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Preparatory School Staff

Head of Preparatory School	Mrs S Wilcox
Director of Studies	Mrs K Brown
<u>Pre-Prep (Foundation Stage)</u>	
Head of Pre Prep	Mrs C Bartle
The Gatehouse	Mrs J Ansbro Mrs S Drake Mrs N Forrest Miss J Leatherbarrow Mrs S Roth Mrs K Wood
Littlegates	
Lower Reception	Miss A Bernsten
Lower Reception	Mrs S Blackwell
Lower Reception	Mrs J Rooney
Upper Reception	Miss S Ellison
Upper Reception	Miss H Shipton
<u>Prep</u>	
<u>Core Curriculum Coordinator</u>	Miss A Jeffords
<u>English</u>	
History	
Religious Education	
Art and Design Technology	
<u>Core Curriculum Coordinator</u>	Mrs H Wallis
<u>Maths</u>	
<u>Science</u>	
Geography	
ICT	
Art and Design Technology	Miss Feeney
French	Miss R Walton
Latin	Mrs A Starkey-Smith
Music	Mrs A Davies
PE and Extra Curricular Activities	Miss J Suggitt
Library	Mrs M Sharrocks
Transition B	Mrs K Brown
Transition M	Miss N Moore
Lower I G	Mrs M Gilliver
Lower I W	Miss R Walton
Upper I SS	Mrs A Starkey-Smith
Lower II J	Miss A Jeffords
Upper II F	Miss F Feeney
Lower III W	Mrs H Wallis, Mrs Wilcox

Learning Assistant
Learning Assistant
Learning Assistant
Learning Assistant

Miss K Bland
Mrs B Leeming
Mrs N Matharoo
Miss J Leatherbarrow

Preparatory School Day

8.30	Children may enter classrooms
8.45	Registration/Assembly
9.10	Lesson 1
9.50	Lesson 2
10.30	BREAK
10.50	Lesson 3
11.30	Lesson 4
12.10	LUNCH / BREAK
1.30	Lesson 5
1.50	Lesson 6
2.30	Lesson 7
3.00	End of day for Lower Reception
3.10	Lesson 8
3.15	End of day for Upper Reception, Transition and Lower I Parents collect.
3.50	End of day for Upper I, Lower II, Upper II and Lower III. Parents collect.

Lower Reception Sessions

Mornings only	8.30 a.m. - 11.45 a.m.
Mornings plus lunch	8.30 a.m. - 1.00 p.m.
Afternoons only	12.30.p.m .- 3.00 p.m.
Afternoons plus lunch	11.45.a.m. - 3.00 p.m.
Full day	8.30 a.m. - 3.00 p.m.

Daily Routine

- Please do not bring your child to school before 8.30 a.m., unless they are going to Early Birds, as we are unable to accept responsibility for them.
- After 8.30 a.m. children go directly to their classroom.
- All children are to be collected from their buildings. Children are not to walk unaccompanied to the car park area.
- School coaches depart at 4.10 p.m. promptly from The Avenue or the car park.
- Any child not collected promptly will automatically be placed in the Sundowners Club. A charge may be incurred (see below).

Before and after school care

The school offers supervised care outside the normal school hours.

Early Birds Club

- Open from 7.30 a.m. to 8.30 a.m.
- Held in the Sports Gallery.
- The cost is £3.60 for arrivals between 7.30 a.m. and 8.00 a.m., and £1.80 for arrivals between 8.00 a.m. and 8.30 a.m.
- Supervised breakfast is available at 8.15 a.m.
- £2.00 is required on the morning each time breakfast is required.

Sundowners Club

- Open from 3.00 p.m. to 6.30 p.m.
- The session begins in Gatehouse Nursery for Nursery children, New Littlelates for Pre-prep children and Youngers Hall for Prep, where all the children are registered. They move to the Dining Room for a light tea and onto the Sports Gallery at 4.30 p.m.
- To spread car park arrivals and departures over a longer period, thereby reducing congestion, children may stay in Sundowners free of charge for the following times:

Lower Reception:	3.00 – 3.30p.m.
Upper Reception, Transition and Lower 1:	3.15 – 3.45p.m.
Upper 1 – Lower 3:	3.50 – 4.15p.m.

The subsequent cost is £5.20 per hour, with a minimum charge of £2.60.

- Any child not collected by 6.30 p.m. will be charged £5 for every 15 minutes thereafter.

Safety

Once children have been collected by parents or carers, the school does not accept responsibility for their behaviour whilst still on school property.

Communication

As partners in your child's education, we are keen to establish and maintain good communication between parents and school. We strive to keep parents well informed about all aspects of school life. Equally we aim for an open door policy, which offers parents a variety of means of contacting us. Please let us know of any changes in personal details in writing.

Address: Gateways School, Harewood, LEEDS, LS17 9LE
Telephone: 0113 288 6345
Fax: 0113 288 6148
Email: gateways@gatewayschool.co.uk

Publications

- A Preparatory Newsletter is published every week. This goes home on a Friday afternoon with the children.

Letters

- Letters are frequently given to the children to take home. Please check their bags if they are unreliable post people!
- Letters and forms are sent for your completion if your child is to be taken out of school on expeditions, whether near or far. It is imperative that we have your consent to take your child. A prompt return is appreciated.

Curriculum information

- A brief summary of the work covered in each year group is sent to parents for each term.

Homework planners and work records

Prep children use these to record set homework. They are an invaluable means of communicating and ensuring that we work in partnership. Teachers write a short weekly report for children in Lower II and above which should be signed by parents. Parents are welcome to write short notes for specific teachers in the diary. Parents of Transition and Lower I children are invited to write comments in their child's reading record.

Reporting

Parents are kept informed of their child's progress through regular Parents' Evenings with staff. Written reports are sent home to parents three times each year; two are 'progress reviews', with a full summative report at the end of the Summer Term.

The following timings are used throughout the Prep School:

September

Meet the Teacher

Week after October half term

Progress Reviews

Mid November

Parents Evenings: All year groups except Lower III.

End November

Lower III Parents evening.

End of Spring term

Progress Reviews

Beginning of Summer term

Parents Evenings

July

Full Summative Reports

Pastoral Issues

Attendance requirements

- We are required by law to record accurately pupils' attendance and reasons for absence. We ask for parents' co-operation in meeting our obligations.
- Pupils must attend each morning and afternoon session (or booked sessions for Nursery), unless prior leave of absence has been granted or unless ill.
- In the case of illness, please telephone the school office to inform us.
- On your child's return to school, please send an explanatory note to the Form teacher.
- Any unexplained absences are recorded as "unauthorised."
- If a medical appointment in school time is unavoidable, please inform the school in writing.
- We request that pupils are not taken away during term time unless it is absolutely necessary. It is a legal requirement that permission is obtained in advance from the Head of Preparatory School.
- Please note that changes to the number of sessions attended in the Lower Reception receive a term's written notice, although we will always endeavour to satisfy parents' requirements.

Medical issues

- Please inform school if your child contracts an infectious disease, including head lice and rubella.
- There is always a qualified first aider on site.
- If the injury is more serious and requires hospital treatment, we will notify you immediately.
- We require written instructions for medicines and their administration. Staff are unable to give out medicines without this written authority.
- If your child cannot participate in PE or swimming lessons, please send a written explanation to the Form teacher.

House System

Each pupil at Gateways belongs to one of the three Houses:

Beningbrough (gold)

Harewood (green)

Newby (blue)

Every effort is made to maintain family links with particular houses by allocating pupils to the same House as their relative. There is therefore a sense of tradition and the House system is a vital focus for personal development in cultural activities and sporting competition.

Pupils work for individual House Points. These are awarded for a variety of reasons:

- Personal Achievement
- Good Endeavour
- Progress
- Positive Behaviour
- Showing Initiative
- Loyalty and general contribution to school life, inside and outside of the classroom.

The House Point system is part of our overall aim at Gateways to be a community actively promoting self-esteem. We take every opportunity to acknowledge success, achievement, effort and progress in all areas of your daughter/son's development.

In addition, Merit Badges and certificates are awarded for excellent achievement, effort or endeavour. Girls and boys wear merit badges for a week. In special circumstances, Class Merit Badges may be awarded.

For work which is excellent for a particular child, the Head of Preparatory School may award a commendation. These badges are given out in the whole School termly Award Assembly and can be worn permanently in school.

Money in school and charity collecting

We discourage pupils from bringing money into school except in the following circumstances:

- **Educational school visits**

Money for school visits should be brought into school in a named, sealed, labelled envelope together with a permission slip.

Discipline

- The School's policy of 'Assertive Discipline' seeks to ensure the safety of everyone at all times and to encourage in our pupils, self-discipline, a sense of responsibility for one's own actions and responsiveness and respect for the needs of others.
- Rules are kept to a minimum. We expect good behaviour at all times, both inside and outside school.
- Chewing gum is strictly prohibited.
- No jewellery is allowed to be worn, including **any earrings**, this is for Health and Safety reasons. **Small faced watches** with a plain strap are allowed to be worn. Mobile telephones and pagers are not allowed to be brought to school.
- We would encourage parents not to buy fashion digital watches, as they do not help children to tell the time effectively.
- For reasons of safety, no pupil is allowed to leave the environs of the school premises unless they are accompanied by a member of staff or the adult who is collecting them from school. May I remind parents and pupils that unsupervised children are not allowed to visit the Post Office on The Avenue.

Code of Conduct

We expect all our pupils to behave appropriately. It is a privilege and an honour to be a member of Gateways School and we hope that your daughter / son will become a model pupil and citizen following these guidelines:-

1. I shall be **courteous** and **considerate** at all times; opening doors for adults; speaking quietly; behaving in an orderly manner in and around the class and school.
2. I shall be **polite** at all times, using 'please', 'thank you', 'excuse me' and 'sorry' and addressing people politely.
3. I shall be **considerate** towards:
 - **Others.** By treating them as I would wish to be treated. I must always be honest.
 - **Belongings and property.** I shall be responsible for property and belongings, if I borrow something I shall return it in the same condition that I borrowed it. I shall not touch other people's property without permission. I must be careful with school property, look after it carefully and always report any damages to my form teacher.
 - **Myself.** I shall be smart and well presented and wear my uniform correctly and with pride. My work shall always be the best and the neatest that I can do.
4. I shall be **prompt** to lessons, walking on the left and being quiet if asked to line up outside the classroom.

5. I shall be **sensible** in the classroom. I must be ready for lessons and have the correct equipment for all lessons. I must pay attention in lessons and make a note of all homework in my homework diary.
6. I shall be aware of my **conduct** around the school and in the playground. I must also be sensible and well behaved when on school visits or at sporting fixtures.
7. I shall **conduct** myself in an orderly fashion.
8. I shall be **quiet** and **well mannered** at lunch time with sensible table manners and behaviour.

Food

- In the Pre Prep (Foundation stage), fruit is provided at mid morning break.
- Milk can be ordered for mid-morning break.
- Children may bring healthy snacks and fruit such as apples or prepared vegetables such as carrots or celery. Please do not send oranges, peaches or other fruit which are difficult to peel or are likely to become damaged in transit.
- Crisps, biscuits and sweets are not allowed.
- All children eat the school lunches. Meals are varied and balanced. There is always a vegetarian alternative. There is a fruit option for dessert.
- We cater for special dietary needs following written notification.

Assemblies

- Although Gateways is a broadly based Christian foundation, we welcome pupils from all religious backgrounds and faiths.
- Our daily assemblies reflect our multi-faith cultures.
- We use this forum to present ethical and moral issues.
- There are frequent opportunities for children to perform.
- Monday, form assemblies.
- Tuesday, Merit assembly, this a chance for us to celebrate children's achievements in school, we also present certificates and awards gained in or out of school.
- Wednesday, Upper I and above join in the High school assembly in the PAC. The younger children have their own assembly.
- Thursday, whole Prep School assembly led by a Prep class.
- Friday, Prep School assembly

Winter Weather

- School will usually remain open in all weather conditions, but we shall, of course, respect the judgement of parents who may feel it is unwise to bring in children from a distance in adverse weather, or who wish to collect them early if road conditions are worsening.
- If the school is to be closed an announcement will be made on Radio Leeds, Radio Aire or Stray FM.

Care of Property

- Please ensure that **all** items of clothing and any personal possessions are **clearly named**.
- Although the school does not accept responsibility for any loss of, or damage to, private property, there is a much better chance of finding **named** belongings.
- Please encourage your daughter/son to take care of their own and school property. Any school text books or equipment that are lost whilst in the care of a pupil must be paid for.

Parking

- Gateways School has its own car park.
- We ask parents and carers to park carefully, particularly avoiding parking in the spaces reserved for the school buses. We do not allow children to walk unaccompanied to the car park, so we would request that parents and carers collect their children directly from Lower Reception at 3.00 p.m., Upper Reception, Transition and Lower I at 3.15 p.m., Upper I, Lower II, Upper II and Lower III at 3.50 p.m.

Academic Matters

Curriculum

- Our curriculum is under constant review.
- We cover the National Curriculum, including French, which is introduced in Transition. Latin is introduced in Lower III.
- Our teaching is exciting and well structured. Addressing the needs of every child is integral to our planning.
- The children are encouraged to become independent learners, confident in their own skills and the appropriate use of all resources including ICT.

Assessment

Assessment at Gateways is an integral part of each child's learning and education. It is seen as part of the learning process and is a vital way of ensuring that every pupil is set realistic individual targets. Assessment is a continuous process by which teachers find out about your children's capabilities and achievements.

English and Mathematics assessments occur each term. Assessments in science take place at an appropriate time at the end of each unit. Regular testing ensures that parents have an immediate and accurate picture of their child's performance and effort.

Other subjects are assessed by teachers using a range of different strategies to ensure that each child's progress is monitored and recorded on a regular basis.

Each assessment test is intended primarily to confirm a teacher's judgement of a child's progress and knowledge. As children move through the Prep School the tests will be taken in 'examination' conditions with percentage marks given. This will prepare our pupils for the future.

Homework Schedule

This provides consolidation for work covered during the day and is good training for the future. The schedule will be reviewed at regular intervals throughout the year to ensure its effectiveness. It has been devised to give your child the opportunity to reinforce work undertaken in school and to learn basics such as tables and spellings, which enable progress in class.

Homework with young children should be quality time spent supported by an adult at home. It is best done in a quiet place with no distractions.

The times given are guidelines only in time to be spent on tasks:

Transition	-	10 - 15 minutes
Lower 1	-	15 minutes
Upper 1	-	20 minutes
Lower 2	-	20 minutes
Upper 2	-	30 minutes
Lower 3	-	30 - 40 minutes

Liaison with Gateways High School

- Every effort is made to ensure a smooth transition from the Preparatory School into the High School at the age of 11 years. The girls will already know a number of High School staff through P.E., Music and academic lessons in the High School. Prep share a weekly joint assemblies with the High School.
- In the Autumn Term of Lower III, an Information morning is held for parents and girls to give them an insight into life in the High School. This provides an opportunity to look round the High School facilities. Lower III also enjoy spending time as High School girls during their High School Experience. They experience some of the lessons that they can look forward to in Upper III, as well as High School lunch. Some Lower III lessons take place in High School including science lessons in the High School laboratories. An Induction Course is held for them at the beginning of their first week in the High School, when their Form Tutors introduce them to Year Tutors and Subject Staff and familiarise them with their new routines.
- There is regular liaison between Preparatory and High School staff on academic work and pastoral care. The staff ensure that the transition between Pre Prep, Prep School and High School is smooth and productive, making sure children's strengths and any problems are carefully noted.

Entry into the High School

- Entry into the High School from Lower Three is not automatic.
- All Lower Three pupils are eligible to sit the Entrance Examination, held on the last Friday in January.
- Academic Scholarships are awarded for outstanding performance in the Entrance Examinations. Art, Drama, Sport and Music Scholarships may also be awarded to pupils showing exceptional talent in these areas. Applications for those scholarships must be discussed with, and supported by, the Head of Prep.

Extra Curricular Opportunities

Music

- Individual instrumental lessons are provided during the school day on the piano, flute, violin, viola, cello, brass instruments, guitar, percussion and recorder.
- Singing lessons are available.
- It is of course possible to provide lessons on other instruments should there be a demand. Please contact the Director of Music, Mr Paul Dutton, to discuss this.
- Three choirs rehearse weekly. There is a first choir for the girls and boys in Transition and Lower I, the training choir is for the girls in Upper I and auditions are held termly for the Upper Junior Choir (Lower II, Upper II and LIII)
- Pupils are invited to join the Preparatory School Band for its weekly practices.
- Pupils are able to take national examinations in their various instruments. Many perform their examination pieces during assemblies.

Sport

- We provide a full range of sport activities during lunchtimes for children from Upper Reception to Lower III. Team practices for older children are after school and during lunchtimes. These include netball, cross-country, ball skills, tennis, athletics, gymnastics, vaulting, rounders and football.

Drama

- From Upper I onwards, girls who wish to have individual or group drama lessons provided during the school day may do so.
- Children regularly take part in the local Wharfedale and Harrogate Festivals and many choose to be entered for the LAMDA examinations.

Dance

- Dance lessons take place on Thursday afternoons. Please see separate letter for details.

Spanish

- Spanish lessons take place on a Tuesday after school.

Timings of lessons

- As extra-curricular Music and Drama lessons are extremely popular, it is not always possible to schedule them for a first or second break.
- Parents must be prepared to allow their children to be withdrawn from an academic lesson. Every 6 weeks we endeavour to change the rotas, so that children are not always absent from the same lesson.

Musical and Drama events

- All children take part in School Productions. In Pre Prep, Nursery children sing in their 'Carols Around the Tree' in The Gatehouse and the Littlegates Foundation Stage children put on a performance in the PAC at Christmas.
- Transition and Lower I perform in the PAC in December.
- Prep pupils join High School pupils to celebrate Christmas at the Carol Service in Leeds Parish Church.
- The Prep Production is held in the spring term and involves children from Upper I upwards.

The Friends of Gateways (Parent Teacher Association)

- The aims of the Friends of Gateways are the promotion of goodwill between all those connected with Gateways School and the raising of funds, primarily through events, for the benefit of the school.
- All parents of Gateways' pupils are automatically members of the Friends of Gateways, as are Governors of the school and members of staff. The Association has an organising Committee representing various groups. While the majority of its members, among them the Chairperson, or Vice Chairperson are parents, the Committee includes the Headmistress and representatives of staff from the High School and Preparatory School.
- A lively programme of events is organised each year and the Committee endeavours to provide for a variety of interests.
- Each new term begins with a "Welcome to Gateways" Coffee Morning, when new parents are encouraged to come along and meet existing parents and friends.
- Parents who are enthusiastic organisers or backroom helpers are welcomed by the Friends of Gateways. The success of Friends of Gateways depends upon the active involvement and support of all parents.

The Old Gatewegians Association

- All pupils automatically become members of the Old Gatewegians Association when they leave the school.
- The annual OGA newsletter includes news of Old Girls as they progress through Higher Education and careers and enables the wider school community to keep in touch.
- The OGA organises its own reunions and other special occasions and its members are always welcome at school events – notably Exhibition Day when there is always a friendly (but competitive!) Rounders match between current and former pupils.
- We are keen to encourage links between current and former pupils in areas such as careers advice and welcome such contact.

UNIFORM LIST

GATEWAYS' SCHOOL LOWER RECEPTION - LOWER I

SCHOOL OUTFITTERS: Rawcliffes Limited
617 Roundhay Road
Oakwood
LEEDS
LS8 4AR

Telephone: 0113 2494025

SCHOOL SHOP OPENING HOURS:
TUESDAY AND FRIDAY 3.00 p.m. - 5.00 p.m.

UNIFORM IS COMPULSORY. EVERY ARTICLE OF CLOTHING MUST BE CLEARLY MARKED WITH THE OWNER'S NAME

GIRLS

Blouse	White, pointed collar
Pinafore	Grey – new style – available only from School Suppliers
Pullover	Dark cherry with School logo. Lower Reception and Upper Reception may wear sweatshirt
Tie	Dark cherry self – not Lower Reception and Upper Reception
Socks	Grey knee length/3/4 length
Tights	Grey optional
Overall Smock	Red
Duffle Coat	Grey or optional new style coat
Gloves	Grey
Hat	Cherry Wool Felt Bonnet with Hatband and badge
Shoes	Black leather or patent
Wellingtons	Black
Pump Bag	Red (small size with drawstring, named on the outside)
Book Folio	Black
Hairband	Cherry or black
Lunch Apron	Red

BOYS

Shirt	White, pointed collar
Shorts	Grey – long trousers optional (winter only)
Pullover	Dark cherry with logo
Tie	Dark cherry self
Socks	Grey 3/4 with turn-over top, two maroon bands
Overall Smock	Red
Duffle Coat	Grey (or cherry fleece – to be confirmed)
Gloves	Grey
Cap	Dark cherry with logo
Shoes	Black
Wellingtons	Black
Pump Bag	Red (small size, with drawstring, named on the outside)
Book Folio	Black
Lunch Apron	Red

P.E. FOR PREPARATORY BOYS AND GIRLS – LOWER RECEPTION – LOWER I

PHYSICAL EDUCATION

Track suit bottoms	Black
Shorts	Black
Polo Shirt	White with logo
Sweatshirt	Dark cherry with School logo
Indoor and Outdoor trainers	White (velcro fastening)
PE Socks	White x 2

SUMMER UNIFORM

GIRLS

Dress	Regulation style (white collar, with back tie-belt) optional alternative style for Lower Reception and Upper Reception
Cardigan	Dark cherry no logo
Blazer	Regulation dark cherry, with badge
Hat	Panama type with hatband and badge
Socks	White knee length or ankle (plain no frills)
Sandals	(Optional) Brown only
Cagoule	(Optional) Dark cherry with fixed hood

BOYS

Shorts	Grey
Shirt	White short-sleeved poly cotton
Blazer	Regulation dark cherry with badge
Socks	Grey Ankle
Sandals	(Optional) Brown only
Cagoule	(Optional) Dark cherry with fixed hood

Summer sandals should be full-shoe style and not open toed or open heeled.

UNIFORM LIST

GATEWAYS' JUNIOR SCHOOL - UPPER I – LOWER III

GIRLS

Blouse	White, pointed collar
Skirt	Grey box pleated – new style
Pullover	Dark cherry with logo
Tie	Dark cherry with white and black stripe
Socks	Grey knee-length
Tights	(Optional) grey
Overall Smock	Red
Duffle Coat	Grey or optional new style coat
Gloves	Grey
Hat	Cherry Wool felt with hatband and badge
Shoes	Flat heeled, plain black leather or patent
Wellingtons	Black
Scarf	(Optional)
Hairband	Cherry or black

PHYSICAL EDUCATION

Sweatshirt	Cherry with logo
Skirt	Cherry pleated
Polo Shirts	White with logo
Athletic Brief	Black
Leotard	Black velvet with Gateways logo
Tights	Black, shiny, footless – no stirrup (dance club)
Swimming Costume (2008/2009)	Black with Gateways logo (optional) Transition-Upper I
Tracksuit	Black tracksuit top and trousers with logo.
Training Shoes x2 (outdoor & indoor)	Plain white (no pumps)
Hockey Socks	Cherry
P.E Socks	White x 2
Gum shield	
P.E. bag	Black Sportsbag with Gateways logo

JUNIOR SUMMER UNIFORM – UPPER I – LOWER III

Dress	Regulation Style (White collar, back tie belt)
Cardigan	Dark cherry no logo
Blazer	Regulation with badge
Hat	Panama type with hat band and badge
Socks	White knee length or ankle (plain no frills)
Sandals	(Optional) Brown only
Cagoule	(Optional) Dark cherry with fixed hood

Regulation Gateways School Bag (available from School Office)

Shoes should be **plain** black leather with **no** stacked or cuban heel. Fashion shoes are not suitable for school wear.

Summer sandals should be full-shoe style, not open toed or open heeled.

Training shoes should be as plain as possible. These shoes are intended for sports use and not as a fashion item.

Gateways hair accessories will be available in the Friends of Gateways uniform shop.