



ABC Parents' Guide

Welcome

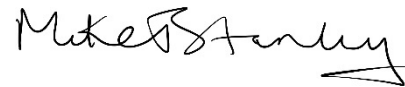
Welcome to the ABC Parents' Guide to The Lyceum.

We hope that you find this a useful document to understand life at The Lyceum on a more practical level. This guide outlines many aspects of the school, but it is not intended to be exhaustive and totally comprehensive; please do not rely on it with absolute certainty.

Good schools are constantly changing and evolving in order to keep pace with new developments and changing circumstances, so updated information may come throughout the school year.

As ever, we welcome feedback, so if there is something missing or aspects that you feel could be improved, the Front Desk will always welcome your comments. The guide is updated on an annual basis and is available on our website.

Best wishes,

A handwritten signature in black ink, appearing to read 'Mike Stanley', with a stylized flourish at the end.

Mike Stanley BA PGCE
Headmaster

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Absence

All information regarding absence should always be passed to the Front Desk, who will relay this to class teachers.

Absence due to illness

When your child is ill, it is important that you phone the Front Desk (020 7247 1588) before 8:30am.

If they need to be absent for more than one day, please keep us updated.

Absence for other reasons

Absence from school should generally be avoided, but we do understand this is not always possible.

If your child needs to arrive late, leave early or leave during the middle of the school day for an appointment, please email frontdesk@lyceumschool.co.uk at least 24 hours in advance. Please try to arrange appointments outside of the school day.

If your child needs time off school for any reason other than medical, dental or

future school visits, you will need authorisation from the Headmaster. Please complete an absence request form available from the Front Desk.

If we do not have a reason for your child's absence, or if permission for said absence is not given in advance, it will be marked as unauthorised on the appropriate formal records.

Appearance

Please encourage your children to maintain high standards of dress and personal appearance.

Children should wear the correct uniform, have clean shoes and shirts must be tucked in. For Years 3-6, blazers are required every day. (See **Uniform**)

Hair must be kept tidy. Shoulder length or longer hair must be tied back to avoid the spread of head lice. This applies to all genders.

Please also see **Jewellery**.

Allergies

The school caters for a range of allergies and all staff are trained to use an epi-pen.

If your child has an allergy, however serious, you should let us know on the appropriate medical form during registration. If an allergy develops during your child's time at the school, please let us know as soon as possible via Front Desk.

Astro

The 'Astro' is the area of AstroTurf at school that we use as our outdoor play area.

Behaviour

We have a clear stance on behaviour and believe in nurturing and supporting all children.

Our behaviour policy is on the school website, and we have a child-friendly version which we go through with all our pupils whenever it is updated.

Birthday Cakes

We are a nut-free school and cater to a range of allergies. Therefore, we politely request that you do not bring in food such as birthday cakes to school.

Bullying

All incidents of bullying are taken very seriously at The Lyceum. Children and staff are regularly reminded of the negative effects of bullying, how to prevent it and how to appropriately deal with it.

All our pupils know that such behaviour will not be tolerated and to report any bullying.

When bullying does occur, we follow our anti-bullying policy. We also have clear policies on safeguarding and e-safety which are available on the school website.

It is of the utmost importance that parents inform their child's class teacher when they suspect that bullying is taking place so that we can investigate appropriately.

Celebrating our Pupils

On Fridays we celebrate our 'Stars of the Week' and children's achievements inside and outside of school in celebration assemblies.

If your child is being recognised in a Friday assembly, you will be invited.

Our formal Prizegiving ceremony is held at the end of the Summer Term and prizes are awarded to pupils in Years 1 – 6.

Charity

We want our pupils to be good citizens locally, nationally and internationally. We support several charities and regularly hold fund raisers throughout the year.

Clubs

We run a varied After School Clubs programme, with everything from fencing to coding.

All Clubs are chargeable and those on offer vary each term. At the start of each term you will receive detailed information,

including information on how to book using our online system – Socs.

Timings

3:35pm-4:35pm Reception

3:40pm-4:40pm KS1 (Y1,2)

3:45pm-4:45pm KS2 (Y3,4,5,6)

Late Club and Homework Club

When these Clubs end, we run a Late Club and Homework Club until 5:45pm on Mondays – Thursdays and 5.30pm on a Friday.

After School Provision ends at 5:45pm. This is our final pickup time. Please ensure you are on time to pick up your child at this time.

If your child attends Late or Homework Club, they can be picked up anytime between the end of their previous Club and 5:45pm. Early pickup during the first Club session is not possible.

Concerns

We know that problems can be sorted by talking to someone sooner rather than later.

If there is a problem, you should contact your child's class teacher or member of the Senior Leadership Team. For Academic concerns please contact Miss Ismail and for Pastoral concerns Miss Lamond.

Please speak to us; problems can often be avoided before they become a big issue if we know about them.

You can always arrange to talk to someone through the Front Desk and if they are not available immediately, they will contact you as soon as possible.

Contact Details

We need to have up to date contact details for all our families.

Should you change address, telephone number, email address or emergency contact, please let us know as soon as possible.

You should tell us via frontdesk@lyceumschool.co.uk, not directly to your child's class teacher.

Communication

Clear two-way communication between home and school is essential to ensure good progress for your child.

We want you to feel welcome and involved in school life and our wider community.

Your Class Teacher should be your first port of call if you have any concerns, and you will have regular communication with them throughout the year. You will have their email address, meet at Parent Consultations and be able to speak briefly at pickup and drop-off.

Each full week during term time you will also receive a weekly bulletin and our weekly newsletter, The Hoot.

Complaints

Should you have a complaint, large or small, the appropriate procedure to follow is available on our school website.

Courtyard

The 'Courtyard' is the area of the school between the street and the Astro. It is accessed via the large black gates on the right-hand side of the school. Parents should wait here to collect their children at the end of each day at the appropriate time.

Curriculum

Our topic-based approach is integrated with the National Curriculum, providing broad and balanced cross curricular opportunities that help to develop a strong work ethic, emphasising independent thinking and learning skills.

You can also see our classes' current Topic Webs on our website.

Diary Dates

Our school diary and calendar is linked to an online platform called SOCS which you can access from your smart phone. This is a live platform and will keep you updated as to the events for the term. Each week

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in the Hoot, we include a direct link to the SOCS calendar.

Some events will require you to RSVP, or RSVP on behalf of your child by a certain deadline. To help us adequately plan events and trips, please meet these deadlines as we are unlikely to be able to add you or your child to an event after a deadline has passed.

Term dates are available on the school website.

Dietary Needs

Our catering team can meet the needs of all dietary requirements and allergy needs.

You will be asked to let us know during the registration process about your child's dietary needs, but if these change or you need to notify us of a new requirement please let us know as soon as possible on frontdesk@lyceumschool.co.uk.

EYFS

EYFS is a common term used in early years education – Early Years Foundation Stage.

This refers to Nursery and Reception age children. When used at The Lyceum, it refers to Reception.

First Aid

All our staff are qualified paediatric first aiders and are epi-pen trained. Any new staff who join The Lyceum are trained at the earliest available opportunity.

Front Desk

This is what we call the area and person who works in the 'welcome area' of the school.

This avoids confusion with our Reception class.

They are the first point of call for many queries and can be reached at:

frontdesk@lyceumschool.co.uk

+44 (0)20 7247 1588

Homework

All children from Reception to Year 6 receive age-appropriate levels of

homework. For more information, see the homework policy on the school website.

Houses

All of our pupils and staff belong to one of four houses named after historic literature greats: Austen (yellow), Dickens (red), Eliot (green) and Shakespeare (blue).

Throughout the year pupils earn house points (see **House Points**) and have the opportunity to represent their houses at inter-school events.

At the end of each term, the house with the most points is rewarded with a celebratory party.

House Points

House points are awarded in and out of lessons for observable effort, making progress or demonstrating our values.

Points are also awarded during inter-house competitions.

Illness

If your child has suffered from diarrhoea or has vomited, they should be kept away from school for at least 48 hours after the last episode. This is to help prevent the spread of infection.

After this, providing they are well enough, they may return to school.

Children who become ill during the school day can be looked after for a short period of time at school, but parents will be contacted, and you will be asked to collect them as soon as possible.

To let us know your child is absent due to illness, see **Absence**.

If they need to take medication while at school, see **Medication**.

Jewellery

Jewellery should not be worn except for a single stud earring in each ear. They cannot be worn during sporting activities or PE lessons.

Smart and digital watches are not permitted, but children can wear an analogue watch if they wish.

Jigsaw/PSHE Programme

We have implemented a high quality Personal, Social and Health Education (PSHE) Programme called Jigsaw.

This embeds personal, social, health, relationship, and sex education, alongside citizenship and British values with a mindfulness approach.

The scheme of work is age-appropriate and provides children with a robust and progressive understanding as they progress from Reception to Year 6.

Key Stages

The national curriculum is organised into blocks of years called Key Stages.

Years 1 and 2 are Key Stage 1 (KS1).

Years 3, 4, 5 and 6 are Key Stage 2 (KS2).

Lost Property

All clothing and items must be named, including blazers, jumpers, cardigans, snack boxes, water bottles, hats, gloves, and scarves.

Children often move throughout the school, and it can be difficult to return items to their correct owner if they are unnamed.

We also recommend naming any shirts and trousers as well as any clothing used during Clubs such as ballet leotards or judo suits.

Lyceum Parents Association

The Lyceum Parents Association (LPA) brings together our parent and school community. The committee of volunteers work hard to organise events throughout the year to raise money for several causes, including charities nominated by pupils and the school.

All parents are very welcome to contact the Headmaster if they would like to join

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the committee, and occasional help and support is always very much appreciated.

Meals

Our Head Chef, Dina, cooks fresh school lunches every day and each year group eats in our school dining room.

Our meals encourage a balanced, healthy diet and offer children the chance to try new foods. We update our menus each term.

Learn more about healthy eating at The Lyceum and see this term's menus on the school website.

Medication

Should your child need to take any medication during the school day, you will need to complete a form to given written consent. This form is available from the Front Desk and should be returned to the Front Desk.

Any medication should be handed into the Front Desk first thing in the morning in its original container with a signed letter of

consent and instructions. It should be clearly labelled with your child's name.

Please do not leave it in your child's bag or give it to your child to hand over.

This applies to prescription and non-prescription medication, including throat lozenges.

You will need to collect this medication at the end of the day. Epi-pens will stay with the class teacher.

Mobile Phones

When a child is in Year 6, a mobile phone may be brought into school if they are travelling to/from school independently. These must be switched off and handed into Front Desk at the start of the day.

Money

There should be no reason for any child to bring any money to school except on special charity days.

Music Lessons

All children are taught music as part of the curriculum and we offer additional paid-for music lessons, taught by specialists, on a variety of instruments.

These lessons take place during the school day and great care is taken to avoid disrupting children's core lessons.

Costs for music lessons are available on the school website.

How to register

Please contact the Head of Music, Ms Loh (lisaloh@lyceumschool.co.uk) if you would like your child to take music lessons.

Giving notice on music lessons

If you would like your child to stop receiving individual music lessons, you will need to give notice a term in advance directly to the specialist teacher and Ms Loh.

Please refer to the terms and conditions in your Instrumental Tuition Agreement.

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If your child misses a music lesson due to illness

Their specialist teacher will find a time to reschedule the lesson.

Music Assemblies

We hold assemblies throughout the year to showcase our pupils' musical talent and progress.

Children progress at different rates as they begin to learn a new instrument. When they are suitably ready and confident to perform, they will be invited to perform at a Music Assembly. You will also be invited to watch.

Notice Period

A full term's notice in writing to the Headmaster must be given to cancel the acceptance of a place or to withdraw a child from the school.

Unless such notice is given, a full term's fees are payable in lieu of notice.

Notice must be given before the first day of the Autumn, Spring or Summer term.

For example, if a parent wishes their child to leave at the end of the Summer term – then notice must be given before the first day of this term.

Nut Free Environment

The Lyceum is a **nut free** school. We ask that all parents to understand this when preparing snacks for their child.

Parent Consultations

Parent consultations are a biannual opportunity for you to meet 1:1 with your child's Class Teacher.

We hold these meetings twice a year, and you will be able to book your 10 or 15-minute appointment in advance.

You are also welcome to speak to the Headmaster or other Senior Leadership Team members at this event.

Parent Forums

Parent forums are termly informal opportunities to come together with other

parents in your child's year group and meet with the Headmaster and members of the Senior Leadership Team.

You will have the chance to ask any questions or raise concerns and we will share any relevant updates.

It is also a lovely opportunity to enjoy a cup of coffee and network with other parents in your child's cohort.

Parent Workshops

Our workshops are opportunities for you to learn more about a specific area of the curriculum, such as phonics, or an area you would like support with, such as managing challenging behaviour at home.

They are mostly offered to parents of children in Reception but can be held for other year groups when requested or deemed necessary.

These workshops are led by Class Teachers or a member of the Senior Leadership Team.

Policies

Policies underpin the safety, education, and day-to-day running of the school.

All our policies are available to parents on request, but those we believe most important are available on our website.

Pillars of The Lyceum

The Lyceum is founded on the four pillars of Kindness, Creativity, Confidence and Community.

These fundamental values guide us. Staff and pupils embody them in all that we do.

Pillars Prizes

Each half term, Pillars Prizes are awarded to a child in Reception or KS1, KS2. A child who has made significant progress in Music, Sport and Art. The children can keep the trophy at home until requested to return them before the next awards ceremony.

Prefects

When children enter Year 6, they are made prefects.

This is an important role in the school as they need to model excellent behaviour and set a good example for the rest of our school community.

Positions of Responsibility

As well as their role as prefects, Year 6 pupils can hold positions of responsibility.

In the Summer Term of Year 5, pupils are invited to apply for a range of roles including Head of School, Sports Captain, Digital Ambassador, Wellbeing Ambassador etc.

They need to submit applications, and their suitability is assessed by our Senior Leadership Team.

Random Acts of Kindness

Many small acts of kindness often go unnoticed, but we are a school that truly celebrates kindness.

It is one of our four fundamental pillars, and we regularly recognise children or staff who go out of their way to help and be kind to others.

Safeguarding and Child Protection

The Lyceum is committed to the safeguarding of all pupils and staff.

We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where children and adults feel secure, able to talk and believe that they are being listened to.

You will find details of our current Designated Safeguarding Lead and their Deputies in the Child Protection and Safeguarding Policy on the school website and on posters around the school.

We have a child-friendly version which we go through with all our pupils whenever it is updated.

School Day

Our school day begins promptly at 8:40am when children should be ready in their classrooms.

Class Teachers will share the lesson timetable at the start of each term.

8:40am – Day begins
3:30pm – Dismissal for Reception
3:35pm – Dismissal for KS1 (Y1, Y2)
3:40pm – Dismissal for KS2 (Y3 & Y4)
3:45pm – Dismissal for KS2 (Y5 & Y6)

Reception children are collected from the Astro.

KS1 and KS2 pupils are collected from the Courtyard.

See **Clubs** for After School Clubs timings.

Scholarships (7+)

In January we hold 7+ assessments and offer scholarships for excellence in Academics and the Creative Arts.

This is for internal and external applicants in Year 2 going into Year 3 in September.

Special Educational Needs and Disability (SEND) Provision

We provide an education for learners of all abilities and needs. Our SENDCo, Class Teachers and Senior Leadership Team work with parents to make sure children

are supported and challenged appropriately.

Any children who require additional support are identified and parents are consulted to explore next steps.

Working in partnership with you, we will foster the appropriate scaffolding to ensure your child makes progress.

Our [SEND policy](#) is available on our school website.

Senior Leadership Team

Our Senior Leadership Team oversee the smooth running of the school.

Please feel welcome to approach any member of the Senior Leadership Team with any questions or concerns.

Learn more about our current Senior Leadership Team whose profiles are on the school website.

Snacks

Children are expected to bring in their own healthy **nut free** snacks which they

will be allowed to eat during break time such as fruit, crackers and protein bars.

Crisps and chocolate bars are not permitted at school.

Social Media

Keep up to date with school life on Instagram – follow us @lyceum_london and on our new LinkedIn account.

Sports Programme (PE)

Pupils have two Sports lessons across the week – Reception, Year 1 & Year 2's lessons take place at school while Years 3 – 6 take place off site at Shoreditch Power league.

Sport (School Fixtures)

The Lyceum competes against other schools in some sports.

We believe in sport for all, so our teams are inclusive. Any child who would like to represent the school in sport will have the opportunity to do so.

Upcoming fixture dates are shared in our termly diary dates on the [school website](#).

STEAM

Science, Technology, Engineering, Arts & Maths.

Super Student Awards

These awards are given to children as and when they produce a truly outstanding piece of work in any part of the curriculum.

As such, they are incredibly rare but encourage our children to produce pieces of work of an exceptional standard.

Trips

Our pupils are fortunate to be taken on many outings taking full advantage of our wonderful City.

These outings are fully supervised, and if there is an associated fee this will be added to your school bill.

In KS2 we also arrange residential trips for the children, some of which are outside of London.

Uniform

Our uniform supplier is Stevensons.

[Please order all uniform from the school website.](#)

Subject to availability, second-hand uniform is available for a charitable donation in the Courtyard during our Sustainability week.

Valuables

Pupils should not bring in any items from home such as toys, electrical items, or those of sentimental value unless their Class Teacher explicitly asks for this to happen, for example during a Show and Tell lesson.

We cannot take any responsibility for loss or damage of personal property brought into school.

Website

Our website contains a wealth of information, from important policies and term dates to news stories and staff profiles.

We recommend you regularly look at our website, particularly our news stories.

11+ Senior School Admissions

The Lyceum has devised a programme that will give each pupil the best chance to fulfil their potential at 11+. We also ensure that parents have a comprehensive overview of the steps.

To access this comprehensive overview, please attend our Spring presentation on 11+.

Our pupils consistently perform well during the 11+ process, and we regularly receive offers from top independent schools in London and nationally.

Pupils often are awarded scholarships recognising their academic, sporting, music, or drama abilities. All 11+ scholarship applications must be discussed with the relevant Head of Department or the Headmaster before applying.

You can see our most recent [leavers' destinations on school website](#).