

Howe Green House School



Parent Handbook 2024

This handbook has been written to provide essential and useful information for parents, but if this guide does not provide the answer to any questions then please do not hesitate to ask. The Senior Deputy Head, Deputy Head, Heads of Pre-Prep and Prep, the Bursar or the School Office should be able to answer any further queries.

Howe Green House School
Great Hallingbury
Bishop's Stortford,
Herts,
CM22 7UF

Aims of Howe Green House School

Mission Statement

To provide our children with opportunities to achieve their academic potential within a family environment where they feel valued, fulfilled, confident and emotionally literate. Our children need to grow as caring and responsible citizens who, in the fullness of time, will make the world a better place.

In order to achieve the above the following statements are of paramount importance:

We must value everyone: children, colleagues and parents for the unique people that they are.

We must develop compassion, tolerance, empathy and co-operation in our children.

We must encourage our children to look beyond themselves in order to develop spiritually and creatively.

We must first believe in ourselves and encourage our children to believe in themselves.

Learning means growing and acknowledging our strengths and weaknesses.

We must encourage our children to set goals, take risks, make decisions and develop their confidence to change their thinking when necessary, in order to achieve their goals.

We must believe that all things are possible.

We must encourage our children to give of their best at all times and not to be content to give less.

We must praise our children for their efforts.

We must acknowledge that the quality of education that we give to our children will be a determining factor in how their lives unfold.

To acquire knowledge and to use it wisely is a powerful force.

**Creating OpportunitiesRealising Potential
Living Life to the Full!**

The School Offices

The School Office is located within the Bayford Hall (building to right of the footpath leading into the school). The School Secretaries are Katie Falkingham and Celia Woodhouse. The main telephone number for the office is 01279 657706. An answer phone does operate, when necessary, during school hours. Please leave a message and your call will be returned as swiftly as possible.

Please contact the School Office for the following:

- General enquiries;
- Appointments with teaching staff;
- Enquiries related to the everyday running of Howe Green House;
- Absences

The E-mail address for the Reception Office is: schooloffice@howegreenhouse.org

The Admissions & Marketing Office is located on the first floor in Chestnut House. Mrs Kate Richardson is Registrar and P.A. to the Headteachers (Monday, Wednesday and Friday) and can help with the following:

- Enquiries for admissions
- Appointments with the Heads

Email kate.r@howegreenhouse.org

The Marketing Officer is Mrs Jenny Hopewell. The email address for marketing is jenny.h@howegreenhouse.org

The Bursar's office is located at the end of the corridor on the first floor in Chestnut House. The Bursar is Miss Sally Parlane. The telephone number of the Bursar's office is 01279 501300. Her email address is sally.p@howegreenhouse.org

Please contact the Bursar's Office for the following:

- Any matters relating to school fees
- Enquiries concerning Free Early Educational Entitlement
- Government Tax Free Childcare Scheme
- Enquiries concerning the Governing Board
- Information about the Parents and Friends of Howe Green House
- Enquiries related to the school site
- Fund raising
- All financial queries/enquiries
- Before and After School payments

Car Parking

Please use the main car park for all departments within the School, including Little Oaks Lodge.

Please do not park in front of the grass mound areas as this restricts the flow of traffic through the car park and can thus place the safety of the children at risk. Please note that there is a space for holders of a blue badge which is located adjacent to the pedestrian entrance gate for ease of access.

The School Day

8.40am	Children may enter classrooms
8.50am - 8.55am	Registration
9.00am	Assembly (Reception-Y6)
10.20am - 10.40am	Pre-Prep school playtime (Rec – Year 2)
10.40am - 11am	Prep school playtime (Years 3-6)
12 noon – 12.30pm	Pre-Prep lunchtime
12.30pm – 1pm	Pre-Prep playtime
12.30pm – 1pm	Prep lunchtime
1pm – 1.30pm	Prep playtime
2.20pm – 2.35pm	Pre-Prep playtime
3.45pm	End of school day

N.B. When collecting your children from school at the end of the day, please collect younger children first.

3.45pm – 4.30pm	After school Care – first session
4.30pm – 5.30pm	After school Care – second session

Before School Care

There is an early morning drop off facility available, where children will be supervised by a member of staff. This operates from 7.45am until 8.45am at which point the children will be taken to their classrooms. The cost of this service is £7.50 per child per session.

As places are limited, pre-booking is required for this service. Ad hoc spaces may be possible subject to availability. **Please note that the School Office email is not monitored after 5.00pm on weekdays or over weekends, therefore any requests for a place in the Breakfast Club for the following day will not be read until the morning in question and so a place may not be guaranteed.**

Registration

The electronic class register will be marked between 8.50am and 8.55am. If you are late arriving, you must go to the School Office to register your child. If the office is temporarily unmanned, we would ask you to complete the grey signing in/out book. Children who arrive late must wait in the School Office until their class returns from assembly. Little Oaks children should be taken directly to Little Oaks Lodge before the parent goes to the School Office.

If a child has to leave the School premises during the day, parents must also go to the School Office to sign their child either in or out, when leaving or returning to School.

Absence

It is a legal requirement to record absences.

If your child is unable to attend school, you must inform the school in writing or by telephone message on the first morning of the absence. If no message has been received by 9.15am the Secretary will contact you. Any unexplained absence becomes unauthorised and must be reported to the Department for Education.

End of Terms

School always finishes at 12 noon on the final day of each term. This is usually preceded by an end of term Family Assembly at 11.00am. The family assembly at the end of the Summer term commences at 10.40am. The last day before a half-term holiday is a full day.

Additional Holiday Times

Requests for additional holiday times must be put in writing to the Head and these letters have to be kept for investigation by the School Inspectorate. The School is obliged to notify any excess absence to the West Essex Education and Welfare Service. A separate log of absence due to holiday requests is kept and parents informed if requests are exceeding the ten days permitted by law.

Any requests beyond ten days will not be granted and if taken will be subject to the scrutiny of the Education Welfare Service.

Meeting with the Teacher

The staff will be very happy to arrange a mutually convenient appointment time to discuss any worries or concerns about your child. Please note that first thing in the morning is a very busy time and only urgent messages should be given to a class teacher at this time.

Mid Morning Break – For Children in Reception to Year 6

Your child must bring in a (named) bottle containing water which can then be re-filled during the day. Your child may also bring a snack to school.

The following suggestions are permitted: -

Fresh fruit and vegetables;
Plain pop-corn;
Rice cakes;
Bread sticks;
Cheese with savoury biscuits.

The following are **not** permitted: -

Crisps;
Sweet biscuits;
Cakes;
Sweets;

Owing to a number of children suffering from nut and sesame allergies, it would be appreciated that anything containing these products should not be sent into School.

School Lunches

Hot or cold lunches are available for an additional cost which is added to the termly account. A three-week menu planner will be given to the child's parents to select a hot or cold option each day (or a vegetarian option where applicable.) The children are given water to drink with their lunch. Where a child having a school lunch is going out of school, for example on a trip or participating away in a sports fixture, a packed lunch will be provided instead.

Should a parent no longer wish their child to have a school lunch, they must give a half a term's notice to Emily Brown (schooloffice@howegreenhouse.org).

Packed lunches must be provided in a NAMED box or bag and should be easy to access. We do ask that you provide a healthy lunch for your child. **Please do not include nuts (including peanut butter sandwiches)**, as some children are severely allergic and there is always the risk, especially with the younger children, that food could be shared, although this is always actively discouraged.

Sweets are not allowed. In warmer weather it is recommended that a two compartment cooler lunch bag is used in order to keep contents at different temperatures.

Staff supervising lunchtime will report back to the appropriate teacher if a child is consistently not eating their lunch, whether it is a school lunch or a packed one.

After School Care

After School Care is available from Monday to Friday. There are two sessions: 3.45pm - 4.30pm and 4.30pm – 5.30pm. The cost of this service is £14 per child for both sessions or £7.50 for one session, and includes a snack.

Late collection charges: Where a child has not been collected by 5.30pm a charge of £10 plus £1.00 per minute will be due in addition to the cost for the session.

An email is circulated to parents prior to the start of each term requesting, where possible, that advance bookings be made to ensure a place is available for their child.

As places are limited, attendance on an ad hoc basis will be according to availability.

Please note any child who has not been collected by 3.50pm will be taken to After School Care and parents will be charged in accordance with above

Homework

The Early Years Foundation Stage (Reception) will be given a reading book and simple phonic tasks to share.

Key Stage 1 (Years 1-2) will be given simple tasks to share with their parents. The tasks will be described in the homework diary. The children will also be given a reading book to share at home each day.

Key Stage 2 (Years 3-6) More formal homework begins in the Prep department. Each child has a homework diary for parents to sign every evening. Each class teacher displays a homework timetable and homework is written in the homework diary. Where possible, a teacher may inform parents of the length of time to be spent on the tasks.

Homework may be discussed during class coffee afternoons. On occasions, teachers may send out letters regarding specific tasks. For further information, parents may request a copy of the Homework Policy.

After School Clubs

A variety of after school clubs are provided for the children in the Prep department throughout the week, either run by members of staff or by outside providers, for which there will be a charge. The clubs include sporting activities such as football, cricket, rounders, tennis, and karate, along with other clubs such as homework, ICT, nature, sewing, dance and drama. Depending on the term, a small number of clubs may be offered to the children in the Pre-Prep department.

A timetable of options is sent to the parents to allow them to choose with their child, which club they would like to attend.

The House System

Children entering the school are placed in one of four houses, Cedar, Hornbeam, Mulberry or Chestnut and will be assigned the same house as siblings. The houses are linked to an award system. Children can be awarded a house point for a variety of achievements; academic, sporting and pastoral. The weekly total of housepoints earned by each house is collected by the House Captain and a House Cup is presented to the winning house each term and to the overall winner for the year. An assembly credit for a particularly fine achievement is given to two or three children in the class each week, or occasionally to the entire class.

Awards

Each term children from Reception to Year 6 are presented with awards for achievement, effort, consistency and values. The award is in the form of a book token and is presented in the final Family Assembly of the term. In addition to the class awards, the House Cup is also awarded each term.

Additional cups are presented on an annual basis at Speech Day. Speech Day is **compulsory** for all children from Reception through to Year 6 and is held on the last Saturday of the Summer Term. It begins at 10.30am and is usually finished by around 12 noon. There is a crèche available for younger children. A place in the crèche can be booked through the School Office (schooloffice@howegreenhouse.org) and places are allocated on a first come, first served basis.

Accreditation

The School is a member of The Independent Schools' Association (ISA). The school, therefore, is subject to inspection by the Independent Schools' Inspectorate (ISI) on a three yearly cycle..

Parental Involvement

Family Assemblies

These are held in the Bayford Hall every Wednesday and Friday unless otherwise notified and are an opportunity to share in the achievements of the children. The Friday assembly is for the presentation of Assembly Credits. The weekly house points are announced and sports team reports are read.

The Wednesday assembly is presented by one of the classes and is a celebration of their work. There are also assemblies for Art, Music and Sport.

As an important part of the school community, parents are encouraged to attend whenever possible.

Parent Consultation Evenings

Parents are able to meet formally with the teacher once during the Michaelmas and Lent terms. You will be given a day and time and we do ask that you keep to these times, unless there are exceptional reasons why you may not be able to do so. Appointments are carefully organised to accommodate parents with siblings in more than one class, therefore changing

times has a knock-on effect. In the Michaelmas Term parents come to the Bayford Hall and are given the opportunity to look at their child's work. The children's books are sent home prior to the Lent consultation evenings with the focus on celebrating the children's learning. The teacher will invite you to join them at your appointment time. The time allowed for each appointment is ten minutes. At the end of each appointment time, a bell is rung to signify the end of your time. Each teacher will then have five minutes to make notes before inviting the next parent to join them. Please keep strictly to your time allocated, as an overrun can cause unnecessary inconvenience for those coming behind you. If you feel that you need more time to discuss things with your child's teacher, please arrange a further meeting.

Annual Report

There is an annual written report that you will receive at the end of the academic year.

Helping in School

We do encourage parents to be as involved as much as possible with the life of the School, but do appreciate that many parents are working full time. If you would like to volunteer some of your time, to help in the classrooms, accompany classes on outings, help with fund raising activities or become a Befriender, please speak to the School Secretary. All parents must be DBS checked before helping within School. Please speak to the Bursar regarding carrying out a DBS check. Please note it is our policy that parents do not work in their own child's class, except for school trips. Please look regularly on the school notice boards and individual classroom boards and in the Friday newsletter for details of school matches and events.

Music

Music plays an important part in the life of the school. Children have the opportunity to learn to play a wide variety of instruments from Year 2 and all children learn the recorder in Year 3. If you would like your child to learn to play an instrument, please contact the Director of Music via email for advice and availability of the peripatetic teachers. Individual lessons usually take place during the school day, and parents should be aware that children would be missing other class lessons.

The contract for the lessons is with the peripatetic teacher. He/she will send you an invoice. **Please note that it is your responsibility to inform the peripatetic teacher of any absence, including class outings, matches etc,** or you will be charged for the lesson. Please make your child aware of the cost of instruments and reinforce their responsibility to take good care of them. If you borrow a school instrument, it should be added to your Home Contents Insurance Policy as you are responsible for any damage/loss incurred.

Musical Activities

The school has a thriving Prep Choir (which all children are welcome to join), as well as a Chamber Choir (by invitation only) which forms for special events. Other Musical ensembles are frequently formed for events. Children may be selected for these from Year 3 onwards.

Parent Choir

A group of parents who enjoy singing meet once a week for a rehearsal. They perform at some of the major musical events of the year and occasionally join the children to perform with them. New members are always welcome. Any parent interested in joining the group should contact the Director of Music via email (helen.m@howegreenhouse.org).

Sporting Fixtures

Sporting fixtures are very often at the end of the school day but may be at other times, depending on circumstances. Fixtures are listed on the school calendar, but please be aware that changes sometimes occur with little notice for reasons out of our control, especially ones hosted externally. Should your child be chosen to represent the School, parents are required to reply in email form to the Sports department by the date given, in order for their child to take part and any substitutions to be made if necessary. If weather means the fixture is unplayable the School Office will email all parents as soon as a decision has been made as to whether the fixture will go ahead or be cancelled, we will inform you of this as soon as possible. **If your child is selected but does not wish to attend, the circumstances need to be discussed with the Director of Sport or the relevant team coach.**

School Outings

The children are taken on educational school outings. You will be given information about trips in the Friday newsletter or by your child's class teacher. Parents are requested to provide a totally disposable packed lunch for their children. Those children who would normally have school lunches will have a packed lunch provided for them by our caterers. Parents may be invited to assist on these occasions and volunteers meet with the teacher prior to the outing to discuss the day. At this meeting the class teacher will explain the format of the day and your responsibilities will be clearly laid out. The class teacher will keep a log of who has accompanied their class on an outing to ensure that all parents who would like to volunteer have the opportunity to do so during their time at the school.

Health and Safety

Medicines

The school administers medication for life threatening allergic reactions and conditions such as asthma, epilepsy, cystic fibrosis, febrile convulsions etc. The school may also administer medication for long-term chronic conditions or when antibiotics have been prescribed for conditions when your child would otherwise be well enough to attend. In such cases please see the School Secretaries to complete the necessary paperwork. **Please do not leave medicines with your child or ask them to take medication without supervision.**

Illness

Children who have been suffering from sickness and diarrhoea, must be kept at home for 48 hours **after the symptoms have stopped**. Whilst we fully appreciate the difficulty this can cause working parents, it is vital if we are to stop the rapid spread of infection that can so easily occur amongst young children.

Pastoral Care and Support

We provide a range of Pastoral Support services including:

- Mentoring support sessions for children; these cover a range of subjects including anxieties, low self-esteem, divorce and separation, illness (including dealing with terminal illness), bereavement, parenting and childhood fears.
- 1:1 Drawing and Talking Therapy
- 1:1 Art Therapy with our 'in house' qualified Art Therapist
- Art and Feelings groups – run by our Art Therapist and Pastoral Lead.

A number of books for adults and children are available to borrow and, where necessary, we can provide you with contact details for outside agencies and support networks.

Please contact Mr Paul Bailey for further details of these services.

Pirate ship and Playground Equipment and Collection

For safety reasons the following areas are out of bounds following the end of each school day at 3.45pm:

- All playground equipment including the Pirate Ship;
- Wooded areas adjacent to the back of Cedar Wall Building;
- Wooded areas adjacent to Little Oaks Lodge.

Once children are dismissed from their classrooms, parents are responsible for them while they remain in the school grounds. Children must remain in your line of sight after you have collected them from the class teacher or after a sports fixture.

Senior Transfer Evening

All parents of children in the Prep school are invited to attend a biennial Senior Transfer Evening held in the Bayford Hall during the Michaelmas Term. This meeting provides a forum for representatives from a variety of Senior schools to bring along information and to discuss with parents the aims and ethos of their schools. The Prep school staff are also available to answer questions and offer advice.

During the Summer Term, parents of children in Year 5 are invited to a specific meeting relating to the process of secondary transfer. The meeting is attended by the Senior Deputy Head and Head. An information letter is given out, listing the procedures for applying to local state schools in Essex and Hertfordshire and a calendar of dates for open evenings.

KEY EVENTS FOR THE YEAR

Michaelmas Term

Senior Transfer Evening (biennial)
Harvest Festival
Parents' Consultation Evening
Remembrance
Christmas Bazaar
Pre-Prep Nativity Play
Prep School Christmas Party
Pre-Prep Christmas Party
Celebration of Christmas

Lent Term

World Book Day
Parents' Consultation Evening
Year 3 & 4 Production
STEM week including the STEM Fayre
Mother's Day celebration
Spring Fever in-house talent show

Summer Term

Teddy Bears' Picnic for new Little Oaks entrants
Grandparents' afternoon
Senior Transfer information afternoon (Year 5 only)
Prep School Adventure Residential
Pre-Prep and Little Oaks Sports Day
Prep Sports Day
School Ball
Year 5 & 6 Production
Howefest
Little Oaks end of term party
Final Family/Year 6 Leavers' Assembly
Speech Day

SCHOOL RULES

GENERAL

1. Be courteous and considerate at all times. Treat others as you would like to be treated yourself.
2. Remember to say PLEASE and THANK YOU.
3. Stand aside for visitors and members of staff. Open doors for them whenever possible.
4. No running on the paths, in rooms or corridors.
5. Take good care of your appearance.
6. Speak clearly and correctly.
7. Do not enter the out of bounds areas without a member of staff.
8. Keep the school tidy. Do not drop litter.
9. Mobile devices are not permitted in School without special permission.
10. Sweets and biscuits are not permitted for morning and afternoon breaks.

DRESS

1. All clothing must be in accordance with the official clothing list.
2. All clothing and possessions must be clearly named.
3. The wearing of jewellery is considered undesirable. If, due to recent ear piercing, earrings must be worn, they should be plain studs only. FOR REASONS OF SAFETY, NO JEWELLERY, INCLUDING STUD EARRINGS, WILL BE PERMITTED TO BE WORN DURING GAMES ACTIVITIES.
4. If hair is long enough to be tied up, hair bands, Alice bands etc. should be in school colours.

OTHER

1. Children are not permitted to take holidays during term time.
2. A full term's notice in writing to the Headteachers, or a term's fees in lieu, is required before withdrawing a child from the School.
3. Fees are required to be paid in advance by the beginning of the term to which they relate. Interest will be charged on fees that remain outstanding after the first day of term at the rate of 2% per month. In certain cases where fees are paid late the child may not be allowed to return to School.

HOWE GREEN HOUSE SCHOOL UNIFORM AND KIT LIST

We are very proud of our school uniform, which is both attractive and practical.

Our uniform suppliers are OTTIS; a local company run by Paul & Kerry Bashford, based close to the school, in Hatfield Heath.

OTTIS provide a very personal and speedy service. During the summer holidays they offer an appointment-based system to ensure you have time to go through all the uniform requirements without interruption, and in addition to visiting their shop you can telephone or email through your order and your items can be delivered directly to the school at no extra charge.

It is imperative that all clothing items are named. Sewn in labels are available to order from OTTIS.

*** To ensure uniformity, all items marked with an asterisk must be purchased from Ottis.**

You can contact OTTIS on (01279) 731052 or email ottis@btconnect.com

Pre-Loved Uniform

A small amount of second-hand uniform is available for purchase – please direct any enquiries to School Office.

Uniform Guidelines

1. All clothing must be in accordance with the official uniform list.
2. All clothing, footwear and possessions must be clearly named.
3. Jewellery should not be worn. If, due to recent ear piercing, earrings must be worn temporarily, they should be plain studs only. **FOR REASONS OF SAFETY, NO JEWELLERY, INCLUDING STUD EARRINGS, WILL BE PERMITTED TO BE WORN DURING GAMES ACTIVITIES.**
4. If hair is long enough to be tied up; accessories should be in school colours.

Little Oaks Nursery School - Uniform

- Black Velcro™ fastening shoes
- Bottle green jogging suit*
- Red aertex shirt *
- Bottle green shorts
- School summer dress* with white ankle socks or green tights (with optional school Lycra shorts underneath*)
- Red school coat*

For PE children in Little Oaks wear:

- Green shorts
- Red aertex shirt*
- Trainers (Velcro™ fastening only)

If children wear their jogging bottoms, or a school dress to nursery, please include the PE kit in their rucksack as PE may happen across the week.

RECEPTION to Year 6 – Core Uniform

- Mid grey shorts
- Mid grey trousers
- White long or short-sleeved shirt
- School tie*
- Or Revere collar blouse (without tie)
- School jumper*
- School blazer*
- Grey socks (with shorts and trousers)
- School tartan kilt* (Years 3-6)
- School Tartan Pinafore* (Reception – Year 2)
- Bottle green tights or knee-length bottle green socks (winter uniform)
- School Summer dress* with white ankle socks (summer uniform) (Optional school Lycra shorts underneath*)
- Red school coat* (please sew name label inside of coat on the collar)
- Black Velcro™, lace-up or buckled shoes

Reception -Year 6 - P.E Kit

- School bottle green jogging suit (Reception – Year 2 only)
- Boys or Girls Microfibre Team Shirts in School Colours with School Crest*
- Microfibre Skort in School Colours with School Crest*
- Unisex Team Microfibre Shorts in School Colours with School Crest*
- White ankle socks
- Black sports bottoms with logo* (Year 3 – 6 only)
- Red School Hoodie with logo* (Year 3 – 6 only)
- White ankle socks
- Trainers suitable for all sports
- Football boots
- Shin pads

- Gum shields
- An optional Skins top printed with 'Howe Green House School' is available
- Swimming costume / trunks* and swim hat (from Year 2 only)

ADDITIONAL ITEMS:

- Green school hat*
- Striped school scarf*
- School sun hat* (it is strongly recommended that all children wear a hat during hot weather)

If you wish your child to wear a hat or scarf they must be purchased from the school supplier.

ALL ITEMS MUST BE CLEARLY NAMED

Items should be named with sew in labels available from Ottis.

Please position the labels on the inside of the neck for blazers, jumpers, sweatshirts, dresses and shirts.

ITEMS YOUR CHILD WILL REQUIRE WHEN STARTING AT HOWE GREEN HOUSE SCHOOL:

Little Oaks Nursery School

- Individually initialled rucksack (provided by the school) containing a spare change of clothing
- Wellington boots (named).

Reception, Year 1 and 2

- Individually initialled Rucksack (provided by the school)
- School Art overall*
- Wellington boots (named).

Year 3-6

- Red P.E. Sports bag*
- Individually initialled Rucksack (provided by the school)
- School Art overall*
- Stationery is provided for children, however Prep children are allowed a simple pencil case for anything extra if required

The Howe Green Educational Trust Limited

Board of Governors

Mr Ed Fielding – Co Chair*

Howe Green House School
Great Hallingbury
Bishop's Stortford
Herts CM22 7UF

Mrs Sam Bristow – Co Chair*

Howe Green House School
Great Hallingbury
Bishop's Stortford
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Mrs. Alison White – Vice Chair

Mrs Elizabeth Lester
Mrs Gemma Rogers
Mrs Mary Sanders
Mr. William Wells
Dr. Gamini Ambepitiya
Mrs Amanda Cutlan Smyth
Mr Ralph Dalton
Ms Marie Calnan

Howe Green House School Staff List 2023-2024

Senior Leadership Team

Paul Bailey	Headteacher (Designated Safeguarding Lead)
Anna Lipani	Headteacher (Deputy Designated Safeguarding Lead)
Sally Parlane	Bursar

Senior Management Team (including the SLT above)

Julie Sellears	Head of Little Oaks (EYFS Designated Safeguarding Lead)
Molly Bear	Head of Pre-Prep
Abby While	Head of Prep

Office/Administration Staff

Kate Richardson	Registrar and PA to Heads
Jenny Hopewell	Marketing Officer
Celia Woodhouse	School Secretary
Katie Falkingham	School Secretary

Teaching Staff

Coral Rimmer	Reception Class Teacher
Chanel Tinner	Year 1 Teacher
Molly Bear	Year 2 Teacher
Anna Catchpole	Year 3 Teacher
Abby White	Year 4 Teacher
Katie Collings	Year 5 Teacher
Ian Martin	Year 6 Teacher
Mitchell Clarke	Head of Art, Design & Technology and Engineering, Year 1 - 4 Science Teacher
Helen Marshall	Director of Music (2 days)
Beth Posgate	Director of Music (1 day)
Sarah Tann	Head of PE & Games
George Sydes	PE Teacher

Teaching and Support Assistants



Rebecca Taylor

Caryn Pepper

Amanda Whyllie

Eleanor Dorman

Catherine Ridge

Fiona Hunt

Jenny Carroll

Gemma Curran

Fiona Davidson

Nicola Dargan

Sue Sudworth Lunchtime / Support Assistant

Little Oaks Staff



Julie Sellears Nursery Manager /EYFS SENCO

Claire Howe Deputy Nursery Manager

Anita Cook Early Years Educator/Team Leader

Suzanna Beattie Early Years Educator

Ann Willingham Early Years Educator /After School Care Manager

Emily Munir Early Years Educator

Katharine Whiting Early Years Educator

Learning Support and Gifted and Talented Department



Caroline Martin SENDCO

Julie Sellears SENDCO Early Years

Ian Martin Able, Gifted and Talented Co-ordinator

Maintenance Staff



Jamie Ryan-
Gilbey Maintenance Manager

Ancillary Staff



Jo Kew Lunchtime Assistant
Janine Leete Kitchen Assistant
Joan Rees Kitchen Assistant
Naneeta Croager Lunchtime Assistant / Support Assistant

Peripatetic Staff



Richard Carr Piano
Laura Clempson Piano
Charles Ellis Cello Teacher
Michael Fone Brass Teacher
Lee Giles Drum Teacher
Jordi Morell Violin Teacher
Peter Shrubshall Flute and saxophone Teacher
Josie Cowley Voice

Aileen Graham Graham School of Dance
Ross Kitteridge Football Coach
Austin Pope Rugby Coach
Donna Ring Karate Teacher
Paul Ring Golf Coach
Elaine Taylor-
Mayes Forest School
Ian Zellner Tennis Coach
James Low Tennis Coach

The following Policies are available upon request from the Admissions and Marketing Office by e-mail or hard copy:

Additional Educational Needs Policy;
Admissions Policy;
Anti-Bullying Policy;
Building Better Behaviour Policy;
Complaints Procedure;
Curriculum Statement;
Educational Visits Policy;
Expulsion, Removal and Review Policy;
Health and Safety Policy;
SAT's results.

For parents with children in the Early Years Foundation Stage, the following policies are available on request, or can be accessed via the school website <https://www.howegreenhouse.org/about-us/school-policies/>

Accessibility Plan;
Additional Educational Needs Policy;
Admissions Policy;
Complaints Procedure;
Equality, Inclusion and Disability Policy;
Foundation Stage Policy;
Missing Pupil Policy;
Non-Collection of Pupils;
E-Safety Policy;
Safeguarding Policy including Intimate Care and Physical Restraint.