



Stormont School

Independent Prep School for Girls Aged 4 – 11

# Parents' Handbook





## Stormont School

Head	Miss Louise Martin
Deputy Head	Miss Alexis Sobell (Jan 2021)
Chair of Governors	Mr Andrew Newland
Designated Senior Lead	Miss Clare Stephens
Deputy Designated Senior Lead	Miss Louise Martin

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Registered Charity No. 311079

Please note this handbook is our standard information provided to parents. A lot of this information has had to be amended due to COVID-19. If you would like clarification on anything contained within please contact the School Office.



Stormont School

Dear Parents,

I would like to extend a warm welcome to you. I have been the Head of Stormont School since the start of 2020 having been the Deputy Head for just over a year. Previously, I was a teacher at Lochinver House School and before that I worked at St Joseph's in the Park.

I am proud to be the Head and am looking forward to a long relationship with you as a parent and your daughters at the school. Having been a teacher at a boys' only school and now a girls' only school I can confirm that it is very different but equally very rewarding.

Stormont School was established in January 1940 as a day school for boys and girls at Mymwood, the Queenswood Preparatory House, with Miss Hilda Dyson as Headmistress. Our library has been named in her honour. By 1944, Mymwood was required for Queenswood junior boarders. At that time there were over 50 day pupils, and Stormont was opened on its present site.

In 2019 Stormont School celebrated its 75<sup>th</sup> Anniversary and we look forward to many more years of learning and celebrating. Our long history reinforces our success and determination to provide an outstanding education for your daughter at this leading all girls' school.

Your daughter's time here will give her the foundations of learning which will take her through her formative years and onto the next phase of her education, many gaining scholarships at some of the best schools in Hertfordshire. We take pride in nurturing your daughter at whatever level she may enter, give her confidence to be the best she can be whilst providing an all-round curriculum that is challenging, robust and nurturing.

They flourish and go on to be exemplary young women empowered to speak up, have an enquiring mind, take risks and ready to take on the world.

Kind regards,

Miss Louise Martin  
Head

<b>Staff List</b>	
Miss Louise Martin	Head, Deputy DSL
Mrs Anne Curley	Acting Deputy Head, Head of Pre-Prep, Deputy DSL (EYFS)
Mrs Jocelyn Miles	Bursar
Mrs Victoria Rees	Reception Teacher
Miss Grace Rankin	Year 1 Teacher
Mrs Alex Blayne	Year 2 Teacher
Mrs Emma O'Brien	Year 2 Teacher
Mrs Kathleen Hanson	Year 3 Teacher
Mrs Sarah Cunningham	Year 4 Form Tutor & Head of History
Madame Christelle Allin	Year 5 Form Tutor & Head of French
Mrs Victoria Bradley	6E Form Tutor & Head of Science
Mr Adam Bernard	6W Form Tutor & ICT Teacher
Miss Nina Childerstone	Head of Maths
Mrs Natalie Rose	Head of English
Mr Nick Pegden	Head of Music
Mrs Ruth Burgess	Head of Art, Design & Technology
Mrs Lynne Miller	Art, Design & Technology Teacher
Mrs Sarah Portsmouth	Head of P.E.
Mrs Natalie Mursell	Head of Geography & P.E. Teacher
Mrs Sandra Pepper	Specialist Maths Teacher, Years 4 - 6
Miss Clare Stephens	Head of Learning Support & DSL
Mrs Zahra Spencer	Reception Teaching Assistant
Mrs Marilyn Kirk	Reception Teaching Assitant
Miss Abigail Rowe	Year 1 Teaching Assistant
Mrs Deborah Shiret	Year 2 Teaching Assistant
Mrs Tema Mustafa	Year 3 & 4 Teaching Assistant, Early Start & Kitchen Assistant
Mrs Sandra Illott	Prep Teaching Assistant
Mrs Mel Booth	After School Care
Mrs Esme Kendle	Admissions and Marketing
Mrs Nicola Hayes	Administrative Assistant
Mrs Sarah Huggins	ICT Network Manager
Mrs Jane Reeves	Chef Manager
Mrs Julie Davies	Assistant Cook
Mrs Mulkiye Ersozlu	Kitchen Assistant
Mrs Debbie Scales	Kitchen Assistant and Housekeeping
Mrs Linda Fudge	Housekeeping Supervisor
Mrs Elaine Bewick	Housekeeping
Miss Nina Clayton	Housekeeping
Mrs Gina Hill	Housekeeping
Mr Mark Johnson	Caretaker
Mr Damian Paczkowski	Caretaker

## **Aims & Ethos**

The whole school family follows the aims and ethos of Stormont School as below so that we all have the same vision and would encourage parents to share this with their daughter.

- Nurture happy, confident girls who are effective communicators
- Challenge each girl to meet her full potential, rewarding effort as well as achievement
- Develop self-confidence, self-esteem, self-discipline and independence
- Provide a broad and balanced curriculum with support or extension meeting the needs of girls of all different abilities
- Inspire and challenge through high quality education securing a foundation for further development and to reach their full potential
- Provide equal opportunities in a friendly, safe environment with effective working relationships where everyone feels valued
- Understand the importance of a healthy lifestyle
- Encourage well-mannered, courteous girls who respect the views and needs of others
- Instil a sense of pride in and respect for their school, their community and country
- Prepare the girls for the next stage in their educational journey to persist and be determined

The school welcomes girls regardless of faith and through the Assembly and Religious Education programme strongly supports the importance and value of religious belief (and culture) and moral behaviour in sympathy with British Values.

Our Golden Rules are those by which we all want Stormont girls to follow and enjoy their time with us which are set out below. They are reminded of these in everything they do.

### **Stormont Golden Rules**

Always do your best and join in  
Be polite at all times and show good manners  
Care for everyone and everything  
Do follow instructions straight away

## **Admissions**

Girls join our Reception class at the age of four and registrations can be made at any time before their 4<sup>th</sup> birthday. The first 24 on our Entry List are offered a place at Stormont. We would then go to our waiting list if spaces became available. . Children joining Stormont in other years where there are spaces will be offered a taster day which will include informal assessments to gain knowledge of your child's ability levels and a meeting with the Head will take place before any offers can be made. We would also request a reference from their existing school and a recent school report.

## **Assemblies**

Pre-Prep and Prep have separate age appropriate assemblies each week that are linked in to our PSHEE scheme of work. Assemblies provide the opportunity for our girls to consider spiritual and moral issues, to develop community spirit and reinforce positive attitudes. Every Friday we have Good Work Assembly for the school community where good work is celebrated both in and out of school, certificates or awards are shared, songs are sung and whichever School House has achieved the most points for the week.

Each class will perform in a class assembly once during the year to which parents are invited to watch and join us for refreshments after. There are other events throughout the year that parents are also invited to attend and you will be given advance notice in newsletters and via the School Calendar.

## **Adverse Weather**

If we are affected by adverse weather conditions we will keep you informed of any changes to the school opening and closing times with as much notice as we can possibly give. We will send text messages, emails and add a notice to the Parent Portal and school website. At all times the welfare of the pupils, parents and staff are taken into consideration in any closures.

## **Assessment**

Assessments are carried out from Reception to Year 6 so that we can track the children and tailor plans to support the individual needs, including support and extension, of each child. Assessments take place termly for maths, reading, spelling and grammar. From Year 4 many of these assessments are online and the girls in Years 4-6 also sit online reasoning tests. Results are shared with parents in their termly school report.

Your child's work in school and homework is monitored and if there appear to be any concerns or need for intervention, the Form Tutor or Head of Learning Support will discuss the issues with you so that any support can be put in place internally in the classroom.

## **Attendance**

Parents are asked to contact the School Office by telephone or email before registration at 8.40 a.m. and on each day that their daughter is absent, [admin@stormontschool.org](mailto:admin@stormontschool.org) The School Office should also be informed of all medical appointments in advance.

Except for illness or medical appointments which cannot be arranged during the holidays, children should not be absent from school. Permission for absence for a special reason should be requested in writing or by emailing [admin@stormontschool.org](mailto:admin@stormontschool.org). Permission must be obtained in advance and the Head hopes that parents will co-operate and not make any requests unless the circumstances are exceptional. Extra work will not normally be set for children who are away from school. If you have permission to collect your daughter early, e.g. a medical appointment, please report to the School Office when collecting.

Our holiday dates are published very early on and are already generous. It is important your daughter attends daily to ensure that she does not miss key aspects of her curriculum and her overall attendance is in line with school policy.

## **Calendar**

Dates are published on the Google calendar accessed through the Parent Portal. The calendar lists all holiday dates, giving you plenty of time to plan holidays in advance. Please note that we break up for the Christmas, Easter and Summer holidays at the end of the morning and so, on those days, there is no lunch or afternoon school.

Calendar dates can and do change, please consult the calendar online, read emails and the newsletter for changes. Some can change at late notice and we do our utmost to keep you informed but sometimes these changes are beyond our control.

## **Communication**

We ask all our parents to sign up to the Parent Portal. This is where all your contact details can be seen, school reports are published, attendance is shown, your daughter's timetable is available and letters published. From time to time we will contact you by text for short immediate messages. We endeavour to either email or publish on the Parent Portal all of our communications and weekly newsletter and request that parents read this as it includes any important updates as well as current affairs.

Please inform your daughter's Form Tutor of any change in family circumstances which may affect your daughter, (e.g. either of her parents being away, relatives staying, illness in the family, a family breakdown, etc.) as each of these factors can influence her behaviour at school.

We ask parents to make sure that they inform the school immediately of changes to home, work or emergency contact telephone numbers, or addresses. You can alert us by email or through the Parent Portal.

We also need information, in writing, if your child is being looked after by someone else in your absence.

All parents are asked to complete a Confidential Pupil Record (CPR) form before their child starts at Stormont giving daytime contact telephone numbers for both parents, details of the family doctor / surgery and also that of a responsible adult who could be contacted in an emergency. It is essential that we are informed immediately if any of these details change.

## **Curriculum**

At the start of term Form Tutors hold Curriculum Information sessions where a wealth of information will be available to help settle in your child to school and inform you about the year ahead. In addition, a curriculum information document is shared to the Parent Portal annually which details the topics covered for each of the subject areas for the year.

## **Dining Room and Menu**

The School's Chef Manager designs a nutritious meal for every child in the school each week. All our food is home-made which includes a choice of hot and cold meals, a wonderful selection of vegetables and salads, dressings and daily accompaniments including delicious types of breads. This is followed by a traditional pudding, fresh fruit or yoghurt.

We cater for those with allergies, religious beliefs, vegetarians and vegans. Please let us know in writing if you have any special requests on medical or religious grounds for your daughter.

The girls are encouraged to try new types of food by our experienced and friendly catering staff who get to know the children really well and can suggest items from the menu for reluctant foodies. The food is not only delicious but pleasing on the eye with lots of colour to grab their attention. If a child is struggling with food choices our staff will always work with the parent to ensure that they are getting all the nutrients they need for a day of learning.

Teaching and non-teaching staff have their lunch with the girls at their tables – it is a lovely opportunity to get to know each other. A seating plan is provided and regularly changed throughout the year.

There are two sittings for lunch: Reception class start their lunch at twelve noon, which gives them the chance to be comfortably settled with their food, before the rest of the Pre-Prep arrive at 12.05. They sit at tables with other girls from their class, and their teachers sit with them for lunch so they are able to ensure the girls have enough to eat and drink.

Prep lunch is from 12.40 and they are joined by their teachers. The girls bring their water bottle from the classroom to the table. The water bottles are replenishable throughout the day at water stations.

### **Discipline**

All the girls are asked to follow the School's Golden Rules. We have in place a Behaviour Policy and an Bullying Policy which help to create an atmosphere where everyone knows the expectations of all involved in the school. It is important for teachers and other adults in school to be consistent and fair in their handling of pupils in order to provide a comfortable and secure environment. This is dependent upon mutual respect between teacher, pupils and parents. Positive behaviour will be discussed explicitly and reinforced during assemblies, form times, Personal and Social Education lessons and at opportunities as they arise during the school day.

It should also be noted that we expect our parents to behave with respect towards all staff members and other parents.

### **Educational Visits**

These are an important part of the school curriculum and your daughter will be involved with many such visits while she is at Stormont. We ask you to sign a consent form before your child starts school, giving your permission for her to leave the school grounds on foot and visit places in the immediate vicinity, under the supervision of Stormont staff. We also ask you to sign a Transport Permission Form which gives your permission for your daughter to travel by coach or minibus for trips, sporting fixtures, clubs or activities arranged by the School which are not held on Stormont's premises.

Residential trips are arranged for girls in Years 4-6. In Prep residential trips are organised which vary in length depending on the age of the pupils. All trips support the subject content of specific curriculum areas. Ski trips are organised periodically there are also opportunities to represent the School both in the UK and abroad such as an IAPS skiing competition.

### **Equipment**

All girls are required to bring a water bottle daily (sport's top) and should come to school in their blazer each day. Wellies should be brought in from the first day of term and these remain in school for the whole term.

Girls in Pre-Prep are supplied with pencils, crayons etc. at school. Equipment for Prep girls is listed below:

- A transparent A4 folder
- A sensible, non-rigid pencil case
- 4 HB Pencils
- 2 red coloured gel style pens
- A pencil sharpener with sharpening collector
- A 15cm ruler
- A 30cm ruler
- Two pencil erasers
- A pack of colouring pencils
- A small glue-stick
- Two handwriting pens (only required after Easter)
- Two highlighter pens of different colours



It is very important that these items are individually named. A simple piece of paper with your daughter's name, taped on to the item, will suffice. Pencil cases will be checked regularly to ensure items are present and named. Please do not provide anything extra that is not on the list as this can lead to fallings out and items being misplaced.

In Prep the girls will need their own tennis racket of the appropriate size as well as a mouth guard. All these items should be clearly marked with their name.

### **Extra-Curricular**

For pupils in Years 1-6 extra-curricular clubs are available. Clubs take place after school or, during the lunch break. Clubs run by external leaders will incur a charge: for all clubs there is an administrative charge. Clubs are published towards the end of a term for the next term.

We are not able to offer clubs in Reception due to Government legislation regarding staffing levels for children under five.

### **Homework**

#### **Pre-Prep Reception**

Girls take home reading books every day and sounds to learn in Word Boxes weekly. Once girls have settled into school life they will be given a short task each week.

#### **Year 1**

Reading continues on a daily basis and a piece of homework is set each week in Maths and Literacy.

#### **Year 2**

One piece of Maths and one piece of Literacy homework is set, plus spellings and continued reading on a daily basis.

#### **Prep**

Girls in the Prep will be given a homework timetable at the beginning of each academic year and will be informed how long each subject should take. Homework is set daily and the girls are provided with a homework diary to ensure that parents are aware of the homework that has been set. Homework tasks may be set using one of our online platforms such as Purple Mash or MyMaths as well as tasks that are set using TEAMS.

### **Home / School Contact**

It goes without saying that education works best when home and school work together and communicate effectively with each other. We look forward to getting to know you and co-operating with you for the good of your daughter. You are able to book an appointment directly with a teacher or through the School Office. Online live appointments are also available.

If you would like to discuss either how your child is progressing, or anything else of concern to you, we hope that you will always feel able to talk to us about it. It is far better to let us know as soon as a difficulty or an incident arises so that appropriate action can be taken or a discussion can take place. Please contact the School Office or the Form Tutor in the first instance.

Please take care in what you say in front of your daughter, or other children and parents. It is helpful if you can make an appointment directly with her Form Tutor to discuss by telephone or in person. If a problem cannot be resolved with the Form Tutor then the Head of Pre-Prep or the Deputy Head for Prep can be contacted. Contact the School Office to request an appointment. The Head will become involved after these avenues have been exhausted.

## **Houses**

The children are put into one of our three houses when they join the school. The houses are St Andrew's, St George's and St Patrick's. Over the years the girls build up an identity with their house and enjoy supporting it at various inter house events. Each year every house will help to organise the House Sale, and participate in netball, tennis, rounders and gym competitions. On occasions such as Swimming Galas or Sports Day all the girls earn points which go towards the total for their house. There is also a House Point System which positively rewards effort, good behaviour, courtesy, helpfulness etc. The house points are announced in the Good Work Assembly on a Friday and the house with the most points will have their flag up outside the main house for the week. At the end of the academic year the house with the most points is awarded the House Cup.

The house colours are:

St Andrew	-	Blue
St George	-	Red
St Patrick	-	Green

## **Illness**

If your daughter experiences diarrhoea and/or vomiting they should not attend school for 48 hours from the last episode of diarrhoea or vomiting, however mild they appear. For all other diseases please consult NHS websites for guidance.

Please do not send children to school when they are clearly unwell; illnesses and bugs can travel around a school very quickly. By sending your child in you may be spreading a virus that can affect both children and staff.

Handwashing is one of the most important ways of controlling the spread of infections and hands should always be washed after using the toilet, before eating or handling food and after handling animals. We reinforce this at school and have liquid hand sanitiser stations positioned around the school.

## **Liability of the School**

In common with all schools, Stormont is fully comprehensively insured against accident and injury for every child who is in the charge of a member of staff. This cover does not necessarily extend to the children once they have been put into the care of their parents or the adult responsible for them. The point at which control passes from school to parent, is when the member of staff on duty hands them over to the person collecting them. This fact should be borne in mind as the children are leaving or moving towards parked cars.

## **Lost Property**

Please ensure that every item of your daughter's uniform, including socks, is clearly labelled. It is very difficult to return items of clothing to their owner without a name.

## **Medical**

If your daughter becomes unwell during the day, we will contact you or the person you have nominated, and ask you to collect her.

If your daughter has an accident in school, you will be notified via our Parent Portal. If your daughter has a serious accident, we always contact her parents in the first instance. If we are unable to get in touch with one of her parents, or the emergency contact person, a member of the school staff will accompany the child to hospital, if a visit were necessary.

Staff are unable to administer medication to any pupil, unless it is medication for asthma, a medical condition or other chronic complaints requiring regular doses. If this is the case, please discuss it with the Head of Learning Support. Children requiring any medication in school will need an Individual Healthcare Plan (IHP) giving clear written instructions signed by the parent. Please do not send in your daughter with any medication that has not been discussed in advance.

If your daughter is fit to return to school after an illness but is finishing off a course of medicine, we are happy for parents to come into school to administer the medication if it cannot be fitted in around the school day. Please let the School Office know when you will be coming into school in advance and inform the Form Tutor.

Pupils needing inhalers will need an IHP which will be shared with all staff. All inhalers should be clearly named and within their "use by" dates. Pupils in Pre-Prep will have their inhaler in the classroom in a waterproof bag provided by Stormont. This bag will be taken to trips and PE lessons as well as outside at breaktimes. Pupils in Prep will keep their inhaler in their school bag which is taken to all lessons and on school trips.

If your daughter has been prescribed an Epipen, we should have a completed IHP signed by her parents or her GP. The school requires one, in date, Epipen for each child to be carried by her at all times in a belt bag provided by Stormont.

Children who require Piriton due to allergies will also require an IHP. Parents will be required to provide the medication which will be kept in a locked cabinet in Pre-Prep. The bottle should be clearly named with specific instructions regarding dosage and when the medicine should be administered.

To ensure that we always have items at school that are within date we will be sending all Epipens, inhalers and medication home with your daughter at the end of the Summer Term. All items brought back to school at the start of the Autumn Term should have an expiry date that falls after the end of that academic year.

All inhalers and spacers that are regularly used should be taken home at the end of the week to be washed at home and brought back at the beginning of the next week.

### **Music Tuition**

Girls are taught music by a specialist teacher in half classes. and in Year 2 they are taught to play the recorder. Parents are able to choose for their daughter to have private music lessons at school, i.e. clarinet, flute, trumpet, oboe, violin, cello, piano, drums, guitar and recorder. We also have a singing teacher who offers individual singing lessons. These lessons are undertaken within the school day by our visiting peripatetic teachers and are chargeable with your termly fees.

If you would like your daughter to be considered for tuition at school, please ask the School Office for an application form and costs. The Head of Music will consult with your child's teachers to decide if it is felt that she is ready to cope with the demands of learning an instrument. There are opportunities throughout the year for parents to be invited to an Open Music Lesson to meet their daughter's teacher and find out how she is progressing. We normally prefer that individual music lessons do not start until Year 2.

In addition to the individual music lessons that are on offer, Stormont has various musical groups available such as Stormont Singers, Orchestra, Rock Band and String Group. These activities happen at school and girls may well be involved in a practice either early in the morning or during their lunchtime break for events held throughout the year, such as concerts or Open Mornings giving them opportunities to perform in public.

### **Parent Reps**

Each year we invite two parents from each class to volunteer as a parent rep for the class. Parent reps are responsible for sharing general reminders with parents who choose to share their contact number. Parent reps are also invited to share collective feedback to Stormont.

### **Parent's Evenings**

We have two Parents' Evenings per year at which you will have the opportunity of making an individual appointment to discuss your daughter's progress. The appointment time is limited and we recommend if you have concerns or feel you need a longer discussion with a teacher that you book in an alternative time.

## Parking

Parking on the school site is limited and is reserved for staff only. Walking to school is encouraged and there are two pedestrian gates on the front of the school, one by the vehicle entrance and one by the exit. We coordinate a Travel Tracker system on which the girls record their travel to school each day. Badges are awarded for walking, cycling or scooting to school.

Stormont has a one way drop off and collection system that allows parents to drive onsite without the need to park or exit their vehicle. We are mindful of the environment and air quality around the site and appreciate all efforts to avoid driving onsite. Parents are therefore encouraged to car share wherever possible. If you do drive to drop off or collect your children please observe the maximum speed limit of 5mph this is for the safety of the whole school community. Please be vigilant at the designated crossings and the entrance and exits on The Causeway. At peak times when the Causeway is congested, parents are kindly requested to turn left when exiting the school site. This helps avoid a grid lock situation.

We have bike racks in school for those who would like to cycle to school.

Prep girls can be dropped off between 8.00-8.15am. Pre-Prep girls can be dropped off between 8.15-8.30. Staff are available outside to direct cars and escort girls safely inside. To support a smooth flow of traffic, it is helpful for pupils to have their belongings in the car ready (not in the boot) for a swift exit. It is also advisable that parents teach pupils how to fasten and unfasten their seatbelts as staff are unable to assist with this.

## Punctuality

As in life being punctual is a good trait and we expect the girls to arrive at school in good time for registration at 8.40am.

If you arrive after 8.40am, you or your child should make your way to the School Office to ensure your child is registered.

## School Day Timings

<b>Early Start</b>	7.30am – 8.00am	Brown Gate – Pre-book Only
Registration for each year is at 8.40am		
<b>Pre-Prep</b>		
Reception	8.15am – 3.00pm	Drop off between 8.15 and 8.30 supervised by staff on duty
Year 1	8.15am – 3.15pm	
Year 2	8.15am – 3.15pm	
<b>Prep</b>		
Year 3	8.15am – 3.40pm	Drop off between 8.00 and 8.15am supervised by staff on duty
Year 4	8.15am – 3.40pm	
Year 5	8.15am – 3.40pm	
Year 6	8.15am – 3.40pm	
<b>After School Care</b>	3.15pm – 6.00pm	

Unless the weather is inclement all the girls go outside for approximately twenty minutes in the morning and half an hour at lunchtime. They spend these playtimes either on the playground, the tennis courts or the field and are always supervised.

Please always let the school know if your daughter is being collected by someone other than yourselves.

## **Parties**

We do ask that birthday parties are **not** held on Sundays to Thursdays during term time. We find otherwise the result is two days of disruption for the form. Excitement builds up on the day of the party and the children tend to be tired and fractious on the following day. We are very happy to help distribute invitations at school if everyone from the form has been invited. If you are inviting a select few, please organise distribution yourselves. Please do not bring birthday cakes to school.

## **Policies**

Please see the school website for a list of all school policies. If you do not see the policy you want to consult, please contact the School Office.

## **Reports**

School reports are published through the Parent Portal and you will be notified when they are available to view. Staff complete termly reports which will also include the results of any assessments that your daughter has undertaken. Each report is personal to your daughter and each area of learning is assessed using a range of assessment devices as well as the teacher's own judgements to help provide a balanced view on their **knowledge** and **understanding** of each subject area. Each subject teacher had considered the objectives taught across this term only and assessed from the classwork and their observations if your daughter's knowledge and understanding is emerging, at the expected level or if they are exceeding.

## **Safeguarding**

All staff have regular training and we make the safety of the girls our priority. If you have any concerns about your own or another child in the school please contact the Designated Senior Lead (DSL), Miss C Stephens or the Deputy Designated Senior Lead (DDSL), Miss L Martin or Mrs Anne Curley for EYFS immediately. Please call the School Office and you will be put in touch with the relevant person. Any discussions you have must be confidential and not shared with others in the school community.

## **School Council**

The School Council meets twice per term. Representatives from each class attend the meeting which is chaired by the House Captains on a rotational basis. The representatives bring the views of their year to the council meeting and many issues are discussed. The representatives are responsible for reporting back to their forms on the matters that have arisen at the meeting and for sharing this information with the Head.

## **Snacks**

The children have a break in the middle of the morning. Parents are encouraged to provide a piece of fresh or dried fruit or vegetable (small is best, no more than the palm of your hand as a guide); this should be in a small named snack box. Grapes should be cut in half to eliminate a choking hazard. Please try to avoid anything too sticky

Healthy snacks can include:

- Fruit
- Vegetables
- Dried fruit
- Rice cakes
- Low salt crackers
- Fruit/vegetable based crisps
- Healthy popcorn

Please do not provide your daughter with:

- Nuts
- Chocolate
- Sweets
- Crisps
- Cake or biscuits
- Fizzy or sugary drinks

Drinks are not required as the girls will have their water bottles and access to the water fountain.

If your daughter is attending an after-school activity, extended care or homework club beyond 4.00pm you may provide a healthy sandwich / savoury snack.

### **Sport**

The PE programme ensures that girls have experience of a wide range of different sporting activities. During their time at Stormont they will take part in dance, gymnastics, netball, pop lacrosse, hockey, cross country, short tennis, tennis, athletics and rounders. We have the use of the swimming pool at Queenswood School on a Friday afternoon. Girls in Years 2 and 3 swim each week throughout the year. Year 4 swim in the Autumn Term, Year 5 in the Spring Term and Year 6 in the Summer Term. Years 4, 5 and 6 take part in a Swimming Gala at the end of their respective term. Years 2 and 3 have their Swimming Gala at the end of the Summer Term. Parents are invited to watch their child's gala. Optional tennis coaching takes place at lunchtime for children from Years 1 to 6 which is chargeable.

We have a variety of teams from Years 3, 4, 5 and 6 who play matches against other schools in a number of sports. We also participate in local and national tournaments and galas.

### **(SPA) Stormont Parents' Association**

Every parent is automatically a member of the Stormont Parents' Association (SPA) during their daughter's time at Stormont. The Association exists to support the school and to promote good relationships within the school. The Association organises social events for both children and parents, some of which are fund raising. The Committee is always delighted to hear from parents who are able to help in any way. An Annual General Meeting is held in June each year, to which all members are invited.

### **Uniform**

The School Uniform is supplied by Smarty Schoolwear. Orders can be made in person by telephone, email or online. We strongly recommend that uniform is ordered early, in order to be sure of having the garments in good time for September. There is also a second-hand uniform shop, run at school by the Stormont Parents' Association. Please contact the School Office for details or to request an item of uniform.

School shoes should be flat heeled black leather shoes (no slip-ons, patent leather or flashing lights) so that the children are safe and comfortable in the school buildings and grounds.

Hair which is longer than collar length should be tied back. There is a stock of new dark green hair accessories in the second-hand uniform shop to purchase. Details can be obtained from the School Office.

When the girls return to school at the beginning of the Autumn and Summer Terms they may wear either their summer or winter uniform. Winter uniform is to be worn after the October half term.

All possessions must be clearly marked with the owner's name. Coats, blazers, blouses, dresses cardigans, overalls and P.E. uniform should have a strong loop of elastic securely sewn onto them, so that they can be hung up on a cloakroom peg.

Please also sew a strong elastic loop onto the P.E. bag so that it can be hung from the loop rather than the cord. The bags should be purchased in the colour of your daughter's house, red – St George, blue – St Andrew or green – St Patrick.

The full uniform list is on the school website or a copy can be obtained from the School Office.

Please note that earrings are not permitted. If your child has her ears pierced, earrings should be removed the night before or before arriving at school each day. They should not be covered with plasters.

## **Water**

There is evidence to suggest that children who drink plenty of water during the day have better concentration and work to their full potential. Each child across the school should bring a reusable bottle of water to school with her each day, which can be topped up by using the water fountains available in school. It must have a "sports top" to prevent spillages in the classroom and should be clearly marked with her name.

## **Wrap Around Care**

### **Early Start Club**

This will commence at 7.30 a.m. and will be available for girls from Reception through to Year 6. Drop off arrangements will be communicated to parents as necessary. The cost per session will be £5 and parents requesting this service must book in advance so that we can arrange for the appropriate number of staff to supervise. Please contact [admin@stormontschool.org](mailto:admin@stormontschool.org) to book your space by Thursday at noon for the following week.

### **Extended Care (After School)**

Reception: Due to the young age of the girls and the long day at school, we encourage parents to collect Reception pupils at the end of the school day, however if parents require after school care, we request that they call the School Office to arrange this in advance. Charges will commence from 3.15pm unless they have a sister in Year 1 or 2 in which case charges commence at 3.30pm. If they have a sister in Prep, charges commence at 3.45pm.

Year 1 and 2: Extended care is available and there is no need to book in advance however please email your daughter's Form Tutor or the School Office of the end of day arrangements if they are being collected by someone other than their parent or if you know your daughter is going to use the extended care facility. Charges commence at 3.30pm unless they have a sister in Prep in which case they are charged from 3.45pm.

Prep: Extended care is available and there is no need to book in advance however please email your daughter's Form Tutor or the School Office of the end of day arrangements if they are being collected by someone other than their parent or if you know your daughter is going to use the extended care facility. Charges commence from 4.00pm.

Charges for using the above facilities will be added to your fee invoice for the next term.