



Russell House

Form 4 Handbook

Updated July 2018

Where the remarkable happens

The Aims of Russell House

- *To provide quality inspirational education, in a supportive, happy environment, enabling each child to reach his or her full potential, to strive to achieve beyond expectations.*
- *To prepare each child, at every level, for the next stage of education.*
- *To develop the motivation, intellectual curiosity, self-confidence and consideration for others that will enable each individual to embrace life's diverse challenges.*
- *To instil in our pupils an understanding that most things that are worthwhile and ultimately fulfilling require commitment, time and effort.*

Contents

- Introduction to Form 4
- Who works in Form 4?
- The Shape of the Day
 - drop-off
 - notes about parking
 - break-time
 - lunch
 - pick-up
 - before- and after-school care
- The Shape of the Year (highlights)
- Uniform
 - Naming uniform
 - Buttons
 - Laces
 - Hair and jewellery
 - Bags and what to bring
- Developing Independence
- External Tutors
- Communication
 - Staff/Parent communications
 - Holiday contact
- Consultations & Reports
- Activities
- Enrichment
- Swimming
- The House system
- Highpoints and Lowpoints - an Explanation
- The Prefect System
- Prize Giving
- Educational Outings and Visitors
- Who do I contact if I have a question?
- What next?

- **Introduction to Form 4**

Welcome to Form 4. This handbook is a brief guide to life in this Form. If the information you're looking for isn't here, it should point you in the right direction. If you still cannot find what you want, just ask!

- **Who works in Form 4?**

Mrs Hutchinson is the Form Teacher. Please feel free to ask them anything about your child's progress.

The Teaching Assistant in this Form is Mr S Falconer

The children will see other teachers, including:

English	Mrs Hutchinson
Maths	Mrs Hutchinson
Music	Mrs Mountjoy-Hargreaves and Mrs Bannister (maternity cover)
Games	Mr Trigger and Mr Joseph (maternity cover)
French	Mme Boff
Art	Mrs Farraway

- **The Shape of the Day (Main School)**

drop-off - the gates open at 7.45am and children should go straight to their Waiting Group (up to F3 this takes place in the Music Room and F4-7 are in the Old Hall where Choristers begins at 8.10am).

Notes about parking (please also see the school website)-

- In the morning, do not park in the Drop Off Zone
- Encourage children to enter school unaided
- Stay as little time as possible before moving off
- Observe the signs around the car park
- Be considerate to other users of the car park
- Listen to the direction of any grounds staff

break-time - children should be provided with a snack of fresh or dried fruit or fresh vegetables. No nuts or products that contain nuts.

lunch - Pre-prep pupils who stay for lunch will eat in the Old Hall at 12-12.30pm. The Main School have a half hour slot in the Old Hall between 12.30pm and 1.30pm, according to a timetable.

A hot lunch is always available and a variety of salads and bread are on offer. The menu is available on the website.

pick-up-

3.30	Forms 2 and 3 end of school
3.45	Form 4 end of school
3.55	Form 5 end of school
4.05	Forms 6 & 7 end of school
3.15 - 4.15	Waiting Group
4.15 onwards	Activities
4.15 - 6.00	Russell Rainbows Group (daily by arrangement with the School Administrator)

Before- and After- School Care (Waiting Group and Rainbows):

The Pre-prep after-school waiting group is for children up to and including Form 1. It takes place in the Nursery classroom daily from 3.15 – 4.00pm and children should be collected from there. All children in Nursery, Transition and Form 1 can attend the after-school care group Russell Rainbows (4.15 – 6.00pm). Places must be booked in advance by email or by calling the School Administrator on 01959 522352. Payment for attendance is collected in arrears and is included on the end of term invoice.

- **If your child is going home with someone unexpected:** You must let the Form Teacher and the School Administrator know and, for Pre-prep classes, fill in and sign the book in the classroom.
- **Absences:** Please do not take your child out of school during term time, especially at the beginning of term and after half term breaks because this is often when new topics are started. The dates for next year are on the calendar and on the school website. If it is unavoidable for your child to miss school, please complete a Leave of Absence form which you can obtain from the School Administrator.
- **The school gate:** The school gate is locked during the school day but if you need to deliver anything to your child during school time please leave it in the school office. We ask parents not to go up to classroom or or changing rooms during the school day for any reason without first speaking to the school office.

• **The Shape of the Year (highlights)**

AUTUMN TERM	11+ Individual, Sibling and/or Class Photographs Parents Association AGM Open Morning Parent Consultations Harvest Festival Entrance Exams begin House Football and Hockey RR, Nursery, Transition, Form 1, 2 and 3 Christmas Plays Music Exams Full Subject Reports in Main School Pre-prep Coffee Morning Pre-prep Reports Carol Service Forms 4 upward in St.Bartholomew's Church, Otford
SPRING TERM	Entrance Exams continue Spring Concert Open Morning House Music Competition Pre-Prep Parent Consultations F2-7 Parent Consultations Forms 4 and 5 Play Inter-School Netball Tournament at Russell House Music Exams Pre-Prep Coffee Morning Pre-Prep Reports Whole School Photograph (every two years) House Rugby and Netball National Gymnastics Qualifiers
SUMMER TERM	Leavers' Programme Camp Programme (F4-7) LAMDA Exams Swimming Gala F6 Secondary schools selection Consultation Music Exams Full Subject Reports F2-7 Pre-Prep Coffee Morning Pre-Prep Reports Inter-School Tennis Tournaments Sports Days RR-F7 Inter-House Maths House Cricket and Rounders F6 and F7 Summer Production Pre-prep Celebration & Prize Givings for F2, 3, 4 and F5, 6, 7

- **Uniform**

Please refer to the Uniform List available on the school website.

- **Naming uniform**

- Every item of uniform must be clearly labelled. Make sure everything they bring into school is named, including clothing, and any books or artefacts from home.
- If purchasing items from the second-hand uniform shop, please ensure the name is changed.

- **Buttons**

Different children will learn this skill at different stages in their development. All children should be encouraged to learn to do up buttons, particularly those top shirt buttons.

- **Laces**

Different children will learn this skill at different stages in their development. All children should be encouraged at home to learn to tie shoe or boot laces by Form 2.

- **Hair and jewellery**

Long hair must be tied back with blue or red toggles or a soft hair band. Boys' hair should be short and smart.

Russell House has a 'no pierced ears' policy. If a child already has pierced ears, we ask that earrings should be removed for school, except for recognised religious observance, in which case they must be taped-up for sport. No other jewellery is permitted except inexpensive analogue watches.

- **Bags - What does your child need on each day?**

Monday	Games kit (outdoor games)
Tuesday	-
Wednesday	Games kit (gym)
Thursday	Games kit (outdoor games)
Friday	Swimming kit (alternate Fridays)

- **What other named equipment, stationery etc. should your child have?**

30cm rigid ruler	rubber	red pens x 2
small selection of coloured pencils	HB pencil x 2	

- **Developing Independence**

- Part of our responsibility as educators is to provide children with the skills to overcome challenges independently. Most often these challenges will be of a social nature. When such challenges arise; if they are minor, we will encourage pupils to resolve them independently, advising them along the way. For significant issues, you can be assured of a structured intervention.
- Homework diaries are now used. The children write the homework on the left hand side of the page. If you want to write a note to the Form Teacher, you can write it in the diary and your child can show it to them the following morning.
- Children will be encouraged to be responsible for their own homework, and for returning the completed work and plastic folder the following day.
- If for some reason your child is unable to complete their homework by the due date, please let us know through a note in the homework diary or email. If pupils do not have a written explanation they will be given one day's grace and if the homework is still not submitted on the following day, they may be asked to complete it at playtime.
- Children will be encouraged to be responsible for making sure they have their reading books. They should develop the habit of keeping their reading books in their school bag. They will then have the book at school to read and also at home to read in the evenings.
- Children will try to catch up with any work they have missed if they are ill or absent from school for any reason.
- They learn to be responsible for their equipment so that if anything breaks it can be replaced as quickly as possible.

- **External Tutors**

- THINK before employing a tutor. It is equally important that your children enjoy life.
- Come and ask us first if you think that more needs to be done.
- If you feel a tutor has to be used TALK to SCHOOL first. It's best to first consider using our own curriculum support staff as part of a holistic approach. Our staff already know the children well and have a great deal of experience.

- **Communication**

Staff-parent communication:

- Always feel free to contact the Form Teacher should you have any concerns. This may be done personally of course, email or via the Pre-prep Contact Book and the School Diary in the Main School.
- If your child is absent from school for any reason, it is essential you let the School Administrator in the office know before 9am.
- There will be Parents' Consultations in the Autumn and Spring terms.
- Use the Contact Book (Pre-Prep) and the Homework Diary in Main School
- Form Representative - There is a parent Form Representative for each form. They act as a focal point for information and arrange social activities for the class.
- HMQs. If you have a question to ask the Headmaster and the answer will benefit part or the whole of the school, send your written question to your Form Rep who will pass it to the RHPA Secretary who collates them and passes them to the Headmaster. He will provide written responses which are available to all.

Please always keep the school informed of any changes in your contact details

Holiday contact:

During the holiday periods, the school office is closed but emails and answer phone messages are picked up regularly. If you need to contact anyone, call 01959 522352 and leave a message, or send an email to enquiries@russellhouse.kent.sch.uk. Please be assured that you will receive a reply, but it may not be immediate.

- **Consultations & Reports**

Autumn Term

Consultations for Pre-Prep and Main School and written reports

Spring Term

Consultations for Pre-Prep and Main School and written reports in Pre-Prep

Summer Term

Consultations for Pre-Prep, F6 and Whole School written reports

NB: Pre-prep children are given written reports in their last term of a class before they move to the next class.

Consultations for Pre-Prep, F2, F3 and F4 are undertaken by the class teacher and cover those subjects for which they are responsible. These take place on the same night in the classroom.

Consultations for F5, F6 and F7 take place in the Russell Hall on separate nights. All teachers involved in teaching those year groups are present (English, maths, science, humanities, modern languages, games, music and art).

- **Activities**

Every term after the half term break, you will be asked to make your choices for the many activities that run during the school day. We hope you will take full advantage of all the opportunities available.

- **Enrichment**

The 'Enrichment' sessions are a combination of activities designed to allow pupils to follow a range of interests once a fortnight. Many will be involved in musical activities such as String Groups or Chamber Choir while others will have time in the art room to develop some kind of creative project. Mr McCarthy runs his 'Brights' sessions (F6 & F7) on these Friday afternoons and these provide opportunities for children to 'think outside the box', and explore ideas together. The ICT Hub is also available to enhance creativity and computing skills.

The 'Enrichment' programme is not a time to catch up on work not completed in normal class time, but rather a time to develop 'Soft Skills' away from the formal academic setting and this includes communication, teamwork, adaptability, problem solving and critical thought. These things, along with the opportunities to develop musical and artistic skills, are all important in providing for the fully rounded individual.

- **Swimming**

Pupils start swimming with school in Form 1 and go right through their Russell House career.

Main school swimming takes place on alternate weeks at Sevenoaks School as follows-

Week 1: Form 2- 1.15-1.45 Form 4- 2.30-3.00 Form 5- 3.00-3.30*

Week 2: Form 3- 1.15-1.45 Form 6 & 7 - 2.30-3.20

* Please note that Form 5 are expected to return to School at approximately 4.10 when swimming on a Friday.

- **Highpoints and Lowpoints - an explanation**

Highpoints

From F2 to F7 we use a system of highpoints as a reward. Highpoints are awarded for any positive behaviour we are trying to encourage, whether it is practising the violin, or reaching a target in a Maths quiz, or helping a friend who is hurt.

Highpoints are kept in each class and are collected by children as they are received. These are counted by Form Teachers each Friday. The rewards that children gain from accumulating highpoints have been designed to benefit both the individual child and the House of which they are a member. This motivates the pupils do their best for themselves and their House.

When pupils have a total of 25 points they are presented with their first achievement award – which is a white badge. Thereafter, badges are presented at 50 points, 75 points and 100 points and the badges given are bronze, silver and gold. These are announced at Monday morning's assembly and badges are then awarded by the Form Teachers.

At the end of each half term, the totals for each House are tallied and the house with the most points is given a non-uniform day. At the end of each term, the highpoints are cleared.

Highpoints are generally awarded for good behaviour, good attitude and good achievement. Examples of behaviour which may justify a highpoint include exceptional displays of helpfulness, showing great care towards their peers or the school environment.

Examples of attitude which might justify a highpoint include an exceptional effort (not necessarily achievement) displayed in any area of the school curriculum e.g. running an extra lap, learning a piece of music well in advance of a deadline, completing extra work at home, or doing an exceptional piece of writing for English homework.

Examples of achievements which might justify a highpoint include reaching a target, e.g. a score of 8 out of 10 or above in a test, when a specific learning goal is achieved or to use apostrophes correctly to show both possession and contraction, when a particular letter join has been achieved, or when a child can manage a specific distance or time in cross country running.

Lowpoints

Lowpoints are issued when more significant forms of misbehaviour are displayed. These may be low in severity but may be regular and not be showing any sign of abating or they may be more serious, isolated incidents. They are generally incidents in the playground, but not always. They may include a child being dishonest, or doing something which could be hurtful to others. They may be incidents which involve aggression or behaviour about which they have already been warned.

A record of the incident is also kept on the school Highpoints/Lowpoints database.

A lowpoint represents a warning flag to the child that a poor choice was made. Children will then be asked to speak to their Form Teacher about their poor choice. Lowpoints are not communicated to any other school and are cleared at the beginning of each term. They are considered a positive step towards discouraging further poor decisions from being made.

- **The House System**

When children reach Form 2, they join one of the four school Houses: Nightingale, Fry, Cavell or Johnson. Children sit on their House table at lunch which helps to encourage friendly interaction between the different year groups and strengthens the sense of being part of the House team. Each week the lunch cup is awarded to the house which has been the best behaved at lunch during the week. Each week, the House highpoint totals are announced by the Headmaster at assembly and the winning House at the end of each half term enjoys a reward. Each term, events take place in which children compete for their House. These include a swimming gala, rugby, netball, tennis, cricket, rounders and football matches, a Sports Day, a House music competition and various House academic competitions.

All children from Form 2 upwards can and should wear a House Badge. The children are issued with House Colour Badges to wear with their uniforms when they start Form 2. The Form 2 teacher will distribute these at the beginning of the Autumn Term. Lost House Colour Badges be purchased from the School Office.

- **The Prefect System**

School Council

A Head Boy, Head Girl, Deputy Head Boy and Deputy Head Girl will be elected by the school community in the summer before the start of a new academic session. This group will form the School Council which is chaired by the Headmaster and meets once either side of each half term.

Prefects

Some Form 7 pupils are invited to become Prefects. Prefects will be appointed during the first half of the Autumn and Spring Terms based on merit. The privilege to be a Prefect is not an automatic right and is to be earned. Staff will be consulted in advance of each round of appointments.

Stars

The remaining Form 7's are invited to become 'Stars'. Their principal responsibility is to be an example to others and work towards becoming a Prefect.

All Games captains will be chosen by their Games Department staff as required.

- **Prize Giving**

Whilst we are a non-selective school, we ask all of our children to aim high. One day in the year is spent acknowledging individuals; to celebrate relative excellence, progress or effort, outstanding performance in academia, sport, music, art or citizenship. Not every child will be awarded a prize. Classes spend time each year exploring this idea in the lead up to Prize Giving so the children understand the reasons for this. It's all about perseverance and resilience.

We believe as a school that it is as important to learn how to handle disappointment as much as it is important to enjoy success. We spend every other day of the school year looking to celebrate the achievements of our pupils as individuals at a variety of levels. It could be as simple as receiving praise openly in class in recognition of a good deed, celebrating a child who gains enough High Points to earn their white, bronze, silver or gold merit badge. As part of a team they may come out and explain to the rest of school how well they did in a recent tournament.

All of this goes to help build grounded, confident and self-aware pupils, ready for the reality of secondary school and beyond.

- **Educational Outings and Visitors**

There are many possibilities for educational trips throughout the year and these will be shown on the website and the calendar card and details will be given of any special requirements, kit lists, packed lunch requirements, pocket money etc.

The Camp programme begins in Form 4. More details will be given out nearer the time.

- **Who do I contact if I have a question?**

- Your Form Teacher is the first person to contact if you have any queries or concerns about your child's academic or pastoral progress.
- The School Administrator is a very useful point of reference for school logistics.

How do I make contact?

- Email works very well. The address for most staff is "staff initials"@russellhouse.kent.sch.uk and for the Headmaster please use head@russellhouse.kent.sch.uk
- If you need to remove your child in the day then a Leave of Absence Form must be completed and you will be asked to sign your child out and in again upon your return.
- Your child has a contact book (EY) or a homework diary (MS). You can also write messages in there.

- **What Next?**

More information regarding the following can be found on the school website in the various Department Handbooks & Policies e.g.:

Academic

- Curriculum Maps for academic subjects
- Expected Standards
 - Handwriting
 - Spelling
 - Reading
- Assessment
- Marking
- Homework

Co- and Extra- Curricular

- Games Department
- Music Department

Non Academic

- Medical Matters