

SHEFFIELD HIGH SCHOOL - MELBOURNE HOUSE
2009-2010

WHO'S WHO?

Headmistress	Mrs VA Dunsford
Deputy Head	Mr S Mozley
Head of Junior Department	Mrs A Jones
Deputy Head of Department	Mrs A Hardwick
Director of Studies	Mr G Willatt
SENCo	Miss H Atkins
Reception	Mrs S Booker Mrs A Farley Mrs H Willatt
Y1	Mrs J Birkinshaw/Mrs J Abraham Mrs P Nakielna
Y2	Mrs D Emsley Mrs A Hardwick
Y3	Miss H Atkins Miss D Throssell
Y4	Miss E Morgan Ms M Peacock
Y5	Mrs E Dickson Mrs E Hart
Y6	Mrs S Groombridge Mr G Willatt
Part-time staff	Mrs A Slaughter Mrs N Frost
Teaching Assistants	Mrs J Bloodworth Miss C Goddard Miss S Hogg Miss L Phillips Miss J Raine
Secretaries	Mrs F Hensby Miss M Rowland
Librarian	Miss K Russell

Peripatetic Music Staff	Zoe Barker Nick Fletcher Liz Hanks Steve Hepple Susan King Henrik Linneman Amanda Rowden-Martin	Clarinet & Saxophone Guitar Cello Wind & Percussion Violin & Viola Flute Piano
Speech & Drama	Caroline Cooper	
Sports Coaches	Caroline Ambery Jack Howieson Stan Knighton Liz Whelan Jonathan Wragg	Ballet Playball Karate Yoga Tennis

Facilities

Melbourne House is the name for the Infant and Junior Department of Sheffield High School. It comprises the main building (Melbourne House – No 5 Melbourne Avenue), which is the base for girls from Y3 to Y6, and the Infant building (No 4). The music studio is used by all girls and this is based on the top floor of No 4. There are also 3 rooms for individual music lessons on this floor. The Dining Hall is adjacent to Melbourne House playground and is shared with the Senior School, although staggered break times mean that we never all use it together. The younger pupils have their PE lessons in the playground of Melbourne House, while girls in Y5 and Y6 may use the Senior facilities – Sports Hall, Astroturf, Netball/Tennis courts and Gym.

The School Uniform Shop is the small white building situated at the rear of the Melbourne House playground.

Term Dates 2009-10

Autumn Term

Monday 7th September 2009 – Term Starts
Monday 26th October – Friday 30th October – Half Term
Tuesday 15th December – Term Ends at 2.30

Spring Term

Wednesday 6th January 2010 – Term Starts
Friday 12th February – Friday 19th February (inclusive) - Half Term
Friday 26th March – Term Ends at 3.30

Summer Term

Monday 19th April – Term Starts
Monday 3rd May – Bank Holiday, Tuesday 4th May – Staff Study Day
Monday 31st May – Friday 4th June – Half Term
Thursday 15th July – Term Ends at 12.20

How and when to contact us

Junior Department Phone Number 01142 661435 (NB answer-phone between 4.30pm and 8.30am)

email – juniors@she.gdst.net

After School Club phone number 07847 728705

Website - www.sheffieldhighschool.org.uk

We strongly believe that education is a partnership between home and school. If you have any worries, however minor they may seem, please contact school. Similarly, we will contact you should we have any concerns.

Parents of Reception girls are welcome into the classrooms at the beginning and end of the day and there are opportunities to speak with Form Teachers then. Should you require a longer or more private talk with the teacher, please make an appointment to see them at a mutually convenient time. As the morning is a time for teachers of other year groups to register the girls and begin the day's work, first thing in the morning is not usually the most convenient time to talk to your daughter's Form Teacher. Staff are usually available before 8.30 or after 3.30 and appointments can be made through the school office, in person or by phone or e-mail.

Message Books (Y1) and Homework Diaries (Y2 to Y6) are used to inform parents of homework and are another channel for the communication of short messages. Homework Diaries should be signed weekly by parents and Form Teachers.

There is a Welcome and Meet the Teacher Evening for all Reception and Y3 parents at 7.00 on the 23rd September which will give you the opportunity to meet many members of staff and other parents in the year group.

There are two scheduled Parents' Evenings per year – one in the Autumn Term, which has a pastoral bias, and a further one in the Spring Term which gives parents of older girls the opportunity to meet several of the subject teachers. The girls in Y5 and Y6 receive a written Target Report at the end of the Autumn Term and all girls receive a full written report at the end of each academic year; there is a twilight Parents' Evening following the written report, should there be anything you wish to discuss with your daughter's teachers.

There are opportunities to attend concerts and the annual school play, as well as being invited into school to see your daughter's form assembly once each term. We also have occasional curriculum evenings for parents.

We hold a Parents' Forum each term – in the Autumn Term for Reception to Y2 parents, the Spring Term for Y3 to Y6 parents and the Summer Term for all parents. These provide parents with the opportunity to discuss any issues about school which they wish to raise. It is helpful if you inform us beforehand of any items you

wish to discuss, as we may bring documentation to aid communication, although of course parents are free to raise any issues at the Forums.

The Reception classes hold activity sessions on Friday mornings when parents are welcomed into school to help. Details of how to become involved in these are given on the Reception parents' noticeboard – next to the Infant cloakroom. Parents of girls in older forms are very welcome to come on school trips, although we have to limit numbers according to the space available on the coach. If you have an area of expertise which you could share in school, please let us know as we are always happy to broaden the experiences available to the girls.

Details of all events are contained in the calendar which is sent home at the beginning of each term. Melbourne House dates are highlighted in green. Regular newsletters are issued and are available either in the traditional hard copy, which will be brought home by your daughter, or via an e-mail alert which you can register for through the school office. Backdated copies of the newsletter are also available on the school's website (sheffieldhighschool.org.uk). In the case of parents who are living apart, we can arrange for communications to be sent to one parent by post. Please ask for details in the school office.

Starting School in Reception

The Reception year is a continuation of the Early Years Foundation Stage and girls receive a curriculum based on following areas of learning and development:

1. Personal, Social and Emotional Development
2. Communication, Language and Literacy
3. Problem Solving, Reasoning and Numeracy
4. Knowledge and Understanding of the World
5. Creative Development
6. Physical Development

In addition, French is taught.

You can help prepare your daughter for school by making sure that she can cope with her own personal needs, such as going to the toilet, handling a knife and fork, and being independent when dressing herself. These will help her confidence.

Reading in Reception

It is very important that reading is seen to be an enjoyable experience, so that your daughter's confidence grows as she acquires the necessary skills. When you are sharing a book – either one from school, or a book from home – the following points may be helpful:

- Talk about the pictures
- Encourage your daughter to talk about what may happen next
- Encourage her to hold the book and turn the pages in the correct order
- Point to the words as you/she read(s) the text
- Ask her to join in with you and echo the words you read
- Ask her to show you where we start reading
- As her knowledge of sounds grows, ask questions about the sound(s) words start with
- Talk about the letter names – eg How many 'p's can you spot on this page?
- Talk about the characters, her favourite part of the story, the illustrations or relate the story to her own experience

But above all, remember reading should be enjoyable!

Maths in Reception

We all do maths every day – counting, estimating, weighing, shaping, measuring, timing and calculating – and there is maths all around us. Ideas to help develop mathematical thinking include:

- Play games which involve counting, cards, dominoes and board games
- Use buttons, dry pasta, coins and building bricks for counting
- Play simple games in everyday situations – eg sorting the washing, matching socks/shoes
- Look at numbers on gates, doors, cars
- Play with plastic containers in the bath – pouring and emptying – talking about full and empty
- Use scales in the kitchen while cooking

The best activities involve play and talk.

Transition

Whenever your daughter joins Melbourne House, our aim is to make the transition as smooth as possible and we hope that she soon feels a confident member of our school community.

- Reception

Staff visit new Reception pupils in their nursery school whenever possible. Following this, girls will be invited into school, as part of a small group and will spend time getting to know some of the Reception staff – and they will have the opportunity to get to know her. In the latter part of the Summer Term, all new parents and their daughters are invited into school. The girls will take part in activities in the Reception classrooms, while parents can meet each other, have the chance to find out more about the early days at school and ask any questions they may have. All Reception girls are allocated a Y6 'buddy' who will spend time with her and assist her, particularly at lunchtime. Within the first few weeks of term, your daughter's teacher will contact you to arrange a time to discuss how she has settled into school. It would be helpful if you could bring any transition documents which you have received from her Nursery School to this meeting.

- Entry at other points

Every year we hold a Getting to Know You Day in the summer term, when girls move up to join the classes they will be with in September. All new girls, apart from those who will be in Reception, are invited into school for the day and they will meet their classmates and new teachers. If girls are entering school at another point in the school year, they can spend a day beforehand in Melbourne House. New girls are always allocated a 'buddy' who will assist her in finding her way around. Your daughter's teacher will contact you two or three weeks after the beginning of term to discuss how she has settled into school.

- Transition between Year Groups

Our aim is to make transition between all year groups an enjoyable and comfortable process for all girls. As well as the Getting to Know You Day (see above) we take certain positive steps to ensure that they are well prepared for the new year. These include Infants having some of their lessons in the Junior

building, staff teaching classes in different year groups and close communication between teachers about both individual pupils and the curriculum. Classes are mixed at the end of Y2 and then, again, before entering Y5. This is never as stressful as parents may believe and it enables the girls to get to know others in their year group; their wishes are taken into consideration whenever possible. We will send provisional form lists home before the end of the Summer Term, but please note that these may vary if circumstances alter.

- Transition to the Senior School

Y5 and Y6 pupils become familiar with the Senior School as they use their Sports facilities for many of their PE lessons. The Headmistress gets to know the older Junior girls and takes a weekly assembly in the Junior School and the Head of Y7 talks to pupils in Y6 and answers any questions that they may have. Some of the subjects in Y6 are taught by Senior Staff. Parents of girls in Y5 have the opportunity to attend a Transition Evening, when the process of transfer to the Senior School is explained. We expect that all girls will transfer from Melbourne House to the Senior School at the end of Y6. On the very rare occasion that staff feel that a move to the Senior School may not be in the girl's best interests, they will discuss the options with parents whilst their daughter is in Y5. Apart from these few exceptions, all Y6 girls will receive an offer of a place in the Senior School before the entrance exams in January of their time in Y6. Junior girls do sit the entrance exam, as it is on the results of this that Scholarships are awarded; it also provides the staff with a common baseline for all girls entering the Senior School. Junior girls are also able to apply for Music Scholarships to the Senior School. In the summer term, the Y6 girls will spend a day in the Senior School, meeting their new form teachers and classmates.

First Weeks of Autumn Term – Reception

For the first week of term (7th to 11th September), Reception girls start the day a little later at 9.15am.

On arrival every day, please come through the front door of No 4 Melbourne Avenue where the Reception staff will be pleased to meet you and settle your daughter into the classroom. You are welcome to stay for a while with her. She will need her art apron and PE bag and these are normally left in school all week. In addition, she will need a bag with her break, a water bottle and her book bag.

During the first week, she can be collected at 2.45pm, and you should come through the front door of No 4 and collect her from the classroom.

From the second week onwards, please arrive at 8.30am and collect her at 3.15pm.

In the morning you can use the front door and take her straight to the cloakroom, where she can leave her coat (she will have a named peg) and her break bag (in the labelled containers). She should then go to the classroom, where you can help her select her lunch choice from the menus on display.

You will be invited to share a cup of tea and have time to talk to your daughter's teacher after 3.15, sometime in the week beginning 14th September. Appointment times will be arranged at the start of term.

If you have any queries, please do not hesitate to ask any of the Reception Staff, as our aim is to help your daughter settle into school as smoothly as possible.

Beginning and End of the School Day

There is a member of staff in the Dining Hall from 8am. If you wish to leave your daughter under her supervision, please sign her in. There is no charge for this service; all we ask is that your daughter has some breakfast. There is a member of staff on duty in the main playground from 8.15. All unaccompanied girls should wait in this area until 8.30, when the school opens. At this time parents of girls in Reception are welcome to take their daughters into their cloakroom, if they wish, but we ask that parents of older girls allow them to come into school independently. Registration is completed at 8.40, and girls arriving after this time should sign in and order their lunch at the office.

At 3.15, parents of Reception pupils may come into school to collect their daughters from the classroom. The girls in Y1 will be brought to the area behind No 4 and can be collected from there. The rest of the school finishes at 3.30 and girls should be met in the area by the Dining Hall, where there is a member of staff on duty. If waiting by the Dining Hall to collect your daughter please do not allow her, or younger siblings to use the Adventure Playground area, as it is not supervised at this time. Should any girl remain uncollected, she will be taken to join Tea Time Club (our After School Care) and may be collected from there. No girl will ever be left outside alone.

Daily Routine

8.30	School opens
8.40	Registration (if your daughter arrives after this time she should register in the school office)
8.45	Assembly/Infant lessons
9.05	Lessons
10.05	Morning Break
10.25	End of Break
11.45	Infant Lunch
12.00	Junior Lunch
1.00	End of Lunch Break
2.15	Infant Afternoon Break
3.15	School ends – Reception & Y1
3.30	School ends – Y2 – Y6

Breaks

The girls are always supervised by staff at break times. Infants spend their morning and afternoon breaks in the playground at the rear of No 4, while the Juniors use the Melbourne House playground. During the lunch

break, all girls use the Melbourne House area, including the adventure playground, which operates on a rota drawn up by the School Council and Head Girls.

Absence and Illness

We have a medical room, a school nurse and staff trained in first aid for any accidents or illness which occur in school. However, if your daughter is unwell, please do not send her to school. If she is absent due to illness, then please write an explanatory letter on her return to school.

If your daughter has a contagious/infectious illness, or she travels to school independently, using the school buses, we would be grateful if you would telephone the school to inform us of her absence. Requests for time off for medical/dental appointments should be made in advance, in writing. If your daughter has been sick, we ask that she is kept away from school for a full 24 hours following her last episode of sickness.

Any medicine which needs to be taken in school should be handed in to the office in the morning and you will be asked to complete a consent form. Medication may only be brought into school in a container clearly labelled with the girl's name and dosage instructions. Special arrangements will be made for those who require long-term medication and parents may wish to discuss their daughter's requirements with the school nurse.

We recognise that Sheffield High School is a culturally diverse school and should you require authorised absence for particular religious festivals, then please write in advance to request this.

Absence for holidays is not encouraged and, in exceptional circumstances, prior approval should be sought from the Head.

Late arrival/leaving early

If your daughter arrives in school after 8.40, she should sign in at the Junior office. If she needs to be collected early, for example to attend a music exam, or a medical appointment, then please sign her out in the office.

Breaks and Drinks

All girls have a morning break between 10.05 and 10.25. Infants have an additional break between 2.15 and 2.30.

We ask that break snacks comply with our Healthy Eating Policy. Suggestions for suitable snacks are fruit – fresh or dried, vegetable sticks (eg celery, carrot, cucumber), plain biscuits or crackers, cereal bars, bread sticks or plain cheese. Pre-packaged savoury snacks, such as crisps or cheesy-dippers, are not allowed. Neither are any sweets or chocolate covered biscuits.

Girls are encouraged to drink water and there are water fountains in the office and by the rear door of Melbourne House where bottles can be refilled, if required. All refillable water bottles should be clearly named. Milk is available at morning break and details can be obtained from the office.

The vending machine in the Dining Hall is for the use of Senior School pupils only. Girls in Y6 may purchase cookies at break on Fridays, as a Y6 privilege.

Breakfast Club

Breakfast is served in school from 7.45am in the Dining Hall and parents and friends are welcome to join the girls at breakfast. Service is cafeteria –style and no pre-booking is required. Supervision is available from 8.00am – see The Beginning and End of the School Day (above).

School Lunches

Our lunches are freshly prepared daily in the school kitchen. All of the girls from Reception to Y7 are expected to have a school lunch. There is a choice of four hot meals and a salad daily and a choice of puddings, including home-made cake and a variety of fresh fruit. There is always a vegetarian option and we endeavour to cater for all tastes and encourage the girls to try a range of foods. Should your daughter have any specific dietary needs, please inform her Form Teacher.

Afternoon Tea

The Dining Hall is open from 2.45 for parents who may arrive early to collect their daughter to enjoy a cup of tea or coffee.

After School Care (Tea Time Club)

After school Care is registered with Ofsted (Registration number EY317214) and is available daily from 3.15 until 5.45. It costs £6.25 per session and parents are invoiced half-termly in arrears. Cheques should be made payable to *Sheffield High School*. Bookings may be made in advance or on the day, but places are limited, so early booking is advised whenever possible. Cancellation after 9.00am on the day may result in a charge being made for that session.

Tea Time Club girls receive a light tea, which is included in the cost. This is eaten in the Dining Hall and then the girls spend time in M1 (on the middle floor of Melbourne House) where a range of craft activities, DVDs and games is set out, or in the Junior Library where girls can complete homework, use the computers or play small games. In fine weather, the grounds of Melbourne House or the grass at the rear of the Senior School are used. If girls are attending an after school activity, they may join TTC afterwards and their tea will be saved for them.

Tea Time Club is covered by the school's Safeguarding Policy and all staff who work in TTC undergo an enhanced CRB check. The school's child protection officers are Mrs VA Dunsford and Mrs A Jones. A register

is taken of the girls attending and we ask that your daughter is signed out by the adult collecting her. The register is kept with the member of staff in M1 – or outside if the girls are playing there. After 4.30, the front door of the school cannot be opened by the office staff. Parents collecting after that time are asked to access Melbourne House through the side door. A card with the current door code may be obtained from the TTC staff or the school office. Rest assured that we will never leave your daughter alone at the end of TTC. However, persistent late collection will mean that we may have to reconsider future bookings. If you are delayed, please contact TTC using the mobile phone number on the access card. It would assist TTC staff if you make them aware of any change in your contact details.

If medication is required during TTC, then the same procedure as for administering medication in school (see above) applies. Please note that the school nurse is not on site during TTC hours, but the staff on duty have had paediatric first aid training.

As TTC is registered with Ofsted, parents have the right to express their concerns to this organisation. However, we hope that they will discuss any worries with us, so that we can address them.

Coaches

Coaches run to school from a wide area and are organised by parents. Details of each route are given in a booklet available from the school office. At the end of the day, Assistant Staff check the coach lists and escort the girls to the bus stops. If your daughter normally uses the coaches, but her plans change, please advise the office before the end of the day so that staff are not waiting for her. If a coach girl is absent, please telephone to advise us that she will not be on the coach that day.

Parking

Please note that there is limited parking in Melbourne Avenue. Please take great care if you are driving through the entrance to Melbourne Avenue, as it is quite narrow and there are often pedestrians, including small children. Parking is also available in the streets surrounding the school, although certain areas are reserved for residents. We ask that parents do not drive into the school grounds and that they do not use the school gateways for turning.

Snow/Extreme Weather

At the beginning of each academic year, we ask parents to complete a form detailing what they would like us to do in the event of snow/extreme bad weather. Rest assured that we will never allow Junior School girls to leave school unaccompanied, or let them go early, without your permission. If you are delayed due to bad weather, we will put your daughter into Tea Time Club and look after her until she is collected. It would be appreciated if you would phone school if you are seriously delayed, so that we can reassure your daughter that you are on your way.

If the school coaches leave early because of bad weather, we will still escort the Junior girls to the coaches and do our best to contact you to inform you of their early departure. It helps the office staff to do this if you ensure that your daytime Contact Details are up to date.

On very rare occasions the school may be closed due to extreme weather; if you suspect that the weather may cause school closure, please check our web site (www.sheffieldhighschool.org.uk) before you leave home. We aim to have any decision about closure on the home page by 6.30am. We also contact Radio Sheffield and Radio Hallam, but please be aware that, although we try our best, there is no guarantee that they will broadcast closure details. The coach companies will inform parents directly if they are not running that day. Once open, we never close early, but if you wish you may collect your daughter, as long as you sign her out in the office.

Behaviour

Our aim is for all members of Melbourne House to treat each other as they would wish to be treated themselves. Each girl (Y2 – Y6) has input into the Code of Behaviour, through her Council Form Representative. The code is discussed annually and amended if the girls feel the need.

Melbourne House – Code of Behaviour

Our Aims Are:

- To be sensible, helpful, honest, thoughtful and caring
- To realise we are different in various ways
- To accept that everyone is important and has something to offer
- To care for others' belongings, respect each others' privacy and look after the school and its grounds
- To speak politely and listen to one another

In this school we do not like bullying, cheating, stealing and telling fibs.

We Want This School To Be:

A calm, friendly and welcoming place where each girl

- Thinks and decides on the right thing to do
- Does her best
- Helps others to do the same

If you are unhappy – tell someone.

Houses

Sheffield High School has four Houses. In Melbourne House, these are Amethysts, Emeralds, Rubies and Sapphires. All girls are allocated a House on entry to the school and, if appropriate, we place the girl in a House where there is a family link. On moving to the Senior School, girls remain in the same House. Each House has two Captains who are members of Y6. Coloured House badges are available from the school shop.

Merits (KS2) and Jewels (KS1) are awarded to girls for extra special work/endeavour, special thoughtfulness/helpfulness, initiative and perseverance. These are collated half termly and the House with the greatest number of points is awarded the Toubi Cup. Junior girls are also awarded individual certificates –

25 = Bronze

50 = Silver

75 = Gold

100 = Platinum

Merit totals start afresh at the beginning of each academic year.

School Council

Each form from Y2 to Y6 has a representative on the School Council which meets twice a term to discuss issues raised by the girls. Form Representatives ask for input from the girls in their class and feed back to them after each meeting. The Head Girls chair the meetings and also represent the Junior School on the whole School Council which meets in the Senior School. Minutes of meetings are displayed on the Girls' noticeboard adjacent to the Junior Hall.

Lost Property

To assist in the reduction of lost property, we ask that all items brought into school are named. Uniform should be labelled clearly with name tapes. We ask that the name on the school coat is sewn on the flap which covers the hood, as this makes it much easier for staff to return coats to their owners. Girls should not bring valuable items to school. Lost property can be located in the Infant cloakroom and at the foot of the stairs in Melbourne House.

Mobile Phones

We understand that girls who travel long distances independently may require the security of a mobile phone. However, no other pupils should have mobiles in school and all mobiles should be switched off between 8.30 and 3.30. Calls may be made from the office in case of an emergency. School cannot accept responsibility for any mobile phones.

Money

Whenever possible, girls should avoid bringing money into school. If it is required (eg for a charity event) then money should be carried in a named purse/pursebelt. We prefer that money for trips etc is paid by cheque and these should be made payable to *Sheffield High School*.

Curriculum

In the Junior School, we aim to provide a challenging, positive and stimulating environment in which girls enjoy working and reach their potential. We offer a broad, balanced curriculum which promotes the academic, personal, cultural, moral and physical development of the girls.

English and Maths are taught daily in each year group. Teaching of other subjects in Reception is topic based and a list is displayed on the Parents' noticeboard outlining what will be studied each half term. In Science and the Humanities, your daughter will study the following in Y1 – Y6:

	Geography	History	RE	Science
Y1	Rivers Houses & Homes Maps/Direction	Toys Houses & Homes Change over Time	Belonging Christmas/Gifts Creation Stories Joseph/Jewish Beliefs & Practices	Ourselves Forces, Materials & Properties Light & Dark Growth in Plants
Y2	Mapping Skills Mountains Australia	Travel Famous People The Seaside	Religious Symbols Saints Religious Festivals	Materials & Forces Electricity & Light Healthy Growth Habitats & Variation
Y3	China Our Environment Where in the World?	Invaders & Settlers Ancient Egypt	Signs & Symbols Divali The Bible & Jesus Sikhism	Materials Magnets & Springs Rocks & Soils Light & Shadow Plants
Y4	Climate & Weather Maps Journey of a Banana Rivers	Tudors Local History History of the USA	Saints Christmas Journeys Festivals – Easter Places of Worship	Habitats Moving & Growing Keeping Warm Solids & Liquids Circuits & Conductors Friction
Y5	Europe & the EU Sheffield A contrasting locality	The Victorians The Aztecs	The Exodus The Life of Christ Islam	Life Cycles Gases – Changing State Earth, Sun & Moon Changing Sounds Forces Keeping Healthy Sex and Relationships
Y6	Mountains India The Peak District	Britain since 1930 Ancient Greece	Hinduism Judaism Faith through the Arts	Dissolving Reversible & Irreversible Changes Electricity Micro-organisms Light & how we see things Interdependence & Adaptation

In addition, girls study:

Art/Design Technology

Modern Languages – French from Reception to Y3, Spanish in Y4 and Y5, German in Y6

Music

Pastoral, Health & Social Education (PHSE)

PE – which includes games, gymnastics and dance (and swimming in Y4)

Enrichment

Although our aim is for the normal school curriculum to be challenging and exciting, in addition we offer occasional Theme Days across the school and regular Enrichment Sessions in KS2. Recent examples have included a Chinese Day to celebrate Chinese New Year, Science Week and an Arts Week in the summer. Enrichment Sessions, involving all girls in KS2, take place half-termly and the girls work in mixed-age groups on activities which challenge their thinking and develop learning skills.

Special Needs

We recognise that every child has individual needs and we aim to identify these and to cater for them by providing challenging activities or additional support within the classroom. Differentiation is included in the majority of lessons. Teaching Assistants may work with individuals or small groups to offer additional support, particularly in reading, writing and maths. Other needs may require special provision over a longer period of time and any concerns are discussed with parents.

Homework

The aims of homework are:

- To reinforce learning
- To establish regular patterns of individual study
- To involve parents in their daughter's learning
- To give pupils the opportunity to develop creativity and a sense of enquiry

Homework may take the form of:

- Practical work
- Research
- Practising skills learnt in school
- Learning (e.g. tables/spelling)
- Reading
- Long-term projects
- Finishing-off

The amount of homework will vary according to the pupil's age. Pupils in the Reception classes will be given regular literacy or numeracy based activities which should last approximately 10 minutes, while pupils in Y6 will have English, Maths and Science homework, each lasting 30-45 minutes, per week. Longer, research

based assignments will also be set on a half-termly basis for pupils in KS2. All girls are expected to read for a period each night and this time will be appropriate to the age of the girls.

In Y1, the girls have a Message Book, which will give you information on what your daughter should do at home; you may also add any comments you wish. From Y2 upwards, girls have a homework diary that contains a timetable detailing the nights on which each subject is set and the approximate time that should be spent on work. Parents are asked to check their daughter's diary regularly and to sign it weekly. Guidelines for longer-term projects are given at the beginning of these pieces of work; the marking criteria, which staff will use when assessing the work, should also be detailed.

The homework diary is also a means of communication between home and school and parents may wish to add brief comments, if appropriate. If homework is regularly taking longer than the allocated time, then parents are asked to notify the school.

It is not usual to give homework during the holidays or in the first week of the academic year.

We expect that both work and books that are sent home be treated with care.

Girls may also wish to access the Sheffield High School Virtual Learning Environment (VLE) from home, as this offers them the chance to develop/practise work done in school. Details of how to access the VLE are given to girls at school and we run workshops for parents of new girls which will familiarise them with the portal.

What your daughter needs to bring to school

All girls require an Art/Science overall. School hymn books are required from Y2. Both of these can be purchased from the school shop.

In Reception, all equipment – pencils etc – is provided.

Older girls usually prefer to have their own pencil cases and we suggest the following contents:

Y1 & Y2	Pencil, pencil crayons, pencil sharpener, glue stick and rubber
Y3	The above plus felt pens, children's scissors and a 30cm ruler
Y4 – Y6	The above plus an ink pen and cartridges – washable blue ink and a simple, four-function calculator

Girls from Y3 – Y6 will need an *Aulos* Recorder and a Collins or Oxford Dictionary and Thesaurus.

Off Site Visits

We believe that these visits are a vital part of the curriculum; they range from short, local visits to residential studies further afield.

At the beginning of each school year, parents are asked to complete a local visit consent form. This enables staff to take girls off-site for a short distance (eg – the Botanical Gardens or Broomhill) during the normal school day.

Parents will be advised in advance of visits to places further away and for longer periods of time. Each of these visits requires a separate consent form and will usually involve a small charge – for coaches/admission. Staff try to keep the costs of such visits to a minimum. The school always uses coaches from an approved list and they are fitted with seat-belts. Older girls may go off-site to attend sporting fixtures. Parents will be informed in advance and are always welcome as spectators – both for home and away matches.

Y5 have a 3 day (2 night) residential visit and Y6 have one for 4 days (3 nights). There are presentation evenings to inform parents and answer any questions they may have, well in advance of residential trips.

Typical programme of trips – these may vary according to the curriculum requirements and availability:

	Autumn Term	Spring Term	Summer Term
Reception	Local visits Whirlow Farm	Eureka!	Twycross Zoo Whirlow Farm
Y1	River Porter	Heritage Museum	Yorkshire Sculpture Park
Y2	Crich Tram Museum		Old Moor RSPB Nature Reserve
Y3		Jorvik Centre	Weston Park Museum
Y4	Sherwood Pines Bishops House	Heritage Museum	Loosehill Nottingham High School
Y5	Yorkshire Sculpture Park	Whitby (Residential)	Brodsworth Hall
Y6		Crucial Crew	Kingswood (Residential) Peak District

Music and Speech and Drama Lessons

Individual music lessons are offered and we have peripatetic staff who teach piano, violin, viola, 'cello, clarinet, flute, acoustic guitar, saxophone, trumpet, trombone, tenor horn, euphonium, French horn, tuba, drums and orchestral percussion. Normally, these are available from Y2 onwards, but availability will depend on whether girls are developmentally ready for the instrument they wish to study. The Music Co-ordinator is happy to advise on the suitability of instruments. Please ask in the office for an application form if you would like your daughter to have individual tuition. The timetables for lessons are displayed on the music noticeboard which

is adjacent to the Junior office. Most music lessons are usually timetabled on a rota system, in order to avoid missing the same area of the curriculum each week.

Speech and Drama lessons, leading to LAMDA awards, are available from the end of Y2. Application forms are available from the Junior office.

Clubs and Activities

Every member of the Melbourne House Staff runs an activity/club, the majority of which take place during the lunch break. There are opportunities for the girls to take part in a range of musical, artistic and sporting activities, as well as trying a variety of different experiences, such as mask-making or cookery. The clubs available may change, according to staff availability. Please see details on the termly calendar.

In addition, external coaches offer additional activities after school. There is no charge for lunchtime clubs run by our own staff, although external coaches do charge. Payment is made directly to these coaches – booking for these can be arranged through the school office. Currently, we offer:

Year Group	Activities available
Rec	Ballet, Mini Tennis
Y1	Ballet, Playball, Yoga, Mini-Tennis
Y2	Ballet, Playball, Yoga, Mini-Tennis
Y3	Ballet, Playball, Yoga, Mini-Tennis
Y4	Ballet, Playball, Yoga, Mini-Tennis, Karate
Y5	Mini-Tennis, Karate, Netball
Y6	Mini-Tennis, Karate, Netball

Holiday Activity Weeks

The staff who run Tea Time Club offer 3 activity weeks during the school holidays – one during the Easter holiday and two during the Summer holiday. The girls do a wide range of crafts and sports and may go on local visits, for example to the Museum, or the Botanical Gardens. There is an additional charge for these weeks and details of dates, costs and how to book are given in the newsletters.

School Uniform

<p>Infants (Reception, Y1 & Y2)</p>	<p>Bobby pinafore dress Aqua Blouse Navy polo neck jumper (optional) V neck jade sweatshirt – with small logo Navy school coat Navy socks/tights - white socks in summer Low heeled black shoes Art/Science Overall Hat, scarf and gloves Summer dress (optional) Shoe bag – with name on outside</p>
	<p>Navy school joggers Navy lycra gym knickers Jade PE sweatshirt (round neck) – with large logo Jade polo shirt White socks White trainers (preferably with Velcro fastening)</p>
<p>Juniors (Y3 – Y6)</p>	<p>Tartan skirt Aqua Blouse Navy polo neck jumper (optional) Jade Sweatshirt – with logo Navy school coat Navy socks/tights – white socks in summer Low heeled black shoes Art/Science Overall Hat, scarf and gloves Summer dress (optional) Shoe bag – with name on outside</p>
	<p>Navy school joggers Navy lycra cycling shorts Jade PE sweatshirt – with logo Jade polo shirt Leotard Games skirt White socks White trainers Hockey socks (Y4 and above)</p>
<p>All hair ribbons/bands should be navy, jade or black. The only jewellery allowed are watches and plain silver or gold ear studs.</p>	

Boots and open toed sandals are not allowed in school.

All PE kit should be kept in a shoe bag. It helps younger pupils to identify their bag if a picture and/or their name is sewn onto the outside.

Infants require a book bag and Y1 to Y6 a black/navy rucksack which can hang on their cloakroom peg.

FOSH tips:

- Label the PE bag and art overall on the outside with your daughter's name and also with an easily identifiable detail
- Short sleeved shirts are easier for Reception
- Velcro fastenings on shoes for infants are helpful
- 2 pinafore dresses, or skirts, makes life easier

All uniform (apart from shoes) is available from the school shop. The shop is situated at the back of the Junior School playground and the term time opening hours are:

Monday	8.15am – 11.30am
Tuesday	12.30pm – 3.45pm
Wednesday	12.30pm – 3.45pm
Thursday	8.15am – 11.30am
Friday	Closed

Summer holiday opening hours are:

Wednesday	19 th August 9.30am – 2.30pm
Thursday	20 th August 9.30am – 2.30pm
Wednesday	26 th August 9.30am -2.30pm
Thursday	27 th August 9.30am – 2.30pm
Tuesday	1 st September 10.00am – 4.00pm
Wednesday	2 nd September 10.00am – 4.00pm
Thursday	3 rd September 10.00am – 4.00pm
Friday	4 th September 10.00am – 4.00pm

Opening hours in the holidays vary and details are available from the office.

FOSH

FOSH (Friends of Sheffield High School) is the parents association. All parents of current pupils are members and there is a representative from each year group on the committee, which meets termly. All years have a representative and if you would like to join the committee, please leave a message at the Junior Office. FOSH exists to provide a social group for parents, as well as raising funds for extras for school. Its activities have

included Pie and Pea Quiz Nights, Wine Tastings, Rounders Matches and the annual FOSH Ball. It also holds a termly sale of nearly new uniform. Fund raising activities include the Christmas Craft fair, the sale of Northbrook wrapping paper and the collection of Bags2School, as well as the 200Club. Details of FOSH activities are given in the newsletters. The current Chair of FOSH is Bev Mowthorpe, who can be contacted via juniors@she.gdst.net