



Welcome to  
Upper School

## **WELCOME**

Each year at Eversfield is continuous in its approach to the curriculum and the development and encouragement of our pupils' independence and confidence. We look to the pupils in Upper School to be excellent ambassadors for the school and expect them to be good role models for our younger children.

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 Upper School.

## **SCHOOL CODE**

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

**C**ompassion  
**A**spiration  
**R**espect  
**E**ndeavour

## **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 teachers 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 they should use every day to record their own reading and prep. 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 (including a shower towel) 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 Upper School pupils will be provided with an Eversfield pencil case with a pencil and handwriting pen. Other stationery can be added from home.

## **DAILY ROUTINE**

### **Arrival**

All Upper School pupils should arrive at school via 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 South 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**

The Upper School day finishes at 15.50. Pupils who are leaving at this time will be brought to the North playground where they will be dismissed to you. If your child is to be collected

by anyone other than their parent please let the form teacher know via the planner (or the office if this is a late change).

### Clubs/ Prep

Each term a variety of clubs will be on offer. Information on clubs (including charges) can be found on the parent portal before the end of the previous term. Prep is available every day and is supervised by a member of staff. 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 Prep 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 4

<i>30 mins/night</i>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Michaelmas 1</b>	Reading/ Spellings/ Mental Arithmetic	Maths	Reading/ Spellings/ Mental Arithmetic	4CH Music 4PF Reading etc.	4PF Music 4CH Reading etc.
<b>Michaelmas 2</b>	Reading/ Spellings/ Mental Arithmetic	Science	Reading/ Spellings/ Mental Arithmetic	English	Reading/ Spellings/ Mental Arithmetic
<b>Lent 1</b>	4CH History 4PF Reading etc.	Maths	4PF History 4CH Reading etc.	Reading/ Spellings/ Mental Arithmetic	Reading/ Spellings/ Mental Arithmetic
<b>Lent 2</b>	Reading/ Spellings/ Mental Arithmetic	Science	Reading/ Spellings/ Mental Arithmetic	English	Reading/ Spellings/ Mental Arithmetic
<b>Summer 1</b>	4PF Geography 4CH Reading etc.	Maths	4CH Geography 4PF Reading etc.	Reading/ Spellings/ Mental Arithmetic	Reading/ Spellings/ Mental Arithmetic
<b>Summer 2</b>	MFL	English	Reading/ Spellings/ Mental Arithmetic	Reading/ Spellings/ Mental Arithmetic	Reading/ Spellings/ Mental Arithmetic

## Form 5

<i>30 mins/night + Reading/Spellings/Mental Arithmetic</i>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Michaelmas 1</b>	Maths	English	History	Latin	Science
<b>Michaelmas 2</b>	Maths	English	MFL	Geography	Science
<b>Lent 1</b>	Maths	English	History	Latin	Science
<b>Lent 2</b>	Maths	English	MFL	Geography	Science
<b>Summer 1</b>	Maths	English	History	Latin	Science
<b>Summer 2</b>	English	English	MFL	Geography	Science

## Form 6

<i>30 mins/night + Reading/Spellings/Mental Arithmetic</i>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Michaelmas 1</b> ( <i>30-60 mins - exam preparation</i> )	Maths	English	(N)VR	English	Maths
<b>Michaelmas 2</b>	Maths	History	Science	English	Latin
<b>Lent 1</b>	Maths	MFL	Science	English	Geography
<b>Lent 2</b>	Maths	History	Science	English	Latin
<b>Summer 1</b>	Maths	MFL	Science	English	Geography
<b>Summer 2</b>	Maths	History	Science	English	Latin

## READING

Upper School pupils continue to 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 the pupils may read books above or below it if appropriate.

Pupils are expected to read for at least 30 minutes every night, where possible with the involvement of an adult. Once they have finished their book, they will take a quiz in school to assess their understanding.

## 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 our website. Please note it is a working document so is subject to change.

## **11+ EXAMINATION PREPARATION**

In Forms 5 and 6 pupils are carefully prepared for the external 11+ examinations which lead to places being offered at independent senior schools. The entrance examinations usually take place in October and November. Grammar school examinations can be as early as July.

In lessons pupils will sit plenty of past practice examination papers, as well as being given the opportunity to revise topics in both mathematics and English to ensure they 'peak' at the right time. We prepare our pupils extremely well during the term time and work is also provided over the summer holiday, along with a revision timetable to help your child organise their time.

Please do come and talk to us if you have any worries whatsoever – we are always happy to help and advise.

### **Scholarships**

Pupils who show high academic, artistic, sports or musical excellence may be eligible to apply for a scholarship. Applications for music, art, drama or sports scholarships are made with the entry form, whereas academic scholarships usually form part of the normal 11+ entrance examination. Schools generally invite pupils back for an academic scholarship interview.

### **Future Schools**

After Form 6 most pupils move on to independent senior schools. Parents are also able to make applications to their local state secondary school and/or the local grammar schools. Applications to **all schools** are made by the parents and not by the school.

We are able to advise parents about the different schools and encourage you to make an appointment with either Mr Yates or Mrs Phillips who will give you as much guidance as you need throughout the process. Many parents find the thought of the process rather stressful – we are here to help and support you so please do come and speak to us at any point. The experience is generally **far less** stressful than parents anticipate!

We hold a Secondary Schools Choices evening in January/February each year, where we invite all the local independent schools to come together under one roof, so that parents can gather preliminary information and in the Lent term of Form 5 we also hold an important meeting to outline entry procedures to the different schools. We will also inform you in more detail how we will be specifically preparing your child for their examinations.

## **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 front office 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](mailto:office@eversfield.co.uk)

Website: [www.eversfield.co.uk](http://www.eversfield.co.uk)

Twitter: @eversfield647

Facebook: @EversfieldPrep