



**Scarisbrick Hall.  
Education for life.**

**Pre-School**  
Age 4

**First School**  
Reception to Year 4

**Middle School**  
Year 5 to Year 8

**College**  
Year 9 to Year 11

**Sixth Form**  
Year 12 to Year 13

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



**SCARISBRICK  
HALL  
SCHOOL**

# First School

2015-2016

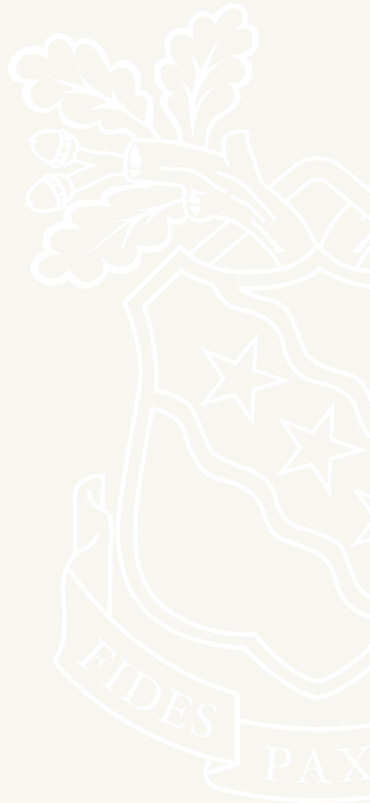
pupil  
handbook

Dear Parents and Pupils,

Welcome to Scarisbrick Hall First School, as your Headteacher I have very high expectations and truly believe that you will receive an outstanding education at Scarisbrick Hall School. This pupil handbook is designed to give you an understanding of how we operate in First School. It should answer most of the questions you have, however you will receive a great deal of support and guidance from all of your teachers. I ask that you put your maximum effort into all your lessons and enjoy your time in school.

Scarisbrick Hall School delivers a progressive education with traditional values. We have exceptionally high expectations of behaviour and academic achievement.

Mr J Shaw  
Headteacher



# welcome

## **Transport**

If you travel on a school mini-bus you will be allocated a seat. You must sit in this seat on all journeys. The drivers will check that everyone is on the bus before it departs on the homeward journey, so if you do not intend using it on a particular day you must bring a letter from your parents, for the attention of your class teacher, explaining what alternative arrangements have been made and then this will be given to the school office.

If you do not normally use school transport but wish to do so on a particular day for a special reason you let the office know.



## **Fire Drill**

Your Class Teacher and subject teachers will give you details about the fire drill. Notices are displayed in each room indicating the exit procedure. If there is a fire drill:

- **BE SILENT**
- **FOLLOW DIRECTIONS GIVEN TO LEAVE THE BUILDING**
- **ASSEMBLE ON THE DESIGNATED AREA (First School Playground)**
- **LISTEN TO YOUR TEACHER'S INSTRUCTIONS**

IF IN DOUBT ABOUT ANYTHING, ASK A MEMBER OF STAFF



# important information

## Lost property

Don't worry! Most lost property turns up in the most unusual of places. This is the best plan:

- Stop and think when you last remember having your property, e.g. the last room you were in
- Go and look there and all of the rooms you have been in since. Re-trace your steps!
- See if it has been handed in to the Main Office
- Report lost property to your teacher
- Check again at HOME
- When you find it – make sure that it is named. Next time it will get back to you more quickly if it has a name in it

## Absence from School

If you have been absent from school you must remember to bring a letter (or an email can be sent) to your Class Teacher explaining why you were off.

## Lateness

If you are late for school:

- Go straight to your classroom and your teacher will inform the office, if it's after 08:45 your parents should inform the Main Office of lateness as class registration is 'closed'

## Forgotten Kit

If you forget your sports kit or any equipment on a particular day, report it to your Class Teacher. You may be able to make a telephone call to your parents, and they may be good enough to bring it to school for you.

any questions?



We support and inspire learners to succeed in an environment of love and care. Through our commitment to see each learner as a unique individual, we explore and celebrate the qualities that define and unify us all; so creating a confident and happy community.

## Aims of the School

### Academic

To develop motivated, independent learners who go on to achieve or exceed their potential.

### Pastoral

To create a happy, safe environment where all successes are celebrated.

### Moral

To celebrate and embrace diversity, foster confidence, value opinions and friendship.

### Social

All pupils will develop an awareness of their role and responsibility within our global society, having respect for themselves, everyone and everything.

This handbook will contain helpful information and a Code of Conduct. The Code of Conduct gives guidance on the sort of behaviour appropriate in Middle School. No Code of Conduct can cover every possible occurrence, but we expect pupils to behave in a manner which is courteous and which reflects honourably upon themselves and upon Scarisbrick Hall School.



## MEMBERS OF STAFF

In the First School, teachers have specific responsibilities. In summary:  
**Headteacher (Mr J. Shaw)** has overall responsibility for the pupils and staff in the Early Years and First School. I manage the day to day running of the school as well as meet all prospective parents and pupils.

The Headteacher's PA is Mrs L Massam.

### SCARISBRICK HALL FIRST SCHOOL ACADEMIC STAFF

Head of EYFS & Years 1 & 2	Mrs A. Evans
Head of Years 3 & 4	Mr S. Meredith
Reception Class Teachers	Mrs C. Procter
Reception Class Teaching Assistant	Miss R. Garlick
Year 1 Teacher	Mrs V. Graham & Miss D. Monks
Year 2 Teacher	Miss C. Gillam & Mrs J. Campbell
Year 3 Teachers	Miss E. Whitehouse & Miss E. Halim
Year 4 Class Teacher	Mr S. Meredith & Miss H. Sutcliffe

### SPECIALIST SUBJECT TEACHERS

Music	Mrs S. Gloyne
PE	Mr L. Jones & Miss L. Markey
Spanish	Miss S. Marriott
Intervention Teaching Assistants	Mrs C. McCoy & Mrs W. Powell

You can personally contact, or speak to every member of staff, or alternatively you can reach them via the school's email system. You will need to use their surname, followed by their initial and then, @scarisbrickhallschool.co.uk. So for example Mrs L Massam will be – massaml@scarisbrickhallschool.co.uk

## PUPILS

Some pupils are also given positions of responsibility. In summary:

- School Council representatives are selected to discuss the opinions of pupils in their Year group at School Council meetings.
- House Captains will each represent one of the four houses – Oxley, Poulton, Raynor and Wyburn.

## What should you do if....?

There are often times when you have a question that requires guidance. Use the following information as examples and what you should do if you have a problem.

### If you do not understand your work

Help your teacher by asking for help if you do not understand in class or if you find homework difficult. Adults at home and older brothers and sisters can often help (not always!) but do not ask them to do your homework for you.

### If you are worried or upset

If you are worried or upset about something, please talk to your Class Teacher or another adult in school. They are there to try to help you. It does not matter what time it is during the day. If you think you are being bullied, or if you are concerned about a friend, please talk to us about it.

### Illness or injury

If you feel ill during lessons, tell your teacher. If we feel it is necessary the Main Office will be asked to contact your parents.

If you are ill or hurt yourself at break or lunchtime, report immediately to the member of staff on duty or the nearest adult. Several members of staff are qualified in First Aid.



## ASSESSING YOUR PROGRESS

Class Teachers will keep an eye on academic progress. They will also check Homework Diary/Planners, comments may be written in these for parents to see.

### Learning Objectives

Each piece of work will have a learning objective and your teacher will mark and assess your attainment and effort against this objective. A comment may include advice on how the standard may be improved - they may also be done verbally.

### Assessments

Parents will be notified about their children's progress on a half termly basis via the school portal.

### Reports

Short Reports will be written in December and Full Reports are written at the end of Summer Term.

### Parents' Comments

With each set of reports, parents will receive a Parents' Comments Sheet; these should be completed and returned to the class teacher – this acknowledges receipt of the Report. These enable parents to comment upon the report or any other factor that may have a bearing upon life in school.

### Parent/Teacher Meetings

Various meetings are arranged to give parents an opportunity to meet with teachers and to discuss each child's progress.

It is important that you are in the right place at the right time when you arrive in First School.

The times of Assembly and classes will be:

08.20	Staff on duty on the playground
08.30	Lining up on the playground before moving to class. Pupils should leave coats, hats and bags etc. in the designated area outside their classroom and make their way to class registration
08.40 – 08.45	Registration, with learning activity set for children
08.45 – 09.45	Lessons start - Period 1
09.45 – 10.00	Assembly
10.00 - 10.15	Break daily snacks available to purchase in the Dining Room
10.15 – 11.15	Period 2
11.15 – 12.15	Period 3
12.15 – 13.15	Lunch break
13.15 – 14.15	Period 4
14.15 – 15.00	Period 5
15.00-15.15	Break FRIDAY – no break or E3
15.15 – 16.00	E3
16.00	Registration in Class FRIDAY – Depart 15:20
16.05	Depart

Always be ready to start lessons promptly.

When changing from one room to another, do so quickly and quietly.



assessment

where to go when

## House system

All pupils will be allocated a House; siblings will be placed in the same House.

The four Houses are Oxley, Poulton, Raynor and Wyburn. Weekly House Meetings take place on a Wednesday morning.

Staff are also allocated to a House:

Oxley	Mr Meredith, Mrs Procter
Poulton	Mrs Graham, Miss Halim, Miss Sutcliffe
Raynor	Miss Garlick, Mrs Powell, Miss Whitehouse
Wyburn	Miss Gillam, Mrs McCoy, Miss Monks



## Swimming

Swimming is a valuable part of the curriculum and is a life skill. We are using the swimming facilities at Park Pool in Ormskirk; transport to and from the pool is via the school minibuses. Lessons take place weekly on a Monday morning.

Years 3 and 4 will have their lessons during the Spring Term and Year 2 will have lessons during the summer term. You will need a swimming costume, swimming hat and a towel. You should come to school on the morning of your lessons in your full PE kit, and have with you your uniform to change into after your swimming lesson; a member of staff will accompany you. All children must participate in these lessons; if you are ill or are unable to swim then a note from your parents must be sent into school explaining the reason for non-participation.

## Water Bottles

Please could all pupils bring a named water bottle into school; the bottle should have a sports style cap to prevent spillages. Bottles should contain water only.

Year	Mon	Tues	Weds	Thu	Fri
Rec	Reading	Reading. High frequency words	Reading	Reading. Handwriting	Reading. Phoneme Book
Year 1	Reading. Spellings given out	Reading	Reading	Reading	Reading. Maths. Spelling/High frequency words test
Year 2	Reading. Spellings given out	Reading High frequency words	Reading	Reading	Reading. Spelling/High frequency words test. Numeracy & Literacy (10-15 mins each)
Year 3	Reading. Times tables and Maths learning (method book)	Reading Spelling tested and given out	Reading. Times tables and Maths learning (method book)	Reading	Maths test. Literacy Numeracy (up to 15 mins each)
Year 4	Reading. Spellings given out Times tables. Numeracy - up to 20 mins	Reading	Reading topic/ creative work up to 20 mins	Reading. Spelling & Maths test	Reading. English - up to 20 mins

# homework

## Homework

Homework, or Prep, will be set as per the table below (occasionally this timetable will change). We feel that homework is a valuable way on recapping on work covered, or preparing for a future lesson. You should complete the homework yourself as this helps the teachers understand better what you have learnt and remembered.

It is ok to ask your parents, grandparents or other family members to help explain things to you, but it must be your own work. Reading is very important and we would like you to read as often as possible; you do not have to always read your school reading book, any book will do.

We always advise that you to do your homework as soon as possible after receiving it, that way if you are unsure you will have time to ask the teacher before it is due back in. If for some reason you are unable to do your homework, don't worry, just ask your parents to write a note in your school planner.

You will need a Homework Diary, or Planner – which will be provided. It is important that you write the instructions given by the teacher in the book.

The teacher will indicate the nature of the work, which book it has to be done in, and when it is to be completed by. Your parents will be asked to check this Homework Diary/Planner and sign it. Your parents will be asked to look at your actual homework and insist on it being repeated if the presentation is unsatisfactory.

## Independent Learning Tasks

On occasions you will be expected to produce pieces of original work without the assistance of a teacher or parent. Guidance may be given but the work MUST be your own.

## Learning and revising

Not all classwork or homework is written work; it may be learning or revising. Learning is committing something to memory, whereas revising is refreshing one's memory about something which has already been learned.

# curriculum

## Curriculum

We have a rich and varied curriculum delivered by your class teachers and other specialist staff in school. Some subjects will be taught using the creative curriculum themes; whilst other subjects such as PSHE and mathematics may be taught separately (we call these discrete subjects).

Below are examples of some of the themes that you may be taught during each term. Please feel free to bring in appropriate resources and books that will help make the theme more interesting for everyone.

Year Group	Autumn	Spring	Summer
Reception	I'm Special / Santa's Workshop	Once Upon A Time...	Little To Large
Year 1	Fire and Homes	Houses	Journeys
Year 2	We Are Britain	Oceans and Seas	Carnival of Animals
Year 3	Spaceship Earth	Early Man	Detectives
Year 4	Robots / Mountains	Saxons & Vikings	Ancient Greece

The above themes will last for either a half term, or in most cases a full term.

# conduct and behaviour

Scarisbrick Hall School has exceptionally high expectations for behaviour and conduct. The following guidelines are expected of all pupils.

## **Behaviour**

- Good manners and courtesy are expected of all pupils and staff at all times (both in and out of School)
- Pupils are expected to come quietly into assemblies, and to leave in silence
- There is to be no running along hallways or landings, and no unruly behaviour anywhere in the School
- Good behaviour is expected on the school mini-buses, on public transport and along the roads

## **Dress and appearance**

Full school uniform must be worn to and from school. If you have participated in a sports based activity at the end of a day you may go home in your PE kit so long as you are wearing school tracksuit trousers and a school long sleeved top such as the school fleece.

- The School reserves the right to decide what may or may not be worn in particular cases and to lay down standards of appearance. A separate list with details of the school uniform is available
- The uniform must be worn correctly at all times; this includes travelling to and from the School
- All possessions must be clearly marked with the owner's name
- The correct, clean clothing must be worn for all games. Pupils must not lend or borrow games clothes
- Hair (no extremes of style or colour) and general appearance must be kept tidy and neat, with long hair being tied back. The Headteacher has the right to send any pupil home who he perceives has an inappropriate hairstyle
- Holdalls suitable for transporting books, etc. are to be used. No plastic bags are allowed
- Makeup is NOT permitted in the School. If the makeup is visible or unnatural it must be removed. Refusal to do so will result in the student being sent home immediately
- Winter uniform (as per separate uniform lists) should be worn during the autumn and spring terms. Summer uniform should be worn during the summer term.

NB. It is impossible to list all the scenarios or possible dress variants. If a pupil is deemed not to be acting within the spirit of the school rules the Headteacher has the option to send them home until the issue is resolved.

# standards of work

It is vital in First School that you continue with good practices learned in the school. Do not let standards of presentation etc. slip. It is for your own good that your teachers will insist upon certain rules being obeyed.

At the beginning of the year you will be provided with exercise books for each subject. It is important that work is done in the correct book – they are all colour coded, and each subject has a different colour cover. You should write your NAME, SUBJECT, and the NAME OF THE TEACHER, in block capitals, in the spaces provided. The writing of anything else on the covers is forbidden.

Pages must never be torn out of exercise books. The books should be worked through from front to back. Pencil will be used by younger pupils, but when allowed only black ink pens are to be used. Coloured pencils are to be used only when specifically required by a teacher.

Ink eradicators (tip-ex) are not allowed. Errors must be ruled out with one neat line (age and ability appropriate).

You should take pride in your exercise books. The Headteacher may inspect the books at any time.

## **Classwork**

In order to derive the maximum benefit from each lesson you should arrive at each lesson with the correct equipment. Listen carefully to explanations, follow instructions and take responsibility for your progress. Do not waste valuable time.

Some written work will be done during each lesson, but some will be done out of the classroom as 'prep' or homework.





## REWARDS

Pupils are rewarded when they contribute well to the life of the School. The formal rewards and commendations are listed below:

### Celebration Assembly

Every week Class Teachers nominate pupils who have contributed in lessons. The pupils receive a Hard Worker certificate from the Headteacher. Golden Pupil certificates are awarded to pupils who show exemplary manners, behaviour or are extremely helpful in class or around school.

### House Points

Pupils may achieve house points for academic work and contributions to the School. These points are added to the appropriate house and added up at the end of each half term, term and eventually the end of the year.

### Headteacher Commendations

The Headteacher writes letters home to support outstanding achievement or contributions to School life.

Pupils are also rewarded informally through verbal commendations and notes in their planner.

## Absence

- If a pupil is absent because of illness his/her parents should telephone the school before 08:30 and he/she must bring a note from his/her parents on return to school
- If a pupil is absent because of illness for a prolonged period, parents should notify the school and supply a medical note
- No pupil may be absent for any other reason unless he/she has previously obtained permission from the Headteacher
- All holiday requests during term time should be made in writing to the Headteacher. Holiday absences will be marked on the registration system as unauthorised
- If the attendance of a pupil falls below the expectations of the school, the Headteacher will instigate a meeting with parents and may review the students place at the school

## Class and classrooms

- Pupils must arrive at all lessons on time and where appropriate with the correct equipment
- All books lost or damaged must be paid for
- Pupils must keep their teaching/study areas tidy. The appearance of a room in general depends on the efforts of individuals
- Pupils must take great care to look after the furniture and fabric of the school. No marks must be made on furniture or walls. Any damage must be reported to the staff as soon as it occurs
- At the end of the day no bags should be left in any of the classrooms

## School premises and grounds

- During school hours, pupils are not allowed to leave the School
- Within the School, the following places are always out of bounds to students:
  - The staff rooms
  - The kitchen
- Pupils may only visit the following places by appointment or invitation:
  - The General Office
  - The Head's Office

# conduct and behaviour

## Other rules

- Chewing gum is not allowed
- All money must be kept on the person. Large amounts should not be brought to school

## Discipline/Sanctions

Any breach of School rules will be dealt with in an appropriate way. It should be noted that:

- Bullying of any kind results in a fixed term isolation given by the Headteacher
- Any student caught stealing may be asked to leave the School

**The Headteacher has the right to ask parents to remove their child from the school for any reason where continued presence will affect the welfare of other students in the School. Refunds on fees are not made in such cases.**

## LIST OF FORMAL SANCTIONS

Sanction	Duration	Who can issue this	Reason for sanction (these are examples and cannot take into consideration all circumstances)
Break time confinement (lunch or morning break)	5-20 minutes	Any teacher or TA	<ul style="list-style-type: none"> <li>• Late arrival at lessons</li> <li>• Pupil not prepared for learning</li> <li>• Low level disruption</li> <li>• Actions that disrupt the learning of others</li> <li>• Reminded more than once to stay on task</li> </ul>
Red comments		Any teacher or TA	<ul style="list-style-type: none"> <li>• No homework or poor quality homework</li> <li>• Consistent lateness to lessons</li> <li>• Disruption to lessons</li> <li>• Poor manners</li> </ul>
After School Detention	up to 60 minutes	Any teacher or TA	<ul style="list-style-type: none"> <li>• 3 red comments</li> <li>• Two pieces of homework missing in the same week</li> <li>• Continued disrupting the learning after a warning</li> <li>• Any form of insolence toward staff</li> <li>• Actions that have continually disrupted the learning of others</li> </ul>
Headteacher detention	Up to 90 minutes	Headteacher	<ul style="list-style-type: none"> <li>• By referral from Class or subject teachers</li> </ul>
Sat morning detention or INSET	3 hours	Headteacher	<ul style="list-style-type: none"> <li>• Discretion of the Headteacher</li> </ul>
Isolation	1 day	Headteacher	<ul style="list-style-type: none"> <li>• Discretion of the Headteacher</li> </ul>
Fixed term exclusion	2-5 days	Headteacher	<ul style="list-style-type: none"> <li>• Discretion of the Headteacher</li> </ul>
Permanent exclusion		Headteacher	<ul style="list-style-type: none"> <li>• Discretion of the Headteacher</li> </ul>

NB These will be adapted to the age of the pupil.