



CHARLOTTE HOUSE  
NURSERY, PRE-PREP & PREP SCHOOL

# Parents' Handbook

2020-2021

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Charlotte House Prep School



Dear Parents

I wish you a warm welcome to Charlotte House and I trust that you will find this handbook to be a comprehensive guide to life at our school.

Charlotte House Prep School was founded in 1931. The school, originally known as Rickmansworth PNEU, holds dear the aims and ethos established by leading Victorian educationalist Charlotte Mason. She founded the PNEU (Parents' National Education Union), a movement that involved parents in their children's education. Her chief philosophy was that children should learn through experience and she believed that they should be aware of the world around them.

Charlotte Mason's ideals still hold good today and we are proud of our history. We ensure that our girls enjoy learning and that they strive to achieve the very best that they can. Our school motto - *I am, I can, I ought, I will* - together with our skylark emblem, promotes the sense of self-confidence which we instil in our pupils; the drive to soar and unlock their true potential.

Having chosen Charlotte House Prep School for your daughter, you are giving her the very best foundations for her future. When the girls leave us, we know that they are ready to face the world with confidence and that they will remember their time here with affection.

In these times of Covid-19 we may need to make alterations to our normal routines. You will be notified of these as appropriate. Rest assured we will always endeavour to give you as much notice as possible of any changes.

A handwritten signature in cursive script, appearing to read 'F. Woodcock'.

Miss Penny Woodcock  
Head

## Organisation and Structure of Charlotte House

The school welcomes girls from 3-11 years of age.

We use the following nomenclature for our school:

Nursery        ) Early Years  
Reception     )

Form I         ) Pre-Prep  
Form II        )

Form III       )  
Form IV        ) Prep  
Form V         )  
Form VI        )

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## Admissions

We welcome applications for girls entering Charlotte House at 3+ (Nursery) or at 4+ (Reception). Occasionally, vacancies may arise in other year groups. We offer places to girls according to their attitude and approach to learning. In essence, this means that we are largely non-selective on academic ability alone, but in our assessments, we look for those girls who will embrace a broad and balanced curriculum and show that they possess the intellectual character expected for the demands of our school. Early registration is strongly recommended.

Prospective pupils have an informal assessment/classroom experience and a meeting with the Head. Previous school records are required.

## Adverse Weather

If we are faced with adverse weather conditions, the school may have to shut for the health and safety of all. Should this happen, parents would be alerted by Clarion Call (which is a school email system) and a message is posted on our website.

If we need to close the school for more than one day homework will be posted via Tapestry, Class Dojo or Google Classroom.

## Aims

Within an atmosphere of warmth and friendliness we encourage all our girls to learn through discovery.

Our main aims are:

- to provide a broad, balanced, creative and challenging curriculum both inside and outside the classroom;
- to develop thinking skills and resilience to enhance the girls' intellectual character;
- to provide equal opportunities for all girls to flourish and fulfil their potential;
- to encourage core values of appreciation, respect, independence, co-operation and courtesy in an environment that is supportive and friendly;
- to have high expectations for the girls' work and behaviour;
- to foster strong links with parents, the extended family and the local community;
- to advise, prepare, support and guide girls for successful secondary transfer.

## Assemblies

Assemblies are an important part of school life. They allow the whole school to join together. The arrangement for assemblies is as follows:

Monday	Whole School
Tuesday	Music Assembly
Wednesday	Class Assembly
Thursday	Form Time
Friday	Celebration Assembly

During Covid-19 precautionary measures Assemblies will be held in Form rooms.

## Assessment & Reporting

Much of our assessment is informal and used for on-going planning. However, we do have more formal assessment procedures in place.

### Autumn Term

Nursery - Aspects Baseline

Reception - GL Baseline

Forms IV, V & VI - Verbal and Non-Verbal Reasoning Tests

Forms II to VI - Reading and Spelling Tests

Form III-VI - Maths

Forms III-VI - Accelerated Reader Test

### Spring Term

Form I Reading and Spelling Test

Forms I to VI - Assessment Tests

Forms III-VI - Accelerated Reader Star Tests

### Summer Term

Nursery - Aspects Follow up

Reception - GL Follow up

Forms I to VI - Subject Exams (see examinations for further information)

Forms II-VI Accelerated Reader Star Tests

Reports for all girls are issued at the end of the Autumn and Summer Term.

## Attendance

Girls are expected to be in school during term time. Please try to ensure that your daughter does not have unnecessary absences from school. Education is a continuous process and breaks in that continuity will have an adverse impact on the quality of education we can provide. If there are unavoidable reasons why absence is necessary, permission must be sought in advance from the Head.

- If your child is absent from school through illness please telephone the office and inform the school secretary who will inform the class teacher by 8.30am. **Please note that, under Department of Health guidelines, children must be away for 48 hours after the last bout of sickness or diarrhoea; there are no exceptions to this rule.**

If any member of your household has a confirmed case of Covid-19 your daughter should not return to school for 14 days.

If your daughter has any symptoms or a confirmed case of Covid-19 she must self-isolate for 10 days.

- On your child's return a letter of absence should be presented to the class teacher since the attendance register is a legal document.
- All front doors are secured at 8.35am. Any girls arriving late or leaving during the school day must visit the Office first and sign in or out. This is an important element in our school safety policy and for fire regulations.

The School doors open at 8.20am:

- Nursery, Reception, Form I & Form II enter by the Nursery staircase
- Forms III-VI enter by the Upper Lobby

Please note the timings and entrances may alter due to Covid-19 regulations.

The Attendance Register is taken at 8.35am and at 1.30pm every day.

### Awards

House Points are awarded for excellence, improvement, politeness, kindness and effort; each week the winning House is announced in Assembly.

We use a tiered system as an incremental reward system for the girls:

- 1 house point is marked onto a Commendation card.
- Excellence book = 2 house points
- Merit badge = 3 house points
- Once 50 house points are collected, a Head's Bronze Certificate of Commendation is awarded
- After 100 housepoints a Silver Certificate of Commendation is awarded
- After 150 housepoints a Gold Certificate of Commendation is awarded
- After 200 housepoints a Diamond Certificate of Commendation is awarded
- These certificates are presented in assembly and a letter is sent to parents

A weekly focus highlights one pupil's achievement in each form. These eight pupils are then rewarded with a merit badge in assembly; their names are included in the newsletter.

Girls who have received awards, certificates or achievements out of school may have these presented in assembly and again their names are included in the newsletter.

## Calendar

The school calendar, which can also be found on the website, is circulated to all parents at the end of the previous term. We plan ahead to aid full participation at school events by both parents and children.

## Car Parking

Please be aware of school children at all times; for the safety of your children please adhere to the following rules unless you have been specifically advised otherwise:

- only staff cars may use the school drive and parking area
- do not at any time walk on the school drive or allow your children to do so: it is not a footpath. Please use the paths provided. All classes should enter the school through the designated entrances
- when parking on the road, your car must NOT be parked on the zig-zag lines and you must only park on the school side in order not to block The Drive for other road users, unless you are parking between 10am and 11am
- please do not park across our neighbours' driveways at any time
- please approach the school from the Rickmansworth end of The Drive and continue in the same direction
- do not, under any circumstances, reverse into the school driveway or attempt a three point turn
- remember that parking restrictions apply in this area and do check notices

## Charities

We have a comprehensive charity programme supporting both local and national charities. Recent events include Herts Young Homeless, Royal British Legion Poppy Appeal, Macmillan Cancer Care, RNIB and NSPCC. The School Council co-ordinates our charity work; if your family has links to a charity you would like us to support do email Mrs Wildman.

## CharlotteHouse@home

Code of conduct for CharlotteHouse@home

In order for our digital home learning to be a safe learning experience, please ensure the following are followed:

- Zoom meets will be the main method of contact for the girls and their teachers. Parents should continue to communicate via e-mail.
- No parent or child is to invite a teacher to a Zoom meeting. All Zooms are to be initiated by Charlotte House Staff only in order to be in line with our safeguarding procedures. If you need to speak to a teacher then as before please email the teacher concerned who will schedule a time with you for a phone call.

- Zoom meets must take place in an open, shared, quiet space in your home. For safeguarding reasons, pupils should be dressed appropriately, and not be in a private area of the house (such as their bedroom). If possible they should be sitting at a table and be using a device they do not need to hold.
- When using Google Classroom the children are allowed to write comments on the stream which are directly linked to their learning but they should not write general comments. All children in the class can read the stream but for private direct messages about their learning, pupils should use the private comment on the class work assignment.
- On starting a Zoom meeting the girls will be in a 'waiting room' and the teachers will allow the girls in. By using this feature we ensure no one else can enter our meeting. Please note that the device must have a recognisable name. All the girls will be muted and the teacher will unmute girls as and when it is appropriate. Girls will be expected to sit, listen and participate in the Zoom meets. If a girl continues to be disruptive during a lesson, despite being asked to stop, her video may be turned off and she will remain muted so she is not disturbing others; if this is the case the teacher will e-mail the parent at the lesson.
- All children should be monitored throughout their online learning activities. All links sent by staff have been fully vetted and any YouTube links have been routed through Safe Tube so should not include adverts and not move on to another video at the end. Some tasks will require the girls to research things; you may want to suggest to your daughter that she only uses the search engine <https://www.kiddle.co/as> . Please discuss with your daughter what action you would like her to take if she does see something inappropriate on her screen – at school we talk about turning iPads so they are face down or turning screens off and then alerting an adult. We cannot stress the importance of reminding your children of on-line safety during lockdown. I am sure you are aware of the heightened risks at the moment that have been discussed on the national news. <https://www.thinkuknow.co.uk/parents/> and <https://www.childnet.com/parents-and-carers> are great websites which may help you feel more able to discuss these matters with your daughter.

Miss Woodcock is our Designated Safeguarding Officer and if you are worried that your daughter has seen any inappropriate images or been in any chat rooms please do let her know and she can suggest a course of action to support your daughter's mental well-being and her on-line safety.

### Charlotte House Newsletter

Our weekly newsletter is sent electronically via Clarion Call to all parents. Should you require a hardcopy please contact the school office. It is also available on our website and a copy is on the Upper Lobby noticeboard.

## Child Safeguarding

All staff have a duty of care for the safeguarding of the children in the school. Any concerns about a child's welfare should be directed immediately to the Head or Deputy Head.

## Class Sizes

There is an excellent pupil-teacher ratio in the school. Most class sizes are between 16-18 and we cap at 22. We have the flexibility to offer smaller class sizes for mathematics for some classes.

## Clubs & Activities

We run clubs at lunchtime and after school.

These change termly but include:

Arts & Crafts	Music Ensemble Groups
Ballet	Netball
Board Games	Reading Club
Book Club	Recorder Club
Choir	Russian
Gardening Club	School Council
Gymnastics	Science Club
Golf	Orchestra
IT Club	Sign Language
Library	Speech & Drama
Listening Skills	Swimming Squad
Maths Club	Tae Kwon Do
Mindfulness	Thinking Skills

Additional charges may apply for some clubs.

Please note clubs may be effected by Covid-19 regulations.

## Communications

Communication is key between school and home. All children have a home/school book/journal in which simple messages can be exchanged. A quick chat with a teacher can sometimes be all that is needed. Other communication methods used between home and school include:

- Email
- Letters
- Telephone
- Charlotte House Newsletter
- Website - [www.charlottehouseprepschool.co.uk](http://www.charlottehouseprepschool.co.uk)

- Facebook - [www.facebook.com/CharlotteHousePrepSchool](https://www.facebook.com/CharlotteHousePrepSchool)
- Clarion Call
- Noticeboards

If you would prefer to arrange an individual meeting with any member of staff, please do not hesitate to contact the appropriate person.

### Currently High Achieving Pupils (CHAPS)

Our CHAPS co-ordinator liaises with subject teachers to identify girls who may have a special ability or talent. Specific teaching plans or programmes may be implemented to ensure each child reaches her potential.

### Curriculum

Whilst we cover the National Curriculum we also offer a greater breadth in both subjects and teaching methods. We ensure that girls view learning as an enjoyable and enriching experience. We take days out each year to concentrate on specific subject areas in depth, such as Mathematics, Languages, Art or Science, and use visits to galleries, theatres and activity centres, as well as inviting speakers into school, to enhance our studies.

We teach the following subjects:

Art	Physical Education
Computing	Personal, Social, Health & Economic Education
Design & Technology	Religious Education
English	Science
French	Spanish
Geography	Swimming (Forms III-VI) (Currently suspended due to Covid-19 regulations)
History	Verbal & non-Verbal Reasoning (Forms IV, V & VI)
Latin (Forms V & VI)	
Mathematics	
Music	

In Early Years and Pre-Prep a topic based approach is used on a two year cycle.

### Daily Routine

Forms IV -VI may be dropped off at 8.10am in the Sports Hall

Doors open at 8.20am

Registration takes place at 8.35am

Assembly takes place at 8.40am

Lunch break is between 12.20pm and 1.30pm

Afternoon registration is at 1.30pm

The School day ends at       12.15pm (optional for Nursery)  
  3.30pm (Nursery, Reception, Forms I & II)  
  4.00pm (Forms III-VI)

Enrichment & extension clubs and activities take place after school and at lunchtime.

### Data Protection

At Charlotte House we take our responsibilities for Data Protection seriously. Please refer to the Privacy Notice on our website <https://www.charlottehouseprepschool.co.uk/privacy-notice/> for details and should you have any queries, contact the Bursar on [aparker@chpschool.co.uk](mailto:aparker@chpschool.co.uk)

### Discipline

Girls are expected and encouraged:

- to show courtesy and consideration to everyone
- to tell the truth and keep promises
- to work hard
- to respect the environment and property
- to move around the school quietly with no running
- to come quietly into school and settle down to work

Bullying is not tolerated under any circumstances and will be dealt with according to our Anti-bullying Policy which can be viewed on our website, or requested from the office.

Any minor offences are dealt with by the individual teacher. For more serious misdemeanours, the Deputy Head and/or Head becomes involved. Parents are informed as and when necessary.

### Dyslexia Friendly School

As we are a BDA accredited Dyslexia Friendly School, all our teachers use multi-sensory teaching strategies which promote the highest levels of learning for all pupils.

### Electronic messaging system

The quickest way for us to reach parents is via text or e-mail and we use a system called Clarion Call. Please ensure that we have up to date e-mail and phone details.

### Equipment

Girls in Nursery-Form II need a book bag to transport reading books & spellings between home and school. Writing equipment is provided in school. The book bags are provided by the school.

In Forms III-VI each pupil is expected to provide her own personal equipment which should include:

- a pencil case containing a handwriting pen
- 2 sharp pencils
- a 30cm ruler
- a rubber
- a pencil sharpener
- colouring pencils and/or felt tips
- glue stick
- scissors

Please ensure these items are named or identifiable in some way as we cannot be responsible for their loss.

Additional items of Maths equipment will be required as your daughter progresses through the school.

From Form IV upwards each girl should have her own dictionary and thesaurus at home which she can access when doing her homework.

### Examinations

These are taken by girls in Forms I-VI in the Summer Term. The girls are fully prepared for these examinations by their teachers. They teach girls the importance of working hard, being well organised and managing one's time. However, a sense of perspective and balance needs to be in place to allow the girls to reach their potential.

The following examinations are taken:

Forms I-III	English & Maths
Form IV	English, Maths & Science
Form V	English, Maths, Science, French, Spanish, Latin, History, Geography, RE & VR
Form VI	English, Maths, Science, French, Spanish, Latin, History, Geography & RE

A revision week is scheduled before the examinations take place.

### Fees

Fees are payable termly, in advance. A surcharge is made for overdue fees.

### Fire Drills/Fire Evacuation

At least one practice is held each term at different times of the day in order that girls learn to walk sensibly to the muster point should the alarm sound. Should the fire alarm go off when parents are in school, the muster point is the Upper Tennis Court.

### Form Representatives

See PTA

### Governors

Our Board of Governors is a diverse group of individuals with a broad skill set.

The Board supports the school and meets regularly.

Should you wish to raise anything with the Chair of Governors, please do so via the school office.

### Healthy Eating

The girls may bring in a snack for break but we ask that you observe that we are a **'nut free'** zone. In Nursery & Reception we provide a fruit snack. Our menus are carefully devised to ensure the girls have a well-balanced nutritional meal.

### Homework

Homework can be a short task to reinforce and consolidate work that has been carried out in school.

At times, homework may be longer, open-ended tasks such as researching for a topic or working on a project.

The amount of homework given will depend on the age of the child but regular reading should be incorporated at home on a daily basis.

### Houses

From Nursery the girls are divided into four houses: Woodpeckers (green), Kingfishers (blue), Goldfinches (yellow) and Robins (red). A House Captain is elected from Form VI each year. We encourage a healthy competitive spirit between the Houses during inter-house competitions.

### House points

See Awards

### IAPS

We are proud to be associated with IAPS (The Independent Association of Prep Schools). IAPS is a kite mark of excellence and puts us in an elite establishment of schools in and around the British Isles.

## Illness

If your daughter is unwell please do not send her to school. Should your daughter become ill during the school day, you will be contacted immediately. Your daughter may be isolated from her class mates whilst we await your arrival to collect her. We are unable to administer any medicine to your daughter unless it has been supplied by you and the Consent for Administration of Medicine Form (available on our website) has been signed and handed in to the school office.

If your daughter is well enough to be in school she should be able to access everything this involves including outdoor play, PE and swimming.

## Larks & Owls

Larks and Owls are the Charlotte House before- and after-school clubs. They provide a safe, flexible way for parents to manage their busy schedules while giving the girls a popular and fun way to start and end their school day.

The clubs operate during the school term and bookings are made through the school office on a weekly or termly basis.

### Larks

Larks pre-school care and breakfast club is open to all girls from 7.35am with an optional healthy breakfast of toast and cereals available until 8.00am. Girls can enjoy some quiet time, talk with their friends or take part in supervised play until the start of the school day.

### Owls

Owls after-school club is available from 3.30pm until 6pm. For older girls, Owls offers a quiet place where they can do their homework, join in various activities or simply enjoy a peaceful environment. For younger girls, Owls' many activities include art, painting, seasonal craft, reading, dressing-up and a puppet theatre. During the summer months, girls can enjoy supervised play in the garden and outdoor activities. A light teatime meal is provided.

### Sisters' Club

For girls finishing school at 3.30pm (Nursery, Reception, Forms I & II) who have an older sister whose school day finishes at a different time to theirs, we offer complimentary Sisters' Club. Booking is essential.

Until Covid-19 guidelines are lifted our wrap-around care must be pre-booked and cannot be used on an ad-hoc basis.

## Learning Support

We have a learning support teacher (SENCO). She provides 1:1 or small group teaching to support those girls who may have a specific need or supports within lessons.

Our Learning Support Assistant (LSA) or a Teaching Assistant (TA) may also be assigned to help with specific children who require additional support.

Any specific help offered would be discussed fully with parents. At times, a Support Plan may be put into place to support your daughter more fully. These are discussed with you termly with the Form Tutor and SENCO.

On occasion, we may feel that an external, more specialist agency should be involved, for example, an Educational Psychologist or a Speech & Language Therapist, which would be at your own expense. We would advise and support you and your daughter should this be necessary.

### Lost Property

Un-named Lost Property is kept in the Upper Lobby. Named items are returned to the owner. Any valuables are taken to the Office. Girls must take responsibility for looking for their property. Please ensure that all property, including water bottles and snack boxes, is named so that your daughter can easily identify her belongings. Please ensure if you buy items from the second-hand uniform sales you remove or cover the previous owner's name labels.

### Lunches

Lunch is included in the termly fees. Children are supervised during lunch and good table manners and a varied diet are encouraged. There are two lunch sittings: one for Early Years & Pre-Prep and one for Prep. All lunches are freshly prepared and cooked on site by our catering staff. Weekly menus are on our website.

Please note if your daughter suffers from a food allergy we request a copy of your GP or specialist's letter detailing the allergen and the course of treatment necessary to treat any subsequent allergic reaction. This is so the chefs can ensure your daughter is not offered any food that may be harmful for them to ingest.

We are a nut-free environment.

### Medical Information

This information is updated at the beginning of each academic year but do contact the School Office immediately if anything changes so that records can be updated.

Medicines can only be administered with written instructions from a parent (a form is available on our website). We do request that this is prescribed medication only.

Inhalers should be clearly labelled with name and instructions. A child should have a spare inhaler kept at school in addition to the one in her classroom.

If your daughter has an accident at school that causes concern, we will contact you by telephone. Staff are trained in first aid. All Pre-Prep and Early Years staff are trained in paediatric first aid. In matters causing serious concern the school will call an ambulance in order that your daughter can receive the best possible care as quickly as possible. You will be notified immediately after if this is the case.

If your daughter suffers from an allergy we request a copy of your GP or specialist's letter detailing the allergen and the course of treatment necessary to treat any subsequent allergic reaction.

### Mobile Phones

Older girls who walk to and/or from school are encouraged, for safety reasons, to carry a mobile phone on their journey. If it is necessary for your daughter to bring a mobile phone into school, it must be left with the school office. This is left in the school office at your own risk.

### Music Lessons

Individual clarinet, saxophone, flute, piano, violin, guitar and singing lessons are offered from Form II (from the summer term) upwards. Lessons during school are on a rotating timetable basis. Please contact the school office for availability. There is an additional charge for music lessons.

### Outings

Off-site visits provide valuable educational experiences.

In your Terms & Conditions, you give permission for your daughter to attend day trips, but as a matter of courtesy, we always send out a letter.

Due to Covid-19 no trips have yet been planned for the autumn term.

### Parent Portal

Our website is a useful platform for information about all that is happening here at Charlotte House. After any event we add news and galleries so friends and families can see what the girls have done. There is a calendar showing events and fixtures along with information regarding start and finish times. Please contact the school office for the login details.

### Parents' Evenings

Parents' Evenings enable you to discuss your daughter's progress with her teachers. The following arrangements are in place:

Early Years & Pre-Prep Parents' Evenings are held in the Autumn & Spring Terms.

Forms III-VI Parents' Evenings are held each term.

The dates for Parents' Evenings are published on our school calendar. We operate an on-line booking system for these events.

### Photographs/Videos/Publicity

Occasionally photographs of our girls appear in the local papers and educational magazines, illustrating school activities. We also include photographs/videos of school activities on our website, newsletter and Facebook, although we never put names to a child's photograph on the web. The exception to this is if it's a major story and this information is likely to be widely reported. You will be asked to sign a form giving permission for your daughter's photograph/video to be used in this way.

We also take photographs of school activities as part of the curriculum and for internal records and classroom display to be seen within school only. At certain functions, eg a school play or concert, we have no control over how photographs are used by parents, however we do ask that a responsible approach is taken and ask that they are not uploaded to social media sites.

If your daughter is selected for an event at another school e.g. Maths challenge, netball match, etc we can make no guarantee that photos won't be taken. By agreeing for your daughter to attend such an event you are accepting that photos may be taken by people unknown to our school community.

### Policies

Should you wish to read our policies, please refer to the school website or contact the school office.

### PTA

Charlotte House School has a very active Parent Teacher Association run by enthusiastic and dedicated parents to whom we are very grateful for their invaluable contribution to the life of the school. A system of Form Reps helps to keep everyone informed of what is going on. The committee is always looking for new ideas and your enthusiastic support. They organise various events for the school community. The PTA organises second-hand uniform sales at regular intervals.

All parents are automatically members of the PTA and we hope you will enjoy organising and/or supporting the events.

The PTA has been very generous to the school and recent purchases have included robotic equipment, iPads, practical maths equipment and a sizeable contribution to the new school minibus.

### Pupil Officers

We have various posts of responsibility held by some of the Form VI girls. There are also a variety of jobs which are assigned to all Form VI girls.

## Reading

We encourage all girls to develop a love of reading. As well as having a well-equipped and resourced library, each classroom has its own class library. We incorporate DEAR (Drop Everything And Read) moments in school. The Prep girls use the Accelerated Reader System to monitor their reading. Read Write Inc phonics are used in Early Years and Pre-prep.

## Residential Trips

Forms IV, V & VI the girls have a residential trip. These trips allow girls to learn so much more than the traditional classroom environment can offer.

## School Council

Mrs Wildman leads the School Council. A pupil representative from each Prep class is elected. The School Council meets weekly to discuss ideas to bring to the Head to improve the school.

## School Events

There are a number of events which all girls are expected to attend. These include Open Days, Sports Day, Speech Day, Carol Service, concerts and plays. Unless notified, full school uniform should be worn. Times and dates for these can be found on the school calendar.

## Teaching Assistants

We have a team of dedicated Teaching Assistants who assist in the classrooms and in the garden. The Teaching Assistant works closely under the direction of the class teacher.

## Term Dates

These are published well in advance. Please see our website for further details.

## Transfer to Secondary School

Helping and advising parents on secondary school options is of fundamental importance to us. We recognise the concerns secondary school transfer may bring, but our experience and our excellent reputation for success at 11+ demonstrates that Charlotte House girls are fully equipped for this transition.

Girls in Forms IV, V & VI have Verbal and non-Verbal Reasoning lessons in preparation for the 11+ tests and examinations. We offer a free revision day during the summer holiday for girls about to enter Form VI in preparation for forthcoming examinations in September.

A secondary transfer meeting is held for all parents in Form V to prepare them for the transfer process. Individual follow-on meetings are held.

We liaise very closely with secondary schools and are kept informed of their Open Days and Entrance Exam procedures.

## Uniform

Our suppliers are Beat School Uniforms ([www.beatschooluniforms.co.uk](http://www.beatschooluniforms.co.uk)). Please do order any uniform in plenty of time for the start of the new term. Please note that hair accessories should be blue, black or white. No jewellery, unless for religious purpose, should be worn. Please note all earrings will need to be removed for PE due to safety reasons. Make-up and nail varnish are prohibited. The PTA also runs second-hand uniform sales.

A full uniform list is at Appendix A.

## Website

Our website is a useful platform for information about all that is happening here at Charlotte House. After any event we add a gallery of photos so friends and families can see what the girls have done. There is a login for the Parent Portal and you will be advised of this via ClarionCall.

## Who's Who

Staff and their email addresses are listed - see Appendix B.

A list of Governors can be found on our website.

## Workshops

Each September a Form Information Evening is held to which all parents are invited. Due to Covid-19 guidelines this will be held via Zoom this year.

There are also individual subject workshops to which parents are invited, following their class assembly. Further details are issued at the beginning of each term.

Appendix A

COMPULSORY UNIFORM LIST *Effective September 2020*

All items are obtainable from the school outfitters, at [www.beatschooluniforms.co.uk](http://www.beatschooluniforms.co.uk)

All items should be clearly named.

Nursery & Reception	Forms I & II	Forms III-VI
<p><b>WINTER UNIFORM</b>            Grey School Blazer            Anorak with detachable fleece            Grey Felt Hat with Ribbon Trim            Tartan Pinafore            Pale Blue Long Sleeved Revere Collar Blouse or Blue Roll-Neck Shirt            Grey/trim Pullover or Grey/trim Cardigan            Navy Art Paint Smock            School Bobble Hat            School Scarf            Grey Gloves/Mittens            Grey Tights/long Grey Socks            Wellingtons - any colour or design</p> <p><b>SUMMER UNIFORM</b>            Grey School Blazer            Tartan Dress            Straw Boater            Grey/trim Pullover or Grey/trim Cardigan            Anorak with detachable fleece            Plain white knee high or ankle Socks</p>	<p><b>WINTER UNIFORM</b>            Grey School Blazer            Anorak with detachable fleece            Grey Felt Hat with Ribbon Trim            Tartan Pinafore            Pale Blue Long Sleeved Revere Collar Blouse or Blue Roll-Neck Shirt            Grey/trim Pullover or Grey/trim Cardigan            Navy Art Paint Smock            School Bobble Hat            School Scarf            Grey Gloves/Mittens            Grey Tights/long Grey Socks            Wellingtons - any colour or design</p> <p><b>SUMMER UNIFORM</b>            Grey School Blazer            Tartan Dress            Straw Boater            Grey/trim Pullover or Grey/trim Cardigan            Anorak with detachable fleece            Plain white knee high or ankle Socks</p>	<p><b>WINTER UNIFORM</b>            Grey School Blazer            Anorak with detachable fleece            Tartan Pinafore or Kilt            Pale Blue Long-sleeved Revere Collar Blouse            Grey/trim Pullover or Grey/trim Cardigan            Blue Pullover/Cardigan (Form VI Only)            School Bobble Hat            School Scarf            Grey Gloves/Mittens            Grey Tights/long Grey Socks            Wellingtons - any colour or design  <b>• Blue jumper/cardigan for Form VI only</b></p> <p><b>SUMMER UNIFORM</b>            Grey School Blazer            Tartan Dress or Tartan Kilt with pale blue short-sleeved open neck blouse            Grey/trim Pullover or Grey/trim Cardigan            Anorak with detachable fleece            White ankle Socks  <b>• Blue jumper/cardigan for Form VI only</b></p>

Nursery & Reception *See note below	Forms I & II	Forms III-VI
<p><b>Shoes</b> Sensible plain black leather</p> <p><b>SPORTSWEAR</b> Blue/crest Sweatshirt Coloured House Polo shirt Navy Cycle Shorts Navy/crest Shoe Bag White Trainers – Velcro only*</p> <p><b>Hair Accessories</b> Blue, black, brown or white accessories</p> <p><b>Other Items</b> Book bags : Provided by the school Water bottle : Available from school Legionnaire Hats</p> <p><b>* Nursery girls only require white trainers in the Autumn and Spring Terms. The other sportswear items will be needed in the Summer Term.</b></p>	<p><b>Shoes</b> Sensible plain black leather</p> <p><b>SPORTSWEAR</b> Blue/crest Sweatshirt Coloured House Polo shirt Navy Cycle Shorts Navy Tracksuit Navy/crest PE Kit Bag Navy/crest Shoe Bag White ankle socks White trainers</p> <p><b>Hair Accessories</b> Blue, black, brown or white accessories</p> <p><b>Other Items</b> Book bags : Provided by the school Water bottle : Available from school Legionnaire Hats</p>	<p><b>Shoes</b> Sensible plain black leather</p> <p><b>SPORTSWEAR</b> Blue/crest Sweatshirt White/blue trim Polo shirt Coloured House Polo shirt Navy Cycle Shorts Navy Tracksuit Navy Games Skort Navy/crest PE Kit Bag Navy/crest Shoe Bag White ankle socks White trainers School Swimsuit &amp; cap* Towel : any design and colour Goggles : any design and colour</p> <p><b>Hair Accessories</b> Blue, black, brown or white accessories</p> <p><b>Other Items</b> Book bags : Sensible school bag-any design or colour or optional school rucksack Water bottle : Available from school Legionnaire Hats</p> <p>* Due to Covid-19 guidelines swimming will not return until after October half-term at the earliest.</p>

## Appendix B – Staff List

### *Head*

Miss Penny Woodcock, BA (Hons), QTS

[pwoodcock@chpschool.co.uk](mailto:pwoodcock@chpschool.co.uk)

### *Deputy Head*

Mrs Sallyann O’Dell, BSc (Hons), QTS

Form VI/Languages/PSHEE

[sodell@chpschool.co.uk](mailto:sodell@chpschool.co.uk)

### *Director of Studies*

Miss Charlie Francis, BA (Hons), QTS

Form V/Science

[cfrancis@chpschool.co.uk](mailto:cfrancis@chpschool.co.uk)

### *Teaching Staff*

Mrs Nicola Brown, B.Ed. (Hons)

Form II/IT

[nbrown@chpschool.co.uk](mailto:nbrown@chpschool.co.uk)

Miss Hannah Cowen, EYPS, BA (Hons)

Early Years Teacher/RE Co-ordinator

[hcowen@chpschool.co.uk](mailto:hcowen@chpschool.co.uk)

Miss Margaret Edwards, BA (Hons), PGCE

Form III/Humanities Co-ordinator

[medwards@chpschool.co.uk](mailto:medwards@chpschool.co.uk)

Mrs Gill Filer, B.Ed. (Hons)

Prep teacher

[gfiler@chpschool.co.uk](mailto:gfiler@chpschool.co.uk)

Mrs Caroline Guise, BA (Hons), QTS

Form IV/Head of English/SENCo

[cguise@chpschool.co.uk](mailto:cguise@chpschool.co.uk)

Ms Ana Ingles, BA, PGCE

Spanish

[aingles@chpschool.co.uk](mailto:aingles@chpschool.co.uk)

Mrs Lizzy Sutton, BA (Hons), QTS

Art/DT Co-ordinator

[lsutton@chpschool.co.uk](mailto:lsutton@chpschool.co.uk)

Mrs Michelle Muchmore, B.Ed. (Hons)

Head of Games

[mmuchmore@chpschool.co.uk](mailto:mmuchmore@chpschool.co.uk)

Miss Susannah Holroyd, BA (Hons), QTS

Music

[sholroyd@chpschool.co.uk](mailto:sholroyd@chpschool.co.uk)

Mrs Nathalie Wildman, BSc (Hons), QTS

Head of Maths/School Council

[nwildman@chpschool.co.uk](mailto:nwildman@chpschool.co.uk)

Mrs Eva Yiacoumi-Vasco, BA (Hons), QTS

Form I/Art Co-ordinator

[eyaicoumi@chpschool.co.uk](mailto:eyaicoumi@chpschool.co.uk)

### *Teaching Assistants/Larks*

Mrs Katherine Arch, NNEB

Mrs Nicola Davison, NVQ Level III

Mrs Loraine Joiner

Mrs Reena Patel, NVQ Level III

### *Early Years Staff*

Mrs Caroline Cramp, Montessori teaching diploma

Miss Shelley Hughes, BA (Hons) Senior Nursery Practitioner

*Peripatetic Music Staff*

Mr Joseph Pardy  
Mrs Karen Cormican, GTCL, PDOT  
Ms Lisa Hollander  
Mrs Victoria MacLachlan  
Mrs Justine Sandison

Guitar  
Violin  
Singing  
Piano, flute, saxophone, clarinet  
Piano

*School Administration*

Mrs Annette Parker  
Mrs Samantha Gillam  
Mrs Sarah Mulligan  
Mrs Kay Riley  
Mr Malcolm Welch

School Bursar  
Registrar/Marketing  
Head's PA/School Secretary  
Bursar's Assistant  
Caretaker

[aparker@chpschool.co.uk](mailto:aparker@chpschool.co.uk)  
[sgillam@chpschool.co.uk](mailto:sgillam@chpschool.co.uk)  
[smulligan@chpschool.co.uk](mailto:smulligan@chpschool.co.uk)  
[kriley@chpschool.co.uk](mailto:kriley@chpschool.co.uk)

*Catering*

Ms Allison Hopcroft  
Mrs Amanda Fowler  
Miss Geraldine Reid

School Chef  
Cook  
Catering Assistant

*Associate Teachers*

Mrs Sarah Leveridge

Swimming

