



# Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

## Grimsdell

### Parent Handbook 2023-24



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Welcome

## THE GRIMSDELL ETHOS

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"Pupils' academic  
and other successes  
are outstanding"

- ISI Inspection 2020

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We aim to create a happy, secure and rich learning environment which enhances the achievements and experiences of all our pupils. Through this we maximise each child's potential alongside positive encouragement, recognition of individual needs and the development of core social, emotional and academic skills. Our child centred and creative approach to teaching and learning and appreciation of each child as an individual lays the foundation for every child's education career and crucially, instils a love of learning that lasts a lifetime.



Through a creative, interconnected, deep and relevant curriculum we aim to teach children to a high standard, the skills required for reading, writing, mathematics, scientific thinking and creativity alongside key 21st Century skills.

Children are encouraged to develop the qualities of a growth mind-set whereby their effort, determination and resilience are valued extensively and mistakes and learning risks are an essential part of the learning journey.

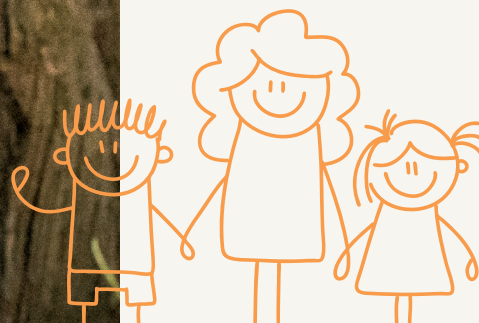
Our well qualified, highly skilled and dedicated staff team (including several subject specialists) and access to outstanding facilities across the Foundation enables us to create high quality opportunities for all pupils.

Our beautiful grounds and commitment to outdoor learning allows children to develop and grow in a natural way that is conducive to happiness and wellbeing, aspects that lie at the very heart of our school.

We are proud that our school was awarded Pre-Prep of the Year in 2022 and we continue to work hard on delivering the highest quality experiences for our pupils.

Kate Simon

Kate Simon  
Head





### Vision Statement

Equipping pupils for life now and in the future.

### Mission Statement

We develop thoughtful, motivated and responsible young people with a global outlook. Our pupils are excited by the challenge of learning; we help them to thrive and find their own path to happiness and success through the range of opportunities presented by the Mill Hill School Foundation.

### Strap Line

Instilling values, inspiring minds.

### Aims

- > To provide excellence in education
- > To bring out the best in every individual child, building resilience and preparation for future life
- > To develop moral integrity and the confidence in pupils to be themselves
- > To build a sense of community and environmental awareness
- > To ensure the future sustainability of the Foundation for the next generation and environmental awareness

## OBJECTIVES

### To provide excellence in education

*This is achieved by:*

- > Providing an optimum environment in which outstanding learning can take place
- > Maintaining a forward looking curriculum which establishes strengths in the core subjects but is also broad and flexible enough to adapt to the demands of the 21st Century
- > Equipping pupils with the critical thinking tools and habits of mind that enable them to thrive in the modern, global environment
- > Creating a culture across the Foundation that embraces the importance of staff development and wellbeing to support the recruitment and retention of the best staff

### To bring out the best in every individual child, building resilience and preparation for future life

*This is achieved by:*

- > Ensuring that Safeguarding is at the heart of all that our schools do
- > Providing a range of opportunities that foster the development of skills and attributes like confidence, compassion, collaboration, creativity, curiosity, flexibility, leadership and communication
- > Supporting the development of cultural capital that will enhance pupils' enjoyment of life, now and in the future
- > Having high expectations of all pupils and a belief that everyone can achieve and succeed

### To develop moral integrity and the confidence in pupils to be themselves

*This is achieved by:*

- > Respecting and celebrating our diversity whilst being united in our shared values and traditions.
- > Encouraging independence of thinking and the responsible articulation of beliefs
- > Encouraging pupils to be self-aware, to value their individuality and the needs of others.
- > Motivating pupils to recognise their place in the world and their responsibilities to the wider world

### To build a sense of community and environmental awareness

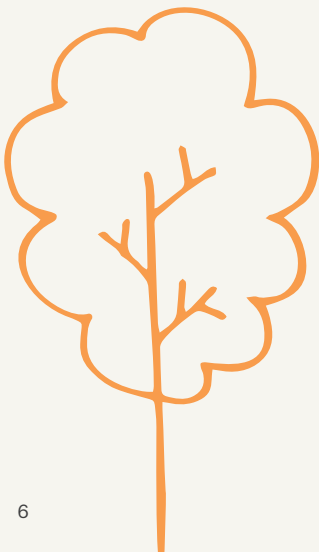
*This is achieved by:*

- > Working in close partnership with parents, alumni and the local community
- > Encouraging compassion and social responsibility in pupils
- > Engaging our pupils in environmentally-conscious attitudes and an appreciation of the natural world
- > Creating a sense of family and belonging through shared experiences and events across the Foundation

### To ensure the future sustainability of the Foundation for the next generation

*This is achieved by:*

- > Managing our organisation in a responsible manner that mitigates potential risks and fosters effective oversight by Governors and the Executive
- > Ensuring legal and regulatory compliance and the good standing of the Foundation
- > To ensure that the Foundation's finances are organised in a way that supports a viable plan of future investment
- > Develop environmental sustainability as a core value of decisions, so the Foundation is prepared for, and plays its part in addressing, climate change





At Grimsdell we follow a code called 'The Grimsdell Way' whereby children and adults alike are asked to:

**Treat other people as we would like to be treated**

**Forgive**

**Share**

**Be Honest**

**Listen to each other**

**Be kind and helpful**

**Be cooperative**

**Share our worries**

**Do our best to be our best**

**Keep everyone safe and healthy**

This allows our children to learn and grow within a community where they can feel safe and secure, have high standards of how they should be treated by others and have high standards of themselves in how they behave towards other people.

In this manner we aim to develop confident pupils with positive self-esteem and an outward looking perspective.

Please refer to our Promoting Positive Behaviour Policy for more details of our rewards and sanctions procedures. Further details will also be shared at the Start of Year Curriculum Meetings.



We have 2 full time Nursery classes, and three forms in Reception, Year 1 and Year 2. Every year we rearrange the children for variety, in order to allow the children to build a broad friendship group across the year group before moving onto Belmont.

Parents are made aware of their child's class in June of the preceding term. In Nursery and Reception each child is allocated a Key Person. At Grimsdell their Key Person is their class teacher.

The classes are named after woodland animals or birds to reflect the beauty of our environment and our emphasis on nature.

Nursery:	Reception:	Year 1:	Year 2:
Hedgehogs	Otters	Starlings	Eagles
Squirrels	Rabbits	Goldfinches	Hawks
	Badgers	Robins	Owls

We aim for as close to 50% boys and girls as possible in each class. The staff of the school are as follows:

## The Head

**Mrs Kate Simon**  
BA (Hons) PGCE  
[head@grimsdell.org.uk](mailto:head@grimsdell.org.uk)

## Assistant Head Teaching & Learning & Year 2 Teacher

**Miss Yuka Matsushita**  
BA (Hons) QTS  
[ymatsushita@grimsdell.org.uk](mailto:ymatsushita@grimsdell.org.uk)

## Deputy Head, Early Years Lead (Maternity Cover), & Part Time Reception Teacher (Maternity Cover)

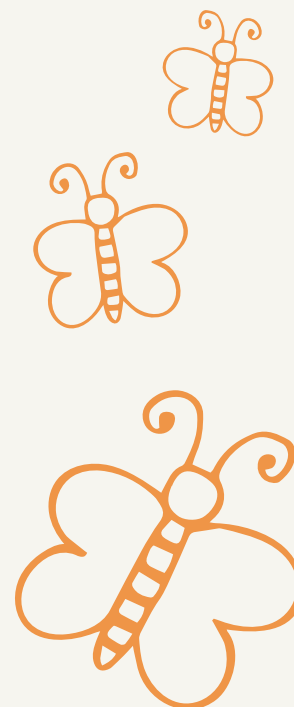
**Mrs Jenny Ticehurst**  
BA (Hons)  
[jticehurst@grimsdell.org.uk](mailto:jticehurst@grimsdell.org.uk)

## Assistant Head Early Years

**Mrs Hannah Holwerda**  
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[hrd@grimsdell.org.uk](mailto:hrd@grimsdell.org.uk)

## Assistant Head Pastoral & Senco

**Ms Kim Vanstone**  
BA, MEdPsyc, PGCert, SpLD, ATSENCO  
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## Teachers

### Mrs Jaime Baddick

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School Librarian (Teaching) and  
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CACHE Level 3

### Caty Cosgrave

CACHE Level 3

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## School Administrators

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### Mrs Sarah Davies-Jones

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### Miss Tanya Kisombe

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## Catering Staff

### Ms Maggie Walker

Chef

### Mr Arlindo Moreno

### Miss Rebecca Greaves

### Ms Tina Chuku

### Ms Naze Koxha

## Housekeeping

### Mala Gurung

### Pushpa Gurung

### Dil Maya Gurung





## THE CURRICULUM

Combining academic rigour with 21st century skills, our Creative Curriculum provides depth in coverage of skills in all subject areas and allows children to recognise the links in their learning.

Children are interested, excited and curious to learn. Our aim is to instil in your child a deep and natural love of learning that will stay with them forever. Our curriculum is rich and diverse and extended well beyond the National Curriculum. It is both demanding and exciting, giving your child the chance to excel in so many areas.



We encourage children to question, enquire and problem solve. They work in groups or pairs to discuss, debate and think critically and creatively. They build strong verbal skills so they are keen and able to write about their ideas and thoughts. Practical tasks test their thinking and challenge them to be creative, all the while building their independence and confidence.

When children are not in lessons they will be outside in the playground during playtimes developing physical and social skills and enjoying free time whilst supervised by our own Grimsdell staff.

## MATHS

Your child will acquire a deep understanding of the number system, and a mastery of concepts. They will learn highly developed problem solving and application skills so that they will be ready to tackle complex mathematical challenges with confidence.

## COMPUTING

Grimsdell children learn to be creative and active in their approach to IT. We teach Computing as a discrete subject from the age of 3, using programmable toys, a huge range of software and resources, and bring it into our creative curriculum whenever possible. There is a specialist Computing teacher for Year 1 and 2 and they have one lesson per week, in half classes, in our renovated computer suite. We have also introduced a small set of iPads into each EYFS class, half class sets of iPads in Year 1 and 1:1 iPads in Year 1 and 2 (from Sept). KS1 use an online learning journal to document their learning called SeeSaw.

## ENGLISH

We recognise that the key areas of speaking, listening, reading and writing are fundamental to children's learning. We promote high standards of Literacy by equipping children with the skills of spoken and written language, whilst developing their love of reading.

Children will also have a weekly library session where they will learn library and research skills in addition to building a love of books and reading. Here they have access to a wide range of carefully selected and constantly refreshed literature, including magazines, newspapers and audio books. We have a dedicated librarian, Mrs Clare Harvey, who guides and supports each pupil in their love of books and reading.

## EXTRA CURRICULAR

The depth and range of extra curricular activities offered at Grimsdell are designed to provide opportunities for children to develop new interests, skills and offer lively social interactions. Our clubs vary slightly from term to term to maintain topical interest and variation. Specialist coaches provide lessons throughout the year in clubs such as: football, karate, chess, dance, drama, violin, ballet and multisports.

Children eagerly sign-up to clubs each term and learn to show commitment and resilience as they develop new skills. Some of our clubs provide the opportunity for children to work towards gradings.

## HOMEWORK

There is no formal homework in **Nursery** although the children have access to the Library and will bring home books they have chosen from here on a regular basis.

**In Reception** children will have a range of tasks to consolidate learning at home. These will include:

- > Daily phonics materials
- > Weekly 'Take a Closer Look' – covering fine motor skills, creative, maths, handwriting and phonics work
- > Reading and Library books

**In Years One and Two** pupils will have:

- > Maths: KIRFs (Key Instant Recall Facts) to learn e.g., number bonds, mathematics or written maths work.
- > Reading and library books.
- > 'Take a Closer Look' – Word and sentence level work with some extended and creative opportunities.



Two examples of our Take a Closer Look Homework from Year 1 and 2 respectively:

Over the next week at home:

### Literacy

Look at the table below and revise the sounds and spellings we have learned in school. Do you understand the meaning of each word?

Parents; think of a sentence that contains one or two of the words from the table below (or use the example), for instance;

Dip your \_\_\_\_\_ in the sea.  
Can I go \_\_\_\_\_ you in the line?

Write the sentence with those words missing.  
Ask your child to read your sentence and work out what the missing words are. They can then write the completed sentence.  
Repeat with an alternative sentence should they wish too.

ORE	ARE (AIR)	OE (OA)	RAINBOW WORDS
-----	-----------	---------	---------------

MORE	BARE	TOE	THERE
SCORE	CARE	FOE	BY
BEFORE	SCARE	GOES	HERE
STORE	SHARE		

### Literacy

Look at the table below and revise the spellings we have been practising in school. Can you create some sentences or questions using some or all these words ending in a 'y' and adding the Suffixes -ed, -er, -est, -ing?

### Remember the rules:

- if the root word ends in a 'y' with a vowel before it, you just add the suffix.
- if the root word ends in a 'y' with a consonant before it, you drop the 'y' and add an 'i' before adding the suffix.

SUFFIX -ED	SUFFIX -ER	SUFFIX -EST	SUFFIX -ING
------------	------------	-------------	-------------

PLAY -	PLAY -	HAPPY -	REPLY -
PLAYED	PLAYER	HAPPIEST	REPLYING

CRY -	CARRY -	TINY -	SWAY -
CRIED	CARRIER	TINIEST	SWAYING

WORRY -	COPY -	EASY -	PLAY -
WORRIED	COPIER	EASIEST	PLAYING

Complete the Suffix -ed, -er, -est, -ing phonics activity.



There is a curriculum meeting for each year group at the beginning of the year where parents are provided with more detailed information and advice about homework tasks and other ways to support children at home. This is also an opportunity to hear more about the daily routines for your child's class.

There is also a Termly Welcome meeting in the Spring and Summer Terms which is held in your child's classroom. This will give you key information for the coming term.

Reading is one of the most important ways in which you can support your child at home and this should always be an enjoyable task rather than a chore. There is a reading record book that goes between home and school so that you can have a productive dialogue with your teacher about your child's progress in reading and ways in which you can support further.

## SUPPORT FOR LEARNING. INCLUDING EYFS (NURSERY AND RECEPTION)

Our learning support department offers a nurturing environment where, at any stage of their learning, children may benefit from extra support to help them work to their individual strengths and achieve their best. We have a dedicated SENCO Ms Kim Vanstone who works closely with staff to monitor the progress of children and identify any children that, for whatever reason, may be finding it hard to fully access the curriculum. Where appropriate support may be offered as 1:1, small groups or within the classroom for either a short termly boost or a longer support package. Parents are fully included in the process.

We encourage parents to discuss any concerns that might arise during their time at Grimsdell with their child's form teacher in the first instance.

## ENRICHMENT

Enrichment is the opportunity for every child to learn, make progress and be challenged in a way that is appropriate for their level and pace at that time. We have developed an inclusive approach and aim to personalise aspects of the curriculum and its delivery to suit every child's needs and to ensure that each child is treated as an individual and realises their potential.



## TIMES OF THE DAY

### Nursery:

**8.30am–3.15pm** | for Nursery

The drop off and pick location will be either the Nursery door or The Forest School Den. You will be advised of this by the Nursery Teacher.

#### Arrival Times:

**8.15am Reception**

(Badgers main door) (Otters Hall door) (Rabbits Blue door)

**8.20am Year 1**

(Robins main door) (Starlings Hall door) (Goldfinches Blue door)

**8.25am Year 2**

(Owls Main Door) (Eagles Hall Door) (Hawks Blue Door)

The three doors of the school are opened and children are welcomed with a non-tactile greeting and friendly smile by the Head, Deputy or other staff member. Music is played for an atmospheric start to the day and children are encouraged to go up to class independently. Please ensure that you and your child form an orderly queue so that each child can be individually welcomed. We encourage a handshake, high five, fist bump or similar greeting.

#### End of day dismissal times:

**3.00pm Reception**

(Same door as drop off)

**3.05pm Year 1**

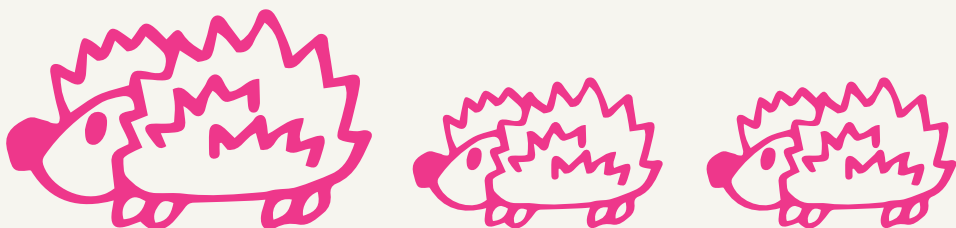
(Same door as drop off)

**3.10pm Year 2**

(same door as drop off)

At pick up times your child's teacher will dismiss them with a friendly 'good afternoon' and goodbye and release them into your care, observing the union of adult and child before dismissing the next child. Please adhere to pick up times unless your child has a club or is booked into Stay and Play.

We will not release any child into the care of another adult without your prior permission. This should preferably be in writing.



## BREAKFAST CLUB

Breakfast Club starts at 7.30 AM in the Hall and children will be served a range of cereals, fresh fruit and toast. The Club costs £8.00 per session and is run by Grimsdell staff. During the club they will eat breakfast and enjoy some activities in the Hall before going to their classrooms at 8.15am. This provision must be booked a week ahead via the link in the newsletter.

## STAY AND PLAY

This is our after school care provision which runs from the end of the school day until 5.30pm.

The provision is flexible and you can book in for any amount of time at short notice providing we have spaces that day. Please book in through the school office either by phone, email or in person. The cost is currently £7.50 per hour or part of an hour. You can also book in advance.

Stay and Play is led by our own staff and the children participate in a range of stimulating, creative and fun activities. It is not a homework club.

To book Stay and Play please email [office@grimsdell.org.uk](mailto:office@grimsdell.org.uk) or alternatively ring the School Office on 020 8959 6884.

There is a separate guide to Stay and Play which is usually issued in conjunction with this handbook.

## ABSENCE

If your child is away from school please notify the school to explain the absence by telephoning the school office. This should be done prior to 8:30am. Any requests for leave of absence (religious observance for example) should be addressed in writing to the Head of Grimsdell.

We publish holiday dates well in advance so that you can arrange holidays around term time.

**School Office** [office@grimsdell.org.uk](mailto:office@grimsdell.org.uk)

**Telephone** 020 8959 6884

**Email** [head@grimsdell.org.uk](mailto:head@grimsdell.org.uk)

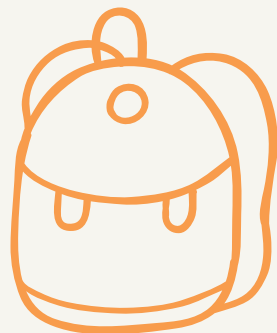
We ask that all parents park on Wills Grove. This is long road and there is plenty of space for everyone. Please do not park on High Street which we respectfully reserve for residents, or any of the car parks, which are for school staff use.

We operate a one way system at drop off and pick up. This runs from 8.00am–8.45am and 2.50pm–3.30pm.

Please ensure that access to drives and boarding houses are not blocked and that there is no double parking. We also ask that parents do not hold up the flow of traffic by waiting for a space. Dropping of your child directly outside school is strictly forbidden, even if another adult is escorting them. Please do not park on the yellow zig zags at any time.

We have a maximum speed limit of 10 MPH which is to be observed at all times. We also ask that any taxi drivers are advised of the rules as often these are the most frequent offenders of our parking rules. We will also request your vehicle registration details at the start of the year.

## UNIFORM



The School Outfitters are Stevensons, these can be found at the below location:

**Stevensons**  
133-135 Victoria St  
St Albans  
AL1 3XS

StAlbansbranch@stevensons.co.uk  
01727 853262

Belmont Tracksuit (Year 2 and above) is only available from Grays, click [here](#) to view their website.

The GPA runs a second hand uniform shop and will advertise the dates and times of these sales in advance.

\*= Item only available from School Outfitters

## UNIFORM ALL PUPILS



### Fleece Hat

Navy, embroidered with school logo



### Gloves (optional)

Navy, fleece



### Anorak\*

Navy, shower proof, embroidered with school logo

### Polo Shirt\*

Light blue, long sleeved (Eton)

### Socks

Navy, short, 5 pack



## UNIFORM NURSERY & RECEPTION (GIRLS & BOYS)



### Tracksuit Top\*

Navy, embroidered with school logo



### Tracksuit Bottoms\*

Navy, embroidered with school logo

## UNIFORM YEAR 1-2



### Trousers (boys)

Navy



### Trousers (girls)

Navy

### V-neck (boys)\*

Grey, with light blue trim

### Cardigan (girls)\*

Grey, with light blue trim

### Pinafore (girls)\*

Navy, V-neck style

### Girls

Socks: Navy Knee high

Tights: Navy

## UNIFORM SUMMER TERM ALL PUPILS



### Baseball Cap\*

Navy, embroidered with school logo

### Girls socks

White, knee high

### Boys socks

Navy, short

## UNIFORM SUMMER TERM BOYS



### Polo Shirt\*

Light blue, short sleeved, embroidered with school logo



### Shorts

Navy

## UNIFORM SUMMER TERM GIRLS



**Summer Dress\***  
Floral

## UNIFORM NURSERY – YEAR 2



**Polo Shirt\***  
White, with Navy trim,  
embroidered with school logo  
(Nursery wear in the Summer  
Term)



**Shorts**  
Navy, poly/cotton (Nursery  
wear in the Summer Term)



**Tracksuit Top\***  
Navy, embroidered with  
school logo



**Tracksuit Bottoms\***  
Navy, embroidered with  
school logo

## UNIFORM SWIMMING YEAR 1 AND YEAR 2

## UNIFORM SPORTS KIT YEAR 2 ONLY



### **Kit Bag - Optional**

The Kit bag can be used for after school club kit (such as Karate or ballet), swimming kit (for Year 1 summer term and Year 2 only) .

PE kit is worn into school on the days your children has this lesson, therefore the Kit bag is not usually needed for PE Kit.

### **Trainers**

White, velcro

### **Swimwear/Swim Hat\***

(Summer Term only)

Girls wear a Navy Swimsuit Boys wear Navy Trunks



### **Belmont Tracksuit Top\***

Navy, embroidered with school  
logo, wording on reverse



### **Belmont Track Bottoms\***

Navy, with Sky piping

Belmont Tracksuit (Year 2 and above) is only available from Grays, [click here to view their website](#).

Forest school clothes are waterproof trousers and a waterproof jacket that goes over the top of their coat (especially in winter).

## FOREST SCHOOL UNIFORM



## GRIMSDELL SCHOOL RUCKSACK



Your child's blue backpack is an important part of their uniform and is available from our usual uniform suppliers: Stevensons.

The bag is designed to fit everything in, including water bottle, PE bag and swimming kit (if required).

## ADDITIONAL INFORMATION

Please label all items for clothing for ease of returning them to you when they are lost. The GPA runs a second hand uniform shop and will advertise the dates and times of these sales in advance.

Jewellery is not permitted in school for reasons of health and safety, apart from stud earrings.

## BRINGING IN ITEMS FROM HOME

Please ensure that children do not bring in any food from home as we have many allergies in the school and need to monitor what comes into the school building.

On your child's birthday we will enjoy celebrating with them. Please do not bring in any food or toys to share with the class, however you may donate a book to the class library which your child and their teacher will share with the class. There is no obligation to do this. We are happy for children to wear birthday badges to enjoy their special day.

Children may bring in items from home when specifically requested or for Show and Tell. You will be advised of these times in advance or in your Curriculum Meeting at the start of the year. Otherwise please ensure that toys are kept at home.

We are happy to distribute party invitations providing the whole class is invited.

## LUNCH AND SNACK

Every child has a hot lunch and there are no home prepared packed lunches in the school.

The lunch break lasts from noon until 1.00pm. The children in Reception, Year 1 and 2 eat their lunch in their year groups in three separate sittings in the Pre-Prep hall. The food provides a balanced diet and is freshly prepared on the premises. It is healthy, appropriate for the age of the children in terms of appeal and nutrients, and offers some choice. We encourage healthy attitudes to food and are not averse to some small treats being included in our menus for pudding and on Fridays for snack.

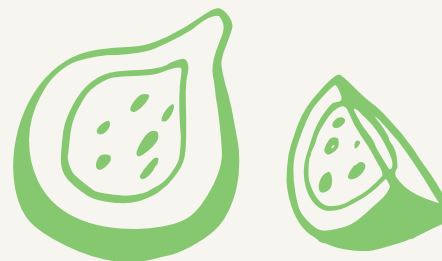
We cater for all allergies and dietary requirements. Please ensure you have completed the form in the joining pack sent via Firefly to your email address advising us of these and keep us informed of any allergies which may develop subsequently.

We encourage the use of knife and fork and good table manners. The teachers and assistants supervise the children in the dining room and on the playground and we have three additional lunchtime supervisors. We refer to our Dining Hall as 'Maggie's Restaurant' in order to show respect for the space and our chef's cooking.

Our menus for lunch and snacks are published on the Grimsdell website.

Occasionally when there is a special event we may arrange for the children to have a picnic sandwich lunch. When the children go on a school trip they are allowed to bring a packed lunch from home and advice is given about the sorts of things to include or not include.

If you have any questions or concerns regarding your child's eating please direct these to the class teacher in the first



We have a full time School Nurse, Mrs Anita Hurst. Her medical room can be found around the left hand corner from the school office and through the double doors on the left hand side.

The School Nurse is available from 8.15am–8.30am each morning to receive any medication your child may need during the school day. This must be in the original box with the 'pharmacy' label (displaying the pupil name and dosage) and you will need to fill in a form that Mrs Hurst will supply you with.

If your child becomes unwell during the school day they will be cared for in the medical room and you will be contacted to come and collect them. It is important that we have all your up to date contact details and those of anyone you have nominated to collect your child if you are unable to. If their medical needs are more severe we have the senior school medical centre across the road with access to more nurses and doctors.

Parents are informed of any accidents or injuries, either by note, email or telephone call. Please ensure that we have your child's medical form returned to us well before the start of the school year and keep us updated of any medical conditions.

We have a 48 hour policy on returning to school after the last bout of vomiting or diarrhoea. Since introducing this rule we have significantly reduced the spread of infection resulting in an increased attendance rate in the school. This rule is Foundation wide and we ask that all parents adhere to it. Children with a temperature should not be sent into school.

We have a policy on swimming whereby if your child is well enough to come into school, they are well enough to swim. If you feel your child is not well enough to swim then they should be kept off school for the day, except in special circumstances such as fractures or open wounds.

We also have two school counsellors who are trained child psychotherapist's. Their names are Caroline Freeman and Ben Stambler and referrals to see them are made after consultation through The Head of Grimsdell. In addition to this we have a Play Therapist, Sarah Broom, who works with a number of children in order to provide early intervention that supports their emotional development.

At Grimsdell we have a strict no smoking or vaping policy throughout the premises.

## CONTACT WITH THE STAFF AND COMMUNICATION

We encourage your child to come into school independently as much as possible as this has a positive impact on learning and confidence.

We encourage parents to allow their child to go to their class independently. If you have a message for the class teacher please email them before the start of the day and they will pick this up.

You will have your teacher's email address and may contact them about any queries you have. They will only respond to emails before the school day and at the end of the school day. During the day their attention is on interacting with the children, delivering lessons and pastoral care, and preparing for lessons. We kindly ask that parents refrain from sending emails late at night or at weekends unless they are urgent.

If you have a query that warrants longer discussion you are very welcome to make an appointment to see the class teacher at any time during the year. They will be more than happy to help.

There are two formal parent meetings per year, one in the Autumn Term and one in the Spring Term.

Parents are also invited to attend Open House sessions where you will have the opportunity to view your child's learning journal and classrooms. These operate weekly in Nursery and Reception and Termly in Year 1 and 2.

Parents are often invited into school for special events and to deliver talks or sessions with the children at special times (for example to share a religious festival). We enjoy having parental presence within the school at appropriate times, as do the children.

The weekly newsletter is sent out electronically, typically on a Friday afternoon. It contains a letter from The Head, a round-up of activities across the school and from each year group, and a look ahead to future learning the following week. The newsletter also contains key information about new initiatives, date changes and special events or talks so please ensure you read this carefully each week.

We will send messages of a timely nature via text message and post information on the website (for example closure of school due to snow).





We will send emails for all other communication, although usually we prefer to save all communication for Friday's newsletter if at all possible. Our other day for key communication is Tuesday.

Occasionally we may need a form or permission slip to be filled in, in which case a hard copy of the letter will be sent home in the book bag.

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## REPORTING TO PARENTS

You will receive two written reports about your child's progress and learning journey in the Autumn Term and the Summer Term. You will always have an opportunity to discuss the report in more detail should you wish to.




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## TAKING PHOTOGRAPHS OF CHILDREN

Only school cameras and devices are permitted to take photos of children at school. We have a no mobile phone policy within the school to ensure that personal devices cannot record images of children. Staff and Parents are required to adhere to this policy.

Parents are permitted to take photographs at school performances and sports events providing they do not post pictures of other children on social media.

Parents are required to provide consent for us to use their child's images on the website, in the school magazine and on our social media channels (Twitter, Facebook and Instagram)

To keep up with what is going on at Grimsdell please follow **@millhillpreprep**   

## HOUSE CAPTAINS

The three houses we have at Grimsdell are Beech, Oak and Willow: trees from our surrounding area. Each child, when they start at Grimsdell, will be assigned to a house. Belonging to a house brings great ownership and membership to a strong and positive group within the school. Teachers and children from Nursery to Year 2 proudly following the Grimsdell Way, earn house smileys to win the house trophy each term or to simply enjoy the camaraderie of competition between the houses.

In Year 2 two children are chosen, by the Year 2 children, from each house to be the House Captain for the term. This is a senior role within our school. The children will be asked to engage in a range of tasks across the term which promote leadership, responsibility and commitment.

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## THE GRIMSDELL PARENTS' ASSOCIATION (GPA)

Upon joining the school, all parents become GPA members. There is a real focus on bringing the parent community together for the benefit of all our children and their families.

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Our full parent body selects a nominated charity each year and a core GPA team plans a wide range of fundraisers - with the support of as many of our parents who wish to contribute in any way they can. These events take place throughout the school year - both on and offline, for children and grown ups alike. The GPA orchestrates 'Parents Day' each Summer Term when families and staff enjoy an end of year celebration. The GPA also maintains a stock of pre-loved Grimsdell uniform which is readily available at discounted prices throughout the year.

This year, the GPA will be led by Mrs Naomi Flash-Parsons and Mrs Alexandra Mosafi. As all parents truly enhance the school community, they'd be delighted to have your input and ideas. Please do contact them via **grimsdellgpa@gmail.com** and follow the GPA on Instagram: **@millhillpreprepparents**.



## OUTDOOR LEARNING AND FOREST SCHOOL

At Grimsdell we love the outdoors and the children are frequently outside, whether that be general outdoor learning or Forest School. The children will need wellington boots in school so make sure you have a set in their current size ready to bring in at the start of term. Your child's class teacher will provide more information in your curriculum welcome meeting.

## MINDFULNESS AT GRIMSDELL

Mindfulness is embedded into the timetable for all year groups. Mrs Georgia Altbach is trained to teach 'dots' (ages 3-6) and Paws b (ages 7-11). She will teach each class once a week throughout the year and will be supported by the children's class teacher and assistant.

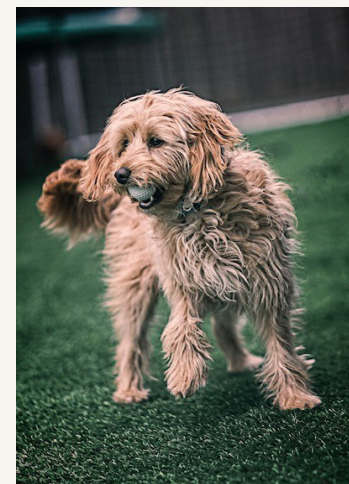
## SCHOOL COUNCIL

Being a part of the Grimsdell School Council is a much coveted role. Children in Year 1 and 2 are encouraged to join the school council each term.

Two children are chosen by their peers in their class to represent their class on the school council. The children meet at least once every half term to discuss new proposals for change in our school, share and debate ideas. The children develop excellent listening skills, confidence to speak in a small group, turn taking and negotiation.

The children have the opportunity to propose ideas for change to Mrs Simon. They prepare job descriptions for new roles, details justifications for change in order to learn how change can take place within organisations.

## HOLLY, THE GRIMSDELL SCHOOL DOG



Grimsdell has a school dog. She is called Holly and belongs to our Deputy Head, Jenny Ticehurst. Holly is a Cavapoo and therefore hypoallergenic. As a school we recognise the benefit of having Holly in school, some of which are detailed below from [www.dogsforgood.org](http://www.dogsforgood.org)

1. A greater enjoyment of being in the school environment, improved attendance and a greater willingness to learn and participate.
2. Improved behaviour, social interaction and sense of responsibility in the classroom.
3. Increased knowledge of dogs and how to behave safely and appropriately around them.
4. They gain a better understanding of how to take responsibility for another living being. This, potentially, gives them better recognition of their own responsibilities.
5. Improvements in the way students interact with each other and with members of staff. The exciting part of this is that these effects extend into the home environment for some students.
6. The presence of the dog in the classroom, around the school and in the staff room has a beneficial effect on students and staff.
7. Members of the school have a 'shared interest'. This encourages everyone to communicate, which has a positive impact on communication and relationships around the school.

Holly certainly brings a smile to everyone's face.

As part of Holly being at school we have a robust Risk Assessment and we ask all parents to fill in a digital form allowing their child to interact with Holly.

Below is a guide to show how we will communicate with you and how you can get in touch:

System	About The System	How To Access
<b>Tapestry</b> <b>Seesaw</b>	<p><b>Tapestry</b> is an online learning journal helping staff and families celebrate their children's learning and development. This is for Nursery and Reception only</p> <p><b>See saw</b> is a learning platform that allows children to learn in a meaningful way from anywhere. They collaborate and share ideas through this digital format.</p> <p>Year 1 and 2 only.</p>	<p><b>Tapestry</b> Via the app from the app store. A link will be sent to you to register</p> <p><b>SeeSaw</b> Via the app from the app store. A QR code will be sent to access from home.</p>
<b>SchoolsBuddy</b>	<p><b>SchoolsBuddy</b> is an online management system that we are currently using for remote parent teacher consultations.</p> <p><b>SchoolsBuddy</b> is an online calendar and booking system through which we currently organise clubs.</p> <p><b>SchoolsBuddy</b> is the system through which we also book children into Stay and Play and Breakfast Club. This is new for September 2023.</p>	Information to follow after the 21st August 2023.
<b>Firefly</b>	<p>Access to useful documentation e.g. 'How To' guides for communication systems and academic information.</p> <p>This is also where your child's reports can be accessed.</p>	<p>Login via <b><a href="https://millhill.co/3uXf18l">https://millhill.co/3uXf18l</a></b></p> <p>Information on how to register for new parents is sent in Term 1.</p>
<b>School Website</b>	<p>Should be viewed regularly for news and information, particularly changes to routines in an emergency e.g. school closures.</p> <p>The pages are regularly updated with news stories and contain useful information such as; Term Dates, School Policies and Procedures and Lunch Menus.</p> <p><b>Links to portals such as Firefly</b> In order to navigate your way around the website, please use the search function in the top right hand corner of the homepage.</p>	<b><a href="http://www.millhill.org.uk/pre-prep/">www.millhill.org.uk/pre-prep/</a></b>
<b>Classlist</b>	Classlist allows parents to share information, exchange help and receive FOB announcements on a secure and trusted platform, as well as facilitating the arrangements of play dates, parties and car sharing etc	<ol style="list-style-type: none"> <li>1. Download the free App from the App Store 'Classlist'</li> <li>2. Click 'Create Account'</li> <li>3. Select 'As a Parent'</li> <li>4. Type in 'Grimsdell School - Mill Hill Pre-Preparatory School Parents'</li> <li>5. Enter your personal details and click 'next'</li> </ol>

## WHAT SYSTEMS TO USE

	SchoolsBuddy	Email/Forms
<b>Breakfast Club and Stay and Play</b>	Instruction for Booking Stay and Play and Breakfast Club will be sent to parents after 21st August 2023. This is new for September 2023.	
<b>Clubs</b>	We will be using School Buddy for the first time in the Autumn Term. Parents will be sent instructions at the beginning of term.	
<b>Absences E.g. Medical appointments, illness, music exams etc.</b>		<p>Please email before 8:30am on the day your child is off or as soon as you schedule an appointment which will require a short absence from school. Please copy in <b>office@grimsdell.org.uk</b></p> <p>Please contact your child's class teacher to request permission for a planned absence, please copy in <b>office@grimsdell.org.uk</b></p> <p>Please include your child's full name child and class in the subject of every email.</p>
<b>Parents' Evenings</b>	To book your appointments	Any queries email: <b>ymatsushita@grimsdell.org.uk</b>



## SCHOOL WEBSITE

<b>Parent Handbook</b>	This is available online but one printed copy is given out at the start of each academic year. Contains procedural information, behaviour expectations, protocols, teacher email addresses and uniform lists
<b>School Calendar events (not sports fixtures)</b>	<p>Key events are placed within the Cross-foundation calendar on our website: <b>www.millhill.org.uk/grimsdell/calendar</b></p> <p>You will also be issued with a termly paper calendar.</p>

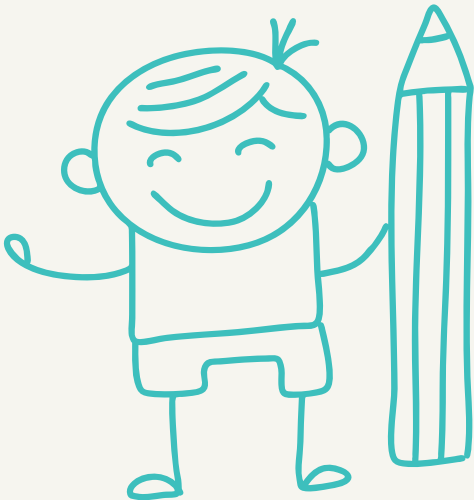
## USEFULL CONTACTS

Query	Contact Details
Main Office for general enquiries	<b>office@grimsdell.org.uk</b> 020 8959 6884
Head's PA: Sarah Davies-Jones	<b>sdavies-jones@grimsdell.org.uk</b> 020 8959 6884
Fees & Finance	<b>fees@mhsfoundation.org.uk</b> 020 8959 1176
Report an absence or request early pick up	<b>office@grimsdell.org.uk</b> 020 8959 6884
For changes to stay and play or pick up	<b>office@grimsdell.org.uk</b> 020 8959 6884
Changes to your contact details	<b>office@grimsdell.org.uk</b>
The Chair of Governors: Mr Elliot Lipton, BSc (Hons), MBA, FRSA, FRICS	c/o Masie Basingthwaite, Mill Hill School, The Ridgeway, Mill Hill London, NW7 1QS

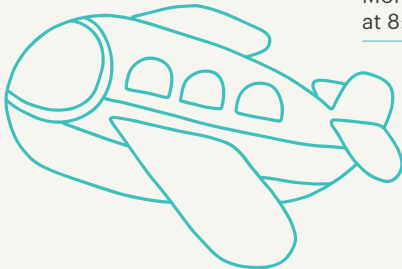


POLICIES

- The following policies are available to view on the website or in the school office on request:
- > Admissions Policy
  - > Anti-Bullying Policy
  - > Grimsdell Curriculum Policy
  - > Promoting Positive Behaviour Policy (including misbehaviour and exclusions)
  - > Complaints Procedure and the number of formal complaints received in the previous year
  - > Early Years Foundation Stage Policy
  - > English as an Additional Language (EAL)
  - > First Aid Policy
  - > Health and Safety Policy
  - > Missing Child Policy – including the procedure in the event that a parent/carer fails to collect a child
  - > SEND Policy (including education and welfare provision for pupils with EHC plans)
  - > Policy to Safeguard and Promote the Welfare of Children who are Pupils at the Foundation
  - > The ISI Inspection reports
- Parents may also view on request:
- > National or examination data for the whole foundation, including Grimsdell’s academic performance in the preceding year



TERM DATES  
2022 - 23



Autumn Term 2023

06/09

**Term Begins:**  
Wednesday 6 September  
at 8:15am

*Alternative arrangements for  
Nursery and Reception have  
already been communicated.*

30/10

**Until:**  
Monday 30 October  
at 8:15am

Spring Term 2024

04/01

**Term Begins:**  
Thursday 4 January  
at 8:15am

19/02

**Until:**  
Monday 19 February  
at 8:15am

Summer Term 2024

17/04

**Term Begins:**  
Wednesday 17 April  
at 8:15am

03/06

**Until:**  
Monday 3 June  
at 8:15am

13/10

**Half Term:**  
Friday 13 October  
at close of school

13/12

**End of Term:**  
Wednesday 13 December  
at 11.45am

09/02

**Half Term:**  
Friday 09 February  
at close of school

28/03

**End of Term:**  
Thursday 28 March  
at 11.45am

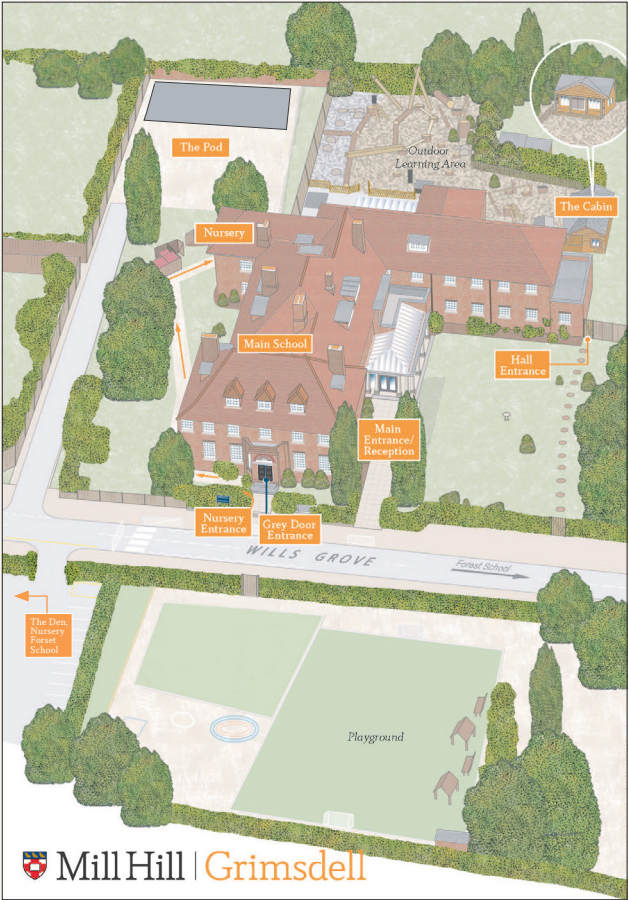
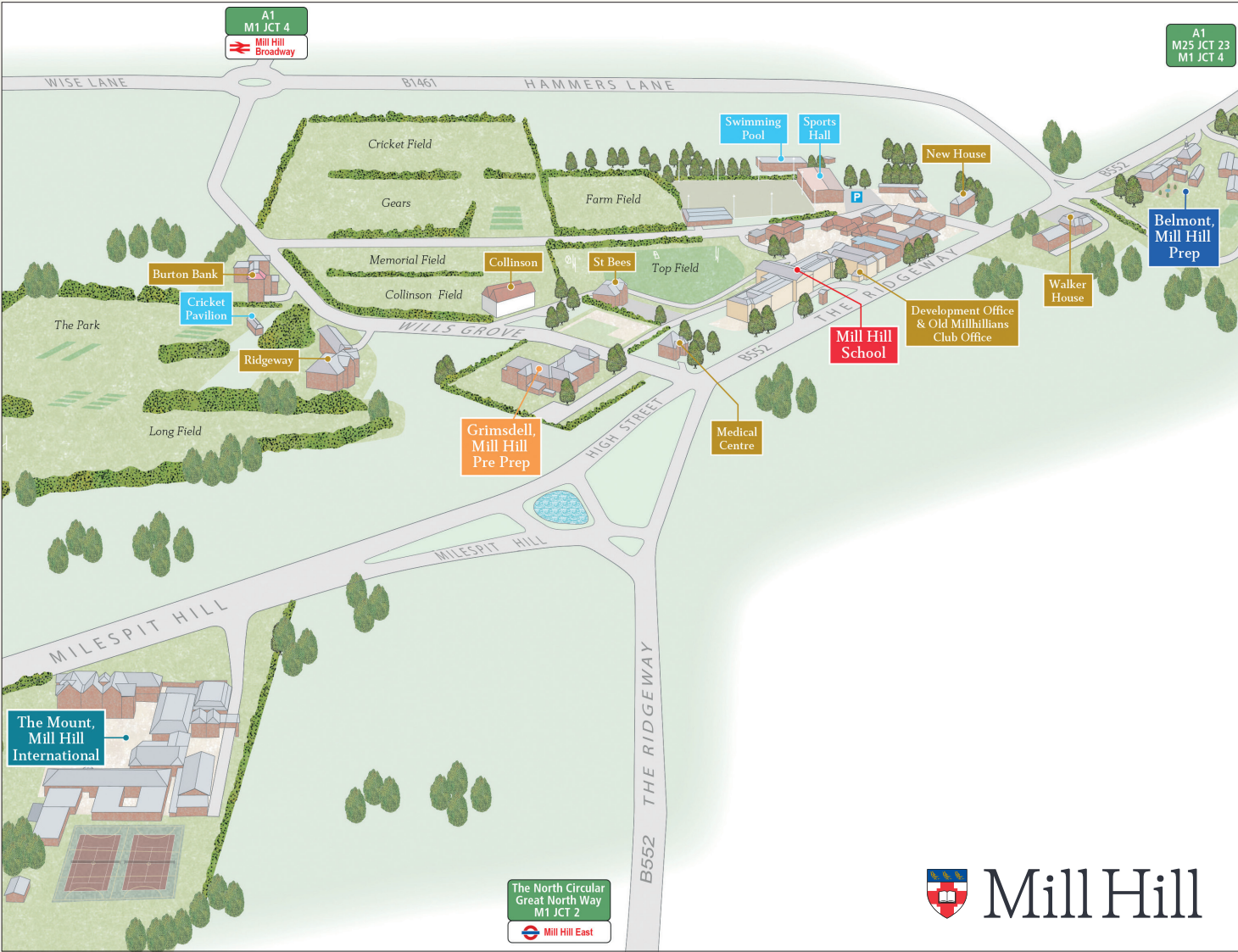
24/05

**Half Term:**  
Friday 24 May  
at close of school

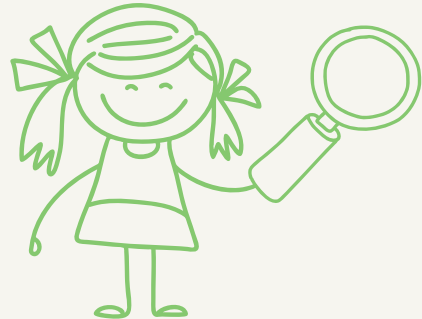
28/06

**End of Term:**  
Friday 26 June  
at 12.10pm

PLANS OF  
SCHOOL  
GROUNDS



Mill Hill | Grimsdell



**How can you reach us?**

**Grimsdell School Mill Hill Pre-Preparatory School**

Winterstoke House  
Wills Grove  
Mill Hill  
London NW7 1QR

[millhill.org.uk/grimsdell](http://millhill.org.uk/grimsdell)

**The Head of Grimsdell**

Mrs Kate Simon  
[head@grimsdell.org.uk](mailto:head@grimsdell.org.uk)

**School Office**

020 8959 6884  
[office@grimsdell.org.uk](mailto:office@grimsdell.org.uk)

**School Administrator**

Mrs Evangeline Douglas  
[edouglas@grimsdell.org.uk](mailto:edouglas@grimsdell.org.uk)

**PA to Head**

Sarah Davies-Jones  
[sdavies-jones@grimsdell.org.uk](mailto:sdavies-jones@grimsdell.org.uk)

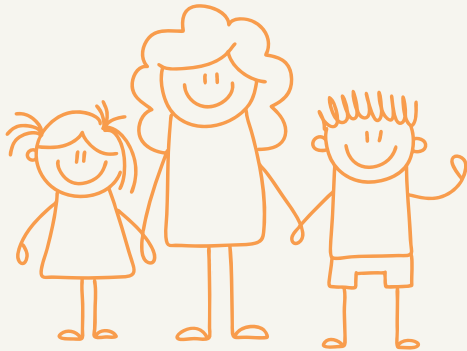
**Fees and Finance**

[fees@mhsfoundation.org.uk](mailto:fees@mhsfoundation.org.uk)  
020 8959 1176

**The Chair of Governors**

Mr Elliot Lipton

To make contact with the Chair of Governors  
c/o Julia Warbey  
Mill Hill School  
The Ridgeway  
Mill Hill  
London NW7 1QS





Instilling values, inspiring minds  
**millhill.org.uk/grimsdell**

**Grimsdell**

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