



WELCOME TO
PRIESTMAN HOUSE

2010 - 2011



Ibstock Place School was founded in 1894 in Kensington and moved to Roehampton in 1946. Our teaching philosophy is founded on the principles of Friedrich Froebel, the 18th Century German educationalist, who was passionate about educating children and training female teachers. Froebel's philosophical principles have been subsumed into sound primary practice and at Ibstock Place School we respect the educational pedagogy of subsequent educational philosophers.

We nurture the talents of our pupils in a supportive and purposeful environment; the staff encourage discovery and creative problem-solving so that, as our pupils mature, they adapt to changing situations and are able to apply their knowledge without relying on others.

Our heritage and ethos are rooted in the Christian tradition and we welcome children from other faiths who will appreciate the values of an IPS education.

Anna Sylvester-Johnson
Headmistress

THE AIMS OF IBSTOCK PLACE SCHOOL

Our goals for the pupils are three fold:

- ❖ **intellectual:** an inquisitive and imaginative mind which gives pupils the confidence to think for themselves, to challenge ideas and to make well informed decisions about their present and future
- ❖ **personal:** healthy resilient young people with the determination, ambition and self-confidence to pursue excellence in all they do
- ❖ **social:** honesty, integrity, a genuine sense of tolerance, courtesy and respect

We do this through:

- challenging and inspirational teaching across a broad curriculum
- extensive co-curricular opportunities
- a pastoral programme which monitors each pupil's development
- a social awareness programme at home and abroad
- preparation for higher education and the world of work

INTRODUCTION TO PRIESTMAN HOUSE

The Importance of Early Years Education

Our aim at Ibstock Place School (IPS) Kindergarten is to support the learning and development of individual children by providing a balanced, broad, integrated, stimulating and differentiated curriculum. To achieve this we work in partnership with parents and children. We want to provide a secure learning environment, which enables our children to be:

- Respectful of themselves and others
- Happy and confident
- Compassionate and caring
- Tolerant and patient
- Curious and creative
- Appreciative and appreciated

Our approach is to focus on the following objectives:

- To provide a safe, secure, stimulating environment, embracing all children, as individuals and to appreciate their uniqueness
- To value children's race, gender, age, disability, culture, class and religion
- To value parents and carers as the primary educators of the child
- To have high expectations of their children and IPS kindergarten staff
- To ensure that all staff receive appropriate training in order too maintain high levels of practice
- To develop practice based on a philosophy of responsibility towards everyone involved in Early Years Foundation stage at IPS Kindergarten
- To engage the children in a range of creative and imaginative experiences through the arts
- To develop practice which includes the wider community adding to the richness of our curriculum
- To recognise children as part of communities, for example peer groups, families and the wider society

We endorse good manners and courteous behaviour at all times and expect that our pupils will enjoy each other, be kind and will understand why the School guidelines must be respected. The Behavioural policies of the kindergarten and prep school are available on request.

CURRICULUM

Kindergarten - Priestman House

The pupils in **the Kindergarten** follow a curriculum which is guided by the Early Years Foundation Stage which is made up of three aspects:

- The **early learning goals** - the knowledge, skills and understanding which young children should have acquired by the end of the academic year in which they reach the age of five;
- The **educational programmes** - the matters, skills and processes which are required to be taught to young children;
- The **assessment arrangements** - the arrangements for assessing young children to ascertain their achievements.

There are six co-ordinated areas covered by these early learning aspects:

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

Pupils join Upper Kindergarten ready to take on a wide range of learning experiences in English, Mathematics, Science, French, History, Geography, Art and Design, ICT, Music and Physical Education. Specialists teach Religious Education, Music and Singing, Ballet and Contemporary Dance. The Strings Scheme, whereby pupils are offered the early opportunity to learn a string instrument, is a vital part of our learning environment and pupils are prepared in UKG to join it in P2.

HOMEWORK

The Kindergarten works in partnership with parents who are encouraged to support their child at home with reading and occasional written homework assignments.

Homework is set daily and varies according to the age of the pupil. All pupils are asked to read aloud to an adult every evening for 15 minutes. Pupils may borrow books from the class or school library. Parents are asked to write a comment in their child's Reading Diary each night.

BOOK BAG

From LKG onwards children need a book bag which is available from the school shop. The book bag must come to school every day with the child's reading book, and the home/school message book. The Kindergarten staff are grateful to parents for checking that their child's bag is cleaned out from time to time.

THE SCHOOL DAY

PRIESTMAN HOUSE

Nursery

8.30 - 12.30 pm (Lunch at 11.40 am)

Lower Kindergarten (Reception) and Upper Kindergarten (Year 1)

8.00am	Children are welcomed into School
8.30am	Registration and lessons
10.10am - 10.30am	Morning play
11.45am - 12.55pm	Lunch in the Conservatory followed by play
1.00pm	Lessons
2.30 - 2.45pm	Afternoon play
3.30pm	End of school day
3.30pm	After School Care through planned Activities

SCHOOL SECURITY - DURING THE SCHOOL DAY

The school gates are locked during the school day and there is a press-button entry system for emergency access to the School during the day via the Visitors' Car Park in Clarence Lane. Parents are informed in advance of the term's gate code which is on all entry points to the school and is in use at the beginning and end of the day.

PREMISES

The Kindergarten, Priestman House, has five dedicated classrooms, a specialist art area, ICT laboratory and a library. The children enjoy their own playground which has a variety of children's amenities.

Additional educational facilities are shared between the Kindergarten, the Prep School and the Senior School on the Clarence Lane campus and at the Lawrence House site over the bridge.

These facilities comprise music rooms, a performance space, technology workshops, sports hall, sports fields and the swimming pool.

PARENT TEACHER COMMUNICATION

Much importance is placed on the welfare and happiness of all our pupils and, for those children who require learning support or for whom English is an additional language, additional teaching is available.

The School has a Child Protection policy which is available on the website. The policy sets out clearly that should the School have concerns about a child's welfare, it will share the information with other agencies with which it will work.

Parent Conferences take place twice a year. It is a time to discuss individual progress and to set targets for future performance.

Reports are sent to all parents in June. Once read, parents have the opportunity, if they wish, to discuss the report with staff prior to the end of the Summer Term.

Open House

Parents are invited once each term to visit the classroom to see the work of their child.

In the Kindergarten this takes place from 8.00 - 8.30am or 3.30 - 4.00pm the following day.

Informal Meetings

We encourage an open dialogue between parents and staff. If a parent wishes to see a teacher it is advised that parents make an appointment for the end of the school day.

Meetings with the Head of Department may be arranged through the Secretary's Office 020 8392 5840 or 020 8876 9991.

PARENT TEACHERS ASSOCIATION

Ibstock Place School has a thriving PTA Association that meets twice termly and volunteers are welcomed. The PTA organises several fundraising and social events throughout the year.

Class Representatives support the work of the committee, specifically in helping to organise the Firework Display, Christmas Bazaar and Summer Fair.

ARRIVAL AND DEPARTURE

Entrance to Priestman House is via the gate in Danebury Avenue and members of staff are always on duty from 8.00am to receive children. Children's independence is encouraged from the outset.

- To reduce congestion in the area of the School at the beginning and end of the school day, the School asks parents to consider car-sharing arrangements with other local families and to park in Richmond Park Car Park or neighbouring roads.
- Nursery children are delivered and collected from the garden door of the Nursery between 8.00am and 8.25am and at 12.30pm. LKG and UKG children are met at the school gate by staff between 8.00am and 8.25am.
- Pupils go immediately to their cloakroom and then their classrooms where their teachers are waiting. The cloakroom for each class is supervised by the class teacher. Parents should ensure that they arrive whilst the gate is open because a late child may feel flustered and catching up with the day's plans will take time.
- At the end of the school day, children are collected at 3.30pm from the playground. Collection is punctual to avoid causing anxiety. If parents are unable to pick up their child, the child's class teacher is informed of the change of arrangements through the reading diary or, in an emergency, through the Prep School Secretary or Reception in Main House.
- Latecomers should register through Reception.
- If parents wish to have an appointment with the class teacher, a note should be written in the reading diary.
- Pupils are supervised from 8.00am each morning by a member of the teaching staff.
- Registration is at 8.30am. Punctuality is vital as it is at this time that the children receive notices and instructions for the day ahead. Latecomers are requested to register in the Late File in the Reception.
- Should, for any reason, a parent be unable to collect his or her child promptly at the end of the day, the class teacher must be informed of the change in arrangements.
- If a child has an essential appointment during the school day, it is important that he or she is signed out in the appropriate book in Reception.

For health and safety reasons, at the beginning or end of the school day, Kindergarten pupils are not allowed to play on the hard court, in the woods or to use the school equipment, which includes the climbing frame.

HEALTHY EATING

Morning Break

Children may bring either fruit or vegetables for Break. Milk is provided by the Kindergarten, or water for the dairy-free. There is a **'No Nuts'** policy and parents are asked to be mindful of our policy. A snack is provided by the school for children staying on after school for clubs and dance.

Lunch

All children have lunch in the Conservatory where they are supervised and served by the teaching staff and lunchtime supervisors.

1. The nutritious lunch is prepared for all pupils each day by the IPS caterers and the cost of the lunch is included within the term's fees. No pupil brings a "packed lunch".
2. The school works closely with the caterers and the menus are reviewed regularly for variety and appropriate dietary content.
3. A wide variety of dishes is prepared using fresh ingredients. Children and staff eat together. Vegetarian meals are available to those pupils whose parents have requested them.
4. Children should be familiar with the use of cutlery and should be able to sit at the table for the duration of the meal. Lunch at school is a social occasion where good table manners are encouraged and expected.

Please inform the nurse and the class teacher if your child has a food allergy. The letter should be accompanied by a doctor's note.

SCHOOL NURSE

The School Nurse is present during school hours and is based in the Medical Suite. In the event of an emergency, parents or carers will be contacted immediately but the nurse will accompany a pupil to hospital if parents cannot be contacted.



**EARLY YEARS FOUNDATION STAGE
AND KINDERGARTEN**

**IBSTOCK PLACE SCHOOL
PARENTAL REQUEST FOR SCHOOL ADMINISTRATION OF MEDICINE**

In order for a pupil to receive prescribed medicines or over the counter remedies (e.g. antibiotics or motion sickness remedies), this form must be completed and signed by the child's parent/carer. Staff cannot administer prescribed medication without written consent. Any prescribed medication or over the counter remedy supplied to the School must have been dispensed by a UK licensed pharmacist. The medication must be delivered to the School in its original container as dispensed by the pharmacist. The pharmacist's label must clearly show the child's name, the name and dosage of the medication and the date the medication was dispensed.

Ibstock Place School will make every effort to comply with a parent's request but cannot accept responsibility should it fail to do so.

To be completed by parent/guardian:

Pupil's full name and class

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Parent/carer name

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Name of prescribed medication

.....

First dose to be administered in school

DATE	DOSE	TIME
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Second dose to be administered

DATE	DOSE	TIME
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List subsequent dates of administration

DATES

Date last dose administered

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I request the school administer the doses of the medicine(s) as described above. I confirm the medication has been supplied by a UK licensed pharmacist.

Signature

Date

.....

A new request should be completed if a pupil requires a course of medication for more than 2 weeks.



**EARLY YEARS FOUNDATION STAGE
AND KINDERGARTEN
IBSTOCK PLACE SCHOOL**

ADMINISTRATION OF MEDICINE

Medical Centre

To be completed by the School Nurse

Pupil Name	Class
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Week beginning:-

Medication administered as follows

	Time	Dose	Initial	Time	Dose	Initial
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

(Initialled by Nurse or Designate)

Week beginning:-

Medication administered as follows

	Time	Dose	Initial	Time	Dose	Initial
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

(Initialled by Nurse or Designate)

This document will be placed on the pupil's medical file.



Healthcare Plan

Pupil's name:	Class:	Date of Birth:
Emergency contacts (include relationship to pupil) 1. 2.	Contacts numbers: 1. 2.	
Medical Condition:	Signs/symptoms :	
1.Name of regular prescribed medication :	1. Dosage and times of medication administration:	
2. Does your child have permission to self medicate the above medicines? If the answer is no, please ensure that the appropriate information has been made available.	2. What action should be taken if your child forgets to take prescribed medication?	
3. Are there any side effects from medication that could affect school activities?	3. Are there any special arrangements required for off site activities/trips etc?	
Name:	Signature:	
Relationship to pupil:	Date:	

PRIESTMAN HOUSE UNIFORM

The importance of naming every item of clothing, including socks, is vital. Orders for nametapes can be made through the School Shop.

For Boys

Jumper in Navy or Green with IPS Logo
Polo Shirt in Navy with IPS Logo
Roll Neck Cotton Top in Navy (Nursery-UKG)
Bermuda Shorts (Summer)
Trousers in Navy Corduroy
UKG)
Green School Jacket
Green Painting Smock (Nursery-UKG)
Gilet in Navy (Nursery-UKG)

For Girls

Summer Dress in Liberty Print
Winter Pinafore in Navy Corduroy
Jumper in Navy with IPS Logo
Polo Shirt in Navy with IPS Logo
Roll Neck Cotton Top in Navy (Nursery-UKG)
IPS Cardigan in Navy or Green (optional)
Green School Jacket
Green Painting Smock (Nursery-UKG)
Gilet in Navy (Nursery-UKG)

Clothes and Shoes

Please help your child to dress independently and to put on his or her own shoes. Buckles or Velcro fastening on shoes are useful until laces can be tied. Children must wear plain leather shoes in navy, black or brown. Trainers, open-toed or backless sandals are not permitted. Each child must have a clearly marked pair of Wellington boots in school and parents should check regularly that they still fit. **All clothes and shoes must be named.**

Pupils may never wear jewellery to school. The only exception is stud earrings, but these must be removed for any physical activity by the children, who remain responsible for their safe-keeping.

Nail varnish is not permitted at anytime.

Uniform for Sports, PE and Dance

Track Suit with IPS Logo
Navy Cotton Shorts
White T-shirt (Boys only)

POLICIES

A number of policies are available for all prospective and current parents of Priestman House. If you would like a copy of a policy please ask the Head of Priestman House.

1. Anti-Bullying Policy
2. Child Protection Policy (Full School)
3. Complaints Procedure (Full School)
4. First Aid Policy + Administration of Medication Policy
5. ICT Policy
6. PSHE Policy
7. Admissions Policy (Full School)
8. Accessibility Plan (Full School)
9. Learning Support Policy
10. Visits Policy
11. Behaviour Management Policy
12. Curriculum Policy
13. Equal Opportunities
14. Supervision of Pupils (guidance)
15. Health and Safety Policy (Full School)
16. Terms and Conditions (Full School)