



Information

For parents joining
the Junior School

Main School Tel: 020 8876 3323
Junior School Tel: 020 8392 4847
Sports Line Tel: 020 8392 4846
Email: secretary@thsboys.org.uk
www.thsboys.org.uk

Welcome

This is your school and we hope that you enjoy being part of the Tower House community. Please never hesitate to ask for any information that you need.

This booklet is designed to help you through your first year at Tower House. We hope that we have covered everything and are always very grateful to parents if they point out things that could usefully be added in the future.

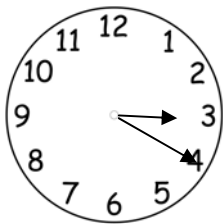


Dropping off and collection times
Junior School parents use the entrance in Sheen Gate Gardens.

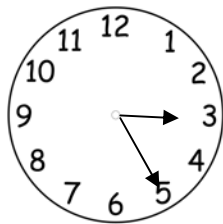
The door opens at 8.30 and will close again at 8.50. Boys should be in school by 8.40 in order to settle and get organised for the day. There will be a member of staff on duty holding a book. Parents are asked to tell the person on duty if there are any special arrangements for their son that day i.e. if their son is staying on for late class, going home with another boy, being fetched early to go to the dentist, or anything else you may want passed onto the class teacher.

The school day finishes at the following times:-

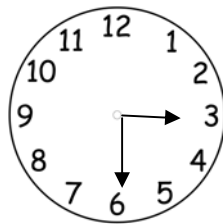
Reception (3.20)



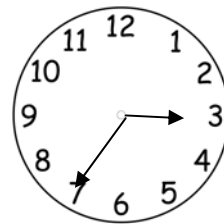
Year 1 (3.25)



Year 2 (3.30)



Year 3 (3.35)



The staggered exit allows for easier parking and less congestion in the school. Please make your way to the designated pick up area for your class (signposted in the small playground)

First few days

New boys in Years 1, 2 and 3 do a full day from the outset.

Reception boys come in for half a day for the first two days and should be collected at 12.00. On the following two days the Reception boys stay for lunch and should be collected at 1.00 pm. Thereafter Reception boys do whole days and should be collected as indicated above.

Late class and After School Care

Late class takes place from 3.30 until 4.00. It is mostly for boys who are waiting for an older sibling and also those waiting to join the After School Care Club.

After School Care runs from 4.00 until 5.00pm. Parents are charged a small fee for this facility which is added to the school bill.

Clubs

There are a variety of clubs which run during the week. These are available for boys in Years 1-3 and for Reception boys from the summer term. Parents are asked to sign up for clubs for their sons during the first week of term online. Clubs usually run from 3.30 – 4.00/4.15 and your son will need to be collected from outside the Junior School entrance. Clubs start during the first full week of term and they cease during the last full week.

Snacks

We have a Nut Free and a Healthy Eating Policy in the school. We ask that parents send their sons into school with ready to eat, prepared/cut up fruit/vegetables and a named bottle of water. Boys are encouraged to drink water throughout the day and are responsible for taking their bottles home each day for refilling. If parents wish their son to have a carton of juice, please send this in with your son.

Lunch

Boys are seated in a family setting for lunch. Their food is served to them and the Year 3 boys act as table leaders to help the younger boys. Staff encourage boys to try different foods, but we will never force a child to eat. Parents can help by ensuring that their son is able to manage a knife and fork confidently and can manipulate certain 'tricky' foods, e.g. rice! A weekly school lunch menu is always on display at the Junior School entrance and on the intranet.

Group Parent Meetings



Parents will be invited to a Junior School Group Parent Meeting during the first full week of term. This will be clearly indicated in the school calendar. Parents are asked to go to their child's class as a group to spend approximately thirty minutes having a chat with the class teacher. The general timetable and organisation of the class will be discussed and parents will have the opportunity to ask any questions.

Assemblies

On the first day of term, there is a whole school assembly. Junior boys join the Seniors at the beginning and end of every term and for special events such as Harvest Festival and Remembrance Day. Your son will attend Junior School Assemblies on Mondays and Thursdays throughout the term.

Class assemblies take place in the Spring term to which parents are invited (dates can be found in the blue calendar).

House system

When your son starts at Tower House he will be allocated to one of the four houses—Scott (Green), Nelson (Yellow), Newton (Red) and Shackleton (Blue). Throughout the year the boys are able to earn themselves house points, which contribute to a whole school house system. Points are awarded for good behaviour, effort, hard work and any other positive achievement for the individual child.

Sport:

Games

On Thursdays, the Junior School boys change at school and are taken to the Bank of England (please see below) for the whole of the afternoon for their Games sessions. These sessions are taken by the Senior School Games staff and a number of skills are practised which are linked to the school's PE and Games curriculum i.e. Football in the Autumn Term, Rugby in the Spring and Cricket in the summer. Boys are also taught athletic skills in the summer in preparation for the Junior School Sports Day (see Page 13). The boys are taken and returned by coach. PE lessons are taught at school in Reception and Year 1; Years 2 and 3 have PE at the Bank of England; all lessons are taught by a PE specialist.



Swimming

Swimming takes place at the Bank of England. Sessions are as follows:-

Reception (Fridays) Parents drop their sons off at the Bank of England Swimming Pool at 8.30am (in school uniform) and hand over to the attending member of staff. The boys then go and change with the members of staff. They are coached back to school after their lesson.

Year 1 and 2 (Wednesday) Boys are coached up from school and parents are asked to collect their son from the Bank of England (times will be given at the start of term).

Year 3 (Wednesday) the same procedure applies as Reception

The Bank of England Sports Club



This is often referred to as the Bank of England or the 'B of E'. Very confusing as it is not a bank but a sports club which Tower House is lucky enough to be able to use all through the year. We use the swimming pool, sports hall, squash courts, cricket nets, tennis courts and all pitches. It is very close to the school, near Roehampton Gate of Richmond Park. The actual address is:-

*Bank of England Sports Centre
Bank Lane
Off Priory Lane
Roehampton
London SW15 5JQ*

Communication

There are many ways in which we keep the communication channels open for parents. Parents can ask to see a member of staff before or after the school day by any one of the following routes:-

Speak directly to the member of staff.

Ask Duty member of staff at the door in the morning to put your request in the book.

Phone/email Mrs Booth (the school secretary) and ask her to arrange an appointment at a mutually convenient time.

Intranet

Towards the beginning of term you will receive a username and password which you will be able to use to connect to the intranet. This is the same username and password that you will be able to use to download the weekly newsletters. (see Page 8). The School Intranet Home Page is displayed on a screen in the Junior School cloakroom where important information is also displayed. Parents are encouraged to access the intranet to find out all sorts of other information and activities going on in school.

Absence and Sickness

If your son is ill, please ring the Junior School number (see page 1) and leave a message on the answer phone. If your son has to be absent from school and you are aware of this in advance, please complete an absence form which can be completed from a link on the school website. The Head Teacher either will or will not authorise this depending on circumstances. We obviously do not encourage term time absences.

Appointments with the Head

These can be made by contacting Mrs Booth who will make an appointment with you at a mutually convenient time.

Weekly newsletter

This is written almost every week and contains the news of the week as well as reminding parents about certain events coming up. However it is not a secondary calendar and parents need to keep their eye on the school calendar. The Newsletter is sent electronically as well as a copy on the information board in the cloakroom and on the Intranet. Please keep Mrs Booth informed of any change in address, telephone number or email address.

Parents' Evening

The Junior School Parents' Evenings take place in the Autumn and Spring Term. An appointment system operates and parents are sent a letter by email for their preferred time. The allocated times are then emailed to the parents prior to the evening. The appointment lasts for 10 minutes. If there are extra concerns or more time is needed, then another appointment can be made for later in the week. After your appointment, parents are invited to take their child's books up to the Art Room located at the top of the Junior School and spend some time looking at them whilst enjoying a glass of wine.

Reports

Reports are written on the boys in the Autumn and Summer Terms. In the Autumn, the report will concentrate on the Core Subjects (English, Maths, Science and a General). In the summer a report is written on all the subjects taught.

Homework

Homework is an important part of the education process in schools and it is taken seriously at Tower House. In the early days, homework provides a vehicle and an opportunity for encouraging boys to spend a regular time at home, sitting quietly to complete a piece of work on his own (with parental guidance when necessary). As the boys get older, the amount of time spent on homework increases.



As a broad guide the following may be helpful:-

Reception	Reading book every night. From Spring term, once a week an activity supporting an objective of the week.
Year 1	Reading every night. Maths or English activity every week. Learning for a spelling test every week.
Year 2	Reading every night. Maths and English every week. Learning for a spelling test every week.
Year 3	Reading every night and learning for a spelling test every week. Subject homework is built on from Year 2 and increases throughout the year. Maths, English and Science every week. In the Spring term a piece of topic work (Geography, History, Religious Studies).

Reading

Reading is vital. It is the vehicle through which the rest of the curriculum is delivered. In the early years we really need to encourage boys to read for enjoyment every day. Parents are asked to ensure that they read with their boys each day either before or after school – whichever is convenient. Guidance as to how to help your child at home – particularly with reference to reading – is given at the Group Parent Meeting (see page 4) and through Reading Routines sent out to parents at the beginning of each academic year.

Music and Drama Lessons

Music is part of the curriculum. Boys also have the opportunity to learn a



range of instruments from Year 1. From Year 1 also they are able to join the Junior Choir. An application form for Music lessons is available from the website. Drama is taught on a peripatetic basis in the same way as individual music lessons. There is also a drama club available for some year groups for which there is a fee.

EAL (English as an Additional Language).

If a boy speaks another language at home and English is his second language, extra lessons are available from a visiting EAL specialist. This is paid for by parents.

First Aid

We have several First Aiders in the school. Only the simplest of first aid may be given in school. Anything requiring greater intervention will mean contacting you as a parent and moving on from there. A parent will always be called if there is a head injury, however mild.

Celebrating

We love to celebrate at every opportunity. In the classroom this could mean a child's birthday (individual cakes or treats are very welcome as long as they fit our nut free policy!) or a special activity that the child was involved in at the weekend. On a larger scale, we celebrate traditions and religious festivals in assembly. Sometimes parents come in and help us with their expertise in this, sharing the way they mark their special days.

Special Events:

Christmas

A Nativity play is put on to celebrate Christmas, this may be presented in a traditional or more modern manner.

Prize Giving

This is an event that takes place towards the end of the summer term – usually in Christchurch, East Sheen. It is a celebration of the year just completed, including a musical concert. Parents are welcome. The boys sit separately from the parents at the front of the church. The actual date will be in the blue calendar.

Swimming Gala

This takes place in the summer term and is a great opportunity for the boys to show how much they have learnt in their swimming lessons throughout the year. Parents are invited to come and watch and support all of the boys. While the focus is on participation, all boys taking part do represent their House and score house points towards the overall total.



Sports Day

This takes place towards the end of the summer term. All Junior School boys are involved in a medley of activities which use the skills that the boys have practiced throughout the summer term. Points are scored and boys represent their house in a similar way to the swimming gala. Parents come along to this event (usually held at the Bank of England) and stay on for a picnic lunch (usually this has to be at Palewell Park as the B of E do not allow picnics). The date will be in the blue calendar.

School Visits

These are many and various. Each class will go on visits that tie in with the topics being covered. There is a whole Junior School trip once a year. The boys are usually taken by coach to somewhere nearby, such as The Maritime Museum, Painshill Park, the RAF Museum, Museum of Childhood, the Look Out Discovery Centre in Bracknell or Hampton Court and they spend the whole day there doing a variety of activities.

FOTH

This stands for 'Friends of Tower House'. This is a wonderful group of parents who put on social events for parents and staff, fundraise and help staff on school trips and so forth. Any parent can volunteer to be a class representative. This is another good communication route between parents and school. However, management and educational issues are not on the agenda for this group. A social event is organised just before the Autumn term half term break for all parents to meet each other. The date will be published in the blue calendar.

Need more information?

We hope that we have answered many of the questions that you have in this online booklet. Don't forget you can download it and email it for further reading. If you do need more information then please email the school office on secretary@thsboys.org.uk or give us a call on 020 8876 3323.