



Russell House

Form 1 Handbook

September 2025

Where the remarkable happens

The Aims of Russell House

- *To provide quality inspirational education, in a supportive, happy environment, enabling each child to reach his or her full potential, to strive to achieve beyond expectations.*
- *To prepare each child, at every level, for the next stage of education.*
- *To develop the motivation, intellectual curiosity, self-confidence and consideration for others that will enable each individual to embrace life's diverse challenges.*
- *To instil in our pupils an understanding that most things that are worthwhile and ultimately fulfilling require commitment, time and effort.*

Contents

Introduction to Form 1	3
Who works in Form 1?	3
Sessions	3
The Shape of the Day	4
Timetable	7
Before- and After- School Care (Waiting Group and Rainbows):	8
Absences	8
The Shape of the Year (highlights)	9
Uniform	10
Developing Independence in the Main School	11
External Tutors	11
Communication	12
Tapestry	12
Consultations & Reports	13
Activities	13
Swimming	14
The House System	14
The Prefect System	14
Educational Outings and Visitors	14
Who do I contact if I have a question?	15
What Next?	15

Introduction to Form 1

Welcome to Form 1. This handbook is a brief guide to life in this Form. If the information you're looking for isn't here, it should point you in the right direction. If you still cannot find what you want, just ask!

Who works in Form 1?

Mrs. A. Cooper is the Form Teacher. Please feel free to ask her anything about your child's progress. If she does not know the answer she can find out or point you in the right direction.

The Teaching Assistants in this Form are Mrs. K. Goodwin in the morning and Mrs. R. Leigh in the afternoon. We are joined in the mornings by Mrs. J. Parmenter during the Spring Term and often during the Autumn Term.

We have a Key Person system in place in every Pre-Prep class. The Key Person for your child will be one of the members of staff in your child's class, details of which you will be given before your child starts a new class.

The children will see other teachers, such as:

Music	Ms. G. Norford	gn@russellhouse.kent.sch.uk
Games and Gym	Mr. D. Trigger and Mrs. Sarah Curling	dt@russellhouse.kent.sch.uk sc@russellhouse.kent.sch.uk
French	Mrs. L. Boff	lb@russellhouse.kent.sch.uk
Swimming	Mr Mark Horne	

Sessions

Russell Robins - all children attend for two morning sessions per week with the option of additional afternoon sessions including lunch from Monday to Friday with afternoon. Russell Robins children may spend the afternoon session with afternoon Nursery and Transition children.

Nursery - all children attend a minimum of three morning sessions per week, up to a maximum of five with the option of additional afternoon sessions which include lunch from Monday to Friday. Afternoon sessions are staffed by Pre-Prep staff in the classrooms with Russell Robins and Transition children.

Transition - all children attend for a minimum of five morning sessions per week with the option of additional afternoon sessions from Monday to Friday which include lunch. Afternoon sessions are staffed by Pre-Prep staff in the classrooms with Russell Robins and Nursery children.

Form 1 - all children attend full time Monday to Friday mornings and afternoons.

The Shape of the Day

Time	Groups arriving	Details	Wet Weather Contingency
7.45am	Any families in RR - F7 who wish to use it	All children in this category are dropped at the Front Porch. Parents remain in their cars throughout. Main School (MS) children go to the Old Hall Pre-Prep (PP) children go to the Music Room	None needed
8.00am to 8.15am	All other children in F4, 5, 6 and 7	Using the drop off lanes these children enter by the bottom gate, go straight to their cloakrooms/classrooms to drop off coats and bags and then straight to the Russell Hall for Choristers. Parents remain in their cars throughout.	None needed
From 8.15am	All other children in the F2 and F3	Using the drop off lanes these children enter school by the bottom gate and go to their classrooms. Parents remain in their cars throughout.	None needed
From 8.30am	All other PP children	Parents use the markings and queue up for handover at the bottom gate where children are met by staff who have collected Waiting Group children en route. When all expected children are present or at 8.40am the group moves to class.	Children enter by the Front Porch and staff arrange in class groups using the Old Hall and Music Room.
8.40 - 9.00am	Gates closed	For arrivals after 8.40am please go to the side gate and buzz for the School Administrator.	

IMPORTANT:

Please aim to arrive at school before the end of your relevant time slot.

Families with siblings:

If together in the MS please arrive at your LATER time.

Even if siblings are split between the MS and PP you are asked to drop off the MS child at the PP time. Your older child can go directly to class/Choristers themselves.

Using the one way system, parents will be directed by staff in Hi-Viz jackets and you are respectfully asked to comply at all times.

MS children should alight unaided, where staff will guide them to the lower gate.

PP parents should park on the left side as you enter using the designated areas without leaving spaces between cars and carefully, on foot and, using the crossing walk to the drop off point. Once children are handed over, parents are asked to leave the car park as quickly as possible.

On exiting the school you are also asked to turn left from 8.15am. If this is impossible, then please use the station car park instead.

break-time - children should be provided with a snack of fresh or dried fruit or fresh vegetables. No nuts or products that contain nuts.

lunch - Pre-Prep who stay for lunch will eat in the Old Hall at 12-12.30pm.
The Main School has a half hour slot in the Old Hall between 12.30pm and 1.30pm, according to a timetable.

A hot lunch is always available and a variety of salads and bread are on offer. The menu is available on the website. Menus are always subject to variation.

pick-up-

Lunchtime pick-up

Lunch time pickup.

For any Pre-Prep children not staying for the afternoon, pick-up is at 12.00pm at the bottom gate. Please park and form a queue along the side of the front tennis court.

Otherwise, we have a staggered end to the day.

Parents can park (including in the drop off zone) and collect from the prescribed gate but everyone is asked to leave immediately to avoid risk of congestion in the car park.

On exiting the school you are also asked to turn left until 4.15pm. If this is impossible, then please use the station car park instead.

If you can walk then please do so. If using the station car park appeals (not the approach or residential streets) then, again, please do so.

Families with siblings:

Where siblings are together in the Main School the children should be collected at the LATER time and parents are asked to arrive only at the later time, not before.

Where siblings are split between Main School and Pre-Prep EITHER:

Collect at the Pre-Prep time, leave the school grounds, and return at the Main School time.

OR

Collect everyone at the LATER, MS time in which case parents are asked to arrive only at the later time, not before.

End of day pick-up

3.15pm	End of school for remaining Pre-Prep at bottom gate (far end) PP children in the afternoon waiting group are collected via the front door.
3.25pm	End of school for F2 dismiss from top gate (outside School Administrator's office)
3.35pm	End of school for F3 at bottom gate
3.45pm	End of school for F4 at top gate
3.55pm	End of school for F5 at the bottom gate
4.05pm	End of school for F6 at the top gate
4.15pm	End of School for F7 at the bottom gate

From 4.00pm End of school through the front door for Rainbows children
(please register for this service with the School Administrator at least 48 hours in advance) and any clubs operating after school.

6.00pm School closes

To keep traffic moving, parents are asked to line up along the top path by the front courts, not on the lower level or at the bottom of the steps and to clear the car park as quickly as possible.

Morning and end of school snacks

It has long been the case that healthy snacks are the order of the day and we feel that bananas do the best job. Where it is becoming less healthy is at the end of the day where we have seen an increase in packets of crisps and fruit 'winders' being eaten on the front courts. For the sake of clarity please note:

- Children being collected to go home straight from school do not need to have a second snack in school. Parents can of course provide a healthy snack in the car on the journey home if they wish.
- Children going to Rainbows will have a snack provided by the school so, again, a second snack from home is not necessary.
- Children going to after school clubs should have a second healthy snack. Once again, bananas are the best, but other fruit or vegetables will do the job nicely and keep the children topped up until dinner at home. 'Winders' etc. are considered to be sweets and not appropriate.

Timetable

Form 1 Timetable

The timetable is flexible in order to respond to children's changing needs and interests and COETL

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.40 – 10.35	Phonics Task and child initiated play Adult initiated Maths/Literacy activities (Indoor and outdoor) Snack time	Phonics Task and child initiated play Adult initiated Maths/Literacy activities (Indoor and outdoor) Snack time	Phonics Task and child initiated play Adult initiated Maths/Literacy activities (Indoor and outdoor) Snack time 10.15 – 10.35 Pre-Prep Assembly in Old Hall	Phonics ask and child initiated play Adult initiated Maths/Literacy activities (Indoor and outdoor) Snack time	Task and child initiated play 9.15–9.45 Music with Ms Norford Phonics Adult initiated Maths/Literacy activities (Indoor and outdoor) Snack time
10.35 – 11.00	BREAK with Transition on front court	BREAK with Transition on front court	BREAK with Transition on front court	BREAK with Transition on front court	BREAK with Transition on front court
11.00 – 11.50	11.00 – 11.30 - PE with Mr. Trigger and Mrs Curling Adult initiated activities (Indoor and outdoor)	Adult initiated activities (Indoor and outdoor)	Adult initiated activities (Indoor and outdoor)	Adult initiated activities (Indoor and outdoor)	11.00–11.50 - PE with Mr. Trigger and Mrs Curling
12.00 – 1.30	LUNCH in Old Hall. Play in class/outside area (12.00 - 12.50)	LUNCH in Old Hall Break	LUNCH in Old Hall Break	LUNCH in Old Hall Break	LUNCH in Old Hall Break
1.30 – 3.15	1.00 - Minibus depart for swimming 1.30-2.00 Swimming at Leisure Centre 2.45 -Arrive back Child Initiated Play (Indoor and outdoor) Reading Story and prepare for home	Drink and Biscuits Art/Topic activities Child Initiated Play (Indoor and outdoor) Reading Story and prepare for home	Drink and Biscuits Art/Topic activities Child Initiated Play (Indoor and outdoor) Story and prepare for home	1.30-2.00 French with Madame Boff Drink and Biscuits Art/Topic activities Child Initiated Play (Indoor and outdoor) Reading Story and prepare for home	Drink and Biscuits Art/Topic activities Child Initiated Play (Indoor and outdoor) Reading 1-1 Story and prepare for home
3.15	DISMISS Waiting Group Rainbows	DISMISS Waiting Group Rainbows	DISMISS Waiting Group Rainbows	DISMISS Waiting Group Rainbows	DISMISS Waiting Group Rainbows

Before- and After- School Care (Waiting Group and Rainbows):

The Pre-Prep after-school waiting group is for children up to and including Form 1. It takes place in the Old Hall daily from 3.15 - 4.00pm and children should be collected through the Front Porch. All children in Robins, Nursery, Transition and Form 1 can attend the after-school care group Russell Rainbows (4.00 - 6pm). Places must be booked in advance by email or by calling the School Administrator on 01959 522352. Payment for attendance is collected in arrears and is included on the end of term invoice.

- **If your child is going home with someone different:** Please let the Form Teacher know and the School Administrator by email.
- **Passwords:** On joining Russell House you will be required to set up a password for your child that will be used by staff to identify adults who have been given permission to collect your child, should you be unable to do so. Staff may ask for the password when your child is collected by anyone unfamiliar to the member of staff responsible for dismissing your child.
- **The school gates:** The school gates are locked during the school day but if you need to deliver anything to your child during school time please leave it at the school office through the School Administrator's hatch by the top gate. Other than for calendar events, parents are not permitted on the school grounds for any reason without first speaking to the school office.

Absences (see also [Attendance Policy](#))

Parents are asked not to take their children out of school during term time, especially in the Main School and at the end of each half term when we stage our big calendar events.

The term dates are published well in advance and can be found on the calendar and on the school website. Please note that the annual calendar follows a set pattern which is based around key dates including the Kent Test and results days. It is always going to be the case that some families at Russell House are inconvenienced where they have siblings at other schools. This is unfortunate but unavoidable.

If it is unavoidable for your child to miss school, in every case, please complete a Leave of Absence form which you can obtain from the school administrator. The Head will consider each on its merits and leave may or may not be granted.

For Main School pupils (the list is not exhaustive)

Where it is likely that permission will be granted:	Hospital appointments Secondary school visits Family emergencies
Where it is unlikely that permission will be	Clashes with calendar events Holidays in term time

granted:	Elective appointments e.g homeopathy, chiropody
----------	---

The Shape of the Year (highlights)

AUTUMN TERM	11+ Independent secondary school entrance exams begin Individual, Sibling and/or Class Photographs Parents Association AGM Open Morning Harvest Assembly Pre-Prep Coffee Morning Inter-House Football and Hockey Parent Consultations Robins Meet the Teacher Pre-Prep Moving Up Meetings Pre-Prep Reports for those moving to the next class Main School Written Reports Pre-Prep, Forms 2 and 3 Christmas Plays Main School Winter Festival
SPRING TERM	Independent secondary school entrance exams continue Main School Spring Concert Open Morning Inter-House Music Competition Pre-Prep Coffee Morning Main School Consultations Robins Meet the Teacher Pre-Prep Moving Up Meetings Pre-Prep Reports for those moving to the next class Main School Written Reports F2-F7 Form 4 and 5 Productions Inter-House Netball and Rugby Whole School Photograph (every two years)
SUMMER TERM	Leavers' Programme Camp Programme (F4-F7) LAMDA Exams Open Morning Inter-House Swimming Gala Pre-Prep Coffee Morning Pre-Prep Consultations Main School Parent Consultations Pre-Prep and Main School Moving Up Meetings Inter-House Cricket Inter-House Maths Sports Days Pre-Prep Reports for those moving to the next class Main School Written Reports F6 and F7 Summer Production Pre-Prep Celebration & Prize Givings for F2,3,4 and F5,6,7

Uniform

Please refer to the [Uniform list](#) available on the school website.

- **Naming uniform**
 - Every item of uniform must be clearly labelled. Make sure everything they bring into school is named, including clothing, and any books or artefacts from home.
 - If purchasing items from the second hand uniform shop, please ensure the name is changed.
- **Buttons**
 - Different children will learn this skill at different stages in their development. All children should be encouraged to learn to do up buttons, particularly those top shirt buttons.
- **Laces**
 - Different children will learn this skill at different stages in their development. All children should be encouraged at home to learn to tie shoe or boot laces by Form 2.
- **Hair and jewellery**
 - Long hair must be tied back with blue or red toggles or a soft hair band. Boys' hair should be short and smart. The use of hair products (hairspray or gel) is not permitted.
 - Russell House has a 'No Pierced Ears' policy. The only exception to this is for families observing certain religions (please note: this does not include culture or fashion). If a child already has pierced ears, we ask that earrings should be removed for school. No other jewellery is permitted.
- **Bags- What does your child need on each day?**

Monday	Bookbag, water bottle, fruit or vegetable snack. Large drawstring bag with white trainers, white polo shirt, white socks, navy regulation shorts and navy regulation joggers. Small drawstring bag with swimming costume/trunks, towel, swimming hat, goggles.
Tuesday	Bookbag, fruit or vegetable snack
Wednesday	Bookbag, fruit or vegetable snack
Thursday	Bookbag, fruit or vegetable snack
Friday	Bookbag, fruit or vegetable snack

- What other named equipment, stationery etc. should your child have?

None		
------	--	--

Show and Tell

We encourage children to bring in something from home to talk about. This can be related to our weekly topic or anything else they would like to share or celebrate with us. The children enjoy sharing their objects from home during ‘carpet time’ and it is a fantastic way to build effective communication and listening skills, which are essential for young children’s learning. We ask that the item is not too large and that your child does not bring in the same item more than once.

- What *NOT* to bring in?

Birthday Celebrations

We love celebrating the children's birthdays and making them feel special on their big day. However, we kindly ask that children do not bring in birthday cakes, cupcakes, or gifts to share at school.

There are several important reasons for this:

- **Allergies and dietary restrictions:** Some children have food allergies or special dietary needs, and bringing in outside food can create safety concerns.
- **Time and classroom focus:** Our school day is busy with learning activities, and taking time for food distribution or gift-giving can be disruptive to the class schedule.
- **Safety and responsibility:** As a school, we are ultimately responsible for the safety of all items sent home in children’s bags. We cannot guarantee that food or gifts brought in from home are safe for every child, so these cannot be distributed during the school day.

However, if you would like to share a small treat or gift, you are welcome to do so after school, once children have been collected from the school gate.

Developing Independence in the Main School

- Developing resilience: Part of our responsibility as educators is to provide children with the skills to overcome challenges independently. Most often these challenges will be of a social nature. When such challenges arise; if they are minor, we will encourage pupils to resolve them independently, advising them along the way. For significant issues, you can be assured of a structured intervention.
- Planners are used. The children write the homework on the left hand side of the page. If you want to write a note to the Form Teacher, you can write it in the diary and your child can show it to them the following morning.
- Children will be encouraged to be responsible for their own homework, and for returning the completed work and plastic folder the following day.
- If for some reason your child is unable to complete their homework by the due date, please let us know through a note in the Planner or email. If pupils do not have a written explanation they will be given one day's grace and if the homework is still not submitted on the following day, they may be asked to complete it at playtime.
- Children will be encouraged to be responsible for making sure they have their reading books. They should develop the habit of keeping their reading books in their school bag. They will then have the book at school to read and also at home to read in the evenings.
- Children will try to catch up with any work they have missed if they are ill or absent from school for any reason.
- They learn to be responsible for their equipment so that if anything breaks it can be replaced as quickly as possible.

External Tutors

- THINK before employing a tutor. It is vitally important that your children enjoy life outside of school where they already work and play hard.
- Come and ask us first if you think that more needs to be done.
- If you feel a tutor is desirable, **talk to school first**. It's best to first consider using our own curriculum support staff as part of a holistic approach. Our staff already know the children well and have a great deal of experience.

Communication

Staff-parent communication:

- Always feel free to contact the Form Teacher should you have any concerns. This may be done personally including Google Meet, by email or via the Pre-Prep Contact Book and the School Planner in the Main School.
- If your child is absent from school for any reason, it is essential you let the School Administrator in the office know before 9am.
- There will be Parents' Consultations each term for different Forms.

- Use the Contact Book (Pre-Prep) and the Planner in Main School
- Form Representative - There is a parent Form Representative for each Form. They act as a focal point for information and arrange social activities for the class.
- HMQs. If you have a question to ask the Headmaster and the answer will benefit part or the whole of the school, send your written question to your Form Rep who will pass it to the RHPA Secretary who collates them and passes them to the Headmaster. He will provide written responses which are available to all.

Please always keep the school informed of any changes in your contact details

Holiday contact:

During the holiday periods, the school office is closed but emails and answer phone messages are picked up regularly. If you need to contact anyone, call 01959 522352 and leave a message, or send an email to enquiries@russellhouse.kent.sch.uk. Please be assured that you will receive a reply, but it may not be immediate.

Tapestry

All children in the Pre-Prep have a personal online Russell House Profile (RH Profile) which records photos, observations and comments. This record of each child's achievements during these years is collated using a platform called Tapestry.

- When signing the school admissions form, parents agree to the following conditions when using Tapestry
 - They will give permission for their child's image to occasionally appear in other children's learning journals.
 - They will not publish their child's observations, photographs or videos on any social media site.
 - They will protect images of other children that may occasionally appear in any photos contained in their child's learning journal.
 - They will keep their personal 'log in' details within their trusted family.
- The Tapestry online learning journal system is hosted on secure dedicated servers based in the UK. Tapestry hold their own protection policy to ensure data is secure.
- The RH Profile is started as soon as a child joins the Pre-Prep at Russell House.
- Tapestry allows staff and parents to access the information from any computer via a unique personal email ID and password protected 'log in'.
- Parents logging into the system are able to see only their own child's RH Profile.
- Parents' 'log ins' do not have the necessary permission to edit existing material.
- In all written observations, other children will only be referred to as 'a friend' or 'friends'.
- A child's RH Profile is a document recording their learning and development. Parents may use Tapestry during times specified by Russell House, to add

comments on observations or contribute photos or information about activities they have been doing at home.

- Tapestry is not used as a general communication tool between Russell House and home.
- Parents are very much encouraged to continue using the Home/School Journal.

Consultations & Reports

Autumn Term

Consultations for Pre-Prep, Forms 2, 3, 4, 6 and 7 and written reports

Spring Term

Consultations for Pre-Prep, Form 5 and Form 7 and written reports

Summer Term

Consultations for Pre-Prep, Forms 2, 3, 4, 5 and 6 and written reports

NB: Pre-Prep children are given written reports in their last term of a class before they move to the next class.

Consultations for Pre-Prep, F2, F3 and F4 are undertaken by the class teacher and cover those subjects for which they are responsible. These take place on the same night in the classrooms.

Consultations for F5-F7 take place in the Russell Hall on separate nights. All teachers involved in teaching those year groups are present (English, maths, science, humanities, modern languages, games, music and art).

Activities

Every term after the half term break, you will be asked to make your choices for the many activities that run during the school day. We hope you will take full advantage of all the opportunities available.

Swimming

Pupils start swimming with school in Form 1 and continue right through their Russell House career.

Form 1

Every Monday

F2-F7

Every alternate Friday (see calendar for details)

The House System

When children reach Form 2, they join one of the four school Houses: Nightingale, Fry, Cavell or Johnson. Children sit on their House table at lunch which helps to encourage friendly interaction between the different year groups and strengthens the sense of being part of the House Team. Each week, the House Highpoint totals are announced by the Headmaster at assembly and the winning House at the end of each half term enjoys a reward. Each term, events take place in which children compete for their House. These include a swimming gala, cricket, hockey, netball, rugby and football matches, a sports day, a House music competition festival and various House academic competitions.

Attendance at House events is expected by everyone but especially the House Captains. Parents are asked to avoid taking the days off to help preserve these important calendar items.

The Prefect System

School Council

A Head Boy, Head Girl, Deputy Head Boy, Deputy Head Girl and four House Captains will be elected by the school community in the summer before the start of a new academic session. This group will form the School Council which is chaired by the Headmaster and meets once either side of each half term.

Prefects

Form 7 children who stand for School Council and take part in the hustings but are not elected are automatically given the role of Prefect. Prefects enjoy a good deal of responsibility and set a good example to the rest of the school community.

Other children may be made Prefect at the discretion of the Headmaster.

Educational Outings and Visitors

There are many possibilities for educational trips and visitors to the school throughout the year and these will be shown on the website and the calendar card. Details will be given nearer the time.

Who do I contact if I have a question?

- Your Form Teacher is the first person to contact if you have any queries or concerns about your child's academic or pastoral progress.
- The School Administrator is a very useful point of reference for school logistics.

How do I make contact?

- Email works very well. The address for most staff is “staff initials”@russellhouse.kent.sch.uk and for the Headmaster please use head@russellhouse.kent.sch.uk
- If you need to remove your child during the day then a Leave of Absence Form must be completed and you will be asked to sign your child out and in again upon your return.
- Your child has a contact book (PP) or a Planner (MS). You can also write messages there.

What Next?

More information can always be found on the school website in the Pre-Prep Handbook as well as the various Department Handbooks & Policies, many of which include sections on Links with the Pre-Prep. For example:

Academic

- Curriculum Maps for academic subjects
- Expected Standards
 - Handwriting
 - Spelling
 - Reading
- Assessment
- Marking
- Homework

Co- and Extra- Curricular

- Games Department
- Music Department

Non Academic

- Medical Matters