15cm Ruler
- 30cm Ruler
- Pencil crayons
- Glue stick
- Purple coloured pen for marking
- Blue Berol handwriting pen (Years 3 and 4)
- Fountain pen blue ink (Year 5 and above) ball point pens are discouraged as a matter of School policy
- Coloured writing pens e.g. Fineliners
- Protractor - Years 5 and above, 360° angle measure Years 7 and above
- Scientific calculator – Years 5 and above. The model the CE department prefer to use in school is the Casio fx-85GTX
- In ear headphones suitable for use with an iPad (Years 6 to 8)
- Aulos Descant Recorder (Years 3 to 4)
- Dictionary – Collins Pocket English (Years 5 to 8)



# UNIFORM

## SCHOOL UNIFORM

Children have the choice to wear the entirety of either the skirt and dress uniform or the shorts and trouser uniform. It is expected that some children will move between these two options.

Unless attending a sports tournament or being collected from after-school games practices, all pupils must travel to and from school in uniform.

Please ensure that ALL your children’s clothing (including shoes) and possessions are named. Relatively few marked items go missing permanently but every year we are amazed and frustrated at the accumulation of clothing, footwear, watches, towels and so on which we cannot return because it is unnamed. A list of all lost property in the lost property containers is produced every week and displayed on the door of the Sports Hall. Lists are also given to the form staff each week.

- **Blazers**  
Blazers must be worn for journeys to and from school, during assembly, lessons and on special occasions. Blazers should not be worn during lunchtime or at break except by children in Year 8.
- **Tracksuits**  
Throughout the year, tracksuits are essential for games. Jogging bottoms and a Town Close fleece or midlayer must be worn when the children are playing in the grounds and also on the playground if the weather is cold.
- **Art, DT and science**  
Aprons and overalls are supplied by the School for use in the art, DT room and science laboratory.

## GENERAL APPEARANCE

We encourage our pupils to look as smart as possible with shirts tucked in and long sleeves buttoned at the cuff. Hair should be tied back if it is below the collar, and long fringes should be secured with a clip or ‘Alice band’ or equivalent to keep hair away from the face. Hair accessories should be black or navy blue only.

## JEWELLERY

Under no circumstances should children wear rings or bracelets in school. If girls wish to have their ears pierced we recommend that it is carried out in the first week of the summer holidays to allow ears to heal before the beginning of the Autumn Term. Earrings, including sleepers and studs, are strictly forbidden in school.

## SCHOOL OUTFITTERS

The School’s outfitter is Schoolblazer.com. The firm offers a bespoke, online ordering service and is committed to making the process of buying new uniform as easy and pain-free as possible. If you have any questions or require help please do not hesitate to contact the Schoolblazer helpline on 0333 7000 703 (calls charged at local rate from landlines and are included in call plans from mobile phones) or email Schoolblazer at: customerservices@schoolblazer.com

Parents are of course most welcome to source generic items of clothing from their preferred outfitters.

All items must be named and certain items should have a strong ribbon loop attached so that they can be hung securely on a peg, e.g. fleece top.

Should the quality of any Schoolblazer articles of clothing fall short then parents are encouraged to contact Schoolblazer, who will often provide a replacement. Furthermore it is helpful to inform Mrs. Harries in the Pre Prep department or Mr. Coulthart in the Prep department so that we are able to monitor the overall situation.

## SCHOOL SECONDHAND UNIFORM SHOP

The School Uniform Shop opens every Monday between 2.30pm - 4.00pm and Wednesday between 8.00am - 9.30am during the term for the sale of secondhand uniform. Items offered for sale in this shop must be clean and in good repair. Seller forms and labels are available from the PTA website, School Office or the shop. The item is priced by the PTA shop team. A commission is taken for school funds. When you purchase an item of secondhand clothing, please remove the previous owner’s name – failure to do this frequently causes confusion!

## UNIFORM FOR NURSERY

- Storm proof Town Close navy coat
- Navy waterproof jacket (clearly named)
- Red mid-layer zip up top
- Red Town Close crested polo shirt – short and or long sleeved
- Navy cotton jogging trousers (two pairs)
- Black or navy shoes
- Navy legionnaire-style sun hat
- Navy Town Close beanie hat
- Navy fleece gloves (mittens are ideal)
- Navy swimming trunks / costume
- Wetsuit (if your child feels the cold)
- Navy swimming hat
- Towel (clearly named and any colour– not available from Schoolblazer)

- Swimming bag – (any style / colour)
- Swimming goggles
- Wellington boots
- Town Close book bag
- Navy Town Close PE / kit bag (called a ‘Laundry Bag’ by Schoolblazer)

## Summer wear - optional for the Summer Term and the first half of the Autumn term.

- Navy pull up jersey shorts with short white or navy socks

Please note that:

All belongings, including shoes, underwear and socks, must be clearly named.

Please add a ribbon loop to clothing items in order that they can be easily hung on pegs and not lost.

Jewellery of any kind is not permitted, including earrings and studs.

Please ensure that:

- Hair is tied back at all times.
- All hair accessories are navy blue.

## UNIFORM FOR RECEPTION, YEARS 1 AND 2

- Storm proof Town Close navy coat
- Navy waterproof jacket (clearly named)
- Town Close Blazer
- Sky blue Town Close crested polo shirt – short and or long sleeved
- Navy V neck Town Close sweater
- Grey shorts with long grey socks
- Pinafore dress with navy socks or tights
- Black or navy shoes (flat soles)
- Wellington boots (any colour)
- Navy Town Close fleece top
- Navy Town Close beanie hat
- Navy fleece gloves
- Navy cotton jogging trousers
- Trainers for outdoor wear
- White Town Close polo shirt (for PE lessons)
- Navy shorts (for PE lessons)
- White short socks (for indoor PE)
- Navy swimming trunks / costume
- A wetsuit (optional)
- Navy swimming hat
- Swimming goggles
- Towel (clearly named and any colour – not available from Schoolblazer)
- Swimming bag – (any colour / style)
- Navy legionnaire-style sun hat
- Town Close book bag
- Navy Town Close PE / kit bag (laundry bag)
- **For children in Year 2 ONLY:** non-marking soled trainers for indoor use

## Summer wear - optional for the Summer Term and the first half of the Autumn term.

- Navy and white striped Town Close dress with short white socks
- Navy or white cycling shorts underneath dress (optional)
- Grey shorts with short grey socks

Please note that:

All belongings including shoes, underwear and socks, must be clearly named.

Please add a ribbon loop to clothing items in order that they can be easily hung on pegs and not lost.

Jewellery of any kind is not permitted, including earrings and studs.

Please ensure that:

- Hair is tied back at all times.
- All hair accessories are navy blue.

## UNIFORM IN THE PREP DEPARTMENT

### Shorts and trouser uniform

- Town Close blazer
- White shirt – long sleeve
- Town Close tie in House colours
- Short grey trousers (Years 3 and 4, Years 5 to 8 - optional)
- Long grey trousers (Years 5 to 8)
- Long school socks (Years 3 and 4)
- Short grey socks (Years 5 to 8)
- Town Close v neck sweater with House colours
- Town Close scarf
- Navy gloves
- Storm proof Town Close navy coat
- Navy waterproof jacket, non branded (optional)
- Jogging bottoms
- Town Close fleece top
- Black lace-up shoes (Year 3 only may have Velcro fastening if preferred). No ‘slip-ons’
- School bag, briefcase (no combination locks) or ruck sack (non branded)
- Waterbottle

## Summer wear - optional for the beginning of the Autumn Term and for the Summer term

- White shirt – short sleeve
- Short grey trousers (Years 5 to 8)
- Short grey socks (Years 3 and 4)
- Navy legionnaire-style sun hat or navy cap



Skirt and dress uniform

- Town Close blazer
- White blouse – long sleeve
- Town Close pinafore (Years 3 and 4)
- Kilt (Years 5 to 8)
- Navy tights or knee-high socks
- Navy or white cycling shorts to be worn under the skirt or summer dress (optional)
- Town Close v neck sweater with House colours
- Town Close scarf
- Navy gloves
- Storm proof Town Close navy coat
- Jogging bottoms
- Navy waterproof jacket, non branded (optional)
- Town Close fleece top
- Black flat shoes – lace-ups or substantial bars; no slip on ballet style pumps
- School bag, briefcase (no combination locks) or ruck sack (non branded)
- Waterbottle

Summer wear - optional for the beginning of the Autumn Term and for the Summer term

- White blouse – short sleeve
- Town Close junior summer dress (Years 3 to 6)
- Town Close senior summer dress (Years 7 and 8)
- White socks
- Navy legionnaire-style sun hat or navy cap

Please ensure that:

- Long hair is tied back at all times.
- All hair accessories are black or navy blue.

Games and PE clothing

- Town Close tracksuit (jacket and trousers)
- Town Close polo shirt
- Town Close house coloured hydrocool sports shirt for PE, Netball and Cricket
- Navy blue long games socks for Hockey and Rugby
- White short socks for PE, Netball and Cricket
- Navy shorts for PE, Hockey and Cricket
- Blue Skort for Netball and Hockey
- Town Close midlayer (optional)
- Base layer top and leggings (optional)
- Navy Town Close sunhat
- Shin pads
- Trainers for indoors (white sole) and trainers for outdoors
- Towel for showering and swimming (with strong loop)
- Games bag, games kit and PE kit should be in separate bags for juniors. Please choose an appropriate sized bag for the kit, taking into account the size and strength of your child!
- Mouthguard

The following sports require the associated items:

Rugby

- Town Close rugby shirt
- Rugby shorts
- Football boots or Rugby studded boots

Cricket

- Cricket Shirt (optional)
- Cricket trousers (optional) boys: white, girls: dark blue
- Cricket pullover (optional)

Netball

- Netball gloves (optional)

Swimming

- Swimming costume – plain navy blue
- Period swimming costume - plain navy blue or black (optional for our older girls)
- Speedo swimming trunks – navy, or Speedo Boys Aquashort – navy
- Swimming hat in house colours
- Swimming goggles

All kit should go home every Friday for checking and washing.



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PARENT TEACHER ASSOCIATION (PTA)

Purpose

Town Close has a flourishing Parent Teacher Association which represents all areas of the school from Nursery to Year 8. The PTA is a registered charity with three main objectives:

- To bring the school community together through events and initiatives
- To enrich the children’s learning environment through the provision of additional resources and;
- To support the school in delivering its sustainability goals.

Collectively, these activities enhance the school environment to benefit all children at Town Close.

Any current parent is welcome to join the committee if they are unable to deliver a formal role such as Trustee or PTA Year Rep. Town Close PTA welcomes input from all parents and fully appreciates the support it receives from the school community.

There is an annual voluntary contribution to the PTA funds included on the bill for Spring Term school fees.

Meetings

As a registered Charity, the PTA must demonstrate clarity, transparency and consistency in its governance. As the PTA has matured, it has developed a series of meetings to ensure its activities meets the requirements of its key stakeholders whilst delivering its core objectives. These include:

- Monthly meetings, open to all current parents
- Half termly trustee and school meetings
- Ad hoc event specific meetings

The PTA holds its AGM in May each year. This meeting is open to all parents and details are published via school communications and social media.

Communications

In addition to regular meetings, communications are relayed via PTA newsletters, updates in the weekly School newsletters and via the PTA WhatsApp group. Points raised from the school community via WhatsApp can be presented by PTA Year reps at the monthly meeting.

Year reps

PTA Year Reps are an essential part of the PTA network across Town Close.

Their support is invaluable when welcoming new parents, supporting PTA events and offering insight to initiatives. Through accessing the PTA Year Reps, our events have have been well attended and well supported, which has allowed us to add scale and scope to events. Town Close School can link parents to their PTA Year Rep if they are not already known to them.

Please note that PTA Year Reps are not able to act as a liaison between parents and the school. If approached by a parent with a query or complaint, year reps will ask the parent to contact the school directly.

PTA Shop

A team of PTA parent volunteers run an excellent second-hand uniform shop on site at Town Close. The proceeds from this contribute significantly to PTA funds, enable parents to recoup some of the cost of their quality ‘pre-loved’ clothes & help support our sustainability goals. Second-hand clothes have a hugely positive social and environmental impact, reducing carbon emissions, whilst saving resources such as water and energy. They also prevent old clothing from ending up in landfills or incinerators.

Items are quality checked and resold at reasonable rates. Parents can kit out children, stock up on extra items or replace the inevitable lost item conveniently and cost effectively. The shop also holds a small amount of new stock for emergencies such as games socks and house swimming hats. Cards and cash are accepted within the shop.

Parents can also sell or donate used uniform via the shop. Forms and further details can be found on our website.

Events

Events are subject to change but have included the following:

- Fireworks Festival (bi-annual PTA event)
- Christmas Fayre (bi-annual PTA event)

- Easter activity

- Quiz night

- Sports Day

- Bake sales

- Summer social

- Plus small initiatives to add some extra fun to the school day.

Volunteers

Volunteers are always welcome. Further information about the PTA, how you can get involved and its upcoming events can be found on [www.townclosepta.co.uk](http://www.townclosepta.co.uk) or email [PTA@townclose.com](mailto:PTA@townclose.com)