



Welcome to
Middle School

WELCOME

Each year at Eversfield is continuous in its approach to the curriculum and the development and encouragement of the pupils' independence and confidence. We strive for happy children and satisfied parents as well as high academic achievement. Pupils work and play in a disciplined, yet caring, structured environment. We look forward to a happy partnership between home and school throughout your child's time in Middle School.

SCHOOL CODE

All Eversfield children are expected to behave responsibly and to show:

Compassion
Aspiration
Respect
Endeavour

CONTACT WITH STAFF

We operate an open door policy in order to answer immediate questions and address queries and concerns as they arise. Mr Yates, Mrs Phillips and your child's class teacher are available by appointment through the office.

Parents' evenings take place during the Michaelmas and Lent terms, and a full report on your child's academic and personal progress is issued in the Summer term. Towards the end of the Summer term we also hold induction meetings for parents where information about the school year ahead is shared and parents are given the opportunity to see their child's new classroom.

Each pupil has a planner which is used to record their reading. You may also use the planner to send a note to your child's teacher.

Seesaw

In school we use Seesaw in a variety of ways, including recording children's learning and modelling an activity. At home you will be able to:

- See your child's prep (we generally set prep on Seesaw rather than using the planner)
- See some of your child's work – you are encouraged to make a positive comment on these should you wish to
- Receive information from teaching staff – this may be in the form of a Note (to which you can reply) or an Announcement – so please keep an eye out for these

Parents should download the Seesaw class app onto their phones/ devices at home to ensure that communication is optimised.

UNIFORM

All our uniform is available from Clive Mark in Sheldon. Please see separate booklet for uniform lists available via the Parents tab under Current Parent Login on the website.

Name Tapes

Please name each item of uniform clearly.

Cold Weather

Gloves, a fleece hat, school scarf and a spare pair of socks are most useful.

Games Kit

A string kit bag is provided which is used all through school. All kit must be brought for a kit check on the first day of each term.

Accessories

Please note that all hair accessories must be maroon, black or brown and long hair must be securely fastened away from the face. Only plain, stud earrings are allowed and no other fashion jewellery. Nail varnish is not allowed at school.

Stationery

All Middle School pupils will be provided with necessary stationery and in Form 3 a handwriting pen.

DAILY ROUTINE

Arrival

All Middle School pupils should arrive at school via the Manor Road gate between 08.00 and 08.40. Parents should drop their child at the Drop-Off Area; they will be supervised by a member of staff on the North playground. Any child arriving after 08.50 will be marked as late.

Break time

Pupils may bring in a healthy snack, such as a piece of fruit, from home in a named container. Children should not bring snacks that are high in sugar and salt, such as crisps, waffles and chocolate-covered cereal bars. Please ensure that all snacks are nut-free. Pupils are encouraged to bring their own water bottles.

Lunch

The weekly menu is available on the website – we recommend that you look at this with your child each week. We are able to cater for special dietary requirements; please notify the school office in writing and they will assist you.

End of day

Manor Road gates will open at 15.25. Form 1 pupils who are leaving at 15.30 will be on the North playground where they will be dismissed to you. Form 2 and Form 3 pupils who are leaving at 15.30 will be on the South playground where they will be dismissed to you. If your

child is to be collected by anyone other than their parent/guardian please let the class teacher know via the planner (or the office if this is a late change).

Late Supervision

Middle School pupils are able to go to Late Supervision from 15.30 until 17.30; this includes a light tea and is charged accordingly.

Clubs/ Prep

Each term a variety of clubs will be on offer. Information on clubs (including charges) will be available via the Parent Portal before the end of the previous term. If your child stays for a club they will be taken to the North playground for collection at the end of the session or they can go to Late Supervision until 17.30.

PREP SCHEDULE

Prep (homework) is considered an important part of the curriculum at Eversfield. It is essential that all pupils understand the importance of completing prep to the best of their ability and with increasing independence as they move through the school.

Form 1 - 20 mins/night

Monday	Tuesday	Wednesday	Thursday	Friday
Reading and Phonics/ Spellings	Reading and Phonics/ Spellings	Reading and Phonics/ Spellings	Reading and Phonics/ Spellings	Reading and Phonics/ Spellings (an additional prep will be set from January)

Form 2 - 20-30 mins/night

Monday	Tuesday	Wednesday	Thursday	Friday
Reading and Spellings	Reading and Spellings	Reading and Spellings	Reading and Spellings	Week 1: Maths Week 2: English

Form 3 – 20-30 mins/night

Monday	Tuesday	Wednesday	Thursday	Friday
Reading/ Spellings/ Mental Arithmetic	Week 1: Maths Week 2: English	Reading/ Spellings/ Mental Arithmetic	Reading/ Spellings/ Mental Arithmetic	M'mas 1: Reading/ Spellings/ Mental Arithmetic M'mas 2: Humanities Lent 1: Science

				Lent 2: Humanities Summer 1: Science Summer 2: Humanities
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READING

At Eversfield we use the Accelerated Reader (AR) programme. This helps the teachers monitor and manage independent reading practice whilst promoting reading for pleasure.

Children develop reading skills most effectively when they read appropriately challenging books i.e. difficult enough to keep them engaged but not so demanding that they become discouraged. This is known as their Zone of Proximal Development (ZPD), which is calculated from the STAR test they do at the beginning of each half term. We ask parents to remember that the ZPD is a **guide** not a boundary, therefore pupils may read books above or below it if appropriate.

We ask that you read with your child each night and that you discuss what they have read with them. You should not aim to finish one book every night. Instead the emphasis should be on the understanding of the narrative.

Once they have finished their book, they will take a quiz in school to assess their understanding.

Form 1 pupils will be transferred onto the AR programme when their class teacher feels they are ready.

CURRICULUM

The Curriculum Design sets out the topics to be taught to all year groups throughout the year as well as the learning objectives for each subject. It is available via the Parents tab under Current Parent Login on the website. Please note it is a working document so is subject to change.

MEDICINES

If medicine needs to be brought into school in order to complete a course of treatment it is essential that:

- ✓ It is handed over to the school nurse/class teacher/TLSA by the parent.
- ✓ The parent completes a medication consent form.
- ✓ The medication is clearly labelled with the child's name.

ABSENCES

Parents should avoid taking their child out of school during term time. Absence from school is disruptive to your child's learning. Holidays during term time will not be authorised.

Requests to be absent from school should be made by completing an Absence Request form, which is available from the school office or downloadable from the website under the Parents tab via Current Parent Login. Extended periods of absence need to be discussed with the Headmaster prior to making arrangements.

In the event of an unexpected absence, please notify us at the earliest opportunity by ringing or emailing the school office from 08.00.

Please advise us as soon as possible if your child has any infectious disease.

If you need to collect or drop off your child during the school day this should be done via the school office.

POLICIES

All statutory policies are downloadable from the school's website by clicking on the Parents tab – Policies. Other policies, including ISEND, Curriculum, Educational Visits & Activities, Health and Safety, Medical and First Aid, can be made available on request.

LEADERSHIP TEAM



Mr R A Yates
Headmaster



Mrs H Phillips
Deputy Head/
LS Phase Leader



Miss H Murphy
Director of
Teaching &
Learning/ MS
Phase Leader



Mr M Sliney
Director of Co-
Curricular
Activities/ US
Phase Leader



Mrs S Sliney
Director of
Pastoral Care /
Designated
Safeguarding Lead



Mr P Robbins
Director of
Assessment



Mrs C Field
Learning Support
Coordinator



Mrs J Webb
Headmaster's PA/
Director of
Administration

CONTACT INFORMATION

Phone: 0121 705 0354 (08.00-17.45)

This line becomes an answerphone between 17.45 – 08.00.

Email: office@eversfield.co.uk

Website: www.eversfield.co.uk

Twitter: @eversfield647

Facebook: @EversfieldPrep