



## The Lord is the Master of our School

Welcome to Hyland House School. We are a Seventh-day Adventist institution and everything we do is underpinned by our Christian values. In our Christ-centred school, we ensure that every child is safe, feels valued, has access to high-quality education and, is known and loved personally. Our co-educational school offers Christian education for pupils from ages 2 to 11. The school has a warm, friendly atmosphere: pupils are supported to achieve their potential with an emphasis on reward, however they are firmly, but kindly, sanctioned disciplined when necessary. *The School Ethos is to show love, joy, kindness, perseverance and self-control.* These values are to help children to grow into resilient, well-rounded, moral citizens with characters of which society can be proud.

Children and their learning are at the heart of everything we do, so we provide a rich and ambitious curriculum, taught by committed, professional, caring and creative teachers. *Children are encouraged to apply our Personal, Learning and Thinking Skills to their learning: to be independent enquirers, creative thinkers, reflective learners, effective participators, self-managers and team workers.* The school environment is warm and welcoming with displays that are informative as well as encouraging. Children are motivated to give their best in every lesson and our displays showcase their learning and achievements.

In addition to striving for academic excellence, *we cater for the spiritual, mental, social, physical and cultural development of our pupils.* Children are encouraged to understand their strengths and growth points and to develop knowledge, skills and understanding that will help them to have a positive sense of self. Children enjoy and share in engaging assemblies where they pray, share their learning, experience character-development teaching and energetically participate in hearty singing. Whilst relating to others and learning to appreciate differences and similarities, British Values are lived and friendships are made that often last a lifetime.

We provide varied extra-curricular activities to enhance our pupils' experience provide opportunities to enter competitions, develop drama skills, present their productions and enhance public speaking ability. Children are encouraged to become involved in helping others, to display good manners and to live with an *attitude of 'Achieving Excellence'*.

We invite you to come and experience our school.

Errol Gayle  
Headteacher



To arrange a visit, please telephone 020 8520 4186 or email us at [info@hylandhouseschool.org](mailto:info@hylandhouseschool.org)



The Lord is the Master of our School

***Proverbs 22:6 Train up a child in the way he should go: and when he is old, he will not depart from it.***

"True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come."--*Education*, p. 13.

## **THE STRATEGIC VIEW OF OUR GOVERNING BODY**

The main strategic view of the Governing Body is to:

- Ensure that Hyland House School is a Christ-centred institution
- Maintain the high academic standards so that the school is seen as a 'Centre of Excellence'
- Ensure that the Admissions Policy keeps its emphasis on applicants who actively engage with the ethos of the school
- Maintain the cultural and ethnic diversity of the school
- Ensure that the school develops teaching and learning opportunities for all
- Investigate further the opportunities to offer greater adult involvement in learning

Hyland House School is successful in many ways because Governors, staff, parents, the community and the pupils, work together and value the broad-based education it offers. It is intended that the vision and detailed developments given in the School Improvement Plan will allow the school to continue to be a 'Centre of Excellence' for many years to come.



The Lord is the Master of our School

## MISSION STATEMENT

*Hyland House Seventh Day Adventist School  
Is dedicated to the development of the  
Mental, Physical, Emotional and Spiritual  
well-being of pupils.*

*We aim to develop the potential and excellence of  
Each pupil through a committed, dedicated and qualified staff in partnership with  
Parents, Governors and the community.*

*We recognize that this is accomplished  
in a caring and organized  
Environment*

## VISION

- 1. To develop greater participation  
between teachers, pupils, Board  
and the community.*
- 2. To adopt a whole school  
approach in developing a broad  
and balanced curriculum to meet  
the needs of each pupil.*
- 3. To develop each pupil's full  
potential in achieving excellence  
in educational standards.*
- 4. To improve the general ethos  
and physical environment of  
our school.*



The Lord is the Master of our School

### **THE SCHOOL DAY**

The school day begins at 9.00am for all children. However, we encourage pupils to be at school for 8.45am to take part in our 'Daily Mile' activity. Parents are responsible for their children until a teacher arrives in the playground at 8:45am. School ends at 3.15pm.

**AFTER SCHOOL CLUB** runs from 3.15pm to 6.00pm, Mondays to Thursdays.

### **On Fridays, school finishes at 1:30pm.**

At the end of the school day all children are expected to line up in an orderly manner in the playground, where a teacher will ensure that they are collected by their parents or guardians.

Parents/Guardians are expected to collect their children on time each day. Parents who are continually late in collecting their children will be asked to discuss the matter with the Headteacher.

Parents who need to collect their children before the end of school **must** contact the office in advance.

### **SCHOOL FEES**

These are outlined on a separate sheet within this prospectus. Fees are payable in advance at the commencement of each term and are reviewed annually.

### **DEPOSIT**

Parents are required to make a deposit of 50% of the term's fees for each child on admission. This amount is in addition to the regular fees to be paid and is refunded at the end of the child's tenure at Hyland House School, provided there are no outstanding debts.

### **WITHDRAWALS**

A term's notice, in writing, of the intention to withdraw a child is required. In the absence of such notice, a term's fee is payable. Even when there is the possibility of withdrawal, provisional notice must be given.

### **COMPLAINT PROCEDURE**

If a parent is unhappy about a particular matter, they are to present the case to the class teacher. If the parent feels that the matter has not been satisfactorily resolved, then the matter should be referred to the Headteacher. The Headteacher will then make every effort to bring the matter to a speedy conclusion. However, if the matter is still unresolved the Headteacher is required to bring it to the attention of the School Board.

We have a clear Complaints Policy which can be obtained from the school office.



The Lord is the Master of our School

## **CODE OF CONDUCT**

The aim of our School is to provide a liberal Christian education, which recognizes and develops the potential of every pupil, within a caring, supportive and friendly environment, thus helping our pupils in their preparation to become full and effective citizens.

## **PARENTAL CODE OF CONDUCT**

### **Parents should:**

- Make positive and helpful comments
- Show respect to our staff, be polite and courteous
- Discuss any concerns/issues with the class teacher first
- Comply with the ethos of the school
- Promote the school in positive ways

### **Parents should not:**

- Make negative comments about staff
- Discipline another parent's child
- Use offensive or threatening language to or about others, including children, parents and the community

## **OUR CHARTER FOR STAFF AND PUPILS**

### **We should all:**

- Speak with care and consideration and never directly refuse any reasonable request.
- Listen carefully to all instructions, opinions, questions and queries.
- Fulfil our work commitments to the best of our ability.
- Arrive at lessons on time and with the correct equipment.
- Behave in a way that is conducive to effective teaching and learning.
- Enhance our working environment by treating the school buildings and surroundings with respect and due care.
- Observe the policies in a consistent manner.
- Be familiar with and ensure compliance with the Code of Good School Practice.



The Lord is the Master of our School

## **CODE OF GOOD SCHOOL PRACTICE**

### Appearance

- School Uniform or P.E Uniform to be worn, with all garments marked with the owner's name.
- Jewellery is not allowed.
- Hair is to be tidy, not obviously dyed and not in an extreme style that would be considered inappropriate for school. Boys are to have their hair cut in a short, neat style, that can accommodate the school cap.
- Gum chewing is strictly forbidden in school.
- Wear the correct uniform and wear it properly on the way to and from school.

### **Safety and Good Order within School**

Considerate and courteous behaviour at all times is the overriding principle within school:

- Be polite to your fellow pupils, your teachers, your midday assistants, office staff, caretakers, and visitors to the school.
- When moving about the school, keep to the left. There are places within school that become very congested at certain times. Improve the situation by not pushing, shouting and barging into each other. Hold doors open for other people and do not allow doors to close behind you in anyone's face. Queue in an orderly manner and do not push in.
- Leave other people's property alone and take care of furniture in classrooms. Do not put your feet on chairs or draw on tables and walls. Do not damage displays or equipment. You are trusted to behave with consideration, even when you are not being supervised.
- Litter can be a huge problem, but it could so easily be overcome by EVERYONE using the litter bins provided and not dropping rubbish anywhere.
- Take care of your belongings and do not leave valuable items unattended.

## **OUTSIDE SCHOOL**

Your behaviour in public should bring credit to yourselves and the school. Act with courtesy and consideration on buses and trains. Queue in an orderly fashion and never drop litter.



The Lord is the Master of our School

## **CONDITIONS AND SANCTIONS**

If we respect each other's rights and this code, there should be no need for sanctions. However, some rules are necessary, and sanctions are there for those who have let themselves and the school down:

- Pupils who continue to behave in an unacceptable way may be excluded from School. This happens in cases of physical violence and other serious abuse, violence of any kind and vandalism.

The most important rule of all is that we expect our students to always behave well inside and outside school, in a way which will bring honour and credit to themselves and show courtesy and consideration for other people.

We have clear lines of referral, both academic and pastoral, for dealing with indiscipline; various sanctions are applied, depending on the offence. Serious cases are few and far between. We ask parents to support us in ensuring that high standards of discipline and behaviour are maintained.

## **ANTI –BULLYING POLICY**

Bullying is repeated behaviour which makes other people feel uncomfortable or threatened, whether this is intended or not. The aim of our anti-bullying policy is to clarify for pupils and staff that bullying is always unacceptable. We wish to encourage an environment where independence is valued, and individuals can flourish without fear. Every pupil has the right to be safe and happy in school, and to be protected when vulnerable. It is important that we create an atmosphere in the school where pupils who are being bullied, or others who know about it, feel that they will be listened to and believed, and that action taken will be swift but sensitive to their concerns. We have a detailed policy which is available from the office.

## **RACE EQUALITY**

As a school community, we celebrate the richness of racial diversity in our pupils. Staff and pupils experience multi-cultural activities in many of their subjects which help them develop understanding and sensitivity. As a member of our school, we expect them to have an open mind to the variety of races and cultures. Any prejudice, racial intolerance or stereotyping is completely unacceptable, and will be dealt with appropriately.



The Lord is the Master of our School

## **ATTENDANCE AND FAMILY HOLIDAYS**

Good attendance and punctuality are vital in order to help pupils achieve their full potential from school life. Pupils, parents and teachers at the school, work together to achieve this. Every absence, for whatever reason, must be explained in a letter sent with the pupil on the day of return.

The school year commences in September and there are three terms, each approximately twelve weeks. A school Calendar is sent to parents at the commencement of each year and a copy is on our school website. We request that parents try to arrange family holidays during school holidays so that the children may gain the greatest benefit from their education. If parents **must** take their children outside of normal school holidays, a letter to the Headteacher **must** be sent in.

## **HOMEWORK**

Homework is an important part of our school's approach to help pupils work, think, and learn on their own. Parental support is vital in seeing that homework is done conscientiously and in the best possible conditions. Parents are asked to co-operate by seeing that their child does the homework carefully and by signing the homework diary. Homework timetables are sent home at the beginning of each school year so that parents know what is expected of their child. The purposes of homework are:

- To develop the ability to work alone.
- To be self-motivating and well-organized
- To develop the skills of researching, organizing and presenting appropriate work on a given theme or topic to extend or prepare for class work.
- To encourage the habit of reading
- To develop the habit of regular work at home so that good routines are established in readiness for life in secondary school.
- To challenge each individual student with appropriate work.

## **RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP**

We believe that this is the most important subject in the curriculum. It is the teaching of Religious Education that makes our school different from other schools. It is through the study of the Bible that children gain knowledge of Christ and His love for them and all mankind.

Whole school assemblies are conducted regularly, but not on Tuesday mornings, when swimming takes place at 9am. Each class has the opportunity to lead out in assembly.





The Lord is the Master of our School

Class worship are conducted in the classrooms on Tuesdays. It is important we begin each day with God.

### **Week of Prayer**

Every Spring Term we devote a Week to Spiritual Emphasis. Children and teachers look forward to this week. It is a time of spiritual refreshing when we seek to be drawn closer to the Lord Jesus. Our School Chaplain or visiting Pastor usually conducts the programme.

Children are given the opportunity to share their faith with members of the Community. During our Harvest Festival our children provide monetary gifts to the 'Stoke Newington Welfare Department' who feed the homeless every Wednesday.

### **HOME/SCHOOL COMMUNICATIONS**

Parents are welcome to contact us at any time. They should telephone or write in advance to ensure that the appropriate member of staff is available to see them. Parent/Teacher Consultation Evenings are arranged for each child to discuss their progress. Parents receive regular newsletters from the Headteacher. Parents should make sure that the school has up-to-date contacts in the case of emergencies.

### **DATA PROTECTION ACT**

We have a clear Data Protection Policy which can be obtained from the school office.

### **SAFEGUARDING AND CHILD PROTECTION POLICY**

We have a clear Safeguarding and Child Protection Policy which can be obtained from the school office.

### **ORGANISATION**

The school consists of an Early Years Foundation Stage class, an Infant class and two Junior classes; and within this framework, the children progress according to their ability.

While high academic standards are aimed at and achieved, our main purpose is to help each child to do his/her best and to enjoy a full and satisfying education at each stage of his/her development.

At the age of eleven, the children have the opportunity (subject to entrance tests) to be transferred to our Adventist secondary school: Stanborough Secondary School (Watford) or Eden High (West London); but parents are free to make their own choice of secondary education.



The Lord is the Master of our School

### **ADMISSION**

Since September 2019, we admit children at the age of 2 years where they join our Early Years Foundation Stage (EYFS) classes.

Parents who desire their child/children to be registered should fill in an application form and return this to the Secretary at the school. Parents and children will be invited to attend an interview during the term prior to admission.

**A registration fee is payable (see enclosed application form), which is not refundable, and should be sent in with each application form. The fee does not automatically secure a place for any child and is purely an administrative cost.**



The Lord is the Master of our School

## **SCHOOL CURRICULUM**

### **Mathematics**

We aim to help our pupils to enjoy and develop an understanding of Mathematics as they learn the subject. Pupils must be taught to use and apply mathematical skills. There are five main areas of mathematics: Number, Algebra, Measurement, Shape and & Space Data Handling. These areas are interlinked and there are also links with other subject areas, e.g. Science. Some teaching is cross-curricular. Emphasis is also placed on the learning of tables and basic mathematical rules, as well as the use of calculators.

### **English**

English comprises Reading, Writing (including Handwriting and Spelling) Speaking and Listening skills. It is necessary that children develop the basic skills in English that will enable them to tackle the other subjects of the curriculum with confidence.

### **Reading**

There is a wide a selection of fiction and non-fiction books. There is a careful selection of books in the library as well as for classrooms.

The main reading scheme is “Reading 360”. Children are not allowed to take these books home. They are, however allowed to take home books from parallel reading schemes and from the library. We encourage children to take home books to enjoy with the members of their family. Parents/Guardians need to check with the class teacher with regards to the days when books are taken home and when they should be returned.

A record of children’s reading is kept in all classes and parents are asked to sign and comment on their children’s reading.

### **Science**

We have two fully equipped science laboratories in the main school building, one for the Infant pupils and one for the Junior pupils. Each class follows science topics in line with the National Curriculum. The four main areas of National Curriculum Science are Experimental and Investigative Science, Life Processes and Living Things, Materials and their Properties and Physical Processes.

The teaching of Science involves children engaging in investigative and experimental work. They actively interact with their environment, handling materials in their investigations. They are encouraged to explore, observe, make deductions, devise tests, hypothesize and test their ideas. Children are given opportunities to communicate their findings to different audiences in a variety of ways. These include written reports, drawings, diagrams etc.



The Lord is the Master of our School

### **Computing**

We have a fully equipped IT Suite, housing 22 Apple computers, as well as a whiteboard and Apple TV in all classrooms. The school also provides each pupil, from Year 1 upwards, with an iPad to use in school to enhance their learning. The school follows the National Curriculum. We also use the 'Discovery' scheme to teach Coding.

### **Music**

This is an important part of the school curriculum. Pupils are introduced to a variety of composers and their music. Pupils are taught a variety of unison songs, for different occasions. In addition to the National Curriculum, we offer recorder and keyboard lessons co-ordinated by a specialist tutor. We also have a vibrant school choir.

### **Swimming**

Swimming lessons are given once per week, all year round by a qualified instructor at the Tottenham Leisure Centre. This applies to children in years 2, 3, 4, 5 & 6. Fees are payable for this activity, please see separate sheet.

Swimming is a life skill and is therefore a compulsory part of the curriculum. The only reasons for which a child may be excluded from Swimming are as follows:

- Contagious infections
- Eczema (very severe cases)
- Girls who are menstruating on that day

Excuses such as colds or flu are not acceptable. If your child does have the flu he or she should not be at school.

### **First Aid**

For the benefit of your child every member of staff is a qualified First Aider



The Lord is the Master of our School

# Teachers Prayer

GOD

Grant me *wisdom*, *creativity* and *love*

*With Wisdom*

*I may look to the future and see the effect that my teaching will have on these children, and thus adapt my methods to fit the needs of each one.*

*With Creativity*

*I can prepare new and interesting projects that can challenge my students and expand their minds to set higher goals and dream loftier dreams.*

*With Love*

*I can praise my students for jobs well done and encourage them to get up and go on when they fail.*

*Lord reveal yourself through me.*

**AMEN**



The Lord is the Master of our School

*Hyland House School*  
*'Centre of Excellence'*

*True education is the harmonious development of the physical, the mental and the spiritual powers.*

*It prepares the students for the joy of services in this world and for the higher joy of wider service in the world to come.*

*'Character Building' is at the core of education at Hyland House School. It is our aim to train our students to climb and achieve the building bricks that form 'Characters of Excellence'*

*Each child's character has the potential to develop through careful building and a positive environment to the highest point of excellence.*

*Through our school programme, we aim to make each child reliable, accountable and dependable to others.*

*As a 'Centre of Excellence', we endeavour to: -*

- ❖ provide each child with a sense of belonging;*
- ❖ the desire to be a valuable member of our school community and society;*
- ❖ through actions of kindness and helpfulness, demonstrate a caring and compassionate understanding of the world around us.*
- ❖ through self-control be aware of self-discipline in behaviour and actions.*

*By recognising the importance of education through character building, the core elements, will enhance each child's learning progress when they enter the doors of Hyland House School.*



The Lord is the Master of our School

## Hyland House School Fees Schedule – September 2022 - 2023

Set out below are our school fees for September 2022/2023. Payment is required in advance at the beginning of each term. We require a 50% deposit of a term's fee when you come to register your child/children. The deposit is only refundable if a term's notice is given when your child is due to leave.

Pre-Nursery		
Nursery	£1,864.00 per term	£5,592.00 per year
Reception		
Year 1		
Year 2		
Year 3	£1731.00 per term	£5,193.00 per year
Year 4		
Year 5		
Year 6		

### Swimming Fees

Year 2,3,4,5 & 6	£100.00 per term (£300.00 per year)
------------------	--

Swimming fees are payable at the beginning of each term.

### iPad Fees

Year 2,3,4,5 & 6	£40.00 per term (£120.00 per year)
------------------	---------------------------------------

iPads remain in school.



The Lord is the Master of our School

## School Uniform

**Our Supplier for school uniforms is  
SPEEDSTITCH Clothing & Embroidery  
UNIT 32, WALTHAMSTOW BUSINESS CENTRE  
CLIFFORD ROAD, LONDON E17 4SX**

Full uniform must be worn at all times. All items must be clearly marked with the owner's name.

### NO JEWELLERY MAY BE WORN

#### WINTER UNIFORM

##### BOYS

- Navy blue blazer with school badge
- Grey trousers
- Grey pullover with V-neck
- Pale blue shirt
- School tie
- Dark blue knitted scarf, gloves
- Grey Duffle Coat
- Black shoes
- Grey socks
- Black plimsolls (indoors)
- Slipper bag

##### GIRLS

- Navy blue blazer with school badge
- Navy blue cardigan
- Pale blue blouse
- A-line navy-blue pinafore
- School tie
- Dark blue knitted scarf, gloves
- Grey Duffle Coat
- Black shoes
- Navy blue or white socks, tights and hair accessories
- Black plimsolls (indoors)
- Slipper bag





The Lord is the Master of our School

## **SUMMER UNIFORM**

### **BOYS**

- Grey knee length shorts

### **GIRLS**

- Regulation blue and white gingham dress
- White socks
- Black shoes
- A-line skirts (year 5 & 6 girls)

## **SPORTS WEAR**

- Navy blue jogging bottoms
- Navy sweat tops (with school crest)
- White polo shirt (with school crest)
- White socks
- Navy or white trainers
- Navy shorts (optional in summer)
- Navy blue swimwear and towel (**NO BIKINIS please**)

## **SPORTS WEAR**

- Homework bag (with school crest)
- Back pack (with school crest)
- P.E bag (with school crest)
- Year 5 & 6 children may use a larger size navy or black backpack





The Lord is the Master of our School

**HYLAND HOUSE**  
**SEVENTH-DAY ADVENTIST INDEPENDENT SCHOOL**

**Headteacher:** Mr Errol Gayle

**Address:** Holcombe Road  
Tottenham  
London N17 9AB

**Tel:** 020 8520 4186

**Email:** [info@hylandhouseschool.org](mailto:info@hylandhouseschool.org)

\*\*\*

**Proprietor:** South England Conference (SEC)  
of Seventh-day Adventists

**Chair of  
Governors:** Pastor Dr Kirk Thomas

**Address:** 25 St John's Road  
Watford, Hertfordshire,  
WD17 1PZ

**Tel:** 01923 23 27 28

**The Chair of Governors can be contacted at the SEC address and  
telephone number above during office hours**