

LOWER SCHOOL ROUTINE

Welcome to Lower School! We hope these comprehensive notes will help you understand the routines in Lower School, but if you have any further questions, please do not hesitate to contact any one of the Lower School team.

Mrs Pauline Christodoulou (Head of Lower School)

Form Teachers

3C Mrs Kim Crisp (Deputy Head of Lower School)

3F Mrs Katherine Farrow

3M Mrs Jenny Martin

4B Miss Hannah Mutlow

4H Mrs Julie Harrison

4O Miss Charlotte Odell

Additional Staff

Mrs Rachel Hobson

Mrs Catherine Drakeley

Mrs Tracy Phillips (LEA)

Ms Natasha Barker (LEA)

Activities

Junior activities run on Monday, Tuesday, Thursday and Friday afternoons from 4.15pm - 5.00pm. Lists of activities and the children involved are posted on the information board by the Reception Area. Please note there are no activities on Wednesdays.



Communication

We value working together with you and your child as a team. If you have any concerns regarding your child's well-being at school, please do not hesitate to contact your child's form teacher either by phone, email or a note in the prep diary, and we will do our best to get back to you as quickly as possible.

Staff emails are the first initial and surname (all lower case)@foremarke.org.uk.

Eg pchristodoulou@foremarke.org.uk

School Office Telephone Number 01283 707100

Lower School Telephone Number 01283 707130



Deregistration

In order that we can account for each child at the end of the day, we ask that they please deregister at the appropriate area with their parent/guardian. We ask that parents please wait outside until the bell goes at 4pm.

- Children leaving at 4pm, 5pm or 6.00pm should deregister in Lower School. (On Wednesdays, when there are no activities, Year 3 should deregister in the Lower School Reception Area and Year 4 should deregister outside Miss Mutlow's room (TD01). This is to avoid congestion).

Equipment

Children should bring a pencil case each day with pencils, scissors, coloured pencils, a rubber, a ruler, and a pritt stick. We would recommend that these items are named as things do get lost easily!



Foremarke Plus

Foremarke Plus is an optional activity programme which runs on a Saturday morning for Lower School children only. Children should wear their school tracksuit, white polo shirt and white trainers, and should bring with them

their swimming bag with goggles, hat and towel. Deregistration takes place in the Lower School Reception Area at either 12.00pm. or 12.30pm.



Games kit

Full PE kit should be brought to school on the first day in blue string bags. These are to be kept in school during the week and taken home on Fridays for washing. Please ensure they are back in school on Monday. All kit should be clearly named.



Morning routine

Morning registration is at 8.30am. Children should arrive by 8.25am though not earlier than 8am, as there is no supervision. Children should go independently to the Lower School Reception Area, where there will be a member of the Lower School team on duty. If, for any reason, your child is more than fifteen minutes late, we would ask you to register them at the School Office in the main building.

Prep Diary

The prep diary is used to record daily prep and any reminders. It is a two way form of communication, and we would ask that you sign it each night to show that you have seen it. Do feel free to comment on how well your child has done with their prep or if they experienced any difficulty and we can then follow this up with them in class. It can also be used to tell us if your child has a dental appointment one day and will need to be picked up earlier for example.

Punctuality

We ask that children are brought into school, and collected, on time. We would be very grateful if you could call school if, for any reason, you know you are going to be late.



Uniform (winter)

Boys - grey shorts/trousers, long sleeved blue shirt, tie, navy jumper with gold stripe, grey socks with navy and gold stripes.

Girls - kilt, blue blouse, tie, navy jumper with gold stripe, long navy socks or tights. Long hair should be tied back with plain navy hair accessories.

Uniform (summer)

Boys - grey shorts, short sleeved blue shirt, tie, navy jumper with gold stripe, long, grey socks with navy and gold stripes.

Girls - school summer dress, navy cardigan with gold stripe, plain, white ankle socks. Long hair should be tied back with plain navy hair accessories.