

Welcome to **REDDAM HOUSE** BERKSHIRE



The Junior Wing



REDDAM
House



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We are delighted that you'll be joining our school. This guide aims to give you information on the day to day running of the school, the equipment you'll need and answer some of the questions you may have.

We look forward to introducing you to your form tutor, subject teachers and new friends, but in the meantime, look forward to all the great opportunities that will be coming your way.

because success is in your hands

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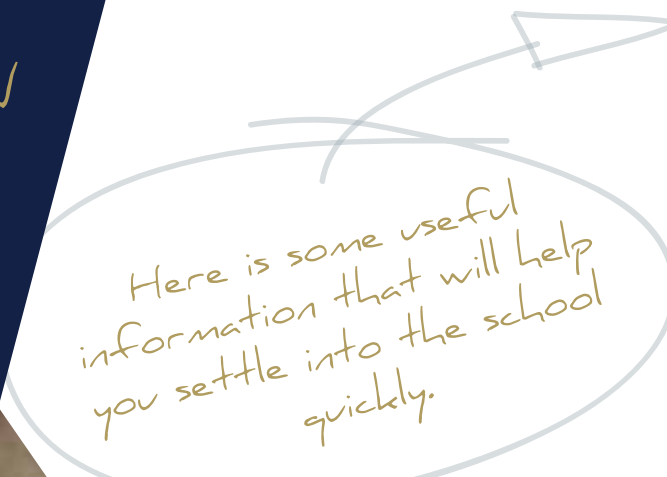
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JOINING THE SCHOOL



Here is some useful information that will help you settle into the school quickly.



Your tutor

When you join the Junior School you will be in a year group with a set form tutor. Some of your tutor's jobs are to help you settle quickly, help you make new friends and answer any queries that you or your parents have. They will be very friendly and kind, and will help you if you have problems, suggesting ways of making things better

You parents can email your tutor at any time to get help, or come to your classroom with you in the morning. If any teacher has a concern about how you are getting on in lessons, they'll speak to your form tutor about it, so you can chat it through together. The Headmistress of the Juniors is also available to help with any problems as well as celebrate your successes!

Getting to know the site

In the September term all our students take part in team building and orientation activities. These include getting to know the location of classrooms, changing rooms, toilets, lunch hall and of course the other children in your class. The team building activities are lots of fun and you should end the first day with a big smile on your face.

Lockers and storage of equipment

When you join we'll allocate a locker to you, near your year group base. The key to your locker should be kept in the locker, or your form tutor may prefer to keep it safe for you. The locker is the place to store books, your Surface Pro, book bags and sports bags. Please do not bring anything valuable into school.

Stationery Requirement

You need to bring the right kit with you to every lesson. Stock up on the things listed below:

- Black or blue ink pens (fountain, biro or erasable, eg. Frixion pens),
- Pencils, rubber, sharpener,
- Ruler
- Colouring pencils
- Highlighter pens.

Although fun and colourful pencil cases (from shops like Smiggle) are lots of fun, you will be asked to keep them at home if they are distracting you or others in class.

Houses

You'll join one of our four Houses, that are named after the heritage of our fantastic building; Illustrious, Discovery, Endeavour and Perseverance. In the Houses, you'll compete for points and the results of the competition are updated each Half Term.

Alongside academic success, you can earn points for your house through many competitions that take place throughout the year; from Sudoku to swimming, House singing to Sports' Day, everyone has a chance to take part and represent their team.

Assemblies

Every week we meet as a school for an assembly with the Headmistress. These assemblies are lots of fun and they always contain singing, celebration of awards from both in and out of school, and interesting presentations. Sometimes teachers will lead the assembly, sometimes one of the form classes and sometimes even parents come to talk about their interests.

because life is all about seizing opportunities

THE SCHOOL DAY

8:40

School is open for you to arrive from 8:30am. You can enter via the 'Red corridor' doors, either with your parent or on your own. Your form tutor will be waiting to greet you by your classroom.

You must arrive and be in your tutor room by 8.40am. Here your tutor will register you in the school, give out daily notices and a catch-up about how things are going. On Wednesday you will go straight to the theatre at 8:30am for assembly.

If you arrive after 8.40am, go with your parent to the Mansion Reception and sign in with the late book, explaining the reason for your late arrival. You will then be taken or directed down to the Junior School.

Lesson times

Lessons start at 9am. There are two lessons before break at 10:55am, one before lunch at 12:15pm and then three in the afternoon. Lessons will end at 3:45pm. There will then be an afternoon notices, snack and time for getting changed into PE kit if necessary.

Food and drink at school

At morning break, drinks and fresh fruit are available for you.

At lunchtime we offer a choice of 2 hot meat or fish main courses, a vegetarian course, salads, bread and soup. We serve a hot pudding and at least one cold pudding, yogurt and fresh fruit every day. Water is available on each table.

If you have a restricted diet or don't like any of the main courses on offer, plain chicken is available. Please do not feel worried about food, we make sure that no-one goes hungry.

At 3:45pm, fresh fruit is available again as a second snack along with breadsticks or crackers.

Tea and breakfast are available to those in extra hours.

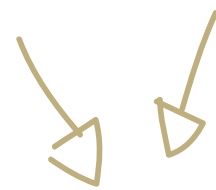
Water is available to top up water bottles from the fountains on the ground floor.

Snacks from home

We are a nut free school. If you bring in a snack it must be nut-free, as we have several students with severe nut allergies. We are a healthy school so if you do bring in a snack it should be vegetable sticks, crackers or breadsticks, rice cakes, cheese cubes, raisins etc. You will not be allowed to eat any cake or chocolate bars, crisps or similar snacks, nor 'fruit' winders or sweets – you will be asked to keep these in your bag for home time.



ACADEMICS



Cycle Tests

Every week from Year 4 upwards the Junior School has a timetabled Cycle Test slot. In this period everyone writes a Cycle Test paper. The paper is written to take 45 minutes or for those who have been awarded extra time by our SENDCo, 55 minutes.

A timetable of subjects for the Cycle Test slots is given to you at the start of term and emailed to your parents. Your teachers will tell you what to revise for the test and may give you some work to help you. This regular revision of the work you have done will help you to remember your work as you move on to other things.

Teachers aim to give you your results in the next lesson as a percentage or grade. You'll write this result into your diary to take home and it will appear on your termly report. Often the subject teacher requests you to take your question paper home and to have it signed by an adult.

In the lesson where the Cycle Test is reviewed, you'll complete an analysis of what went well and what needs improving. The teacher may also give you a model answer, showing the correct answers, to use in future revision.

Challenge and Extension for all (CHEX)

Our CHEX programme is a corner stone of academic life at Reddam House Berkshire. We believe that every student should be challenged and extended to achieve their very best in every subject.

CHEX will appear in lessons through extension exercises and challenging questions, in prep through wider reading and reflection and in Cycle Tests through extended opportunities to show understanding and learning.

CHEX is part of the teaching philosophy of every lesson; from formal academic to practical pursuits. It is a part of the vocabulary of Reddam House and we encourage all our students to embrace it. You'll hear lots about CHEX when you join.

E-books

Reddam House Berkshire has an extensive library of e-books that may be borrowed by students. Early in the first term everyone will be given a log in.

Prep

You'll receive a prep timetable by the end of the first week of term. This will outline what homework should be completed when. We will email this to your parents as well. You will be very busy throughout the day and therefore prep tasks will be kept reasonably short and focused on what you have been learning or what you will be learning next. You may be asked to do things like watch a YouTube video.

You'll be encouraged to write details of prep in your Prep Diary. This will be given to you at the start of term. If a piece of prep is taking you longer than 20 minutes, we ask an adult to sign and say that 20 minutes focused work has been completed. This helps the teacher to gauge your pace and rate of work.

Academic support lessons

We have a team of teachers who work with students who are finding a topic tricky or who have a diagnosed educational need.

We believe that a difficulty shouldn't hold you back; we just need to find a way to help support you to make things easier. You can speak to your form tutor or subject teacher at any time if you are finding things hard.



ENRICHMENT

Games, dance and sports

Every member of our school community has the opportunity to represent the school in competitive sports on our termly carousel of sports. The winter term focuses on football and netball, the spring term on rugby and hockey and the summer term on athletics, cricket and rounders. Swimming, dance and team gym are taught throughout the year.

Activities

Activities start in the second week of term and run on Monday to Friday during Term Times, from 4.00pm to 5.00pm. and are often changed each term.

You and your parents will be emailed the choice of activities before each term. You have the first week to try activities and then you should stick to the one you have chosen.

Some activities can be over-subscribed but we will always try to offer an alternative.
Other activities carry a charge, make sure you check with your parents

before selecting paid-for activities.

Every day one of the activities on offer is Prep. You may like to chose this option if you want to get your homework out of the way.

LAMDA lessons

We are fortunate that we have a team of talented LAMDA teachers who visit the school on Fridays. All students are welcome to apply to take part in LAMDA lessons and most do extremely well in their LAMDA examinations.

Music lessons

Reddam House works with a talented team of peripatetic music teachers who are able to offer individual or small group lessons.

The list of instruments appears to grow daily but currently includes:

Voice, violin and viola, cello, drums, guitar, percussion, saxophone, flute, clarinet and piano

Our music teachers handle the timetable and booking process for lessons. At the start of the term, all new students from Year 4 are asked to learn an instrument at Reddam House.

Trips and visits

Trips and visits are a very fun part of bringing the curriculum to life and Reddam House encourages co-curricular visits.

The teacher running the trip will organise all of the details, including contacting your parents. They will also ensure that you know when the trip is and what you will need to bring. Work in lessons before and after the trip may focus on the purpose of the trip and watch out for pictures on the blog when you return.

#WEAREREDDAM



All of our students are required to have a Surface Pro, from Year 5 upwards, for use in school and for prep. All of the communication which utilises the school wifi is filtered and monitored by our Smoothwall software and you must adhere to our ICT Code of Conduct when using technology in the school.

Email

All students from Year 5 will have a Reddam House email account. Please use this for all school correspondence, rather than any private email account you may have.

Reddam House email accounts are normally:
 firstname.surname@reddamhouse.org.uk for students
 and initial.surname@reddamhouse.org.uk for staff.

At the start of the academic year, Computing lessons will give out details and check you can access your email account. Please check your emails regularly for messages from staff.

When we give you your email password please note it in your diary. If you forget it, ask your tutor to request for it to be reset. We try to resolve password problems within 24 hours.



UNIFORM

We're proud of our uniform and so do insist that students wear the appropriate uniform. Hair must be kept neat and tidy for both sexes and tied back when request to do so for safety reasons.

Reddam House operate a 'multiform'. This means that on the majority of days you may wear the Reddam House polo shirt, jumper or fleece or your formal uniform.

On formal occasions and for Heads' Assembly, you must wear a white shirt with collar, school tie and the school blazer from Year 4 upwards.

Sports Kit Requirement

You must bring the appropriate sports kit on days where you have games,

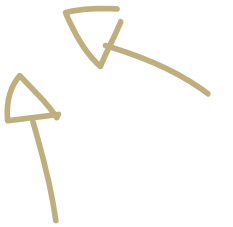
PE or Dance. Your parents have been given a list of the items needed for each of the activities but it is up to you to make sure that your sports bag is packed with the correct items.



BEHAVIOUR

We expect you to:

- Be courteous and well-mannered at all times, greeting staff and visitors with 'Good morning/afternoon'
- Respect staff and fellow students, paying attention in class and not disrupting the learning of others
- Move quietly and sensibly around the school site, refraining from rough play or unruly behaviour
- Be punctual at all times and stand quietly behind your desk in the classroom waiting for lessons
- Complete all work set, in class and at home, and prepare adequately for tests
- Conform to the Discipline and ICT Code of Conducts



Rewarding The Positives

Merit awards are our way of rewarding the great things that our students do every day. You can gain merits for impressive results, charitable actions or extra effort; these are given by individual subject teachers or tutors and recorded in your student records. The accumulation of merits leads to certificates and awards that are presented in assemblies. When significant milestones are reached, you will be invited to our special award lunches at the end of each term. We love celebrating your achievements with you and will always let your parents know so that they can celebrate with us.

It is our belief that the rewarding of positive behaviour is far more meaningful than highlighting where you have not met our community's standards, however, when things haven't gone quite to plan your teacher will discuss the behaviour with you and this will be recorded as a debit notification. This might be as a result of forgotten equipment, late prep, unsuitable behaviour in the classroom etc. Sometimes you may be given a warning before a debit notification is written. We believe that you should be allowed to learn from your mistakes and to self-correct so following a debit notification, repeated behaviour/actions may lead to a discussion with a more senior member of staff and you could be issued a demerit notification. These demerit notifications also go to your parents and are recorded on your student record.

Demerits can sometimes be given straight away in the case of unacceptable behaviour, attitude or work. We have a policy that we work from called Rewards and Sanctions which helps us to keep our community a positive place to be.



Your tutor

Your form tutor will be your first point of contact for most queries you have. You'll meet with your tutor every morning for registration. Every week they'll sign your diary and talk about your targets for the week. If you're worried or need advice, your tutor will be there to help you.

Feeling unwell

If you're feeling ill tell your teacher, Mrs Pead or Mrs Deakin. They will contact the school nurse. If the nurse feels it would be better for you to go home, someone will contact your parents or carers. If you have been poorly, you must be free from infectious diseases, sickness or diarrhoea for 48 hours before returning to school.

Site safety

As a school with students from 3 months to 19 years, we are extremely vigilant about making our school safe. If you see someone in the building you don't know and they're not wearing a visitor's badge, please let a member of staff know as soon as possible.

Safeguarding

We believe that you and all our students have a right to learn in a supportive, caring and safe environment, which includes the right to protection from all types of abuse; we will look out for signs of any student in distress and will take steps to help you or other students.

Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment. Reddam House Berkshire is a listening school. If you have any concerns speak to your tutor or any member of staff, regardless of their job role, who will take the required action and aim to resolve the difficulty.

Similarly, if you have any concerns about another student, for example, you have witnessed unkind behaviour directed at another student, you are encouraged to tell a member of staff.

Email and internet communication is monitored and unapproved sites are blocked by our firewall, Smoothwall. Please remember your Surface Pro is a learning tool and use it appropriately.

Questions, queries and help

We encourage the whole school community to help anyone new, especially when they first join the school; the speed at which our new students settle is definitely one of our strengths.

Students are expected to offer one another support and encouragement; if you need help please do call upon a classmate or one of the other students who will be delighted to help. Similarly, please do offer assistance to others when you see a student in need.

We know that you will be happy in our community and look forward to welcoming you to the Reddam House family.

WeAreReddam

My Notes

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Member of **inspired**