



QUINTON HOUSE SCHOOL

# Quinton House School

Upton Hall, Upton  
Northampton  
Tel 01604 752050



**A Guide to the Junior School  
September 2017**

**Please use the school website to learn more about  
the school at [www.quintonhouseschool.co.uk](http://www.quintonhouseschool.co.uk)**

**Head of Juniors: Mr Matt Capuano  
Headmaster: Mr Tim Hoyle**



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## Welcome



I am delighted to welcome you all to our thriving and vibrant school, where all the pupils are considered as individuals, none more important than the other. Our caring and supportive ethos ensures that children will quickly flourish as we help them explore their talents to the full and look to develop their potential.

At Quinton House we are passionate about education. We firmly believe that every child deserves to be offered excellent teaching and learning. We deliver an outstanding education to all of the children in this school. The Quinton House family includes children with a range of abilities and our highly skilled teachers deliver lessons that motivate, encourage, support and enable every child to be the best that they can be.

We offer an inspiring curriculum, one that is in line with Government requirements but that is not constricted by them. Our teachers are encouraged to be creative, to deliver lessons that are stimulating and challenging and our pupils respond enthusiastically to the richness and depth of learning that is on offer.

We recognise that true understanding comes through what we learn for ourselves and as your child progresses through the school they will be increasingly challenged to take responsibility for their own learning; not to expect to be spoon fed, but instead to be guided and supported through a personal learning journey.

I look forward to welcoming you as part of the Quinton House family and to sharing with you in the exciting, challenging and hugely rewarding opportunity of helping your child launch a life-long journey of learning.

Mr Matt Capuano  
Head of Juniors

## Structure of the School

The following table is provided to clarify the various terms for the different stages of education.

<b>Class Name</b>	<b>National Curriculum Year</b>	<b>Ages</b>	<b>National Curriculum Key Stage</b>	<b>Lindens Section</b>
Nursery	N	2-4	Early Years	Nursery
QR	Reception	4-5	Foundation Stage	Lower School
Q1	Year 1	5-6	Key Stage 1	Lower School
Q2	Year 2	6-7	Key Stage 1	Lower School
Q3	Year 3	7-8	Key Stage 2	Middle School
Q4	Year 4	8-9	Key Stage 2	Middle School
Q5	Year 5	9-10	Key Stage 2	Middle School
Q6	Year 6	10-11	Key Stage 2	Middle School



## Staff List

T Hoyle	Headmaster
T Goody	Deputy Headteacher
M Capuano	Head of Juniors
J Saghri	Deputy Head, Junior School
C Billington	Head of EYFS
E Banyard	Lead Nursery Practitioner
T Brown	Administration Manager
G Rihal	PA to Head of Juniors/Admin

### ***Middle School***

J Saghri	Year 6
M Herbert	Year 5
K Miller-Chalk	Year 4
C Murrell/J Woods	Year 4
R Cheney	Year 3

### ***Lower School***

D Howard	Year 2
A Pearson/S Kelly	Year 1
C Billington	Reception

### ***Nursery***

E Banyard	Lead Nursery Practitioner
E Parker	Deputy Nursery Practitioner
D Wylie	Nursery Practitioner

### ***Teaching Assistants***

P Bates	Lead Learning Support Assistant
A McKenzie	
D Capel	
D Blott	
P Reeves	
A Linyard	

## **The School Day**

Nursery	8.00 a.m. – 6.00 p.m. Morning sessions: 8.00 a.m. – 1.00 p.m. Afternoon sessions: 1.00 a.m. – 6.00 p.m.
Lower School	8.45 a.m. – 3.45 p.m.
Middle School	8.45 a.m. – 3.45 p.m.

## **Morning Routine**

Parents may drop off their children from 8.00 a.m. onwards. Nursery children may be taken to the Nursery from this time. Children arriving between 8.00 a.m. and 8.30 a.m. should register with the before-school care supervisor. Children arriving after 8.40 a.m. should go straight to their classrooms.

Parents with children in Nursery or Reception may park on the gravelled area to the right of the small lawn and accompany their children in to school. Please do not park on the Lindens driveway: this is to be kept clear at all times so that pedestrians can see and be seen. Parents with children in Q1 and above are welcome to drop their children at the enclosure gate or park in one of the parking areas off the main school drive and walk down the path to the Lindens.

## **Afternoon Routine**

Children remaining in school for Homework club, after school care or activities should register with the after-school supervisors and then wait in the courtyard until they are collected by the adult supervising the relevant club. Those children who have chosen to stay for tea will eat their light snack at this time. For those not staying a supervised pick up system operates from the front of the Lindens between 3.45 p.m. and 4.00 p.m. Parents should drive into the Lindens and collect their children from the gate on the enclosure. If your child is not waiting for you, please drive on and park in the car park or drive around again.

Children may be collected from Homework club at any time after 4.30 p.m. At the end of the club, those children who have not been collected will join the other children in the Courtyard. They can be collected at any time up to 6.00 p.m. when the after-care facility finishes. The school reserves the right to withdraw this facility for persistent lateness.



## Health

Children should be at school in a fit state to learn and should be free of communicable illness. Please ring the school first if in doubt as to whether to send your child in. Head lice, thankfully rare, are not a reason to keep children off school, but it is essential that the Junior School secretary is informed so that other parents in your child's form can be advised to check their child's hair.

## Absences

Parents must telephone the school between 8.30 a.m. and 9.15 a.m. to report an absence. A letter is required on the child's return.

Our holidays are longer than those in the state sector. We discourage taking children out of school during term times as the children inevitably will lose out educationally and socially. We would ask parents to consider very carefully whether an absence is really necessary. It is understood, however, that special circumstances may dictate events, in which case authorisation for the absence will be given by the Head of Juniors.

## Equipment Needed

All pupils from Q1 upwards should have with them a named pencil case containing pencils, a sharpener and rubber, crayons and paste (e.g. Pritt Stick).

From Q3, a 30cm ruler is required as well. Once children have been awarded their Ink Licence (usually in Q3 or Q4) they should have their own cartridge pen (blue ink only). Correcting fluid is not permitted.

## Meals, Refreshments and Snacks

The children's lunch is prepared freshly on the premises. A hot meal and dessert are available every day, together with bread and a choice of assorted salads and cold meats. Fruit is always available. There are always baked potatoes and a vegetarian option. Please inform the school if your child has specific dietary requirements. The daily menus are available online via the school website, and the main courses are indicated in the Junior School newsletter. From time to time the kitchen may vary the menu to reflect a theme, e.g. Chinese New Year. When children go on school trips a light packed lunch is provided.

At morning break Lower School pupils are provided with a snack and drink. Middle School pupils may bring their own fruit (no sweets, crisps or cereal bars), together with a non-carbonated drink. A tuck shop run by the Junior Guild sells healthy snacks in the Courtyard each day.

Water is available from a fountain next to the Courtyard, and water bottles (no squash, please) may be kept in the classroom.



## **Assemblies**

Each week we have two whole school assemblies, one of which is a Values assembly and one is a Celebration assembly. Each class leads one assembly a term, based on the value being studied at the time or a curriculum area. Celebration assemblies are where we publicly celebrate children's achievements both in school and out of school. Any children who have earned trophies, rosettes or certificates from outside organisations are welcome to give these to Mr. Capuano for presentation.

## **Values**

We have an agreed set of values, such as kindness, courage, perseverance etc. which are shared with the pupils through assemblies and PSHEE lessons. Children seen demonstrating any of the values during the school day have their name recorded in a class Value Book and are acknowledged in assembly. Relevant beads are taken out of a full jar and when the jar is emptied there is a treat that the school as a whole will get to enjoy.

## **Assessment and Reporting**

The children's work is continually assessed through regular formal and informal assessments. All children from QR are assessed in Maths and English at the beginning and the end of an academic year using GL assessments. The results of these allow close tracking of pupil attainment in Early Years, Key Stage 1 and Key Stage 2 and compare our children's attainment against national norms. We follow an assertive mentoring scheme where regular assessments are undertaken to highlight strengths and areas of development.

Parents are invited in for a formal consultation twice a year, where they can discuss progress and general concerns. Each pupil will be issued with one Full Report a year, detailing coverage of work, progress to date and targets to foster further improvements. In addition to this, a set of monitoring reports are issued throughout the year.



## Homework

Homework is fundamental for learners to make effective progress. As a guideline, the recommended duration of homework is as follows:

Pupils in Nursery should be encouraged to share a book for about 10 minutes every day. This may take the form of the adult reading to the pupil, sharing a book together or the pupil reading to an adult.

Pupils in Reception should be encouraged to read to an adult at home every day for about 10 minutes. Pupils may be given writing tasks to help them with their phonics.

Pupils in Years 1-2 should be encouraged to read to an adult at home every day for about 15 minutes. Mathematics and spellings will be set weekly.

Pupils in Years 3-4 should be encouraged to read to an adult at home every day for about 15 minutes. In addition pupils will be set weekly homework for English, Mathematics and Science. The expectation is that each homework set by these subjects should take about 30 minutes to complete.

Pupils in Year 5 will be set two different types of homework. Weekly Homework in English, Mathematics and Science. The expectation is that each homework set by these subjects should take about 30 minutes to complete.

Pupils in Year 6 will be set two different types of homework. Weekly Homework in English, Mathematics, Science, Geography, History, French, German and Food Technology. The expectation is that each homework set by these subjects should take about 30 minutes to complete.

All children from Q1 keep a homework diary, which should be signed by the parent at the weekend to say that the set homework has been completed. The diary is also checked and signed weekly by the class teacher. In Middle School, the diary also shows the child's lesson timetable, together with a homework timetable.

## Special Educational Needs

All staff are trained in recognising and responding to the signs of learning difficulties. Our experienced Special Educational Needs Coordinator is responsible for learning support within and outside the classroom, and, with the class teacher, for creating Individual Education Profiles for children with particular needs. These are always done in consultation with the parents. Additionally staff understand the importance of planning their lessons in ways that will encourage the participation and learning of all pupils, be they of higher or lower ability.



## Enrichment Programme

We are very proud of our extensive enrichment programme. There are a large number of extra-curricular activities available every day both at lunchtimes and after school that aim to enrich the children's experience at the Junior School. The clubs on offer each term are outlined in an enrichment programme booklet which is sent home towards the end of each term. We strongly encourage every child to sign up for at least two clubs a week, but many children opt for more.

### Music

We have a lively and thriving music department here at Quinton House School and we encourage a high standard of music making throughout the Junior School. Every pupil from QR to Q6 receives a weekly class lesson where they will have the opportunity to learn an instrument during each year by a music specialist. We offer opportunities to take part in our choirs, recorders groups, brass band and African drumming. Instrumental lessons offered include strings, brass, woodwind, guitar, drum kit, singing and piano/keyboard. These take place during the school day and parents are invoiced termly.

Please contact Miss J Stone (Director of Music) if you would like further information regarding instrumental lessons.

### Additional Costs

The children's education should not and does not take place entirely in the classroom, and from time to time additional payments are required. There are regular educational visits to extend and illuminate the children's learning, and likewise theatre groups, speakers and providers of practical activities are often invited into the school. At Christmas there is a visit to a theatre, and at the end of the Summer Term the children have either a Fun Day with visitors bringing activities into the school, or a visit to (for example) a theme park. From time to time there are residential trips for the older children lasting two to four nights.

Children learning a musical instrument or ballet are charged separately for these. Additional specialist help for pupils with learning difficulties, generally on a one-to-one basis, is also chargeable.

There is no charge for care before or after school, however if persistent lateness occurs after the 6 p.m. end time, then the child will not be allowed to use the facility. Children remaining after school can opt for a light snack for which there is a termly charge.

Clubs led by outside providers set their own charge. Clubs led by staff are generally without charge though certain activities (such as cookery and art club) may require payments for materials / ingredients.

There is generally no charge for transport to and from sporting fixtures or musical competitions.

## **Communication**

The large majority of school letters and information is emailed via ParentMail. Please check ParentMail regularly for information that you might otherwise miss. There is a weekly bulletin issued each Friday via ParentMail which contains information about forthcoming events and general information about the week ahead.

## **Occasions for Parents**

There are a number of events throughout the year to which parents and family members are invited. Each form from Q1 to Q6 presents an annual assembly to their parents. Parents are also invited to the summer concert, Sports Day, prize giving, the Harvest Festival, the Middle School carol celebration and the Lower School and Middle School Christmas Presentations. Additionally there is a special occasion just for grandparents which runs every two years.

Most of these events are found in the school calendar on the website and are also referred to in the Junior School weekly bulletin (issued on a Friday).

## **Open Events**

Open events, usually on Saturday mornings, are advertised locally and held from time to time for prospective parents to tour the school. Children are involved as greeters and guides on these occasions, and the choir and musical groups perform for the visitors.

## **Junior Guild**

All children from Q1-Q6 help to elect the Junior Guild. This democratic institution is a forum for children to share their ideas and concerns with the Head of Juniors. Under the guidance of a member of staff, the representatives regularly consult the Houses over their proposals.

## **House System**

The school operates a House system that spans the Junior and Senior School. On entering the school, pupils are assigned to a house and will remain in that house throughout their time at the school. Whenever possible, we aim to put siblings into the same House. There are several House events that take place during the year. Pupils are encouraged to take part and to support one another. The Houses are as follows:

Harrington - Yellow  
Knightly – Blue  
Samwell - Red



## Behaviour

High standards of behaviour and discipline are of the utmost importance and the responsibility of everyone. Good behaviour is a necessary condition for teaching to take place. The ethos of the school is one of mutual respect and courtesy, contributing to the creation of a happy and secure place to learn.

Encouragement, praise and reward are fundamental to positive behaviour management. We believe that rewards have a motivational role, helping children see that good behaviour is valued.

‘Catch them being good,’ is a phrase to be borne in mind.

**Verbal praise** and encouragement, informal and formal, public and private, to individuals and groups is earned by the maintenance of good standards as well as by particularly noteworthy achievements.

**Stickers** are awarded in addition to verbal praise to the younger children when they achieve over and above the basic expectations for good behaviour, effort and/or standard of work and/or homework.

### **Rewards card**

House rewards can be earned by gaining excellent marks for class work or homework; making excellent contributions in lessons; helping other pupils and staff; winning competitions or for going ‘over and above’ the expected behaviour of a Quinton House pupil.

House rewards are recorded on the pupil’s Standards Record Card, which he/she carries at all times. Pupils transfer the data into their planners once a week and this is signed by the form tutor. Parents are required to check and sign the planner each week.

Pupils receive awards for achieving 50, 100 and 150 House rewards.

The weekly Head’s Awards, presented in the achievement assembly, are another way in which high standards of behaviour and achievement can be acknowledged and rewarded.

Sanctions are necessary in order to teach pupils that their actions have consequences. Sanctions range from expressions of disapproval through to ultimately and in the last resort, exclusion.

**Expressions of disapproval** are given for minor misdemeanours such as talking in class and calling out rather than putting a hand up.

## **Sanctions**

Sanctions are recorded for the following reasons:

1. Incorrect uniform and unkempt personal appearance
2. Poor punctuality
3. Manners/attitude that fall below the expected standard
4. Poor attitude to work and non-compliance with school rules
5. Persistent failure to have the correct equipment
6. Misuse / abuse of school equipment

Sanctions are recorded by the teacher detailing why they have been issued and are sent electronically to parents/guardians.

Pupils whose behaviour or academic performance is, in teachers' opinion, sufficiently concerning (either through severity or consistency) will be referred to the Head of Juniors or the Headmaster.

## To Conclude

Whilst this booklet covers a lot of information relevant to the day-to-day life and expectations at Quinton House School, it exists to compliment our 'open door' communication policy.

Should you have any queries, questions or concerns, please do not hesitate to contact us and we will be delighted to help.

### Useful Numbers:

Main Switchboard	01604 752050
Absence Line	01604 752050 (Option 1)
Mrs T Brown Junior School Administrative Manager	01604 752050 (Option 3)
Mrs G Rihal Head of Juniors PA	01604 684829 (Monday to Wednesday and Friday) <a href="mailto:gurdeep.rihal@quintonhouseschool.co.uk">gurdeep.rihal@quintonhouseschool.co.uk</a>

