



2022/2023

Parent Handbook

REACH FOR THE STARS



Mylnhurst

Preparatory School and Nursery



**Mylnhurst
Campus Group**



Mylnhurst

Preparatory School and Nursery



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1. A Warm Welcome to Mylnhurst

It is our great pleasure to welcome you, or welcome you back, to our wonderful school.

It is at the start of a school year that we are filled with hope and excitement for the year ahead and reminded just how fortunate we are to be blessed with such a delightful environment to teach, learn and grow each and every day.

It will be my honour and privilege to act as guardian over our special school for the autumn term. We look forward to welcoming Mr Hibbert each Tuesday as he familiarises himself with all things Mylnhurst, prior to his formal start in January.

I am sure that you will agree, Mylnhurst is an incredibly magical place for children to grow during their precious formative years. We believe that our success is, in part, due to our commitment to our core values: 'partnership' and 'family' which permeate everything that we do.

Whether you are new to our community or have been with us for a number of years, you will find that we are always here to support you and your child. Our motto, 'Age Quod Agis' translates as, 'Whatever you do, do it well' and we keep this in our hearts in all of our endeavours.

We look forward to seeing you in September.
Kind regards,

Ms Kirsty Holland
Interim Headteacher



2. Mission Statement and Vision



2.1 Mission Statement

To maximise the potential of our children through partnership within a challenging and supportive Christian community.

2.2 Vision

A centre of educational excellence, preparing children in a Christian environment for life's opportunities.



3. Safeguarding

Mylnhurst is committed to safeguarding and promoting the welfare of children.

To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff and volunteers.

Tom Newton is our Designated Safeguarding Lead (DSL) with Mrs Karen White (Prep 2 teacher) as his Safeguarding Deputy (DDSL). Should a child make a disclosure to any member of staff or should a member of staff have a concern about a member of the Mylnhurst community, our Safeguarding Policy would be followed. This policy is available on the website.



4. *EYFS*

Nursery and Reception are a vital part of the Mylnhurst family.

This document aims to cover pertinent information for the whole school. However, the age of our EYFS children necessitates that there are details and procedures specific to this Key Stage. For specific information, please refer to the EYFS



5. *Staff List*

Senior Leadership Team

Headmaster Designate

Mr Hibbert

Interim Headteacher/Deputy

Ms Holland

Assistant Head, DSL, Compliance and Head of PE

Mr Newton

Teaching Staff

Nursery Coordinator

Mrs Riddle

Deputy Nursery Coordinator

Mrs Hunt

Reception

Miss O'Dwyer

Prep 1

Miss Kenny

Prep 2

Mrs White

Prep 3

Mr Holmes

Prep 4

Mrs Pathe

Prep 5

Miss Bray

Prep 6

Mrs Lesniak

Specialist Teachers

Performing Arts and Games, Head of Houses

Mrs Buchanan

Computing

Mrs Sadler

Music

Mrs Nyarko

Spanish

Mrs Akers

SENDCo

Mrs Madin

Swimming

Mrs Swift

Swimming

Mr Marsden



Teaching Assistants, Nursery Practitioners and Pastoral Team

Nursery Practitioner	Mrs Haworth
Nursery Practitioner	Mrs Wild
Nursery Practitioner	Mrs Hunter
Nursery Practitioners	Miss Hunt
Nursery Practitioners	Miss Glew
Teaching Assistant (Learning Support)	Miss Hudson
Teaching Assistant (Learning Support)	Mrs Jackson
Teaching Assistant	Mrs Hudson
Teaching Assistant	Miss Newall
Teaching Assistant	Mrs Hirst
Teaching Assistant	Mrs Hibbert
Teaching Assistant	Mrs Reddish
Teaching Assistant	Mrs Tuff
Teaching Assistant	Miss Vernon
Teaching Assistant	Mrs Drake
Counsellor	Mrs Rendell

Office and Support Staff

School Secretary	Mrs Hill - Pickford
Finance Manager	Miss Wallace
Facilities Manager	Mrs Swift
Site Manager	Mr Jacklin
Catering Manager	Mr Pickering

Auxiliary Staff

Catering	Mrs Peach
Catering	Mrs Mellon
Midday supervisor	Ms Smith
Midday supervisor	Mrs Ellis
Gardener	Mr Bennett

Peripatetic Teachers

LAMDA	Miss Ellis
Piano and Woodwind	Ms Ellin
Drums	Mr Keeble
Guitar	Mr Maddocks
Strings	Mrs Robertson
Brass	Mr Burge

Mylnhurst Children's Club (MCC)

MCC Coordinator (AM)	Mrs Hirst
MCC Coordinator (PM)	Miss Vernon
MCC Coordinator (PM)	Mrs Stewart

The McAuley Building

Woodholm Rd Entrance

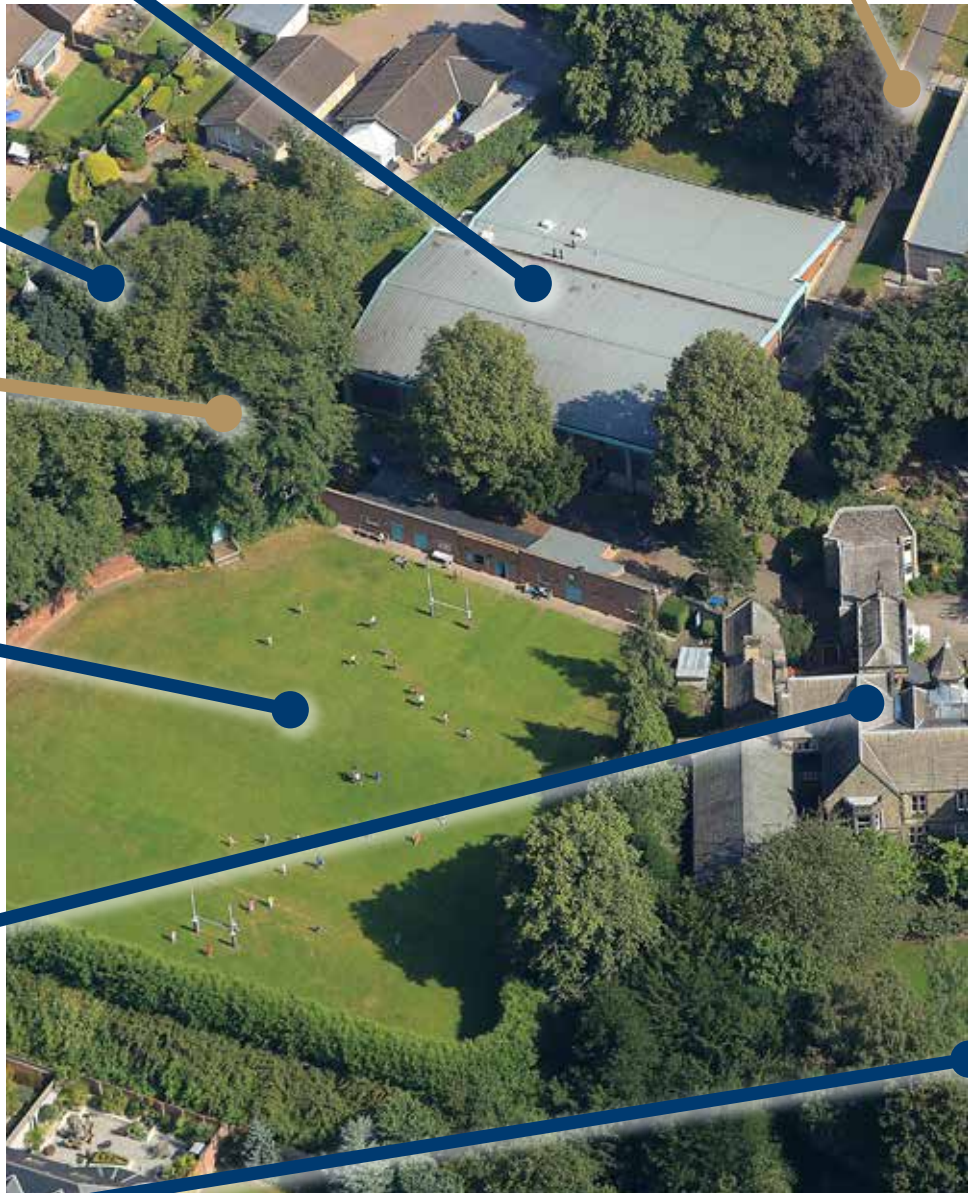
Dining Room/

Millhouses Ln Entrance

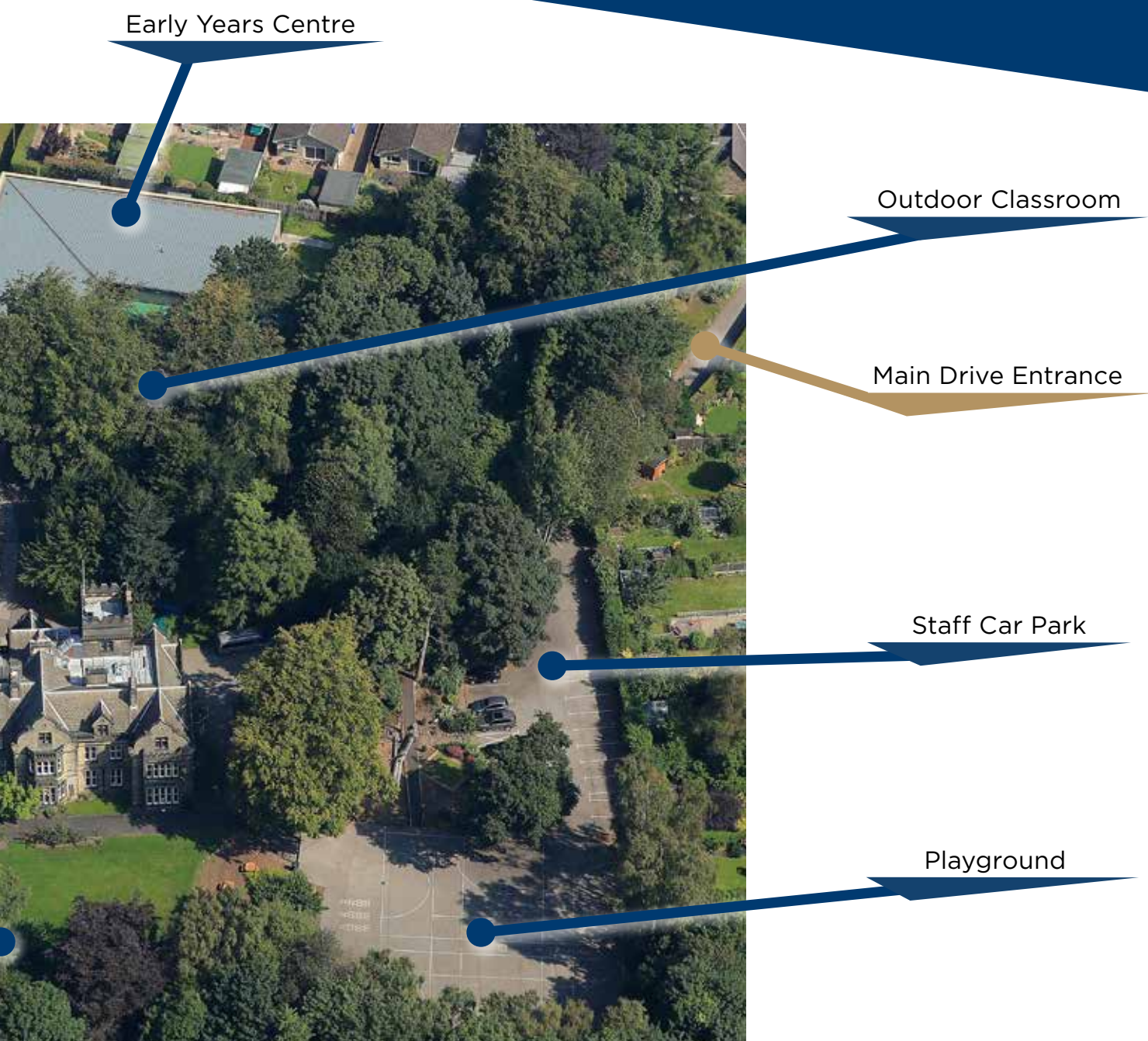
Sports Field

Main School

The South Lawn



6. *Mylnhurst Campus*



Main School	Prep 1 – Prep 6 and specialist classrooms
Early Years Centre	Nursery, Reception and MCC
The McAuley Building	Swimming Pool, Sports Centre, Dance Studio
Dining Room, Marketing Suite	Uniform Shop downstairs

Please note that Mylnhurst is a non-smoking site and that the use of cigarettes or

7. *The School Day*

Time	Nursery	Reception	KS1	Lower KS2	Upper KS2
08:30	Session 1	Gates Open			
08:40		Registration			
08:50		Assembly or class time			
09:10		Lessons			
10:10		Break			
10:30		Lessons			
12:00	Lunch time	Lunch time and clubs		Lessons	
12:30				Lunch time and clubs	
13:00	Session 2	Lessons			
13:30		Lessons			
14:30		Lessons/House Competitions (Fridays)			
15:30		Home time	Lessons		
15:40			Home time		



8. *Start and End of Day Arrangements*

8.1 Arrival and Collection

In Nursery and Reception, children are dropped off at the EYC gate, where members of staff will greet them and take them into their classrooms.

For Prep 1 and above, the gates open at 8.30am for children to enter the playground and the bell will ring at 8.35am to signal the start of the school day. At this time, children line up and their teachers will collect them from the playground.

Arrival and collection times are invariably busy so we ask that you park with due care and consideration for our neighbours.

Collection points at the end of the school day are as follows:

Year	Collection
Nursery	From the EYC gate
Reception	From the EYC gate
Prep 1	From the playground
Prep 2	From the playground
Prep 3	From the playground
Prep 4	From the playground
Prep 5	From the playground*
Prep 6	From the playground*

*Children in Prep 5 and Prep 6 may leave school by another arrangement but this must be requested in advance, in writing, and must be agreed by the class teacher and Headteacher.

If your child is going to be collected by another adult, please inform the Office by Morning Break at the latest. If the school has not been informed, children will be kept at school until we have been in touch with you.

9. *Dining at Mylnhurst*

Nursery

Children may choose between a delicious school meal, cooked by Chef Gareth, or may bring in a packed lunch. Children eat in the Nursery classroom. Choices will be communicated with you at the beginning of the school term.

Reception to Prep 6

From Reception, the children eat in the Dining Hall.

Lunch includes a choice of two main meals, including a vegetarian option, followed by desert, fresh fruit or yoghurt. Water is served with meals. We are able to cater for all dietary needs and should your child have a specific requirement, please inform your child's class teacher in writing.

Snacks

Mylnhurst has a strict healthy snack policy. Children may bring in fruit or vegetables to enjoy at break time. Chocolate and crisps are not acceptable and children will be asked to hand these in if brought in as a snack.



10. *The Curriculum*

10.1 Overview

At Mylnhurst, we believe that children learn best when inspired by passionate and expert teachers, and when the curriculum is brought to life through creativity, the opportunity to be active and to make links between subjects. Classrooms are lively and purposeful, with plenty of opportunity for conversation and collaboration. Mathematics is as likely to take place in the Outdoor Classroom as it is in the Cookery Room; here at Mylnhurst, teachers ensure that lessons are meaningful and that children can put their learning into the context of their own lives and experiences.

At the beginning of the autumn term, you will have the opportunity to meet with your child's class teacher, who will provide timetables and detailed curriculum information for the year ahead.





10. *The Curriculum*

10.2 Specialist Teachers

From both an academic and a pastoral perspective, the balance between time with one, special, class teacher and time in specialist lessons is essential to get just right.

In Nursery and Reception, time spent with the team of teachers, assistants and practitioners is paramount as children become immersed in their learning through the Early Years Foundation Stage (EYFS) Curriculum. At the same time, children benefit enormously from the excitement of seeing a 'new face' during music, P.E. and Spanish lessons, delivered by specialist teachers. They also have the opportunity to build up their water confidence and proficiency with swimming lessons. Experiencing these specialist lessons means that, as our Reception children progress into Prep 1, they are already familiar with many of the faces, routines and expectations of life in Key Stage One.

From Prep 1 to Prep 6, your child's class teacher will deliver English, maths, RE, PSHCE, art, design and technology, science, history and geography. Our wonderful class teachers each provide a nurturing and stimulating environment for the children in their care. They have primary responsibility for their pupils' wellbeing and their progress and attainment, and their partnership with you will be essential in ensuring that your child's year at Mylnhurst is both happy and successful.

The subject knowledge of our specialist team allows our pupils to take their learning further in particular areas, ensuring there are no ceilings to what might be achieved. Spanish, music, performing arts, PE, swimming, games, computing science are all taught by specialist teachers in purpose-built facilities.

We also believe that an essential part of our role at Mylnhurst is to prepare our Prep 6 children for the next stage of his or her school journey at their chosen Secondary School, where moving between classrooms and adapting to a range of teaching styles is the norm.

10.3 Learning Support Department

Our Learning Support Department is headed by Mrs Catherine Madin (SENDCo). She works closely with class teachers and other specialists employed by Mylnhurst. We have teachers who are Dyslexia Institute trained and together we work very hard to meet the individual needs of our children. We work within the guidelines of the DfE Code of Practice for Special Educational Needs and the support staff have a room which has been specifically designed to support their work with the children.

We are always working towards maximising the potential of your child so, where concerns arise, we look to identify them quickly and give the necessary support, either outside or within the classroom.

We always work closely with parents and you are kept informed of any extra support we are providing for your child. Parents are invited to attend termly reviews.

10.4 Homework

Homework prepares our children for future learning, reinforces work done during the school day and encourages self-discipline. We do not set homework on Fridays, although reading is encouraged.

Year Group	Subject	Time allocation	Frequency
Nursery	EYFS Curriculum	N/A	N/A
Reception	Phonics and reading	As appropriate	Daily
Prep 1	Reading	As appropriate	Daily
	Topic research	As appropriate	Occasionally
Prep 2	English/Maths	15 minutes	Daily
	Topic	As required	Occasionally
Prep 3	English/Maths	20 minutes	Daily
	Topic	As required	Fortnightly
Prep 4	English/Maths	20 minutes	Daily
	Topic	As required	Fortnightly
Prep 5	English/Maths	30 minutes	Daily
	Topic	30 minutes	Weekly
Prep 6	English/Maths	45 minutes	Daily
	Topic	30 minutes	Weekly

10.5 Reporting and Assessment

Assessment takes two forms, summative and formative. Summative assessments, in the form of tests, allow teachers to track children's progress. Formative assessments, or assessment for learning, allow teachers within a lesson to monitor understanding and amend their teaching accordingly. We do not test for testing's sake; children are never made to feel under undue pressure. Instead, assessment allows children to take ownership of their learning, to understand their strengths and to agree on their next steps.

Our partnership with you allows your child to reach their potential. We report on your child's progress and attainment in a number of ways throughout the year. Parents' evenings take place twice: once in the Autumn Term and once in the Spring Term. Reports are sent home annually at the end of the Summer Term.

10.6 Online Learning

Our pupils have access to Google Classroom, which is used to set homework and to communicate messages.

11. Pastoral Care

Exceptional pastoral care is at the heart of a Mylnhurst education. Members of staff take collective responsibility for ensuring that each and every child is happy, healthy and safe, understanding that these are the foundation stones for learning.

Pastoral care is embedded throughout the curriculum and is considered at every point of the school day. Robust systems are in place so that teachers and teaching assistants are aware of any minor issues that may need monitoring across subject specialist lessons or on the playground.

Your child's class teacher is their first port of call, and your first point of contact, for any pastoral issues.

11.1 Attendance

Good attendance at school is important for your child's education and establishes a positive working ethos early in life. It is essential that the school is informed of the reasons for absence. Under current government legislation, unauthorised absence is regarded as truancy and all absence figures have to be recorded on a child's annual report. It is also important that your child arrives on time for school, as the start of the day establishes the learning activities for the day. Lateness is recorded in the register.

Sickness

When your child is unwell, please call the school on the first morning of absence by 10.30am. We will require a letter, explaining the reason why your child has not been at school, on the child's return. If your child has been sick, it is important they stay at home for 48 hours.

For out of school dental and medical treatment:

Please let the school office know, in writing, in advance of the date and time of the appointment and when your child will be collected from and/or returned to school.

Request for leave of absence

A request form must be obtained from the school office or website and returned to the Headteacher at least one month prior to the date of departure. Authorisation is at the discretion of the school.

For other absences

Permission for special occasions such as weddings must be requested in advance, in writing to the Headteacher. Shopping trips, birthday trips, days out and holidays at home will not be authorised.

11.2 Medication

Where children have medical needs, parents must give us details of the child's condition and medication and sign the necessary permission form if they require a member of staff to administer any medication. Parents are required to bring the medication to school in a secure, labelled container.

Records will be kept of all prescribed medication received and given. Emergency medication may be stored securely in the classroom (for anaphylaxis or asthma); other medication will be stored securely in the school office.

11.3 Transition to Secondary School

Mylnhurst prides itself on the happy, self-assured and articulate young people who leave us at the end of Prep 6. Where they go to next is as important to us as the rest of their Mylnhurst journey and we are here to support you every step of the way to ensure that this transition is a positive and successful experience. Our Prep 6 teacher will provide detailed information about our transition programme, including the process for applying to Secondary Schools, as the school year progresses.

11.4 Counselling at Mylnhurst

We are fortunate to have the services of Laura Rendell, our school counsellor, who visits school every Tuesday. Pupils can self-refer or can be referred by teachers or parents. Permission forms must be completed by parents before a referral will be accepted. Laura is committed to working with families as well as individual pupils. If you have any questions, please contact Mrs Madin (cmadin@mylnhurst.co.uk) who will be able to support you.



12. *The House System*

Mylnhurst's Houses are an immensely important and thriving part of the school. When a child joins us, he or she becomes a member of a House.

Blake	Named after William Blake, who built the school in 1893
Gerard	Named after Sister Gerard, the much-loved headmistress who served the school from 1977 - 1983
McAuley	Named after the founder of the Sisters of Mercy, Catherine McAuley
Walsh	Named after a famous Sheffield family, who lived in the house before it became a school

Belonging to a House allows children to become part of a special family, each with its own unique character. There is a healthy sense of competition between the Houses, and regular House Competitions, House Lunches and House Assemblies form an exciting part of the school calendar.



13. Behaviour

At Mylnhurst, we have the highest expectations of children's behaviour, which is encouraged through a positive, consistent and fair approach to behaviour management. Praise and reward are given generously, with achievement being celebrated on an individual level and contributing to the success of the House.

Every class has its own behaviour chart. Children start the day on 'Ready to learn' and can move two steps above this or one step below, depending on their attitude to learning and behaviour each day.

13.1 Rewards

House Points

Small achievements are acknowledged with praise, stickers or stamps. Where behaviour, achievement or progress is excellent, a child will receive a House Point. These are prestigious rewards and, children receive a certificate in Key Stage assemblies when they have reached certain milestones:

25 House Points – Bronze Certificate

75 House Points – Gold Certificate

The House Cup is awarded to the winning House each term, and so children start a new House Point chart at the beginning of each term.

House Points are also awarded when a child finishes the day above 'Ready to learn' on the behaviour chart. One step is awarded one House Point and two steps is awarded two House Points.

Class Captains

Every week, a Class Captain is nominated by the class teacher. This is announced in Key Stage Assemblies and the Class Captain receives a badge to keep for the week. Class Captains may earn this privilege by demonstrating exemplary behaviour, exceptional effort or for being an 'always child' – a child who consistently does the right thing.

Commendations and Stars

At the end of each Half Term, children who have done something exceptional may be put forward for a Commendation, which will be given out by the Headteacher in the Celebration Assembly. Additionally, special Mylnhurst Stars are given out for particular achievements during our annual Prize Giving.

13.2 Sanctions

In accordance with our Behaviour Policy, sanctions follow our stepped chart:

Step One	First Warning The child is asked to stop the undesirable behaviour.
Step Two	Yellow Card The child moves down the behaviour chart and is given an age-appropriate time out in class or with a paired class.
Step Three	Red Card The child attends a lunch time reflection with a member of the SLT. Parents will be informed.
Step Four	Serious Incident Protocol The child is removed from class and a decision is made about the appropriate course of action. Parents are invited in for a meeting.

14. *Beyond the Classroom*

14.1 Trips and Visits

Trips and visits form an important part of our curriculum. Your child will enjoy a trip, or a visit from someone who can enhance their learning, once a term. These will be communicated with you on the term ahead.

14.2 Enrichment

A rich and broad variety of clubs, run by Mylnhurst staff and external providers, ensure that there is an opportunity for every child to 'try themselves out'. We encourage all pupils to make the most of these, by choosing a broad and balanced range of activities.

14.3 Peripatetic Lessons

We are delighted to offer a range of instrumental lesson delivered by our peripatetic team during the school day. These include piano, brass, strings, woodwind, guitar and drums. LAMDA instruction is also offered, both on an individual and a group basis.

14.4 Performance Opportunities

The arts are a thriving part of Mylnhurst's curriculum. Children in all year groups have a range of opportunities to perform for an audience across the course of the year. These include class assemblies, Nativity performances, theatrical productions and musical concerts. Parents are invited to these events.

14.5 Mass

We celebrate Mass once per term. Fr John Cooke from the parish of St William's comes into school and mass is celebrated in the school chapel. All children take part and whilst the sacrament of communion is only available to the Roman Catholics in our school, many children go forward to receive a blessing. The music, readings and homily are all geared towards an enjoyable school gathering for all our pupils. Parents of all faiths are always welcome at Mass.

14.6 First Holy Communion

Preparation is now done by the parishes. Nevertheless, both Mrs Pathe and Ms Holland are available for advice and support if required.

14.7 Service

Mylnhurst supports a number of charities throughout the school year. These include: Christmas Shoe Box Appeal, St Wilfrid's Centre in Sheffield, St Luke's Hospice, Hallam Diocesan Caring Service, CAFOD and World Missions and Bluebell Wood Children's Hospice. These charities help to raise the awareness of our children with respect to the



15. *Uniform*

Full school uniform, including hats and caps, must be worn at the beginning and end of each day. No jewellery is permitted, although a simple watch may be worn, and girls may wear a discreet pair of studs in pierced ears. A step tracker may be worn, providing that it has no other capabilities such as games or internet access. Any valuables brought into school are done so at the child's risk. Long hair should be tied back.

The school Uniform Shop is on the ground floor of the stable block, next to the Dining Hall, and will also be available online soon. For further guidance on uniform, please refer to the school website.





16. Mylnhurst Children's Club (MCC)

The MCC provides wraparound care for children before and after school, Monday – Friday. For safeguarding purposes, it is essential that children are booked into the MCC in advance. Please ring the office by the Friday of the preceding week in order to book your child in or to make a repeat booking.

The MCC provides a space for children to relax, play and unwind. Books, games, iPads and snacks are all on offer and pupils are supported to complete their homework.

The MCC runs from 07:30 to 08:30 and after school from 15:40 to 18:00. Children should be dropped off and collected from outside the Early Years Centre.

On the last day of the autumn and summer terms, the MCC is open at an additional

17. Camp Merlins

Mylnhurst holds Camp Merlins during school holiday periods. Camp Merlins is a holiday camp for 4-11 year olds, where fun is the order of the day!

Additional information is available on the **website: www.campmerlins.co.uk**

18. *Complaints Procedure*

Copies of the complaints procedure are available upon request from the school office or on the website.





Mylnhurst
Preparatory School and Nursery

Our mission is to maximise the potential of our children through partnership within a challenging and supportive Christian community. Mylnhurst is a centre of educational excellence, preparing children in a Christian environment for life's opportunities.

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www.mylnhurst.co.uk

Scan to visit
our website



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