The Prebendal School

Prep Parent Handbook
The Governors of the Prebendal School

CHAIRMAN

The Very Reverend Stephen Waine

Can be contacted via the Head’s PA, either by telephone 01243 520970, or by email headpa@prebendalschool.org.uk, or by letter marked private and confidential.

Mr John Attwater MA

Mr Michael Camps

Mrs Eleanor Cooke

Mr Dominic Oliver MPhil

Mrs Charlotte Pexton

The Reverend Canon Tim Schofield BA

Mrs Yvonne Thomson

Mr Andrew Wilkinson MA

Clerk to the Governors: Mr Mark Chapman
Staff List 2019 – 2020

Head
Mrs Louise Salmond Smith BA (Hons), MMus, PG (QTS), MBA, FRSA

Deputy Head Academic
Mr Tom Bromfield MA Ed, BEd (Hons) – Head of History

Deputy Head Pastoral
Mr Ian Richardson BMus (Hons), MMus (Perf Studies), FTCL, ARCO – Assistant Director of Music

Bursar
Mr Mark Chapman MA, MBA

School Chaplain
Reverend Dr Irene Smale BA, MA, PhD

Special Educational Needs Coordinator
Miss Helen Sutcliffe – BA, PGCE, NAT SENCo award - Head of PSHCE, Head of Luffa House

Teaching Staff | Prep
Miss Elizabeth Allerton BA (Hons), PGCE – Year 3, Head of Seffrid House
Mrs Flora Aubrey-Thomas BA (Hons), QTS – Head of Drama & Outdoor Learning, English
Mr Robert Brittain BEd – Head of English
Mrs Erica Ellicott – Games
Mrs Jo Evans – Head of Girls' Games
Mrs Leesa Guillaud – Boarding, Games
M. Rey Guillaud Licence d'Anglais, PGCE – Head of Boarding, Head of MFL
Mr Jonathan Hodgson BSc (Hons), QTS – Year 4, Mathematics, Head of Neville House
Miss Emily Hudson BA (Hons), PGCE – Head of Art, Head of Geography
Mr Matthew Jelf BA (York) PG Dip MEd (IOE) – Director of Music, Drama
Miss Elizabeth Johnstone BSc (Hons), PGCE – Head of Science
Mr Nicholas Jones BEd (Hons) – Mathematics
Mrs Annelise King BA (Hons), PGCE – Head of RS, Philosophy & Critical Thinking
Mr Harry Munt BSc Hons, PGCE – Director of Sport, Mathematics
Mr Christopher Pilgrim MA (Cantab) – Head of Maths, Head of ICT, Latin, Assistant Boarding House Master, Head of Sherborne House
Mrs Charlotte Pounds BA (Hons) – Teaching Assistant
Teaching Staff | Pre-Prep
Mrs Ruth Irvine-Capel, MA, PGCE – Reception
Mrs Annelise King BA (Hons), PGCE – Year 1
Mrs Alison Napier, BEd (Hons) – Year 2, Pre-Prep Co-ordinator
Mrs Sophie Simcox BA (Hons), QTS – Reception
Mrs Emma Thacker NNEB – Teaching Assistant
Mrs Eilidh Wild BA (Hons), PGCE – Pelicans Nursery

Administrative Staff
Miss Lesa Burchell – Head’s PA & Admissions
Miss Caroline Hale – Accounts Assistant
Miss Jilly Hawksfield – Assistant Bursar
Mr Jacob Humphreys BMus
Mrs Eliza Sleep – School Secretary
Mrs Suzanne Warner BA (Hons) – Marketing & Communications Manager

Matron
Miss Margaret Lyons

Visiting Teachers
Ali Anderson – Bassoon
Luca Bernardini – Piano
Spencer Bundy – Saxophone
Mitch Callow – Guitar
Gordon Curtis – Clarinet
Miranda Davis – Violin/Viola
Amy Fuller – Voice
Jon Grave – Piano
Caroline Harding – Double Bass/Piano
Sue Hawkins – Oboe
Bridget Holton – Brass
Karen Kennard – Brass
Victoria Larley – Voice
Phyllida Maude-Roxby – Violin/Viola
Nigel McNestrie – Cello
Sophie Middleditch – Recorder
Luke Osborne – Drama
Kate Parkin – Flute
Tim Ravalde – Piano
Ian Richardson – Piano
Alex Rider – Harp
Julie Schofield – Clarinet
Owain Willliams – Percussion
Introduction

The aims and values of the Prebendal School.

Our aim is to foster the academic, physical, spiritual, moral and social development of boys and girls in a happy, caring and safe environment.

We aim to achieve this by:
- Providing the highest standards of teaching for all pupils.
- Providing the highest quality of learning for all pupils.
- Providing a stimulating, disciplined and caring environment in which teaching and learning is a productive and enjoyable process.
- Enriching the lives of our pupils by providing a balanced and broad curriculum of sporting, cultural and extracurricular activities.
- Caring for the specific individual needs of all pupils.
- Striving to enable all pupils to achieve their full potential.
- Supporting all the members of the Prebendal community.

Our Values

We believe that:
- The quality of our pupils’ learning and the atmosphere in which they spend their younger years will have a marked influence on them well beyond the time their school days are over.
- It is the quality of our teaching and relationships, which most influences the excellence of our pupils’ learning.
- Every child is unique and each child is of equal importance.
- Learning flourishes within an atmosphere where a high value is placed on praise, encouragement, courtesy and consideration for others.

The school is an independent, non-selective preparatory school for the education of children aged from 3 to 13 years. It also exists to provide an education for the boy choristers of Chichester Cathedral and is committed to the traditions of the Choral Foundation. We are also committed to our Christian heritage this focuses our central concern for the welfare and development of each individual child.

History

The Prebendal School is the oldest school in Sussex and probably dates back to the foundation of Chichester Cathedral in the eleventh century when it would have been a ‘song school’ responsible for teaching the choristers. It was re-founded as a grammar school in 1497 by the then Bishop of Chichester, Edward Storey, who attached it to the Prebend of Highleigh, after whom the school was named. The school is now a co-educational day and boarding preparatory school educating children between the ages of 3 and 13 years. We occupy a range of Buildings in West Street and in the Cathedral.
Close dating from the original, fourteenth century song school to the Highleigh Building built and opened in 2000.

Statement of Equal Opportunities

All children are respected as individuals and the opportunities of the school are open to all, regardless of gender, pregnancy or maternity, race, religion and belief, cultural background, linguistic background, sexual orientation, gender reassignment, SEN and disability.

Useful contact information

Telephone Numbers:

School Office (01243) 772220
Head’s Secretary (01243) 520970
Deputy Head Academic (01243) 772223
Deputy Head Pastoral (01243) 772226
Matron (01243) 772221
Assistant Bursar (01243) 772225
Kitchen (01243) 772229

Email:

School Office office@prebendalschool.org.uk
Head’s Secretary headp@prebendalschool.org.uk
Deputy Head Academic dos@prebendalschool.org.uk
Deputy Head Pastoral irichardson@prebendalschool.org.uk
Bursar bursar@prebendalschool.org.uk
Accounts Assistant accounts@prebendalschool.org.uk
Director of Music music@prebendalschool.org.uk

School Website www.prebendalschool.org.uk

All the school policies are available on the school web site.
An outline of Staff and who to talk to

The Head – Mrs Louise Salmond Smith

The Head is a member of the Independent Association of Preparatory Schools (IAPS). She is responsible for the administration, curriculum, activities and discipline in the school. She is in overall charge of the academic and general welfare of all pupils. She is also responsible for admitting pupils, appointing staff and seeing that a good relationship is maintained between the school and parents.

The Head is always willing to discuss with parents their child’s progress and welfare. This includes not only academic matters, but also any concerns parents might have about their child’s happiness and well-being at school. The Head also advises parents on future schooling.

The Deputy Head Academic – Mr Tom Bromfield

The role of the Deputy Head Academic is to support the Head in the smooth running of the school in accordance with its stated aims and objectives and to deputise for her as required. He is responsible to the Head for the overall supervision of the academic curriculum and, working alongside the Heads of Department and the Head of the Pre-Prep, ensuring a coherent 3-13 curriculum and its continued development. He is also responsible for timetabling, exam entries to senior schools and for monitoring academic standards.

The Deputy Head Pastoral – Mr Ian Richardson

The role of the Deputy Head Pastoral is to support the Head in the smooth running of the school in accordance with its stated aims and objectives and to deputise for her as required. The Deputy Head is (in conjunction with the Head) responsible for the pastoral care in the school, discipline, manners and dress of the pupils and to ensure that their behaviour is in accordance with the School Rules, our Code of Conduct and Behaviour Policies. He is also responsible to the Head for the organisation of staff duties and staff relationships. In the day to day running of the school, the Deputy Head Pastoral is responsible, amongst other things, for the School Calendar, registration, changes in routine and the organisation of special events. He is the school’s Designated Member of Staff for safeguarding children and his deputies are Mr Tom Bromfield, the Deputy Head Academic, M. Rey Guillaud, the Head of Boarding, and Mr Christopher Pilgrim, the Assistant House Master. He is responsible (alongside the Head) for the welfare and happiness of the children in the school.

The Head of Boarding

Monsieur Rey Guillaud is responsible for boarding at the Prebendal and he lives with his wife Leesa and their son in the main school. He is responsible for overseeing the

02.09.19/01.09.20/DHA/DHP/P
management of the boarding house as well as taking a special responsibility for the pastoral care of all the children that board, and is also the Chorister Tutor, liaising with the Cathedral and the Organist regarding the welfare of the Choristers.

The Bursar – Mr Mark Chapman

The Bursar is responsible for the fabric of the buildings, salaries, health and safety and budgets etc. Any questions concerning fees should be addressed to the Bursar.

Form Teachers

In accordance with the school’s stated aims and values “to foster the academic, physical, moral and social development of the boys and girls in a happy, caring and safe environment,” the overall role of the Form Teacher is to oversee the academic progress and pastoral well-being of the children in their form. It is to develop a positive relationship with the pupils, being aware of any particular circumstances of whatever kind which might affect their progress and well-being. Form Teachers are available to discuss with parents a child’s progress and welfare and any worries a parent or child might have. The Form Teacher is also responsible for checking the children’s organisers, the general appearance and organisation of pupils and the tidiness and general presentation of form rooms.

Housemasters/Housemistress

Every child who enters the Prebendal School is placed in one of the four houses: - Luffa (Mr Brittain), Neville (Mr Hodgson), Seffrid (Miss Allerston) or Sherborne (Mr Pilgrim). The houses are named after former Bishops of Chichester. Many competitions are based around the houses including competitions in all the main sports, music, chess, conkers, daisy chain making etc. and pluses are given for good work and behaviour. At the end of each term, the house which has won the house competition hosts a ‘House Feast’ and the senior pupils in each house deliver a speech detailing the progress of their house through the term.

Matrons

There are two matrons who share the responsibility for the general welfare of the children. They are responsible for the health and hygiene of the children and in particular the boarders.

Gap Year Students

The school offers the opportunity for four overseas students to assist in the school during their gap year. The students are with us from January to January and are managed by the Deputy Head Pastoral.
School Hours

School hours for day children 08:20 – 16:30

Children should be dropped off to the playground in time for registration at 8:20 am. Staff are on duty and in their classrooms from 08:15. Staff are on duty in the playground from 08:10. If you would like to drop off your child before this time, please bring them into the school and let the school office or a member of SLT know that they have arrived.

Ticking off for the Prep children is from 16:30 - 16:45 outside the Richmond Hall. Children will not be released until the member of staff has seen parent and child together. After 16:45, the ticking off register is kept with the member of staff on duty, with whom parents must sign out. At 16:45 any children who remain assemble in the Dining Room and begin their Prep. Parents then pick up their children from this room, or from the ICT Room if after 17:30.

No child is allowed to go home unaccompanied without a written request to this effect being submitted to the Head.
Prep Department daily routine

Daily Timetable

08:20       Bell
08:25 – 08:35  Form Registration
08:40 – 09:15  Period 1 (Cathedral Assembly on Tuesday & Thursday)
09:15 – 09:50  Period 2
09:50 – 10:25  Period 3
10:25 – 10:40  Break
10:40 – 11:15  Period 4
11:15 – 11:50  Period 5
11:50 – 12:25  Period 6 (Assembly on Monday)
12:25 – 13:15  Lunch (with Ensemble rehearsals from 13:00/13:10)
13:15 – 13:45  Registration, followed by:
               Hymn Practice (Monday)
               Reading in Form Rooms (Tuesday)
               House Meetings (Wednesday)
               Reading in Form Rooms (Thursday)
               Reading in Form Rooms (Friday)
13:45 – 14:20  Period 7
14:20 – 14:55  Period 8
14:55 – 15:05  Break
15:05 – 15:40  Period 9
15:40 – 16:15  Period 10
16:15 – 16:30  Form Time
16:30 – 16:45  Ticking Off
16:45 – 18:00  Clubs or Prep

Games
- Monday
  - Year 3 & 4 have Games during Period 7 and 8.
- Tuesday
  - Year 3, 4 & 5 have Games during Period 7 and 8;
  - Year 6, 7 & 8 have Games during Period 9 and 10.
- Wednesday
  - Year 5, 6, 7 & 8 have Games / Matches during Periods 8, 9 and 10, with a Prep session taking place in Period 7.
- Thursday
  - Year 3, 4 & 5 have Games during Period 7 and 8;
  - Year 6, 7 & 8 have Games during Period 9 and 10.
- Friday
  - Year 3, 4 & 5 have Games during Period 7 and 8;
  - Year 6, 7 & 8 have Games during Period 9 and 10.
Individual form timetables for Years 3 - 8 are given to the children by their form teachers at the start of the Michaelmas Term and for the junior years they are stuck into their pupil organisers.

A – Z

Absence due to sickness
In the case of sickness, parents should inform the school office by 09:00 on the morning of absence, on 01243 772220.

Academic certificates
Children receive pluses in lessons and in all areas of school life. These are recorded in the pupil’s organiser and the form Tutor records the totals every Friday morning on a central chart. These totals accumulate throughout the term and the pupils can obtain a bronze, silver or gold certificate of achievement. The bronze and silver certificates are awarded in Monday’s assembly in the Bishop’s Kitchen, but the gold certificates are awarded in the Cathedral on a Thursday. Finally, if the pupil has achieved the hardest total for each term, they are able to get a Head’s award which is a book token; this is also awarded in the Thursday assembly. The totals for each term are as follows:

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<tr>
<th></th>
<th>Bronze: 50</th>
<th>Silver: 100</th>
<th>Gold: 150</th>
<th>Head’s Award: 200</th>
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<tr>
<td>All Terms</td>
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Academic Commendation
Children may receive an academic commendation for a specific piece of work. These are usually presented in the assembly on Monday, but occasionally the Deputy Head Academic will ask the Head to present the commendation in the Cathedral on a Thursday; this is if the piece of work is of a particularly high standard.

Academic progress
Academic progress is monitored regularly. Parents receive full written reports on each subject at the end of the Michaelmas Term and at the end of the Summer Term whilst at the end of the Lent Term, parents receive Effort and Attainment Grades and a short comment for each subject. Every half term, they receive a report indicating effort and attainment grades for each subject. There are annual parents’ meetings on a form basis, when parents have an opportunity to meet their children’s teachers to discuss their work. Children in Year 8 also receive a full written report at the end of the Lent Term.

Parents are positively encouraged to discuss their child’s progress at any time with individual form teachers, the Deputy Head Academic or the Head. School examinations take place once a year during the Summer Term. Year 6 and Year 8 children have mock exams (Core subjects) in the Michaelmas Term. In addition to this, Year 8 have Mock C.E. or Scholarship examinations at the beginning of the Lent Term.
Assembly
Assembly is held on Monday at 11:50. On Tuesdays and Thursdays, assembly is held in the Cathedral at 08:40. There are occasional School Eucharist Services on a Wednesday. Parents are welcome to attend these assemblies in the Cathedral. Children from the Pre-Prep (Reception and upwards) join in the assembly in the Cathedral on Tuesday and Thursdays, with Nursery joining on a Thursday too.

Behaviour and discipline
The school has a behaviour policy, the full text of which can be obtained from the school office or web site. The aims are consistent with the stated aims of the school; 'To foster the academic, physical, spiritual, moral and social development of boys and girls in a happy, caring and safe environment.'

It is important that parents are aware of the standards of behaviour expected from pupils at the Prebendal and that they are aware of the school rules.

BOB
BOB is a box outside the Deputy Head Academic’s Office and children may note down any concern they may have and put it in the box. The box is checked regularly by the Pastoral Heads who will deal with any of the concerns that children have.

Bullying
Bullying behaviour of any sort is not acceptable at the Prebendal School. Bullying is defined for the purpose of this policy as deliberate and repeated behaviour over a sustained period of time which is intended to hurt or upset and which has reached the point where the victim feels worried about being in school or some part of the school. (See separate Bullying Policy) There is an anti-bullying forum which is attended by the children and the Pastoral Heads once a term.

All issues of bullying are dealt with as soon as they arise and all parties concerned are given the opportunity to talk the situation through. If necessary, the incident is recorded and passed on to the Deputy Head Pastoral, for further investigation. The Form Teacher will also be informed and, if necessary, the Head.

A report of the incident is filed on the school’s database and the situation and parties involved will continue to be monitored.

Any serious or persistent act of bullying will be reported to the Head and to parents.

Calendar
The school calendar is available to collect from the Front Office at the start of term and all children receive a copy of the calendar for the term.

The calendar contains a list of most of the school activities, which will take place during the term. These activities include: sports matches against other schools, parents’ meetings with teaching staff, the school plays, the school concerts, sports day, PTA
events, examination dates, educational visits, trips and special services in the Cathedral, such as Confirmation and the Advent Service.

Many, but not all, of the events will be further explained nearer the time in a letter from the Head, a member of Staff or the PTA.

The school calendar may also be found on the school website and paper copy will be given to each parent at the start of term.

Catering
Contract caterers manage the catering in the school. The catering manager and chefs are specially appointed to the school.

All day pupils have lunch at school. The diet is varied and there is always a choice. The menu is displayed on a notice board in the Dining Room. A food committee, consisting of children and staff meets once a term. Please inform the school of any dietary needs or issues if they occur.

Child Protection and Safeguarding Policy
The welfare and safety of the children at the Prebendal is our highest priority. The school follows the guidance and procedures laid down by the West Sussex Social Services Department.

The Head and the Deputy Head Pastoral (Designated Safeguarding Lead) are responsible for safeguarding and welfare issues in the school and for liaison with the Social Services Department.

It is our aim at the Prebendal School that children should be educated in a happy, friendly atmosphere. A successful education is dependent on happiness and confidence. There may be times, however when a child is unhappy, in trouble, concerned or perhaps deeply worried about something. If this is the case, children are given opportunities to talk to a variety of different people both within and outside the school. The safeguarding children policy is published on the school’s web site alongside several other important policies.

Club time
A variety of different after school clubs take place each day between 16:30 and 18:15 and all members of staff are involved in taking clubs. Children may join these clubs if numbers permit. There is an additional charge for some of these clubs and parents will receive a booking form for these before the beginning of each term. A snack is available after school for those children staying on for clubs.

Colours
Children who make a positive contribution to the sporting, music or creative life of the school may be awarded colours.
Complaints procedure
The school welcomes suggestions and comments from parents and takes any complaints and concerns seriously. Parents can talk directly to a member of staff, write a letter or telephone. The Head is always willing to discuss any concerns a parent may have.

A full copy of the official complaints procedure is published on the website and can also be obtained from the school office.

Curriculum
The children receive a broad and balanced curriculum at The Prebendal School and we endeavour to stimulate their interests and creative abilities in as wide a field as possible. Our main academic aim for the children is to prepare them the Common Entrance or Scholarship Examinations to Independent Senior Schools. Although over the coming years, we will be adopting the Prep School's Baccalaureate.

The school takes note of the National Curriculum, but progresses significantly beyond it. The curriculum is constantly reviewed and there is curriculum information published on the website and we hold curriculum evenings for parents.

Games
The school playing fields are within easy reach of the school on the south side of the Cathedral Close. Games are an important part of school life and the children play games regularly and matches are played against other schools. The major sports played are: soccer, cross country, hockey, rugby, swimming and netball during the Michaelmas and Lent terms; cricket, rounders, athletics and tennis during the Summer term.

Swimming is taught in the Westgate swimming pool and hockey is taught on the Chichester College Astroturf. All children play games on three or four afternoons a week, and all children have on lesson a week of Physical Education. Matches are played on a Wednesday afternoon for Year 5 upwards, with fixtures on Tuesday or Thursday for Year 3 and 4. (There are occasional matches at other times and these are published in the calendar at the beginning of term.) Team selections are posted on the boards outside the Richmond Building a few days before or at the latest, 24 hours before a match. Younger children are given a match sheet showing the selection along with other details about the match. There are two school minibuses, fitted with seatbelts to transport children to matches. In the case of multiple matches at separate schools on the same day, parents may be asked to help with transporting children to and from one of the matches, or coaches will be hired. Permission will be sought from parents if this is the case.

Leave of absence
If it is necessary to take a child out of school, permission must be sought from the Head.

Lost property
Lost property items can be located at the Front Office or from the Director of Sport.
It is a great help when dealing with lost property if all items of clothing etc., are named.

Any questions concerning lost property should be addressed to the School Secretary and a note can be circulated within one of the two whole school weekly mailings.

**Music lessons**
The school has a strong music reputation and the majority of children learn musical instruments. Individual instrumental lessons take place throughout the school day. A rota system is in operation, which ensures that a child learning an instrument does not miss the same academic lesson each week. The rota timetable is displayed in each classroom and on the notice board in the Music Block. It is also emailed to all parents at the start of each half term.

One term’s notice is required to commence and terminate music lessons. There are numerous instrumental and choir groups, which meet at various times, such as before school and lunchtime. A diary of musical events for each term is published and sent home at the beginning of each term. Mr Jelf is the Director of Music and is always willing to discuss and advise on the musical development of your child.

**Organisers**
The children should be encouraged to make the fullest use of their organiser, not only as a record of their preps, but also their achievements over the academic year. It is a document which should be respected by the pupils and should not have any graffiti in any way. It is a useful tool for praising pupils. In order to encourage this, staff (especially the Form Tutor) must ensure that the organiser is used effectively and try to inculcate a feeling of ownership for the pupil. The Form Tutor should ensure that the children are writing the dates correctly in the organiser at the beginning of the week.

Pupils should use their organisers for the following:
- To make a note of Prep.
- To record Pluses.
- To note Comments and Sanctions.
- To create Targets, and recording their progress through PSB curriculum.
- To record Music Lesson times, Matches, etc.

If a pupil has lost their pupil organiser, the Form Teacher will issue them with a temporary replacement and the pupil will try their best to find it quickly.

Form Tutors will monitor the pupils’ use of their organiser and if it becomes apparent that the pupil is deliberately losing their pupil organiser to avoid receiving comments, then the Form Tutor informs the Deputy Head.

**Parent teacher association**
All parents are members of the school PTA. The PTA has two functions: to raise money for the school and to arrange social events for parents to meet each other. There is a PTA committee which meets once a term and an AGM in the Summer Term.
Parking
Parking near to the Prebendal School is difficult and the roads are busy. At present, cars which display the Prebendal School sticker have a 10-minute free parking limit within Public parking bays. Parking is available on the school field for drop off and pick up from 08:05 - 08:35 and from 15:10 - 16:40 Monday to Friday. Parents may also park on the playing fields when there is a scheduled sports match taking place.

Parents are also allowed to park in the bays adjacent to the Council Offices opposite the school. The times that parents are allowed to do this are from 08:00 until 08:30 (at the very latest) and from 15:00 – 18:00.

All information on the school’s parking and travel arrangements is available in The Prebendal School Parking and Travel Arrangements Policy which is on our website and available on request from the School Office.

Prep
Day pupils do prep at home (except for the two timetabled prep sessions) and the children have a varying amount of prep each night. The time which each child should spend doing their prep varies each night and if your child is finding the prep set too easy or too difficult, please speak to the teacher concerned. Prep, particularly for the younger children is a way of developing independent study; if your child cannot do the prep that evening for whatever reason, it is not the end of the world if it is not done.

All children from Year 3 upwards have a pupil organiser in which they should write down what the teacher has given them for prep. Parents should check this and ensure that it is brought to school each day. They should also sign to say that the prep has been done. Form teachers check the organisers on a weekly basis.

The school also runs a prep log. This is a chart which details the children’s prep each week as it is set. To access it, go to www.prebendalschool.org.uk, navigate to the Parents’ Area. The log in details for the parents area are available from the School Office.

Prize giving
There is an annual Prize Giving held in the Cathedral where the wide and varied successes of the children are celebrated.

Pupil records etc.
Registration forms, academic records, medical records and welfare records are kept confidentially in school. There is also a school, secure database which contains all the records relating to the children. Parents are asked to inform the school of any changes in order to keep these records up to date (e.g. change of address or phone numbers).

Pupil voice
Pupil Voice is the school council. The Head Boy and Head Girl chair the meeting and a senior member of staff is in attendance. Each form elects a member of their class to be on Pupil Voice. It is the intention that the children bring ideas for events,
improvements etc. from their class for discussion at the meeting. Where appropriate, the school will respond and take on board the ideas that Pupil Voice generates.

**Rewards and Sanctions**

Our preferred approach to achieving good behaviour and a well-ordered community, is by positive reinforcement. Good behaviour is recognised and commended, thus encouraging such behaviour amongst the pupils.

Pluses are given out at the teacher’s discretion to reward and encourage good and industrious work and good behaviour. They can also be awarded for effort and achievement outside the classroom and on other occasions when reward is deemed appropriate (i.e. helpfulness).

If a pupil has committed a minor misdemeanour, a comment is written in their pupil organiser and a sanction is given. It is also recorded separately for the Deputy Head Pastoral. If a child receives three comments within a week, they will receive a lunch-time detention with the Deputy Head Pastoral or Deputy Head Academic. Detention may take place on any day of the week, and may also be immediately imposed at the discretion of senior staff.

If a child receives six comments in a half term, or three lunch-time detentions in a term, they will be referred to the Deputy Head Pastoral. The child’s behaviour will be monitored for one week through a Report Card. They should also expect loss of privileges or exclusion from sporting fixtures. The process for or any more serious or repetitive misdemeanour is outlined in the A4_Behaviour and Sanctions Policy which is available on the school’s website.

**Safety**

a) **Fire**

Fire Instructions are displayed in every area of the school including classrooms.

b) **Accidents**

If an accident occurs, it should be reported to the nearest adult. It is then reported to matron and an accident report is filled in.

**School trips**

The majority of school trips are educational day trips which cost less than £20. For these trips, an email will be sent from the school office detailing who is responsible for the trip, the cost and itinerary of the trip. In these circumstances, parents will be asked to confirm by completing a digital consent form that they are happy that their child takes part in the trip and that the cost of the trip is added to the end of term bill. For trips which cost more than £20 and all residential trips, separate permission will be sought and usually, there will be a confirmation document of the child’s medical details.
School rules
It is the aim of the school that the children should be educated in a friendly environment, where courtesy, kindness and consideration of others are essential.

Therefore:

- Bullying behaviour, either physical, verbal or of any sort is totally unacceptable.
- Pupils should not behave in any way that will cause distress or danger to other pupils.
- Other pupils’ possessions should never be interfered with, taken or borrowed, without permission.
- Care of the school environment is important. School property should be treated with respect, kept tidy and litter free.
- Respect for oneself, each other and each other’s property, is the basis of the ethos within our school.

Any parent concerned about the treatment of their children at school should contact the Deputy Head Pastoral or the Deputy Head Academic or the Head. Some of the rules of which parents should be aware are:

1. School uniform must be worn at all times, unless otherwise advised.
2. All clothing and property must be clearly marked with the owner’s name.
3. It is advised that money should not be brought to school unless instructed. Money should be handed into a member of staff for safekeeping.
4. Children should not bring valuables into school. If they do, it is at their own risk.
5. Mobile telephones should not be brought to school, but if a child needs a mobile when they are travelling to and from school, then it should be handed into the school office until the end of the day.

Security
Gate access to the school uses a biometrics system. Full details of this are in the school’s security policy which is available on the website or through the School Office.

All new joiners, including pupils, their parents or carers and staff, should come to the Front Office to have their ‘finger print’ recorded.
Snacks
Children should bring a snack to school to eat during morning break. It is up to parents to decide what they provide as a snack for their child but please remember that mid-morning snacks should be healthy.

We are a nut free school and so please do not send in snacks containing nuts as they may produce an allergic reaction in other children.

Children should not bring in packets of sweets.

Water is available from the water fountains and children should also bring a drink from home, it is recommended that this be brought in a spill-proof plastic bottle.

Children are welcome to bring in birthday cake to share with the class, but this will not be given out until home time.

Supervision
All members of staff assist with supervision throughout the day. One member of staff is on overall duty throughout the day from 08:15 – 21:45. The duty members of staff are displayed on the whiteboard in the stone corridor. A matron or other designated member of staff is on duty at all times.

Ticking off: 16:30 – 16:45
Day pupils are ‘ticked off’ when their parents arrive to collect them. If a parent wishes to collect a child from school after the official ‘ticking off’ time, then they should inform the school office and ensure that the children tick off before they leave the premises.

Timetabled subjects
These include English, Mathematics, Science, French, History, Geography, Religious Studies, Latin (from Year 6), Art, Design & Technology, I.C.T. (up to Year 5), Music and Drama.

An outline of the work covered in each year is displayed on the school’s website.

Uniform
Pupils should arrive at school neat and tidy, and correctly dressed in school uniform. All items should be named.

No jewellery is allowed, other than stud earrings.

Hair should be neat and tidy, with no extreme haircuts or dyed hair.

Other information to parents
In addition to the school calendar and various letters and newsletters from the Head, the PTA also keep in contact with the parents about events they are organising.
‘The Prebendalian’ (the school magazine) is published annually and a copy will be sent home.

The majority of correspondence from school is emailed home either on a Tuesday or a Friday and copies of letters sent home are put on the school website, www.prebendalschool.org.uk.

Finally
The Prebendal School and is a happy and stimulating place and it is a vibrant and rewarding community to be involved with. We encourage all our parents to take part in, and support the numerous school activities to support both their own children, but also other children in the school. Occasionally, things will need to be discussed and sorted out, and in these instances, we appreciate quick and open communication with the school.

We look forward to welcoming you and your children into the Prebendal family.