

Howe Green House School



Parents' Handbook 2020

This handbook has been written to provide essential and useful information for parents, but if this guide does not provide the answer to any questions then please do not hesitate to ask. The Head, Senior Deputy Head (Academic), Deputy Head (pastoral), Head of Prep, Head of Pre-Prep, the Bursar or the school office should be able to answer any further queries.

**Howe Green House School
Great Hallingbury
Bishop's Stortford,
Herts,
CM22 7UF**

Aims of Howe Green House School

Mission Statement

To provide our children with opportunities to achieve their academic potential within a family environment where they feel valued, fulfilled, confident and emotionally literate. Our children need to grow as caring and responsible citizens who, in the fullness of time, will make the world a better place.

In order to achieve the above the following statements are of paramount importance:

We must value everyone: children, colleagues and parents for the unique people that they are.

We must develop compassion, tolerance, empathy and co-operation in our children.

We must encourage our children to look beyond themselves in order to develop spiritually and creatively.

We must first believe in ourselves and encourage children to believe in themselves.

Learning means growing and acknowledging our strengths and weaknesses.

We must encourage our children to set goals, take risks, make decisions and develop their confidence to change their thinking when necessary, in order to achieve goals.

We must believe that all things are possible.

We must encourage children to give of their best at all times and not to be content to give less.

We must praise our children for their efforts.

We must acknowledge that the quality of education that we give to our children will be a determining factor in how their lives unfold.

To acquire knowledge and to use it wisely is a powerful force.

Creating Opportunities, Realising Potential, Living Life to the Full!

The following information outlines the way the school usually operates. However, due to Covid 19 restrictions imposed by the government, some elements may differ across the course of the year. Details will be sent to parents periodically with updates in changes to our policies and practice as appropriate. Therefore, this document should be read in conjunction with any school communications relating to practical matters.

The School Offices

The Reception Office is situated in the building to right of the footpath into the school. Kate Richardson (Monday, Wednesday, Friday) and Leah Gingell (Tuesday, Thursday) share the Admissions Secretary/PA to Headmistress role. The main telephone number for the office is 01279 657706. An answer phone does operate, when necessary, during school hours. Please leave a message and your call will be returned as soon as possible.

Please contact the office for the following:

- General enquiries
- Enquiries for admission
- Appointments with the Headmistress and teaching staff
- Enquiries related to the everyday running of the school
- The Befriender scheme

The E-mail address for the Reception Office is: schooloffice@howegreenhouse.essex.sch.uk

The Bursar's office is located on the first floor in Chestnut House. The Bursar is Miss Sally Parlane and Mrs Alison Stanbury is her assistant. The telephone number of the Bursar's office is 01279 501300. The fax number is 01279 501333 and the E-mail address is sally.p@howegreenhouse.essex.sch.uk.

Please contact the Bursar's office for the following:

- Any matters relating to school fee payment
- Enquiries concerning the Free Early Educational Entitlement
- Transport enquiries
- Payment of Ballet and Music lessons
- Enquiries concerning the Governing Board
- Information about the Parents and Friends of Howe Green House
- Enquiries related to the school site
- Fund raising
- All financial queries/enquiries
- After school payments

ParentMail

When the school needs to contact a larger number of parents we use the ParentMail system of text messaging and emailing. This is particularly useful in certain circumstances such as fixture cancellation, school closure, change of return time of a trip out of school etc.

For the system to be effective it is important that you update your mobile phone number and ensure phones are left switched on at such times.

Car Parking

Please use the main car parks for all departments within the school, including Little Oaks Lodge.

Please do not park in front of the grass mound areas as this restricts the flow of traffic through the car park and can thus place the safety of the children at risk. Please note that there is a space for disabled motorists and this should not be used by anyone without a blue badge.

The School Day

8.40am	Children may enter classrooms
8.50am - 8.55am	Registration
9.00am	Assembly (Reception-Y6)
10.15am - 10.35am	Pre-Prep school playtime (Rec – Year 2)
10.40am - 11am	Prep school playtime (Years 3-6)
12 noon – 12.30pm	Pre-Prep lunchtime
12.30pm – 1pm	Pre-Prep playtime
12 noon – 12.30pm	Prep Playtime
12.30pm - 1pm	Prep Lunchtime
2.40pm – 3pm	Pre-Prep playtime
3.45pm	End of school day

N.B. When collecting your children from school at the end of the day, please collect younger children first.

3.45pm – 4.30pm	After school care – first session
4.30pm – 5.30pm	After school care – second session

Before School Care

There is an early morning drop off facility available, where children will be supervised by a member of staff. This operates from 7.45am until 8.45am at which point the children will be taken to their classrooms. The cost of this service is £5 per child per session, including breakfast.

As places are limited, pre-booking is required for this service. Ad hoc spaces may be possible subject to availability. **Please note that the School Office email is not accessed after 5pm on weekdays or over weekends, therefore any requests for a place in the Breakfast Club**

for the following day will not be read until the morning in question and so a place may not be guaranteed.

Registration

The electronic class register will be marked between 8.50 a.m. and 8.55 a.m. If you are late arriving, you must go to the School Office to register your child. If the office is temporarily unmanned, we would ask you to complete the grey signing in/out book. Children who arrive late must wait in the office until their class returns from assembly. Little Oaks children should be taken to the classroom before the parent goes to the office.

If a child has to leave the school premises during the day, parents must also use this book to sign out their child both when leaving and returning to school.

Absence

It is a legal requirement to record absences.

If your child is unable to attend school, you must inform the school in writing or by telephone message on the first morning of the absence. If no message has been received by 9.15.a.m. the secretary will contact you. Any unexplained absence becomes unauthorised and must be reported to the Department of Education.

End of Terms

School always finishes at 12 noon on the final day of each term. This is usually preceded by an end of term Family Assembly at 11.00 a.m. The family assembly at the end of the Summer term commences at 10.40am. The last day before a half-term holiday is always a full day.

Additional Holiday Times

Requests for additional holiday times must be put in writing to Mrs Mills and these letters have to be kept for investigation by the School Inspectorate. The school is obliged to notify any excess absence to the West Essex Education and Welfare Service. A separate log of absence due to holiday requests is kept and parents informed if requests are exceeding the ten days permitted by law.

Any requests beyond ten days will not be granted and if taken will be subject to the scrutiny of the Education Welfare Service.

Meeting with the Teacher

The staff will be very happy to arrange a mutually convenient appointment time to discuss any worries or concerns about your child. Please note that first thing in the morning is a very busy time and only urgent messages should be given to a class teacher at this time.

Mid Morning Break – For Children in Reception to Year 6

The school offers milk or orange juice as a mid morning drink which will be charged to your school account and your child may also bring in a bottle containing water. Your child may also bring a snack to school.

The following suggestions are permitted:-

- Fresh fruit and vegetables
- Plain pop-corn
- Rice cakes
- Bread sticks
- Cheese with savoury biscuits

The following are not permitted:-

- Crisps
- Sweet biscuits
- Cakes
- Sweets
- cereal bars
- Fruit winders

Owing to a number of children suffering from nut, sesame and kiwi allergies, it would be appreciated that anything containing nuts should not be sent into school.

School Lunches

Hot or cold lunches are available for an additional cost which is added to the termly account. A 3-week menu planner will be given to the child's parents to select a hot or cold option each day (or a vegetarian option where applicable.) The children are given water to drink with their lunch. Where a child having a school lunch is going out of school, for example on a school trip or playing away in a sports team, a packed lunch will be provided for them. Should a parent no longer wish their child to have a school lunch, they must give a half a term's notice to the Bursar.

Packed lunches must be provided in a NAMED box or bag and should be easy to access. We do ask that you provide a healthy lunch for your child. **Please do not include nuts (including peanut butter sandwiches)**, as some children are severely allergic and there is always the risk, especially with the younger children, that food could be shared, although this is always actively discouraged.

If you include sealed cheeses, please send them peeled. Please only send yoghurt in pots or as a drink and not in a tube. **Sweets are not allowed.** In warmer weather it is recommended that a two compartment cooler lunch bag is used in order to keep contents at different temperatures.

Staff supervising lunchtime will report back to the appropriate teacher if a child is consistently not eating their lunch, whether it is a school lunch or a packed one.

After School Care

After school care is available from Monday-Friday. There are two sessions: 3.45p.m. - 4.30p.m and 4.30pm – 5.30pm. The cost of this service is £11 per child for both sessions or £7.50 for one session, and includes a snack.

An email is circulated to parents prior to the start of each term requesting, where possible, that advance bookings be made to ensure a place is available for their child.

As places are limited, attendance on an ad hoc basis will be according to availability.

Please note any child who has not been collected by 3.50pm. will be taken to after school care and parents will be charged.

Homework

The Foundation Stage (Reception) Reception will be given a reading book and simple phonic tasks to share.

Key Stage 1 (Years 1 and 2) will be given very simple tasks to share with their parents. The tasks will be described in the homework diary.

Key Stage 2 (Years 3-6) More formal homework begins in the Prep department. Each child has a homework diary for parents to sign every evening. Each class teacher displays a homework timetable and homework is written in the homework diary. Where possible, a teacher may inform parents of the length of time to be spent on the tasks.

Homework may be discussed during class coffee afternoons. On occasions, teachers may send out letters regarding specific tasks. For further information, parents may request a copy of the Homework Policy.

After School Clubs

A variety of after school clubs are provided throughout the week either run by members of staff or by outside providers, for which clubs there will be a charge. The clubs include sporting activities such as football, cricket, rounders, tennis, karate and ballet, along with other clubs such as homework, ICT, nature, sewing, dance and drama.

A timetable of options is sent to the parents to allow them to choose with their child, which club they would like to attend.

The House System

Children entering the school are placed in one of four houses, Cedar, Hornbeam, Mulberry or Chestnut. Siblings will join the house of their brother or sister.

The houses are linked to an award system. Children can be awarded a credit for a variety of achievements, academic, sporting and pastoral. The weekly total of credits earned by each house is collected by the House Captain and a house cup is presented to the winning house each term and to the overall winner for the year. An assembly credit for a particularly fine

achievement is given to two or three children in the class each week, or occasionally to the entire class.

Awards

Each term awards for achievement, effort and consistency are rewarded to children from Reception to Year 6. The award is in the form of a book token and is presented in the final Family Assembly of the term. In addition to the class awards the Reading Cup, the Perseverance Cup and House Cup are also awarded per term.

In addition, trophies are presented annually at the Prize Giving ceremony. The Prize Giving Day is compulsory for all children from Reception through to Year 6. It is held on the last Saturday of the Summer Term. It begins at 10.30am and is usually finished by around 12 noon. There is a crèche available for younger children. A place in the crèche can be booked through Miss Parlane, Bursar. Places are allocated on a first come, first served basis.

Accreditation

The School is a member of The Independent Schools' Association (ISA). The school, therefore, is subject to inspection by the Independent Schools' Inspectorate (ISI) on a 3 yearly cycle. The Headmistress and Deputy Head at Howe Green House are accredited Team Inspectors and carry out inspections on behalf of the ISI throughout the UK.

Parental Involvement

Family Assemblies

These are held in the Bayford Hall every Monday and Friday unless otherwise notified and are an opportunity to share in the achievements of the children.

The Monday assembly is for the presentation of Assembly Credits and other awards that children may have won, both in school and on other occasions. The weekly house points are announced and sports team reports are read.

The Friday assembly is presented by one of the classes and is a celebration of their work. There are also assemblies for Art, Music and Sport.

As an important part of the school community, parents are encouraged to attend whenever possible.

End of Year Parent Consultation Evenings

Parents are able to meet formally with the teacher once each term. You will be given a day and time and we do ask that you keep to these times, unless there are exceptional reasons why you may not be able to do so. Appointments are carefully organised to accommodate parents with siblings in more than one class, therefore changing times has a knock on effect. In the Michaelmas Term parents come to the Bayford Hall and are given the opportunity to look at their child's work. The children's books are sent home prior to the Lent consultation evenings with the focus on celebrating the children's learning. The teacher will invite you to join them at your appointment time. The time allowed for each appointment is ten minutes; shorter five minute appointments are allocated in the Summer Term as the report will have been issued by then. The Summer Term appointments are entirely optional. At the end of

each appointment time a bell is rung to signify the end of your time. Each teacher will then have five minutes to make notes before inviting the next parent to join them. Please keep strictly to your time allocated, as an overrun can cause unnecessary inconvenience for those coming behind you. If you feel that you need more time to discuss things with your child's teacher, please arrange a further meeting.

Annual Report

There is an annual written report for the academic year that you will receive prior to the summer term consultation evening.

Helping At School

We do encourage parents to be as involved as possible with the life of the school, but do appreciate that many parents are working full time. If you would like to volunteer some of your time, to help in the classrooms, accompany classes on outings, help with fund raising activities or become a Befriender, please speak to the school secretary. All parents must be DBS checked before helping out at school. Please speak to the Bursar regarding carrying out checks. Please note it is our policy that parents do not work in their own child's class, except for school trips. Please look regularly on the School Notice Boards and individual classroom boards and in the Tuesday newsletter for details of school matches and events.

Music

Music plays an important part in the life of the school. Children have the opportunity to learn to play a wide variety of instruments. Some children may be ready for individual lessons by Year 2, but many do not start until later. If you would like your child to learn to play an instrument, please contact the Director of Music via email for advice and availability of the peripatetic teachers. Individual lessons usually take place during the school day, and parents should be aware that children would be missing other class lessons.

The contract for the lessons is with the peripatetic teacher. He/she will send you an invoice. **Please note that it is your responsibility to inform the peripatetic teacher of any absence, including class outings matches etc,** or you will be charged for the lesson. Please make your child aware of the cost of instruments and reinforce their responsibility to take good care of them. If you borrow a school instrument it should be added to your Home Contents Insurance Policy as you are responsible for any damage/loss incurred.

There are a number of music lockers available. If you wish to enquire about these please talk to the school Bursar.

Musical Activities

The school has thriving choirs and orchestra. Children may be selected for these from Year 3 onwards. **Please note that if there is a musical event, concert, orchestral performance or music festival, all children selected to perform will be expected to attend. These are not optional activities and requests for absence can only be granted by an application to the Headmistress.**

Howe Green Singers

A group of parents who enjoy singing meet once a week for a rehearsal. They perform at some of the major musical events of the year as a parents' choir, but also join the children to perform with them. New members are always welcome. Any parent interested in joining the group should contact the Director of Music.

Ballet

Ballet lessons are run by Mrs Karen Howarth and take place in the Bayford Hall during lesson time for the younger children. Children in Little Oaks are encouraged to attend the first session and parents can then decide if they want to continue with the lessons. Payment is directly to the ballet teacher. Cheques may be posted, or left with the school Bursar. Parents of children involved in ballet lessons after school must collect them from the hall or studio and supervise their changing in the changing rooms.

Children not taking part in ballet lessons will remain with their class teacher. Parents are invited to attend a ballet demonstration in the Bayford Hall once a term. If you have any queries concerning ballet lessons, please contact Mrs Howarth. Telephone number: (01279) 651535.

A number of parents, both past and present, have wanted their children to be entered for ballet exams at an earlier age.

Previously one half-hour lesson per week was not sufficient to cover the syllabus. Additional lessons are held before school starts. The reason for an early start is three fold; children are fresher and take in more at the beginning of the day, the Studio cannot be guaranteed to be available at lunch time in case of wet play arrangements and the availability of Mrs. Howarth, who has teaching commitments elsewhere.

Children who do not attend the morning tuition will be unable to take the Pre-Primary Exam but will be able to move up with their peers to the Primary group when they move to Year One. Additionally they will not receive a certificate from the Royal Academy but will receive a certificate of participation within the Pre-Primary group from Mrs. Howarth.

Sporting Fixtures

These are very often at the end of the school day but may be at other times, depending on circumstances. The Sport staff circulate a full fixture list at the commencement of each term. Should your child be chosen to represent the school, parents are required to complete and return a fixture slip in order for their child to take part. The slip must be returned the following day. If weather is uncertain, please telephone the school after 1.00 p.m. to ascertain if the fixture will take place. Should the fixture be cancelled for any reason, we will send out a Parentmail text message informing you of this as soon as possible. **If selected your child must attend, unless excused under exceptional circumstances by the Headmistress.**

School Outings

The children are taken on educational school outings. You will be given information about trips in the Tuesday newsletter or by your class teacher. Parents are requested to provide a totally disposable packed lunch for their children. Those children having school meals will have their packed lunch provided for them by our caterers. Parents may be needed to assist on these occasions and volunteers meet with the teacher prior to the outing to discuss the day. Before each school trip there will be a general meeting for all parents who may wish to assist. At this meeting your responsibilities will be clearly laid out. The school will then draw up a rota for parents to attempt to provide parents with the opportunity to take part in this area of learning for the children.

Health and Safety

Medicines

The school administers medication for life threatening allergic reactions and conditions such as asthma, epilepsy, cystic fibrosis, febrile convulsions etc. The school may also administer medication for long-term chronic conditions or when antibiotics have been prescribed for conditions when your child would otherwise be well enough to attend. In such cases please see the Head's PA to complete the necessary paperwork. Please do not leave medicines with your child and ask them to take medication without supervision.

Illness

Children who have been suffering from sickness and diarrhoea, must be kept at home for 48 hours **after the symptoms have stopped**. Whilst we fully appreciate the difficulty this can cause working parents, it is vital if we are to stop the rapid spread of infection that can so easily occur amongst young children.

In addition to these illness issues, parents must observe the current NHS and government guidance for children who are exhibiting any symptoms of Coronavirus – these are available on the online NHS 111 service, or by telephoning 111 at any time.

Pastoral Care and Support

We provide a Pastoral Support service. Services offered include informal support sessions for children and/or parents and information on a range of subjects including:

- Divorce and separation
- Illness (including dealing with terminal illness)
- Bereavement
- Parenting
- Childhood fears and anxieties
- Low self-esteem in children

A number of books for adults and children are available to borrow and, where necessary, we can provide you with contact details for outside agencies and support networks. Please contact Mrs McNally for further details.

Pirate ship and Playground Equipment and Collection

Health and Safety requirements dictate that no child is allowed to climb on the pirate ship or any playground equipment after 3.30p.m. After the children are dismissed from their classrooms, parents are responsible for them while they remain in the school grounds. Please do not allow your children to go into the wooded areas. Children must remain in your line of sight after you have collected them from the class teacher or after a sports fixture.

Senior Transfer Evening

All parents of children in the Prep school are invited to attend a biennial Senior Transfer Evening held in the Bayford Hall during the Autumn term. This meeting provides a forum for representatives from a variety of Senior schools to bring along information and to discuss with parents the aims and ethos of their schools. The Prep school staff are also available to answer questions and offer advice.

During the summer term, parents of children in Year 5 are invited to a specific meeting relating to the process of Secondary transfer. The meeting is attended by the Headmistress and the Deputy Head. An information letter is given out, listing the procedures for applying to local state schools in Essex and Hertfordshire and a calendar of dates for open evenings.

Key events for the year

Autumn Term

Senior Transfer Evening (biennial)
Harvest Festival at St Giles
Parents' Consultation Evening
Christmas Bazaar
Pre-Prep Nativity Play
Prep school party
Pre-Prep Christmas Party
Celebration of Christmas at St Giles Church

Spring Term

World Book Day
Parents' Consultation Evening
Spring Fever in-house talent show
STEM week including the STEM fayre

Summer Term

Teddy Bears' Picnic for new Little Oaks entrants
Grandparents' afternoon
Senior Transfer information afternoon
Upper Prep Adventure Residential
Pre-Prep and Little Oaks Sports Day
Prep Sports Day

Parents Consultation Evening (optional)
School Ball
Prep School Production
Final Family/Year 6 Leavers' Assembly
Speech/Prize Giving Day
Little Oaks end of term party

SCHOOL RULES & CONDUCT

FOR CHILDREN – GENERAL RULES

1. Be courteous and considerate. Treat others as you would like to be treated yourself.
2. Remember to say PLEASE and THANK YOU.
3. Stand aside for visitors and members of staff. Open doors for them whenever possible.
4. No running on the paths, in rooms or corridors.
5. Be thoughtful in your behaviour towards yourself and others to help everyone feel and stay safe.
6. Take good care of your appearance and belongings.
7. Do not enter the out of bounds areas without a member of staff.
8. Keep the school tidy. Do not drop litter.
9. Mobile devices are not permitted in school without special permission.
10. Sweets and biscuits are not permitted for morning and afternoon breaks.

DRESS

1. All clothing must be in accordance with the official clothing list.
2. All clothing and possessions must be clearly named.
3. The wearing of jewellery is considered undesirable. If, due to recent ear piercing, earrings must be worn, they should be plain studs only. FOR REASONS OF SAFETY, NO JEWELLERY, INCLUDING STUD EARRINGS, WILL BE PERMITTED TO BE WORN DURING GAMES ACTIVITIES.
4. If hair is long enough to be tied up, hair bands, Alice bands etc. should be in school colours.

OTHER

1. Children are not permitted to take holidays during term time, except in exceptional circumstances. The permission of the Head should be requested for any such absence.
2. All members of the school community have a right to expect that the behaviour of each sector of stakeholders will be polite, respectful and which instils confidence and promotes a mutually safe and enjoyable atmosphere. Parents are therefore expected to maintain cordial and respectful relationships with all members of staff to enable a strong parent / child / school partnership to flourish. (see point 6 below)
3. A full term's notice in writing to the Headmistress, or a term's fees in lieu, is required before withdrawing a child from the school.
4. Fees are required to be paid in advance by the beginning of the term to which they relate. Interest will be charged on fees that remain outstanding after the first day of term at the rate of 2% per month. In certain cases where fees are paid late the child may not be allowed to return to school. Should there be an impending issue that means meeting your financial commitments is impaired, please do speak with the Bursar at as early a stage as possible. The school does try to support families in temporary difficulty by means of a hardship bursary where possible and appropriate. Further details are available from the Bursar, Sally Parlane.
5. *Compliance with the School Behaviour Policy.* It is a condition of remaining at the School that you and your child comply with the School Behaviour Policy. In serious or persistent cases, The Head may in his or her discretion suspend or exclude your child from the School if the Head considers that your child's conduct or behaviour (including behaviour or conduct outside school) is unsatisfactory and the suspension or exclusion is in the School's best interests or those of your child or other children. The School Exclusion Policy sets out examples of offences likely to be punishable by suspension or expulsion. These examples are not exhaustive, and the Head may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour. All aspects of your child's record at the School may be taken into account.
6. The Head has discretion to require you to remove your child from the School. Instead of expulsion or suspension, the Head in their discretion may require you to remove your child from the School if the Head considers that your behaviour or conduct (or the behaviour or conduct of one of you): is unreasonable; and/or adversely affects (or is likely to adversely affect) your child's or other children's progress at the School, or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute. Your child's place at the school can also be withdrawn if your child's attendance or progress is unsatisfactory and, in the reasonable opinion of the Head, the removal is in the School's best interests and/or those of your child or other children. If this happens, fees in lieu of notice will not be payable.

HOWE GREEN HOUSE SCHOOL UNIFORM LIST:

LITTLE OAKS NURSERY SCHOOL – UNIFORM

- Black Velcro™ fastening shoes

Autumn and Spring Terms:

- Bottle green jogging suit*
- Red aertex shirt *
- Girls may wear school summer dress with green tights and school green sweatshirt

Summer Term:

- School summer dress* with white ankle socks or green tights

OR

- Green* or grey shorts with red aertex shirt*
- Navy blue reversible school coat* (please sew name label in fleece side of coat on the collar)

LITTLE OAKS NURSERY SCHOOL – P.E. KIT

- School bottle green jogging suit*
- Red aertex shirt*
- Green shorts* OR Green Lycra shorts red and gold stripe* (girls)
- Trainers (Velcro™ fastening only)

RECEPTION, YEARS 1, 2, 3, 4, 5, 6 – UNIFORM

- Mid grey shorts from Marks & Spencer
- Mid grey trousers from Marks & Spencer
- White long sleeved shirt
- White short sleeved shirt (optional for the Summer Term)
- School tie*
- School jumper*
- School blazer*
- Long grey socks
- Navy blue reversible school coat* (please sew name label in fleece side of coat on the collar)
- Black Velcro™ or buckled shoes (Reception-Year 2)
- Black lace up shoes (Years 3-6 only)

OR

- School kilt* (matching braces can be purchased directly from the second hand uniform shop)
- White long sleeved shirt
- Red school tie*
- School jumper*
- School blazer*
- Bottle green tights or knee-length bottle green socks
- Summer dress* with white ankle socks
- Navy blue reversible school coat* (please sew name label in fleece side of coat on the collar)
- Black (not Patent) shoes (Lace- ups Years 3-6 only)
- Hair accessories school colours only

RECEPTION, YEAR 1 AND 2 – P.E KIT:

- School bottle green jogging suit*
- Red Aertex shirt with logo*
- Green shorts with logo* or Green Lycra Shorts with Gold and Red Stripe*
- White ankle socks with red and green striped tops*
- Trainers suitable for all sports (Lace ups Years 3-6 only)
- Swimming trunks with green, red and gold stripes* and hat* (Years 2-6 only) OR Swimming costume with green, red and gold stripes* and hat* (Years 2-6 only)

YEARS 3 – 6 – P.E KIT:

- Boys/Girls Microfibre Team Shirts in School Colours with School Crest*
- Microfibre Skorts in School Colours with School Crest* [girls]
- Unisex Team Microfibre Shorts in School Colours with School Crest*
- White ankle socks with red and green striped tops*
- Red hooded coat with logo which can be used as a school and sports coat*
- Black waterproof sports bottoms with logo*
- Football boots
- Shin pads
- Gum shields
- An optional Skins top printed with Howe Green House School is available for Years 4, 5, 6 only
- Swimming trunks with green, red and gold stripes* and hat* (Years 2-6 only) OR Swimming costume with green, red and gold stripes* and hat* (Years 2-6 only)

ADDITIONAL ITEMS:

- Green school hat*
- Striped school scarf*
- School sun hat* (it is strongly recommended that all children wear a hat during hot weather)
- Howe Green House School golfing umbrella

ALL ITEMS MUST BE CLEARLY NAMED

Items should be named with sew in labels available from Ottis.

Please position the labels on the inside of the neck for blazers, jumpers, sweatshirts, dresses and shirts.

ITEMS YOUR CHILD WILL REQUIRE WHEN STARTING AT HOWE GREEN HOUSE SCHOOL:

LITTLE OAKS NURSERY SCHOOL

- Individually named kit bag^ containing a spare change of clothing
- Wellington boots

RECEPTION

- Individually named kit bag^
- Wellington boots
- Howe Green House homework/book bag* with Velcro™ fastening
- School painting overall*

YEAR 1 AND 2

- Individually named kit bag^
- Howe Green House homework/book bag* with Velcro™ fastening
- School painting overall*

YEAR 3-6

- Red P.E. Sports bag*
- Howe Green House satchel style bag*
- School painting overall*
- A dictionary (Please liaise with your child's teacher for details)
- A paperback Good News Bible
- Berol Notewriter (washable ink handwriting pen or Fineline) – black
- Geometry set – including pair of compasses, protractor, set square and ruler (Year 5 and 6)
- Calculator (Year 4-6)
- Scissors
- 30cm ruler
- A packet of coloured pencils and two HB pencils

* TO ENSURE UNIFORMITY, ALL ITEMS MARKED WITH AN ASTERISK MUST BE PURCHASED FROM OTTIS.

^ THE INDIVIDUALLY NAMED KIT BAG CAN BE ORDERED FROM THE SCHOOL.

The Howe Green Educational Trust Limited

Board of Governors

Mrs Amanda Cutlan-Smyth – Chair of Governors

Howe Green House School
Great Hallingbury
Bishop's Stortford
Herts, CM22 7UF

Mrs Sam Bristow
Ms Nicola Barker-King
Mr Mike Dawes
Mr Chris Dunne
Mrs Liz Lester
Mr Craig McDonald
Mrs Phillippa Moore
Mrs Gemma Rogers
Mrs Mary Sanders
Mrs Alison White (Vice Chair)
Mr William Wells

**Howe Green House School
Staff List 2020-21**

Senior Leadership Team

Mrs Deborah Mills	Headmistress
Mr Ian Martin	Senior Deputy Head/ Head of Academic Studies/ Maths Teacher/I.T Coordinator
Mrs Beverley McNally	Deputy Head/ Head of Well-being and Pastoral Care / PSHCE Coordinator
Miss Sally Parlane	Bursar
Mrs Julie Sellears	Head of Pre-School (Little Oaks Nursery)
Mrs Anna Lipani	Head of Pre-Prep
Miss Hannah Tate	Head of Prep

Office/Administration Staff

Mrs. Kate Richardson	P.A. to Head/Admissions Secretary
Mrs Leah Gingell	P.A. to Head/Admissions Secretary
Mrs. Alison Stanbury	Assistant to Bursar

Teaching Staff

Mrs. Chanel Tinner	Reception Class Teacher
Miss Anna Stonham	Year 1 Teacher
Mrs. Anna Lipani	Year 2 Teacher/English Coordinator /Gifted & Talented/ Head of Pre-Prep
Mr Mitchell Clarke	Head of Art, Design and Technology
Mr Helen Marshall	Director of Music
Mrs Sarah Tann	Head of P.E & Games
Mrs. Fiona Perry	Year 4 Teacher/History & Geography Coordinator /Librarian
Mr. George Sydes	Year 4 Teacher/PE Teacher
Mrs. Natasha Pook	Year 5 Teacher/SENCO/MFL Coordinator
Miss Hannah-Marie Tate	Year 6 Teacher/Maths Coordinator/Assistant Head Prep
Ms. Hannah Petersen	Head of Science

Teaching Assistants

Mrs. Rebecca Taylor & Miss Molly Diprose	Reception Teaching Assistants
Mrs Caryn Pepper	Year 1 Teaching Assistant
Mrs. Jill Jakeman	Year 2 Teaching Assistant
Mrs Sharon Cleverly	Year 3 Teaching Assistant
<i>Currently two teachers sharing role</i>	Year 4 Teaching Assistant
Mrs Pat Holm	Year 5 Teaching Assistant
Mr Paul Simpkins	Year 6 Teaching Assistant & staff wellbeing

Little Oaks Staff

Mrs. Julie Sellears	Nursery Manager
Mrs Helen Nash	Assistant Nursery Manager
Mrs. Chandrika Vyas	Early Years Educator
Mrs. Yumi Takami	Early Years Educator
Mrs. Tracey Anne Corner	Early Years Educator
Mrs. Julia Harrington	Early Years Educator
Miss. Anita Cook	Early Years Educator
Mrs Claire Howe	Early Years Educator

Wraparound Care Staff & Floating support staff

Mrs. Caryn Pepper	Manager After School Care
Mrs Sharon Cleverly	Manager Before School Care
Mrs Chris Loudon	Floating Teaching Assistant

Maintenance Staff

Mr. Graham Howson	Senior Caretaker
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Ancillary Staff

Mrs Jan Barfoot	Lunchtime Assistant
Mrs. Caroline Wicks	Lunchtime Assistant
Mrs Janine Leete	Lunchtime Assistant
Mrs Jo Kew	Lunchtime Assistant
Mrs Lynne Brooks	Lunchtime Assistant

The following Policies are available upon request from the school office by e-mail or hard copy:

Additional Educational Needs Policy
Admissions Policy
Anti-Bullying Policy
Building Better Behaviour Policy
Complaints Procedure
Curriculum Statement
Educational Visits Policy
Expulsion, Removal and Review Policy
Health and Safety Policy

However, parents with children in the Early Years Foundation Stage are provided with the following Policies:

Accessibility Plan
Additional Educational Needs Policy
Admissions Policy
Complaints Procedure
Equality, Inclusion and Disability Policy
Foundation Stage Policy
Missing Pupil Policy
Non-Collection of Pupils
Photography/Filming
Safeguarding Policy including Intimate Care and Physical Restraint

Contact: Mrs Kate Richardson (PA to Headmistress/Admissions Secretary)

e-mail: schooloffice@howegreenhouse.essex.sch.uk