



# Windlesham House School Parent Handbook

Year 5 and 6  
2022 - 2023

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## Welcome to Years 5 and 6 at Windlesham House

This Parents' Handbook aims to explain what happens in Year 5 and Year 6. It includes an introduction to the staff, what happens in the school day, how we communicate with you and you with us, what your children will be learning and how we will keep you informed of your child's progress. It also covers the things that your child will need such as stationery and uniform.

### Contact Details

Victoria Mason (Phase Leader Years 5 and 6)      [vmason@windlesham.com](mailto:vmason@windlesham.com)

#### Year 5

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#### Year 6

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Oliver Watkins      [owatkins@windlesham.com](mailto:owatkins@windlesham.com)

### Senior Leadership Team

Sarah Sutherland (Senior Deputy Head)      [ssutherland@windlesham.com](mailto:ssutherland@windlesham.com)  
Pippa Sutcliffe (Deputy Head Academic)      [psutcliffe@windlesham.com](mailto:psutcliffe@windlesham.com)

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Main school number: 01903 874700

### Form Teachers

Your child will have a form teacher who they will see for registration and form period each morning. The pupils will be taught by subject specialists for all of their other lessons. The teaching team for the Senior School can be found on the [school website](#).

Your child's form teacher is your first point of contact for any questions you have about daily routines and if you have any information that you need to share with the school that day, for example, if your child is particularly tired, or worried about something or if they have lost their school shoes. It is also important for them, along with the House Parents, to know about more significant issues, for example changes in their daily routines or family circumstances.

### House Parents

Every pupil will also join one of six houses. Each House is managed by a pair of House Parents who will support your child's wellbeing and pastoral care throughout their time at Windlesham (see below). The house system provides an additional sense of community spirit as well as another level of pastoral care for pupils.

House Parents will have the overview of your child's progress and overall well being throughout their time at Windlesham. Your child will meet their House Parent weekly but will also see them around the school at break times, during Prep and at meals. The House Parents will liaise closely with your child's form teacher but we recommend that you also keep in touch with them about how your child is getting on and any important information that you would like to share with the school.

#### **Bader (purple)**

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Beccy Marchant  
Ali Wild

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## **Pastoral Care**

Windlesham prides itself on its strong sense of community as well as its pastoral care. Everything we do is with the children's best interests in mind and our aim is to ensure that they are happy - if they are happy, they will make progress.

Your child's form teacher will also act as their pastoral tutor and is the first port of call for any questions you have about daily routines. The main benefit of this system is that the form teacher sees their form on a daily basis and is well positioned to communicate with you and your child's House Parents as necessary.

The week is structured around a pastoral theme e.g resilience, anti-bullying or self-esteem, and your child will be given opportunities to explore this theme in form time and in a weekly chapel service.

Should you have any specific questions regarding the pastoral care at Windlesham please feel free to contact Jon Farrer, Deputy Head Pastoral.





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## Home School Communication

How we communicate with you and you with us is one of the most critical aspects of ensuring a good home-school relationship. We have several means of communication: the weekly information letter, the weekly newsletter, email, telephone, school website, social media and WhatsApp.

### [Information Letter - Essential Reading!](#)

Each Friday parents are sent an Information Letter providing details relating to items in the calendar up to two weeks in advance. This is to give parents the opportunity to plan for different events as well as to stay informed as to their children's involvement and requirements.

This letter also contains key up to date information relating to day to day life at Windlesham to ensure that parents remain fully informed. Information is grouped according to year group and phase and hyperlinked from the contents page to allow parents to locate the most relevant details pertaining to their child or children.

**You must read this document each week. It will take no more than 5 minutes. It also contains links to other vital information like the calendar and sports fixtures.**

### [Newsletter - Wonderful to Read](#)

On Fridays parents are also sent the Newsletter which highlights the varied academic and non-academic activities which the pupils have been engaged in throughout the week. This is an opportunity for parents to get a greater insight into day to day life at the school and the myriad opportunities the pupils have enjoyed.

### [Parents' WhatsApp](#)

The Parents' WhatsApp group is managed by Alex Evans and is organised by year group to provide parents with an opportunity to ask questions as they arise. Reminders are also sent via this group for specific calendar items to assist parents. Enrollment in the WhatsApp group is entirely voluntary. Please email [aevens@windlesham.com](mailto:aevens@windlesham.com) with your name, your child's name and form and your phone number if you would like to be added to the group. Please note that this group is not for general communication or socialising but there is usually an informal group set up by the parents for this.

## Parent Portal

The Parent Portal is an area of the school's website which hosts a wide range of information relating to your child's life at school. It is here that parents can access details relating to their child's **timetables, activities, and sports fixtures**. There are also many other categories of information and this should be parents first port of call.

## Verbal communication

At Windlesham we operate an open door policy and welcome verbal communication between staff and parents and encourage both to meet face to face where possible to develop collaborative relationships. Staff welcome brief discussions with parents at drop off or pick up, and are happy to arrange mutually convenient meeting times should a longer conversation be required.



## Routines and Timetable

07:30 - 08:00	Wrap around care and breakfast (by arrangement for Day Pupils)
16:30 - 16:45	Break or early pick up (16:30) if requested
16:45-17.25	Early prep or activities
17.30-18.00	Prep or early pick up (17:30) if requested
	18:00 Collection (for Day pupils and flexi boarders not boarding that night)
18:00	Boarders' supper
18:30	Boarders' evening activities followed by cereal
19:15	Boarders to dorms

### Drop off and parking

Day pupils in Years 5 and 6 should be dropped off and collected from the Pre-prep Car Park.

### Break time

Pupils play on the adventure playground, the astro, the front lawn and in the woods at break time. They are always supervised by teaching staff. **In winter they will need to bring in wellies as it can get muddy and will also require the school coat and waterproof trousers,** so that they can play outside as much as possible. In Summer and Autumn we request that they bring in **outdoor trainers.**

Pupils are given a snack and drink at break.

### Lunch

Pupils eat a hot lunch in the main school dining room each day. Members of the School staff join them and we endeavour to make the experience sociable and relaxed while ensuring that every child eats a healthy balanced meal. There is a choice of meat and vegetarian options. Menus are available online for parents to download each week.

Please note, due to the severity of some children's allergies, we are a 'nut-free' school. Please ensure that we are fully aware of foods to avoid and the necessary medical precautions. Parents are asked to complete a medical allergen and intolerance form which are part of the admissions pack, otherwise these can be sought from the medical centre: [medi@windlesham.com](mailto:medi@windlesham.com)



If your child is going on a trip they will be provided with a packed lunch by the school. Please do not send in supplementary food.

### Snacks and water

These are provided at morning break and at 4:30pm for children attending activities. Morning snack is usually savoury and the afternoon snack is usually sweet.

Children are asked to bring in a named drinking water bottle. We also have a number of water fountains around the school. No single use bottles please.

### Collection

Pupils will be signed out by a member of staff Pevensey (by the chapel). Normal pick up is at 18:05 (Year 5) or 18:15 (Year 6) however it is also possible to collect at 16.30 before activities or 17:30pm before prep. If a child does not attend prep they should take their prep home and spend no more than 30 minutes on it (see the section on Prep below).

If you are regularly collecting your child at 16:30 or 17:30 you will be able to sign up for this option when booking activities. You will receive further information about this when you receive the activities options and booking process details.

If you need to collect your child at any time other than these, for example for a dental appointment, please do so from the front office by prior arrangement through [absence@windlesham.com](mailto:absence@windlesham.com). If possible please provide at least 24 hours notice or call 01903 874700. Pupils should sign out with the office staff or on the sign out sheet.

Whenever possible we ask you to stick to the usual pickup times because our large site and varied activities means that it can take time to get your child to you.

### Wraparound Care

Parents of Day pupils are able to make use of the extended wrap around care from 07:30. Pupils should be dropped off at the front of school and make their way to the dining room where they will be signed in and supervised until registration. Pupils can be provided with breakfast. This early morning provision is by prior arrangement. Please email [whsoffice@windlesham.com](mailto:whsoffice@windlesham.com) or your child's form teacher to discuss this. Please note that there is a charge of £5 for early drop off whether your child eats breakfast or not.

Pupils may also stay for supper after prep. Please email [whsoffice@windlesham.com](mailto:whsoffice@windlesham.com) to arrange this. There is a charge of £5 for supper. Pupils should be collected before 19:00 when the Junior boarders go to dorms.

#### Notification of absence

If a day pupil is unwell and unable to attend school, please email [absence@windlesham.com](mailto:absence@windlesham.com) by 08:10 and the relevant members of staff will be informed.

If your child has an appointment or other reason for absence, please email [absence@windlesham.com](mailto:absence@windlesham.com) at least 7 days before. The office will communicate with your child's House Parents and form teacher, as well as the Headmaster where relevant, to approve the absence.

# Timetable Overviews

WINDLESHAM HOUSE SCHOOL TIMETABLE 2022 /2023 - Year 5																
MON.	Times	9.00 - 9.25	9.25 - 9.50	9.50 - 10.15	10.15 - 10.40	11.05 - 11.30	11.30 - 11.55	11.55-12.20	12.20 - 12.45	2.00-2.25	2.25 - 2.50	2.50 - 3.15	3.15 - 3.40	3.40 - 4.05	4.05 - 4.30	
FORM	SET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14	
GG	Y5/1	ENG BM	ENG BM	MAT GG	MAT GG	SS SJS	ART/DT MFC/SJEART/DT MFC/SJEART/DT MFC/SJE	SS SJS	SCI JAS	SCI JAS	Games	Games	Games			
BM	Y5/2	ENG AW	ENG AW	MAT BM	MAT BM	COMP CJR	COMP CJR	MUS NLM	MUS NLM	SCI HC	SCI HC	GDR AW	Games	Games	Games	
AW	Y5/3	ENG GG	ENG GG	MAT AW	MAT AW	MUS NLM	MUS NLM	SCI HC	SCI HC	GDR GG	PSHE DE	PSHE DE	Games	Games	Games	
TUES.	Times	9.00 - 9.25	9.25 - 9.50	9.50 - 10.15	10.15 - 10.40	11.05 - 11.30	11.30 - 11.55	11.55-12.20	12.20 - 12.45	2.00-2.25	2.25 - 2.50	2.50 - 3.15	3.15 - 3.40	3.40 - 4.05	4.05 - 4.30	
FORM	SET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14	
GG	Y5/1	GDR BM	DT / TEX CM / S\$DT / TEX CM / S\$DT / TEX CM / S\$	PE	PE	DRA FJ	DRA FJ	COMP CJR	COMP CJR	MAT GG	MAT GG	LAT JS	LAT JS			
BM	Y5/2	ART/DT MFC/SJEART/DT MFC/SJEART/DT MFC/SJE	SS SJS	DT / TEX CM / S\$DT / TEX CM / S\$DT / TEX CM / S\$	GDR AW	HIST GG	HIST GG	MAT BM	MAT BM	SCI HC	SCI HC					
AW	Y5/3	HIST GG	HIST GG	DRA FJ	DRA FJ	LAT JS	LAT JS	SCI HC	SCI HC	PE EMS	PE EMS	MAT AW	MAT AW	COMP CJR	COMP CJR	
WED.	Times	9.00 - 9.25	9.25 - 9.50	9.50 - 10.15	10.15 - 10.40	11.05 - 11.30	11.30 - 11.55	11.55-12.20	12.20 - 12.45	2.00-2.25	2.25 - 2.50	2.50 - 3.15	3.15 - 3.40	3.40 - 4.05	4.05 - 4.30	
FORM	SET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14	
GG	Y5/1	MUS NLM	MUS NLM	ENG BM	ENG BM	MAT GG	MAT GG	FRE AXM	FRE AXM	Fixtures	and	Activities	Fixtures	and	Activities	
BM	Y5/2	GEOG MC	GEOG MC	ENG AW	ENG AW	MAT BM	MAT BM	FRE JAS	FRE JAS	Fixtures	and	Activities	Fixtures	and	Activities	
AW	Y5/3	SWIM SMC	SWIM SMC	ENG GG	ENG GG	MAT AW	MAT AW	SPA ARG	SPA ARG	Fixtures	and	Activities	Fixtures	and	Activities	
THUR.	Times	9.00 - 9.25	9.25 - 9.50	9.50 - 10.15	10.15 - 10.40	11.05 - 11.30	11.30 - 11.55	11.55-12.20	12.20 - 12.45	2.00-2.25	2.25 - 2.50	2.50 - 3.15	3.15 - 3.40	3.40 - 4.05	4.05 - 4.30	
FORM	SET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14	
GG	Y5/1	MAT GG	GDR BM	SCI JAS	SCI JAS	SWIM GS	SWIM GS	ENG BM	ENG BM	GEOG MC	GEOG MC	RS MC	Games	Games	Games	
BM	Y5/2	MAT BM	SWIM MD	SWIM MD	PSHE DE	SCI HC	SCI HC	ENG AW	ENG AW	SS SJS	DRA FJ	DRA FJ	Games	Games	Games	
AW	Y5/3	MAT AW	GDR GG	SCI HC	SCI HC	SS SJS	SS SJS	ENG GG	ENG GG	DT / TEX CM / S\$DT / TEX CM / S\$DT / TEX CM / S\$	Games	Games	Games			
FRI.	Times	9.00 - 9.25	9.25 - 9.50	9.50 - 10.15	10.15 - 10.40	11.05 - 11.30	11.30 - 11.55	11.55-12.20	12.20 - 12.45	2.00-2.25	2.25 - 2.50	2.50 - 3.15	3.15 - 3.40	3.40 - 4.05	4.05 - 4.30	
FORM	SET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14	
GG	Y5/1	ENG BM	ENG BM	SCI JAS	SCI JAS	FRE AXM	FRE AXM	MAT GG	MAT GG	HIST GG	HIST GG	MAT GG	RS MC	PSHE DE	PSHE DE	
BM	Y5/2	ENG AW	ENG AW	PE MD	PE MD	FRE EB	FRE EB	MAT BM	MAT BM	LAT JS	LAT JS	MAT BM	PSHE DE	RS MC	RS MC	
AW	Y5/3	ENG GG	ENG GG	GEOG MC	GEOG MC	SPA ARG	SPA ARG	MAT AW	MAT AW	RS MC	RS MC	MAT AW	IT/DT MFC/S\$IT/DT MFC/S\$IT/DT MFC/S\$			

## WINDLESHAM HOUSE SCHOOL TIMETABLE 2022 /2023 - Year 6

		9.00 - 9.25	9.25 - 9.50	9.50 - 10.15	10.15 - 10.40	11.05 - 11.30	11.30 - 11.55	11.55-12.20	12.20 - 12.45	2.00-2.25	2.25 - 2.50	2.50 - 3.15	3.15 - 3.40	3.40 - 4.05	4.05 - 4.30
MON.	Times	9.00 - 9.25	9.25 - 9.50	9.50 - 10.15	10.15 - 10.40	11.05 - 11.30	11.30 - 11.55	11.55-12.20	12.20 - 12.45	2.00-2.25	2.25 - 2.50	2.50 - 3.15	3.15 - 3.40	3.40 - 4.05	4.05 - 4.30
FORM	SET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14
AJM	Y6/1	LAT ARG	LAT ARG	FRE AXM	FRE AXM	MAT JF	MAT JF	ENG GG	ENG GG	FDT CM	FDT CM	FDT CM	Games	Games	Games
OW	Y6/2	MUS RDF	MUS RDF	FRE EB	FRE EB	MAT VM	MAT VM	ENG AW	ENG AW	COMP CJR	COMP CJR	SS SJS	Games	Games	Games
ARG	Y6/3	TPR MD	TRP MD	SPA ARG	SPA ARG	MAT AW	MAT AW	ENG BM	ENG BM	DRA FJ	DRA FJ	GDR BM	Games	Games	Games
TUES.	Times	9.00 - 9.25	9.25 - 9.50	9.50 - 10.15	10.15 - 10.40	11.05 - 11.30	11.30 - 11.55	11.55-12.20	12.20 - 12.45	2.00-2.25	2.25 - 2.50	2.50 - 3.15	3.15 - 3.40	3.40 - 4.05	4.05 - 4.30
FORM	SET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14
AJM	Y6/1	SCI TP	SCI TP	ENG GG	ENG GG	HIST GG	HIST GG	PE OW	PE OW	MAT JF	MAT JF	COMP CJR	COMP CJR	MUS RDF	MUS RDF
OW	Y6/2	SCI HC	SCI HC	ENG AW	ENG AW	SS SJS	ART/DT MFC/SJE	ART/DT MFC/SJE	ART/DT MFC/SJE	MAT VM	MAT VM	LAT ARG	LAT ARG	PSHE DE	PSHE DE
ARG	Y6/3	SCI JAS	SCI JAS	ENG BM	ENG BM	COMP CJR	COMP CJR	SWIM GS	SWIM GS	MAT AW	MAT AW	SS SJS	FDT CM	FDT CM	FDT CM
WED.	Times	9.00 - 9.25	9.25 - 9.50	9.50 - 10.15	10.15 - 10.40	11.05 - 11.30	11.30 - 11.55	11.55-12.20	12.20 - 12.45	2.00-2.25	2.25 - 2.50	2.50 - 3.15	3.15 - 3.40	3.40 - 4.05	4.05 - 4.30
FORM	SET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14
AJM	Y6/1	SS SJS	ART/DT MFC/FS	ART/DT MFC/FS	ART/DT MFC/FS	DRA FJ	DRA FJ	MAT JF	MAT JF	Fixtures	and	Activities	Fixtures	and	Activities
OW	Y6/2	PE OW	PE OW	TPR MD	TRP MD	GEOG MC	GEOG MC	MAT VM	MAT VM	Fixtures	and	Activities	Fixtures	and	Activities
ARG	Y6/3	HIST GG	HIST GG	MUS RDF	MUS RDF	LAT ARG	LAT ARG	MAT AW	MAT AW	Fixtures	and	Activities	Fixtures	and	Activities
THUR.	Times	9.00 - 9.25	9.25 - 9.50	9.50 - 10.15	10.15 - 10.40	11.05 - 11.30	11.30 - 11.55	11.55-12.20	12.20 - 12.45	2.00-2.25	2.25 - 2.50	2.50 - 3.15	3.15 - 3.40	3.40 - 4.05	4.05 - 4.30
FORM	SET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14
AJM	Y6/1	SCI TP	SCI TP	ENG GG	ENG GG	MAT JF	MAT JF	GEOG MC	GEOG MC	GRD GG	TPR MD	TPR MD	Games	Games	Games
OW	Y6/2	SCI HC	SCI HC	ENG AW	ENG AW	MAT VM	MAT VM	DRA FJ	DRA FJ	GRD AW	HIST GG	HIST GG	Games	Games	Games
ARG	Y6/3	SCI JAS	SCI JAS	ENG BM	ENG BM	MAT AW	MAT AW	PE SMC	PE SMC	PSHE DE	PSHE DE	SS SJS	Games	Games	Games
FRI.	Times	9.00 - 9.25	9.25 - 9.50	9.50 - 10.15	10.15 - 10.40	11.05 - 11.30	11.30 - 11.55	11.55-12.20	12.20 - 12.45	2.00-2.25	2.25 - 2.50	2.50 - 3.15	3.15 - 3.40	3.40 - 4.05	4.05 - 4.30
FORM	SET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14
AJM	Y6/1	SCI TP	SCI TP	ENG GG	ENG GG	MAT JF	MAT JF	PSHE DE	PSHE DE	SWIM SMC	SWIM SMC	SS SJS	GRD GG	FRE AXM	FRE AXM
OW	Y6/2	SCI HC	SCI HC	ENG AW	ENG AW	MAT VM	MAT VM	SWIM OW	SWIM OW	FDT CM	FDT CM	FDT CM	GRD AW	FRE EB	FRE EB
ARG	Y6/3	SCI JAS	SCI JAS	ENG BM	ENG BM	MAT AW	MAT AW	GEOG MC	GEOG MC	ART/DT MFC/SJ	RT/DT MFC/SJ	RT/DT MFC/S	GRD BM	SPA ARG	SPA ARG



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## Teaching and Learning

The curriculum for Year 5 and 6 continues to build on the strong foundations that have been developed in the previous year groups. We have high expectations of the children in all areas of their school life, both academically and pastorally.

Our aim is to continue to nurture independent children who are developing their responsibility for themselves, their learning and their belongings whilst fostering a love of learning, awe, wonder and a deep interest in the world around them. We will create an environment of challenge and support for each individual in our classes. The children will continue to develop at different rates and we will ensure that your children understand their next steps for learning, are challenged to achieve their individual targets and are ready for the next stage in their Windlesham career as they progress through the Prep school.

Learning habits underpin our teaching and learning. They link directly to our reward system and reporting. They are organised in 3 areas: critical thinkers, active learners and explorers. Each of these areas aim to develop the skills required to become an effective and productive learner not just at Windlesham or at Senior Schools but throughout life.

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## Year 5 and 6

Pupils in Years 5 and 6 are taught in forms for the following subjects: geography, history, RS, music, PE, PSHE, ICT, art/design and drama. All pupils begin learning Latin in Year 5. They are set for English, maths and languages, in both years and additionally for science in Year 6.

Reading time is scheduled every day, and is supported by our Accelerated Reading (AR) Programme.

Senior School pre-test preparation begins in Year 5 and continues into Year 6. This is supported by both study skills lessons and the online learning platform Atom learning



## Modern Foreign Languages

Having studied both French and Spanish in Years 3 and 4 the pupils choose which of these they would like to study in Years 5 - 8. The language they choose will therefore be the one that they sit for Common Entrance or Scholarship to Senior School.

If your child is a keen linguist and would like the challenge of studying an additional language, there is a weekly French and Spanish after-school group which follows an intensive Common Entrance course for Years 6 to 8.

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## Creative Curriculum Subjects

### Music

In Year 5 and 6, the children have 1 classroom based music lesson per week, and in this we cover a huge range of topics, from learning the notes of the treble clef through to Reggae music. We have a very well equipped classroom with a Samba kit, Djembe drums and lots of other percussion instruments as well as South African Marimbas and an array of glockenspiels! Music technology also plays a large part in our lessons using Garageband and other apps.

As well as congregational singing in Chapel, pupils in Years 5 and 6 have the opportunity to sing in the middle choir who enjoy a mixed repertoire ranging from classical music to contemporary chart music and west end classics.

Across the school, around 75% of the pupils learn a musical instrument, and these are delivered by our team of 16 visiting music teachers. Pupils are encouraged to join an ensemble or group suitable to their ability. There are many performance opportunities throughout the year, from small informal break-time concerts through to the large, whole school events such as Windlesham Rocks and Windlesham's Got Talent.

### Drama

Pupils attend a 50 minute Drama lesson in Harrow Studio each week in Year 5 and 6. They follow a variety of text and non-text work including Victorian melodrama, Commedia Dell'Arte, devising, duologues and physical theatre. All children have the opportunity to perform in one major production each year. There are other performance opportunities throughout the year as individuals, in small groups and in class performances, such as public speaking, poetry performances and devised work during activity time. For pupils who have a particular interest or aptitude for Drama there are additional activities they are able to opt into as well as the ever popular LAMDA tuition.

## Art

Pupils in years 5 and 6 are taught a variety of art techniques within their curriculum. Pupils develop their creativity, dexterity, fine motor skills, confidence and independence with each project. They are taught by specialist staff in our well equipped and spacious art and pottery rooms.

Pupils are taught how to use a range of materials creatively to design and make art and pottery using drawing, painting and clay to develop and share their ideas, experiences and imagination. They are shown how to develop a wide range of art and design techniques using colour, pattern, texture, line, shape, form and space. Pupils are shown the work of a range of artists, craft makers and designers, describing the differences and similarities between different practices and disciplines, and making links to their own work.

Pupils are taught how to develop their techniques, including their control and their use of materials, with creativity, experimentation and an increasing awareness of different kinds of art, craft and design. Pupils are shown how to create sketchbooks to record their observations and use them to review and revisit ideas to improve their mastery of art and design techniques, including drawing, painting and pottery with a range of materials [for example, pencil, charcoal, paint, collage, clay, mosaic etc]. Pupils are also taught about great artists and designers in history that link to the art projects each term.

Those with a particular interest or aptitude in art are encouraged to attend the art activities to develop their interests and abilities further. Pupils have access to our specialist art and pottery rooms where they are supervised by subject specialists.



## Sports

Pupils in Years 5 and 6 benefit from a range of sporting activities and opportunities. Within the PE lessons the pupils swim once per week throughout the year. They also participate in a range of sports including Gymnastics, Dance, Fitness, Athletics, Pop Lacrosse and Tennis. Pupils have two games afternoons, on a Monday and Thursday when they are coached in team sports. Matches are played on a Wednesday afternoon as well as a Saturday afternoon and, whilst the most able pupils may have a greater frequency of matches it is the schools policy that all pupils experience at least one competitive fixture each term and with multiple teams in each year group most pupils have numerous opportunities.

For further information about fixtures parents should access the Sports Area of the [Misocs app](#).

## Competitive Sport Calendar

	Boys	Girls	Both
Autumn	Football Rugby	Netball / Hockey Football	Cross Country / Swimming / Golf
Spring	Rugby Hockey	Netball / Hockey	Cross Country / Swimming / Golf
Summer	Cricket	Cricket	Athletics / Swimming / Tennis / Golf

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## Prep

Pupils in Year 5 receive 35 minutes of prep each evening comprising 20 minutes of work set and 15 minutes reading time.

Pupils in Year 6 receive 45 minutes prep each evening comprising 25 minutes of work set and 20 minutes reading time.

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## Pupil Planners

Each pupil is provided with a pupil planner. Within this book is a copy of their personal timetable and pages to record their activities and clubs. Each day the pupils write in their prep and reading record and this is signed by the prep supervisor, or, if the pupil brings their prep home, by their parents. Each week the tutor will review the use of the pupil's pupil planner and countersign it, rewarding the child with stars if it is well completed. The pupil planner also contains useful information such as the code of conduct, rewards structure and school values.

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## Stationery list

Please ensure that your child starts the year with a named pencil case and the correct stationery (named ideally) so that they can engage in all the lessons properly.

If they need anything during the term they can purchase it from the school shop which is run from the library and accessible to the pupils at break time. A full stationery list can be found here: [Stationery List](#)

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## Assessment

We assess the pupils on an ongoing basis within each subject and feedback to pupils as frequently as possible to involve them in reflecting on their learning and helping each individual recognise their next steps for continued progress. Alongside this formative assessment we also assess our pupils using a variety of tests as outlined below.

### Standardised Assessments

Year Group	Assessment	Month
<b>Standardised Assessments</b>		
Year 3 - 8	GL CAT4	September
Year 3 - 6	PIRA - English	December, March and June

Year 3 - 6	PUMA - Maths	December, March and June
Year 3 - 8	Accelerated Reader	September & May
<b>Other Assessments</b>		
Year 3 - 8	Writing (English)	Termly
Year 5 - 8	Biannually PIMS (Mathematics)	December, March
Year 3 - 8	Science	End of each topic
Year 5 - 8	End of Year Exams (All Academic Subjects)	June
Year 8	Common Entrance in all subjects	June
Year 6 & 7	Pre-tests	October to March
Year 6, 7 & Year 8	External Senior School Entrance Exams	Autumn, Spring or Summer Term, depending on School.

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## Co-Curricular opportunities

### Activities

Pupils in Years 5 and 6 benefit from being able to select from a wide range of co-curricular activities, many of which are free of charge. These take place from 16:45 - 18:00 each day although some of the 'paid' activities take place at other times so the pupils benefit from the 1:1 or small group provision of a specialist tutor or coach. A full list of activities can be found on the Parent Portal. Unpaid activities are offered by our own staff and complement our curriculum areas of sport, music, art and DT, as well as further enrichment opportunities. These activities change termly to reflect the seasons and focuses for that term. Parents are encouraged to sign their children up for activities prior to the start of term and this is managed through the activities app 'Misocs' a link to which can be found in the Activities Area of the [Misocs app](#).

Information relating to the range and timing of activities available for each year group can be found on the app and any additional enquiries should be directed to the Head of Co-Curricular: Stuart Edwards. [sedwards@windlesham.com](mailto:sedwards@windlesham.com) A child's form tutor



oversees each child's balance of activities and ensures that pupils are suitably engaged across the week.

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## Windlesham Challenge

The Windlesham Challenge is a series of enrichment activities which take place on a Saturday morning. Whilst these are optional and not part of the formal academic curriculum, they provide the pupils with opportunities to develop their wider skills within the school context. The activities are grouped into: Local and Global; The Great Outdoors; Body and Mind; and Creative Expression. Through these activities the pupils develop their awareness of self, their ability to collaborate as a team, as well as leadership, communication and problem solving skills.



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## Future Schools

### Year 5

- **Narrow down your choices:** Parents should send off for prospectuses, look at websites and attend open days.
- **Keep Windlesham informed:** speak to the Deputy Head (Academic), Pippa Sutcliffe, about your ideas for future schools. She can guide you and make suggestions.
- **Entry processes and examinations:** Each school will have their own entry process which is likely to include a combination of assessment, interview and

references. Increasingly, schools are asking for 11+ pre-tests (for 13+ places) and these start in October of Year 6. You must therefore keep us informed of which schools you are considering for your child.

For more details see our futures schools document in the Documents and Guides section of the [Parent Portal](#).

## Year 6

- **Final School Choices:** Narrow down your choices, and register your child if you have not already done so.
- **School References:** Ensure your child's Personal Achievement Record is updated regularly from this point on so that Windlesham can be kept in touch with progress and updates.
- **Preparing your child for interview:** As part of the application process, many schools will want to interview your child. We will work hard to do this but you can also help by having conversations with them at home about the schools, looking at their websites, watching the news together and practicing typical questions (we will share a list of these with you).
- **Offers of places:** In general, many senior schools will confirm whether or not your child has an offer of a place at their school between January and March of Year 6.

For more details see our futures schools document in the Documents and Guides section of the [Parent Portal](#).

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## Medical Centre

The Medical Centre is staffed by qualified pediatric nurses who are on hand to administer medication as well as first aid to all pupils within the school community. Pupils are expected to attend the medical centre outside lesson times, except in an emergency.

The medical centre is open:

07:30 - 19:00 Monday to Friday

07:30 - 16:30 on Saturday

07:30 - 8:30 and 17:30 - 20:30 on Sunday

Outside these times qualified first aiders from amongst the staff are available and on duty.

## Medication

All personal medication is kept in the medical centre and administered by the nurses or boarding staff or duty team at weekends. Nurses and boarding or duty staff can administer over the counter medications when required.

For boarding pupils a GP from Steyning Health Centre attends a clinic at the school on Monday and Thursday mornings, outside these hours borders can be taken to Steyning Health Centre.

## Medical Conditions (including allergies and dietary requirements)

Parents must inform the medical centre of any underlying health conditions via the admissions paperwork, or contact the medical centre directly.

All full boarding pupils who are registered with Steyning Health Centre have a medical with the school nurse.

For further information on the medical centre [click here](#) or contact the medical centre [medicent@windlesham.com](mailto:medicent@windlesham.com).

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## Dress Code

While we do not have a uniform at Windlesham we do ask that children adhere to the school [Dress Code](#).

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## Further Information

We hope that this guide has provided some useful information. There are further details available in the '[Policies](#)' section of the website. If you have any other questions about Year 5 and 6 at Windlesham House School, please do not hesitate to contact the school office via [whsoffice@windlesham.com](mailto:whsoffice@windlesham.com) or by phone 01903 874700 or speak to your child's form tutor. We will be very happy to help in any way that we can and would far rather you asked a question than were worried about something.



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[Parent Portal](#)