



Elstree School

Including all of the Pre-Prep Department and Early Years
Foundation Stage

Pre-Prep Staff Handbook to be read in conjunction with Parents Handbook.

Elstree Pre-Prep includes Nursery to Year 2.

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Person responsible for Policy: AB

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1. Pre-Prep Department

The aim of our Pre-Pre department is to provide a secure, stimulating and happy environment where the children can begin their education. We aim for the children to leave Elstree Pre-Prep inspired and enthused. We want their first encounters of learning to be full of excitement and joy, framing their approach to education for the years ahead. Our dedicated team of teachers plan learning experiences for the children so that they can learn, without necessarily realising they are doing so. We encourage each child to be excited to learn, to ask questions and to seek to find out more. We have high expectations for each child and aim to ensure that appropriate challenges across a wide curriculum base are set and reached. We aim to work closely with parents so that together we can develop in full each individual child's particular aptitudes and potential. It is our wish to establish confident, independent learners who see challenges as excitements. All of our teaching at Elstree Pre-Prep is underpinned by a strong Christian ethos.

2. Induction

A new member of staff will be shown around Elstree Pre-Prep and, when they come for an interview, a meeting with the Headmaster at Elstree will be arranged. Wherever possible they will come into school prior to their first term to spend some time observing their class and getting a feel of the general running and atmosphere of the Pre-Prep. On their first day they will be appointed a mentor, usually the Head of Pre-Prep or a teacher in a parallel class, if there is one. The Head of Pre-Prep will have regular discussions with the new member of staff throughout the first weeks and a general summing up at the end of the first term and the first year.

At the start of their first term the new member of staff, together with the Elstree Pre-Prep staff, will attend the Elstree Common Room meeting and be introduced to the staff there. Following on from this will be the Elstree Pre-Prep staff meeting when she/he will be welcomed to the staff and the timetable and forthcoming term will be discussed.

3. Absence

If you are unable to attend work, please email the Head of Pre-Prep between 6.45am- 7.15am (cc'ing in the Head of HR, Rachel Pither). If you require time off work for an appointment, please email the Head of Pre-Prep and Head of HR.

Head of Pre-Prep: abond@elstreeschool.org.uk and rpither@elstreeschool.org.uk School number 01189713296

4. Activities

A range of activities takes place to enrich the curriculum. After School Clubs are for Years 1 and 2, with the exception of Dance and Athletics in the Summer Term which are also offered to children in Reception. For clubs taking place after school, club leaders will dismiss from their clubs. The after-school activities run from 3.30pm – 4.30pm.

After school activities for 2023 are as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School 8-8.30			Netball (Years 1 and 2)		

Lunch time 12.30-1pm	Yoga (Year 1 and 2)	Judo (Reception)	Judo (Years 1 and 2)		
After School 3.30-4.30	French (Y1 and Y2)	Tennis (Year 2)	Tennis Year 1	Dance (R-Y2)	Football (Aut and Lent) and Multisports in the Summer Term (Y1-Y2)
	Lego Club (Y1 and Y2)	Multi-sports (Y1 and Y2)		Art (Y1-Y2)	Comic Club (Y2)
		Art (Y1 and Y2)			

Ducklings is the after-school club and this runs from 3.30pm – 6.00pm. This is for children who have turned three in Nursery to Year 2. It is run by two members of staff until 6pm. Classroom assistants take the children from their class who are doing Ducklings to the Ducklings Club room at 3.30pm.

5. Appraisal

Each member of teaching staff will have an appraisal. Please refer to the Elstree staff handbook for further details.

6. Assessment and Record Keeping

EYFS – Nursery and Reception

The children in the Foundation Stage at Elstree Pre-Prep are continuously assessed based on the observations by teachers and classroom assistants during the children's day-to-day activities. The observations are systematic and are used to identify learning priorities and plan next steps for each child.

We use Arc Pathway, an online assessment platform, to track children's achievements and to plan next steps. This is closely linked to the Development Matters document. A child's arcs are shared with parents during parents' evenings, meetings or on request. Next steps are created for each child and these are used to inform our planning. These are also shared with parents (each term) so that they can focus on these areas at home with their children too.

During the last term in Reception, the children are assessed against the Early Learning Goals and their Early Years Profile is completed. The results of these are sent to the child's parents, to the West Berkshire Education Authority and also passed onto the Year 1 teachers to inform their groupings and planning.

Years 1 and 2

Formative assessments inform most of our teaching, responding to the children's evolving needs throughout each lesson and each day.

In addition, a number of summative assessments are used to track and monitor progress.

- Abacus maths assessment at the end of each unit (half termly) which cover problem solving and arithmetic. These highlight whether children are 'on track' or whether they have any gaps. Interventions can then be put in place to support or extend children.
- A piece of unaided writing each term. This piece of writing is assessed using the adapted Oxford Writing Criterion Scale and next steps for children are identified. This will be carried out at the start of each term with progress monitored and responded to.
- Year 1 do a phonics assessment at the start and end of the year. This is used to help confirm their reading and comprehension level so that scheme books can be matched accordingly.
- GL Assessment Progress Tests (hard copy) in the Summer term to ascertain progress in English and Maths. These are used to begin to track progress in pupils' knowledge, understanding and application of these Core Subjects. It tracks pupils at an individual and cohort level, highlighting areas of strength and weakness in learning. It is standardised on over 100,000 pupils. The results of these are shared and discussed with our Deputy Head

Academic, Head of Learning Development, year group teachers and Head of Pre-Prep. A list of children to monitor is created and referred to throughout the year.

- INCAS testing was carried out during the summer term (with the exception of during Covid 19) and from September 2021, it has been carried out in the Autumn Term for Year 2. The results of this are looked at and compared with PTE and PTM results. Discussions take place with our Deputy Head Academic, Head of Learning Development, year group teachers and Head of Pre-Prep and the list of children to monitor is updated. For more information in this domain do visit: <https://www.gl-assessment.co.uk/assessments/progress-test-series/>

As well as academic progress, assessments are made of the children's attitude and social behaviour. This is being done informally all the time, with any relevant comments recorded by the teacher on ISAMs. Safeguarding concerns are logged on My Concern.

Academic records are kept in the classroom and are the responsibility of each teacher. These can later be moved to the Personal record when the child is no longer in the class. Reports from external professionals e.g. speech therapist, occupational therapist etc. must also be kept in the child's individual folder.

7. Behaviour

The Golden Rules are linked with the behaviour scheme where the children are expected to take responsibility for their own actions. At Elstree Pre-Prep, we aim to encourage, promote and celebrate good behaviour choices.

Golden Rules

- **Please be kind and gentle**
- **Please be polite**
- **Please listen**
- **Please be honest**
- **Please respect everyone**
- **Please work hard**

Any serious incident concerning inappropriate behaviour or persistent misbehaviour is recorded on ISAMs and or MyConcern. This must be discussed with the Head of Pre-Prep and the child's parents may also be informed.

We encourage the children to resolve conflicts themselves, where possible, using the 3 Point Plan:

I don't like it when...

It makes me feel...

I would like you to...

8. Rewards

Rewards are given for effort, quality of work, consistency, helpfulness, and whatever staff decide is a useful tool for encouragement. They fall into two categories.

- Immediate reward. This may take the form of verbal praise or sticker. It is awarded by the teacher at the time when the work or action is completed. The Head of Pre-Prep has special stickers and certificates for outstanding effort or behaviour.
- Weekly rewards. Stickers are awarded for work or behaviour during the week. They are not awarded lightly and should take into account sustained effort or special achievement.

Only two or three stickers will be awarded in each class with each child expected to receive at least one over the course of the term.

- Individual class teachers have their own initiatives to encourage good behaviour in the classrooms too e.g. marble jars, VIPs, line leaders, DOJO points.
- Class Stars can be awarded when the whole class makes a good choice. When the class fills their tube to a certain line, special rewards are given (extra play time, home clothes day, play with Prep school girls and boys, class picnic).

9. Sanctions

For behaviour choices that require more than a reminder from the teacher, the following steps are taken:

- Children are given 'thinking time' to reflect on their choices. Each class has a thinking timer to use (3 minutes in EYFS and 5 minutes in KSI). The child will be asked to sit down away from the other children whilst the timer is on. If this happens during break time, the teacher on duty will let the class teacher know following playtime.
- To support the children with their thinking, they will be given a Colour Monster card. They are encouraged to reflect on how they are feeling and what made them feel that colour. For those able to, also how to transition to a happier colour.
- After the timer has finished, the adult supporting the child will talk to them about the reflections above.
- If a child is required to have 'thinking time' twice in a week, they will be sent to see the Head of Pre-Prep, who will talk to the children about their choices. The Head of Pre-Prep will inform parents. The child will also take home a notecard to write a sorry note/draw a sorry picture at home, which they will bring to school the next day and give to the relevant person.
- If the Head of Pre-Prep has to see a child twice in a half term, the Deputy Head Pastoral will be informed and the child will have to meet with him.

10. Additional steps to support individuals during playtimes

Whilst most children love playtimes and need the break to run around and interact with their friends, we are aware that they can be more challenging for some children. If a teacher thinks that a child is finding a playtime challenging, they may encourage the child to select a 'calm' resource to prevent frustration or rough play mounting. Calm toys are located in the downstairs, right classroom in the Oak Barn and children can take these to play with under the shelter in the playground.

Teachers may give children 'Playtime Cards' to be completed at break time. The aim of these cards are to look for positives that the child is doing at playtime, rather than focusing on poor behaviour choices. The child will have responsibility for taking their card out to play with them. They will pass it to the teacher on duty who will, hopefully, fill it in with something positive they have seen during playtime. Class teachers should look at the card with the relevant child following each play time. Playtime cards will last for one week only and can be taken home at the end of the week.

11. Courses

Inset courses are run by a range of staff in the school, as well as visiting speakers on the days prior to the beginning of term. All Elstree Pre-Prep staff are expected to attend. Staff are expected to attend external courses and conferences as requested by the Head of Pre-Prep.

All staff must attend the regular courses of safeguarding children, EpiPen training and fire safety.

Pre-Prep staff meetings also factor in Good Practice.

12. Daily Routine

The school officially opens at 8.15am, when a member of staff is on duty in the playground. Children are not expected to arrive before unless supervised by a parent. There is an early morning club from 8.00am-8.15am for those children who need to be dropped off early. A member of staff supervises the children at this club.

Children in Nursery and Reception go directly to their classrooms. Years 1 and 2 drop their belongings into their classroom and can then play in the playground until 8.30 when the bell is rung. The children then line up and lead into their individual classroom for registration. If the weather is very cold or wet the children will come into the classroom where they will be supervised by their teacher or classroom assistant. Some children may prefer to stay in the classroom and read a book or do a quiet activity, this is fine and is supervised by the class teacher.

The children are expected to go outside to play at break and lunch time. Again, if it is wet then the children will stay inside and will be given the treat of watching a film or be allowed to play.

The school day finishes at 3.30pm. Any child who has not been collected will be supervised by their form teacher and then taken to Ducklings if still not collected by 3.40pm. The form teacher should call the parents to try to find out why the child has not been collected and then inform the Ducklings staff of the likely time of collection.

There is collective worship at Elstree Pre-Prep on a Tuesday, Wednesday (Years 1 and 2) and Friday (Reception-Year 2). The Head of Pre-Prep leads the Tuesday and Friday assembly and the Year 1 and 2 teachers take it in turns to lead the Wednesday assembly. The children say a school prayer at the end of each day and before they have lunch.

Arrangements for Supervision throughout the school day

- Elstree School Day runs from 8.15-3.30.
- Nursery children may do the following sessions:
Full days: 8.15am – 3.30pm
Extended Morning with lunch: 8.15am -1.00pm
Morning: 8.15am – 11.30am
Extended Afternoon with lunch: 11.30am -3.30pm
Afternoon: 1.00pm – 3.30pm
- Elstree Pre-Prep Early Morning Club opens at 8.00am. The classroom ratios are adhered to during this time. If more children are in the club, an additional member of staff comes to assist.
- For those not attending the morning club, children can be dropped off from 8.15-8.30 where there is a member of staff on the playground for Years 1 and 2 children.
- Those in the EYFS go straight to their classroom where activities are set up; the teacher and assistant are present to greet the parents and children.
- Throughout the day the children are supervised by the class teacher and teaching assistants.
- Children are escorted to and from specialist lessons by the class teaching assistant. Assistants should offer to stay and support in the lesson, although they are not always required.

- If children have individual music lessons with a peripatetic teacher or in the Learning Development Department, the individual's 1:1 teacher is responsible for escorting the child to and from Elstree Pre-Prep.
- At playtimes there are two members of staff on duty on the playground. The Farmyard can also be used, in which case a member of staff is based in this location.
- There are a variety of after school clubs which operate on site at Elstree Pre-Prep; they are available mainly to children in Years 1 and 2. Reception children can choose to do Dance and Judo throughout the Year and Multisports club in the Summer term. Years 1 and 2 can take part in these, together with Arts and Crafts, French, Netball, Judo, Tennis, Lego, Comic, Yoga or Football. Staff are allocated the responsibility of ensuring that the children are collected by their parents or designated adult or taken to Ducklings.
- The following ratios are adhered to throughout our Early Years and Pre-Prep:
Nursery – (under 2) = 1:4
Nursery – (over 2) = 1:13
Reception – Year 2 = 1:30*
*classes in Reception – Year 2 tend to be smaller with no more than 18 in a class.

13. Ducklings after School Club

- Ducklings club is our after-school club running each day until 6pm. It is not seen as an extension of the school day, but instead a chance for the children to relax and unwind with children from different year groups. They start the session with a snack and a drink before choosing games to play. If the weather allows, the children often play in the playground. There are a number of games and activities in the classroom for them to enjoy too, as well as colouring and books. On occasions, a film is put on. This is usually if there are several children attending Ducklings (such as on Parents' Evening or Bonfire Night) or if the children need a moment to calm down or are having their snacks.
- Children are supervised by two members of staff.
- One member of staff comes to collect the children from the classroom and takes them to the Ducklings Room where the club is based.
- We maintain the ratio of 1:8 in Ducklings.
- Children are signed onto a register and the parent or carer signs when the child is collected.
- There is always a member of staff with paediatric first aid training on site during these hours.
- A teaching assistant runs Ducklings each night and they are supported by a gap student.

14. Duties

Every member of staff at Elstree Pre-Prep takes their share of duties as set out in the rota at the beginning of each term. Each person is responsible for ensuring that they arrive promptly for the beginning of the duty and carry it out responsibly. If a teacher or classroom assistant is absent, then a colleague will cover the duty. Pre-arranged exchanges are helpful if appropriate.

15. Emergencies

Should you require urgent help in the playground or the classroom, send a child with the yellow triangle (found in each classroom and on the bench on the playground or hanging on the fence at farmyard) to the nearest adult who will then arrange immediate assistance. The Head of Pre-Prep should be informed of the emergency.

Ensure that you are aware of any medical problems and are confident in dealing with them. If you have a child with an epi-pen, make sure that it is on display and very obvious in the classroom. Also ensure that the bag is carried everywhere that the child goes when out of the classroom.

16. Medicine

Should a child require medical treatment other than the normal "First Aid", parents will be notified as soon as possible (once the incident has been dealt with). If parents wish that their child continues a course of antibiotics during school hours or to receive other medical attention that is within the capabilities of the Elstree Pre-Prep staff e.g. inhalers, they will be asked to sign a consent form. These forms are kept in every classroom. The majority of the Elstree Pre-Prep staff have paediatric first aid training and there is a qualified nurse at the main school. Should children have a minor accident at school (e.g. grazed knee) the member of staff dealing with the incident will complete a medical form. This is to be handed to the child's class teacher who will then ask the adult collecting them to read and sign when they pick up. Signed forms are then passed to Sarah George in the Pre-Prep Office. Should we administer any medication to a child at school, we will complete a medicine form so that parents are aware of what dose their child has had, when it was administered and by whom. There is a locked medicine cupboard in the staffroom to keep any medicines in.

17. Fire Procedures

A fire practice will be held each term. Members of staff must know the location of fire alarms, extinguishers and exits which are clearly marked. Instructions for evacuating the school are to be found in each classroom.

See Health and Safety Policy Document and Accident Procedure Document.

18. School Productions

In the Autumn term the whole of Elstree Pre-Prep take part in a Christmas play which is performed on the Elstree stage. In the Summer term the children take part in a Coffee Concert on Farmyard. Reception - Year 2 also do an assembly to the whole school.

19. School Policies

It is the responsibility of staff to make sure that they have read the policies. They can easily be accessed via the school website. It is essential that all staff read the Health and Safety Policy and Safeguarding Policy. See the Elstree Staff Handbook for further details of the school policies.

20. School Prayer

The following prayers are said/sung at the beginning of the day following an assembly, at lunch and the end of the day.

Morning – Thank you for our school and our friends. Help us to work hard and enjoy our day. Amen

Lunch – Thank you for our world so sweet. Thank you for the food we eat. Thank you for the birds that sing. Thank you God for everything. Amen

Afternoon – Thank you for our day Lord, for our work and play Lord. Help us on our way Lord, as we travel home. Amen

21. Job Description – Classroom Assistant

The role of the Classroom Assistant is to assist the teaching staff, to ensure that the children receive care and stimulation, to motivate them and encourage independence while maintaining a high standard of discipline. The Classroom Assistant should be flexible in all that he/she does and be able to work in a team.

Specific tasks and duties:

- Preparing the classroom and resources ready for lessons
- Listening to children read, reading to them and telling them stories
- Assisting children who need extra support or extensions to complete tasks
- Supporting the class and specialist teachers to plan learning activities and next steps
- Observing children and collecting evidence within the EYFS to complete records
- Supporting teachers in managing class behaviour
- Escorting the class, taking them to and from specialist lessons
- Supervising group activities
- Completing First Aid duties
- Clearing away materials and equipment after lessons
- Taking an active part in school outings and sports events
- Undergoing training as and when required
- Accurately completing administrative tasks
- Assisting with the early morning, break time and after school activities, on a rotational basis
- To assist at Duckling Club one evening per week
- Sitting with a group of children at lunch, encouraging a healthy diet and good table manners
- Ensuring all working practices meet the ISI standards and requirements

Wider expectations:

- To attend staff briefings, INSET and staff meetings
- To take an active role in your own professional development, attending courses as required and sharing information with colleagues as appropriate to encourage development of other members of staff
- To contribute to the co-curricular life of the School as appropriate
- To contribute positively with the team
- To support other children and teachers, other than the class you are directly associated with, when appropriate
- To attend Common Room meetings at Elstree at the beginning of term and Inset courses where appropriate. Attendance at weekly staff meetings after school on a Monday is also required.
- To attend Parents' Evening and Open Mornings when necessary.
- To support Elstree Pre-Prep on such occasions as Pre-Prep Friends events where applicable, plays, concerts etc.
- To come into school prior to the start of term to prepare display boards etc. and to be available for half a day at the end of term to help with clearing, meetings etc.
- To support with Ducklings Club one evening per week, paid at an additional rate.

The school day is from 8.15am – 3.30pm and a classroom assistant's hours are from 8.00am – 4.15pm

22. Elstree Pre-Prep – Job Description – Class Teacher

- To prepare and give lessons in line with the agreed Schemes of Work.
- To work within the team across the EYFS and KS1 and to work co-operatively with the other staff, sharing planning as appropriate.

- To participate in peer moderation of assessments and peer observation of lessons.
- To mark and assess pupils' work in line with school and departmental policy and to record assessments in a clear and useful way.
- To stimulate and encourage pupils to achieve their full potential.
- To ensure that the children have a stimulating environment in which to work.
- At the start of each term to check the personal clothing, kit and equipment of each child as appropriate.
- To maintain an overview of the performance of the class and to monitor each child's progress.
- To raise issues of concern about individual pupils with the Head of the Pre-Prep who may initiate a meeting with the parents or direct the class teacher to inform the parents of the situation.
- To accept advice and instruction from the Head of the Pre-Prep with regard to departmental policies and schemes of work, maintenance of records and care of resources.
- To maintain acceptable standards of behaviour both in and out of the classroom and highlight any pupil whose behaviour fails to attain these standards.
- To assist in supervision duties as requested by the Head of Pre-Prep.
- To maintain high personal standards of appearance and behaviour.
- To set high standards with regard to punctuality.
- To complete reports, attend Parents' Evenings, record any relevant information in the school filing system and generally keep the Head of Pre-Prep up to date on issues affecting a child's life at school.
- To meet with the following year's teacher for a 'handover' of the children.
- To attend beginning of term and weekly staff meetings, beginning of term Common Room meetings at Elstree and to be on duty to see off children for at least one after school club per week.
- To support Elstree Pre-Prep on such occasions as Open Day, Sports Day, plays, concerts, Pre-Prep Friends Fun Day etc.
- To come into school prior to the start of term to prepare display boards etc. and to be available for half a day after the end of term for general clearing, meetings etc.
- To be a subject leader responsible for monitoring standards, reviewing resources and being up to date with subject knowledge.
- To organise and lead educational visits.
- To write up articles for the website, Echo and Salvo as required. When your class is involved in an event or trip, you are required to write a short article for the website. This should be forwarded to the Head of Pre-Prep for proof reading, it will then go to the Registrar. One or two photos must also be included. An article must also be written for Salvo, the school magazine which must include named quotes from the children. Articles for the website must be done within 24 hours of the event. The Salvo article must be done within a week.
- To ensure that the relevant pages on the intranet are kept up to date.

23. Classroom expectation

- Ensure that you put up displays of the children's work. These should be changed regularly.

- At the beginning of each term remind the children of the Elstree Pre-Prep 'Golden Rules'.
- Ensure that you highlight objectives at the start of the lesson and refer back to them at the end.
- Ensure that the children are in a good working atmosphere and that they are on task.
- Sometimes it is better to highlight those children who are being well behaved rather than those who are not. Use positive reinforcement of behaviour if possible.
- Use praise often and sincerely. It can have a great effect on them and your relationship with them.
- At the end of the day, if it is appropriate, relay information to a parent about how good their child has been etc. Daily contact is considered extremely important at this stage for both parent and child.

24. Display

- Have a range of subjects displayed on the wall.
- Put up both English and Maths displays in your classroom.
- Ideally, other topics that you are studying should be evidenced too.
- Care should be taken when displaying children's work.
- Pieces of work should be named.
- Ideally, there should be an overall title of the display and this should be accompanied by other language around the display which is self-explanatory.
- In any classroom there needs to be a range of children's work.

25. Learning Development (support, EAL, Able and Talented)

There is a specialist teacher who supports children with learning difficulties as well as those children recognised as Able and Talented. (See Learning Development Policy). Teachers are advised to speak to Sarah Attwood if they have any questions or concerns about children's progress and learning (Head of Learning Development). **The Head of Pre-Prep must be informed of these conversation too.** Parents must also be kept informed.

26. Elstree Pre-Prep Marking Policy

Marking of work is an important part of teaching. Work should be marked carefully and corrections completed where appropriate. Marking wherever possible should be constructive. It is worth remembering that the marking of children's work is a very 'public' sign of what we are doing.

- All work should be marked and dated.
- Whenever possible work should be marked with the child present.
- Always mark in ink, preferably green.
- For young children, do use stamps or simple symbols to make your marking easier for children to understand.
- Ensure the children are aware of what your marking symbols mean.
- Marking should reflect what is good about a piece of work and also, if appropriate, indicate how it might be improved.
- If maths work is incorrect, use a . to indicate the error. When corrected by the child, follow this with ✓ C.

This is a good indication to the parents that the child has needed help.

27. Music, PE, French and Drama

These are taught by specialist teachers. Lessons are timetabled. All children have one French lesson, one drama, two music and 1.5 hours PE/Sport lessons (Nursery and Reception) 2 hours PE/Sport lessons (Years 1 & 2) per week.

28. Parents' Evenings

These are held each term and a 'Book Look' is usually carried out a few days before. This is where children invite their parents in to show them their work. Prior to any consultation with the parents;

- Go through the children's books to make sure that marking is up to date.
- Have the relevant information at hand so that you feel confident about what you are saying.
- Make notes on English, Maths and General areas or Prime Areas in EYFS using the Parents' Evening template.
- Parents' evenings are timed to be close to the date of Book Looks (when parents see the children's work) and reports.
- Make sure that if you have a potentially difficult meeting with a parent, you have made the Head of Pre-Prep aware of when they will be seeing you.
- If parents are unhappy, ask them if they would like to see the Head of Pre-Prep.
- Notes must be made of every meeting (added onto your notes) which are then passed to the Head of Pre-Prep and filed in the child's folder.
- If parents request a meeting other than the official parents' evening, a written note must be kept on ISAMS.
- Early Years staff should update parents on their child's progress against the Arcs on Arc Pathways.

29. Planning and Start of Term

At the start of the academic year it is important that all staff have an understanding of the expectations that we have for the children. At the beginning of term it is necessary to;

- Be familiar with the Schemes of Work which are in place for your year group. Plans can be updated throughout the term. Completed plans will be reviewed by the Head of Pre-Prep or Heads of Subject (for specialist subjects) at the end of each term.
- Check with the previous teacher for information about the class and look at the past assessment files and reports.
- Your classroom entrance requires a welcome notice with your name on it, identifying your class.
- Ensure that your walls have some preliminary work up so that the room is bright, welcoming and stimulating.
- All books need to be labelled and ready for the children.
- Within the first few days let the children know your expectations in terms of behaviour/atmosphere in the class.
- Distribute the timetable to all parents in the first full week. This can be distributed at the Parents Information session at the start of the school year.
- Display the Elstree Pre-Prep 'Golden Rules'.
- Setting targets is important. These may be individual, group or whole class and could be displayed formally, noted on plans or shown in your marking.

- Ensure that you complete relevant assessments throughout the term to gauge how each individual child has progressed. The Head of Pre-Prep will advise staff of the dates when such things are due.

Teachers should plan for different abilities in their planning documents. Following a lesson, teachers should make note of pupil progress or the success of a lesson. Expected outcomes do not need to be recorded.

30. Registration

The form teacher should call the roll and mark with an oblique line in black ink those who are present. Registration needs to be done first thing in the morning and as soon as the children come in from the lunchtime play. Those who are absent should be marked O.

If a child is absent from school without a prior explanation, ensure that the school secretary is informed immediately after registration so that she can ring to check the reason for absence. The following codes will be used; Medical – I, Holiday – H, Late – L, other circumstances (to be specified) - C

The register is a legal document and liable to inspection.

31. Reports

Reports are intended to give the parents a **clear idea** of the work covered and of the child's **achievement**. There should be some indication of the child's attitude towards learning – effort, enthusiasm, motivation etc. **Social development** should also be mentioned. Try to **avoid negative** comments, but if unavoidable, give constructive advice as to how the matter can be remedied.

Reports are in the Autumn and Summer terms. They are written on iSAMS and distributed to parents via the school office. Please check reports carefully prior to the Head of Pre-Prep reading them. Dates for report deadlines will be given at the beginning of the relevant terms.

Order for Early Years Foundation Stage reports;

Personal, Social and Emotional Development

Communication and Language

Physical Development

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

General Report

Head of Pre-Prep's report

(In the Autumn Term report, the Nursery will only report on the three Prime Areas.

For the older children who are covering some aspects of the specific areas, this information should be in the general report)

Order for subject reports for Years 1 & 2;

English

Mathematics

Science

Topic

Religious Studies

French

Art/DT

PE

Music
Drama and ICT (in the Summer Term)
LDD report (if applicable)
General report
Head of Pre-Prep's Report

32. Subject Leaders at Elstree Pre-Prep

- To act as a link between the Head of Departments and the Pre-Prep
- Take the lead in policy development and the production of schemes of work in EYFS and KSI to ensure progression and continuity in your subject throughout the school.
- Support colleagues as appropriate in their development of detailed work plans and the implementation of the scheme of work and in assessment and record keeping activities.
- Liaise with the Heads of Department at Elstree and keep up to date with developments in your subject area, disseminating information to colleagues as appropriate.

33. Appendix I

Taking photographs or videos of the children

Children have their photographs taken on school cameras and downloaded onto the school system to provide evidence of their achievements for developmental records.

When a school device is available, staff, visitors, volunteers and students are not permitted to use their own mobile devices to take or record any images of Elstree children for their own records during session times.

School cameras and video equipment should be used. If a school camera is not available, personal mobile phones may be used so long as the photographs are uploaded onto the school system and deleted from any mobile devices in 24 hours. Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.