



LONG CLOSE SCHOOL

# Prep School Welcome Booklet

# Head of Prep School's Welcome

I would like to extend a very warm welcome to you as parents of pupils in the Prep School. At Long Close School, the Prep School encompasses the primary years of education; through Key Stage 1 (Years 1 and 2) to Key Stage 2 (Years 3 to 6). These are important years in a child's education and the development of a love of learning, strong aims and values are instilled alongside academic excellence, character and global awareness.

Long Close children consistently demonstrate principles that ensure success and rise to the very high standards set by the staff at Long Close School. Being challenged and supported is key to our philosophy of success.

I am very proud of the warm, family atmosphere that pervades our lovely school. With small classes in a home-from-home environment and excellent pastoral care, you can be assured that your child will be known, treated as an individual and encouraged to follow their interests both in academic terms and in a wide-range of after-school activities.

I recognise the great commitment required by students, their families and staff to make a successful education a reality. It really is about community here at Long Close! I strongly believe that having students in the right place emotionally gives them the greatest chance of achieving their own academic excellence, which is why we put such a strong emphasis on enrichment and pastoral care. By supporting all our young people to become self-assured and confident individuals, we are ensuring that they are equipped with the necessary tools to become leaders of the future.

We relish the opportunity to work with you and your child at our wonderful school and see each child's educational journey as a joint collaboration.

I look forward to meeting you all at one of our upcoming events and if, in the meantime, you wish to discuss any questions you may have please do not hesitate to contact me.

Best Wishes

Charlie Tanton

Mr C Tanton

Head of Prep School

[charlie.tanton@longcloseschool.co.uk](mailto:charlie.tanton@longcloseschool.co.uk)

## Daily Timetable

Prep School	
Years 1 - 6	
<b>08:00</b>	School Gates Open
<b>08:30-08:45</b>	Diaries / Rise and Shine Activities
<b>08:45-08.50</b>	Registration
<b>8.50-09:05</b>	Form Time / Pastoral / Assembly
<b>9:05-10:00</b>	Lesson 1
<b>10.00-10.15</b>	Break
<b>10.15-11.10</b>	Lesson 2
<b>11:10-12:05</b>	Lesson 3
<b>12:05-13:00</b>	Lunch
<b>13:00-13:55</b>	Lesson 4
<b>13:55-14:50</b>	Lesson 5
<b>14:50-15:45</b>	Lesson 6
<b>15:45</b>	End of School Day
<b>15:45-16:00</b>	Snack and Clubs Transition
<b>16:00-17:00</b>	Clubs
<b>16.00-18.00</b>	After School Care
<b>18:00</b>	School Gate Closes

## The School Day

On arrival at the school gate, you and your child will be welcomed by a member of staff. Please can parents not use mobile phones while on the school site. Your child will then proceed to the area of supervision specified for each year group in the 'back to school' guidance. Children are expected to be in class by 8.30am.

In this time there may be a range of activities, including reading, handwriting, problem solving, debating, PSHE, collecting house points and checking diaries. In addition, there are assemblies and music activities:

- Once a week, an assembly is held for the Prep School in the school hall. Individual classes sometimes lead the assembly and parents will be welcome to attend.
- Orchestra practice takes place throughout the week in the music room.
- Singing practice takes place in the school hall.
- Prep Choirs run throughout the week.
- House meetings and student council/ambassador meetings take place periodically.

The register will take place at 8.45am and will close at 8.50am.

Pupils are deemed 'late' if they have not arrived for registration time in the classroom. If pupils are late parents must sign the 'Late book' held in the Main Office with the reason for their child's late arrival.

Daily class timetables will be given to pupils at the start of the academic year or term, with any changes updated.

The school day ends at 3.45pm. Any pupils not collected at the end of the school day will make their way to the school office where parents/carers will be called. If you are running late your child will be supervised in after school care and an ad-hoc charge will be added to your invoice.

There will be various clubs throughout the day that pupils can attend. You will receive more details regarding clubs before the beginning of the school term.

After School Clubs will finish at 5.00pm.

Sibling cover and clubs are pre-booked and run from 4pm, and pupils staying for these are given a light snack and a drink if pre-booked and paid for. After school care is available up until to 18.00 Monday to Friday. There is a charge for this facility.

If parents are delayed, we request that they notify the office, so that pupils may be told and will not therefore become distressed. These pupils will join after school care which is available until 18.00. There will be adhoc charges for any care not pre-booked.

If parents are unable to collect their children and another person is sent, we need to be informed. No child will be allowed to leave school with an unidentified person.

Late collection of pupils does incur charges.

***School closes at 18.00 hours.***

## **Break Time**

Pupils are encouraged to play socially and to interact constructively with one another. At the end of break there is a 'first' bell for pupils to go and change their trainers, go to the toilet, or collect books for their next lesson before lining up for the 'second' bell. When the 'second' bell rings, all pupils line up in their class groups ready for collection by their teachers, who will take them to the next lesson.

Pupils in Years 1-6 can bring in a healthy fruit snack for morning break times. **Please note that nuts, food containing nuts or chocolate are not permitted.**

There are always members of staff on duty each break time and if a pupil is injured or feels unwell, First Aid will be administered, as necessary. Parents will be contacted if the injury is severe and the pupil needs to be sent home. All injuries will be recorded on our school Medi-Tracker System.

*Wet break:* If pupils are unable to go outside at break times, they will be supervised by either a member of staff, in their classroom or in the Main Hall. Each class has a selection of activities available for wet playtimes.

## Homework

The emphasis of homework is on the consolidation of key concepts learnt during the school week. Challenge homework will be provided where appropriate. Topic homework will also be set where pupils will have the opportunity to take part in some creative tasks. Homework for the whole week will be handed out on a Friday and should be handed back to the class teacher on the following Thursday.

Each pupil in the Prep School is issued with a homework diary. The homework diary can be used to record homework and forthcoming events and reminders. In addition, it can also be used to communicate your child's daily reading in the classroom and at home. The homework diary is also a useful means of communicating messages between home and school.

To strengthen communication between school and home, each year group provides curriculum information on Firefly (Virtual Learning Environment). Pupils are issued with login details. The Long Close School weekly newsletters are sent to parents to update them on school news, updates and reminders of events.

All parents receive a school calendar at the beginning of each term, which is also available through Cognita Connect. Dates of important school events and match fixtures, as well as term dates for the year ahead, are listed on it. Occasionally, amendments must be made, but parents will receive any changes via Cognita Connect to their email addresses or directly from your child's teachers.

## Assessment and Reporting

The pupils will be assessed continually throughout the year in all subject areas. Teachers will use formative assessment daily to track ongoing progress. There will be weekly Spelling tests and Mental Maths tests (including times-tables), as well as half termly tests in English, Maths and Science.

*Progress Reports* will be sent home half termly. These reports provide comments on a student's attainment, their on-going targets, their effort, their behaviour and attitude to learning.

Parents' Evenings for the whole school take place throughout the three terms.

## Curriculum

Children in this part of the school are taught in cross curricular topic work and in individual subject-based lessons.

The following subjects are covered:

English

Maths

Science

ICT (Information and Communication Technology)

Spanish

History

Geography

Music

Design Technology

Religious Education

Physical Education (PE lesson, Games session and Swimming)

Art

PSHE (Personal, Social and Health Education)

Enrichment

## Extracurricular Activities

A variety of after-school extracurricular activities are offered each term and lists are sent home in advance for pupils to make their choice. Places are allocated on a 'first come' basis and occasionally pupils must be put on a reserve list and will be allocated a 'first' place for the next term.

## Equipment Required

KS1	KS2
6 x HB pencil(s) Eraser Ruler Pencil sharpener Small pair of scissors Colouring pencils Felt tips Fine Liners 2 x Glue sticks A pack of tissues Mini bottle of Hand sanitizer (optional)	3 Cartridge pens or suitable handwriting pens with blue ink (not biro's/ ball point pens). 6 x HB pencil(s) Eraser Ruler Pencil sharpener 2 x Purple Pens Small pair of scissors Colouring pencils Felt tips Fine Liners 2 x Glue sticks A pack of tissues Mini bottle of Hand sanitizer (optional) Protractor (Year 4) Geometry set (Year 5 and 6) Calculator (Year 5 and 6)

## Marking/Feedback

We believe that feedback and marking should be thoughtful, informative and targeted to the individual pupils. The marking and feedback principle that we follow is assessment for learning (AFL) with the aim being that every child knows how they are doing and understands what they need to do to improve and how to get there. Pupils are set specific targets for subjects and supported in terms of their application or organisation if necessary. Marking and feedback is then used to inform the teachers for forward planning about the individual needs of the pupils, so they can support them and extend them with their learning. Staff discuss with the pupils what they need to do to move to the next step and this information is also reported to parents at meetings and in reports.

**We aim for higher things.**  
**'Outstanding in All Areas' - SIS Inspection Report**

The only co-educational, independent school for ages 2-16 years in Slough.

[www.longcloseschool.co.uk](http://www.longcloseschool.co.uk) 01753 520095    



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