



HOLMWOOD HOUSE



Academic Year 2019—2020

PASTORAL GUIDE



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Happiness is the key to progress



PROGRAMME OF THE DAY – YEARS R - 3

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.25am	Registration	Registration	Registration	Registration	Registration
8.35am	Lessons	Lessons	Lessons	Lessons	Lessons
10.10am	Years 1, 2 & 3 Morning Break - Reception break time fluid				
10.30am	Lessons	Lessons	Lessons	Lessons	Lessons
	Lunch times vary	Lunch times vary	Lunch times vary	Lunch times vary	Lunch times vary
	Registration	Registration	Registration	Registration	Registration
	Lessons	Lessons	Lessons	Lessons	Lessons
3.15pm	End of Day for Reception Year	End of Day for Reception Year	End of Day for Reception Year	End of Day for Reception Year	End of Day for Reception Year
3.25pm	End of Day for Years 1 & 2	End of Day for Years 1 & 2	End of Day for Years 1, 2 & 3	End of Day for Years 1 & 2	End of Day for Years 1, 2 & 3
4.00pm	Year 3 Activities End of Day for Year 3 (sign out from Talbot Room)	Year 3 Activities End of Day for Year 3 (sign out from Talbot Room)	Wraparound Care (Biscuit Club)	Year 3 Activities End of Day for Year 3 (sign out from Talbot Room)	Wraparound Care (Biscuit Club)
	Wraparound Care (Biscuit Club)	Wraparound Care (Biscuit Club)		Wraparound Care (Biscuit Club)	
6.15pm	End of Wraparound Care	End of Wraparound Care	End of Wraparound Care	End of Wraparound Care	End of Wraparound Care

PROGRAMME OF THE DAY – YEAR 4

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.25am	Registration	Registration	Registration	Registration	Registration
8.35am	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
9.10am	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
9.45am	Tutor Time	Assembly	Tutor Time	Element/Phase meeting	Assembly
10.10am	Break	Break	Break	Break	Break
10.30am	Lesson 3	Lesson 3	(Lesson 3) HP/Orch	Lesson 3	Lesson 3
11.05am	Lesson 4	Lesson 4	Games	Lesson 4	Lesson 4
11.40am	Lesson 5	Lesson 5	Games	Lesson 5	Lesson 5
12.15pm	Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6
12.50pm	Lunch	Lunch	Lunch	Lunch	Lunch
1.40pm	Registration + Lesson 7	Registration + Lesson 7	Registration + Lesson 7	Registration + Lesson 7	Registration + Lesson 7
2.15pm	Lesson 8	Lesson 8	Lesson 8	Lesson 8	Lesson 8
2.50pm	Games / Matches	Lesson 9	Lesson 9	Games / Matches	Lesson 9
3.25pm	Lesson 10	Lesson 10	Lesson 10	Lesson 10	Lesson 10
4.00pm	Break	Break		Break	Break
4.15pm	Activities/Prep	Activities/Prep		Activities/Prep	Activities/Prep
5.05pm	Activities/Prep	Activities/Prep	5.10pm School ends for all pupils not on fixtures	Activities/Prep	Activities/Prep
5.45pm	Evening Meal	Evening Meal		Evening Meal	Evening Meal
6.15pm	Sign Out	Sign Out	Wraparound Ends	Sign Out	Sign Out

PROGRAMME OF THE DAY – YEARS 5 - 8

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.25am	Registration	Registration	Registration	Registration	Registration
8.35am	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
9.10am	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
9.45am	Tutor Time	Assembly	Tutor Time	Element/Phase meeting	Assembly
10.10am	Break	Break	Break	Break	Break
10.30am	Lesson 3	Lesson 3	(Lesson 3) HP/Orch	Lesson 3	Lesson 3
11.05am	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
11.40am	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5
12.15pm	Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6
12.50pm	Lunch	Lunch	Lunch	Lunch	Lunch
1.40pm	Registration + Lesson 7	Registration + Lesson 7	Matches for Years 5-8 (including Match Tea) (including Tea for others)	Registration + Lesson 7	Registration + Lesson 7
2.15pm	Lesson 8	Lesson 8		Games	Lesson 8
2.50pm	Lesson 9	Lesson 9	Prep/Surgeries or Away Matches	Lesson 9	Lesson 9
3.25pm	Lesson 10	Lesson 10		Years 7 & 8	Lesson 10
4.00pm	Break	Break		Break	Break
4.15pm	Activities/Prep	Activities/Prep		Activities/Prep	Activities/Prep
5.05pm	Activities/Prep	Activities/Prep	5.10pm School ends for all pupils not on fixtures	Activities/Prep	Activities/Prep
5.45pm	Evening Meal	Evening Meal		Evening Meal	Evening Meal
6.15pm	Sign Out	Sign Out	Wraparound Ends	Sign Out	Sign Out

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Arrangements for Arrival and Collection of Children

Punctuality

The school day for pupils and staff is very full and adherence to times for all lessons and activities is essential. It really does make a difference when all pupils are in school and ready to start to learn on time. Pupils who are repeatedly late (excluding abnormal traffic conditions), will be noted and parents contacted.

Arrival

Reception to Year 3

The doors of Reception are open from 8.15am to receive children. In Reception classes, children leave coats, etc. in the cloakroom before going to their classrooms. In Years 1, 2 & 3, children go to the playground where they will be collected by a class teachers for registration .

Year 4 to 8

Signing in refers to the time before 8.25am. On weekdays children arriving at school between 8am and 8.25am must go STRAIGHT to the Dining Room to 'sign in' with a Shadow. This then provides a record of who is on site should there be a fire alarm before 8.25am.

School starts at 8.25am and all children should be on site by that time. At 8.25am the first bell of the day will sound and children should either line up in the yard (Years 4 and 5) or go directly to their tutor room (Years 6, 7 and 8).

At 8.25am tutors will officially register children on the school's database. Afternoon registration occurs at 1.40pm when subject teachers will officially register children on the database.

All Years

Children arriving on site after 8.25am (but before 8.35am) must immediately go their class or tutor rooms where they may already have been registered as an 'unauthorised absence'. The registration label will be amended to 'late'.

If, during the day, a child arrives at school outside the morning registration time of 8.25-8.35am (e.g. – returning from an appointment), they must register (often referred to as 'signing in') in the front office before going to class.



Absence & Guidelines

If a pupil is absent through illness, please advise the school as soon as possible by phoning 01206 574305 or emailing office@holmwood.house by 10.00 am. The school has a duty to contact parents every day that a child is absent without notification to the school. Failure to get a response on any of the contact phone numbers provided by parents will necessitate a visit to the family home to ascertain the well being of the pupil, as per Local Authority Safe-guarding guidance. An absence of 10 working days without notification will be reported to the Local Authority.

Routine medical, dental and hair appointments should be made outside of school hours. If, however, it is necessary to take a pupil out of school for a medical appointment, then the class teacher must be advised IN WRITING, by note or email to the office.

If it is necessary to ask for extended time out of school, please make a WRITTEN REQUEST to the Headmaster, or class teacher who will pass it on to the Headmaster.

If a pupil becomes ill during school time and the school nurse considers it necessary for the pupil to be away from school, she will contact the parent directly and advise the teacher.

Lost Property

Every item of clothing - uniform and games kit - must be clearly labelled. Tidiness of PE lockers is strongly encouraged. All lost property will be kept in a box in the Pre-Prep Foyer or outside the PE Office for a limited period of time; pupils will be able to claim their lost items at times specified by the PE Department. Items such as spectacles and wristwatches will be kept in the front office.

It is the responsibility of individual pupils to check for missing items. All unnamed and un-claimed items will be displayed outside the Talbot Room at the end of each term. Remaining items will then be sensibly redistributed or given to charity.

For pupils in Years R to 3:

Teachers are always happy to discuss any issues or concerns you may have. If you wish to speak briefly, please do so when collecting your child from the playground or speak to the duty member of staff in the playground at drop-off. However, if you wish to speak at length or with specific member of staff, please make an appointment. In addition, there are the following events:

- Drinks & Canapés Evening - Summer term before entry (Reception and other new parents)
- Year Group Information Evening - Autumn Term
- Parent Consultation Evenings - Autumn and Spring terms
- Parent Sharing Afternoon - Spring Term
- Full Written Reports - Summer Term

For pupils in years 4 to 8:

Contact with Tutors: EVERYTHING SHOULD BE COMMUNICATED THROUGH THE TUTOR - for the pupil, the tutor is the most important person in the school. Therefore, it is essential that the tutor is made aware of anything that may affect the happiness and progress of any tutee. This could include information such as a close relative being ill, parent(s) away, loss of a pet, etc.

Parents are also welcome to contact staff by letter (post box in the entrance hall of main building), email them directly, telephone via the front office (01206 574305) or more formally by appointment - please make arrangements via the front office.

The Heads of Phase are also available to see parents. Please make an appointment, via the school office, if you wish to discuss any issues.

Early morning drop-off

Reception to Year 3

Children may be dropped off for the early morning breakfast session at 7.30am by prior arrangement. They should be taken to the dining room where a member of staff will sign them in. At 8.00am a member of staff will take them to their classrooms for registration. The cost for this is £7.50 per day. Children may also be dropped off at 8.00am by prior arrangement. For this session they should be taken to the Pre-Prep building and signed in with a member of staff. For this session, the cost is £2.00 per day.

Years 4-8

Pupils in Years 4-8 can be dropped off from 7.30am, and must sign in with staff in the dining room. If they have breakfast, £2.00 will be added to the school account. Otherwise there is no extra charge for this service. At 8.00am children in Years 4-8 can sign in with the Shadow on duty in the dining room.

Collection - 'Signing Out'

At the end of the school day (see Programme of the Day on the website for your child's collection time), parents collect their children once they have signed out as follows:

Reception:

Wait in the playground and the teacher will release the children to you.

Years 1 & 2:

Wait in the playground. Children are brought to the Pre-Prep Hall and released when staff see you.

Year 3:

Mon, Tue & Thu at 4.15pm (following Activities): Collect children from the Talbot Room.

Wed & Fri at 3.25pm: Collect children from outside the Pre-Prep Entrance (the same doorway they enter in the morning).

Years 4 - 8:

Pupils must 'sign out' routinely when they leave school at the end of each day. (For departure times, please see Programme of the Day)

The children should present themselves in full uniform, wearing their blazers, in the Talbot Room promptly. Pupils may only sign out if their parent (or authorised person) is in the Talbot Room.

If collection is not at a designated pick-up time, the pupil should go to the front office where they will be signed out. Application for such permission should be made in writing to the Headmaster.

Arrival & Collections (continued)

All Years:

Parents complete a Google form to provide details of who can pick up their child/children and this is sent out at the start of every academic year or at point of entry for new joiners. If your child is being collected by someone else as a one-off event, you should enter the details in your child's reading record diary/prep diary or inform the school office.

A late arrangement can be emailed or phoned through to the office. Regular arrangements for the collection of your child should be communicated to the school office.

Occasionally a parent is unavoidably delayed. Pupils who have not been collected on time (more than ten minutes late) in Years R to 3 will join Biscuit Club and a charge will be made. Pupils in Years 4 to 8 will read quietly until they are collected by their parent from the front office and signed out by the member of staff on duty. Children of parents who are unavoidably delayed after the 6.15pm sign-out and Biscuit Club has finished are supervised by the boarding staff.

Biscuit Club Wraparound care is available to pupils in Years R to 3, for which an extra charge is made. Full details of this service can be found on the school website.

Variable Pick Ups for Years 4, 5 & 6 Pupils

Pupils in Years 4, 5 & 6 may leave at 4.00pm or stay for activities and an evening meal. They can then leave at a pre-arranged time up to 6.15pm. During this time they will participate in a programme of activities or prep. Information regarding the days of the week and timings of late pick ups must be provided to the school prior to the beginning of term.

'Regular Oddities' for Years 7 & 8 Pupils

In some circumstances permission may be given by the Headmaster for a pupil to attend regular sport/activity sessions outside school during school time i.e. post 4.00pm. Parents must collect the pupil from the front office where they will be signed out. Application for such permission should be made in writing to the Headmaster.

Appointments

There are occasions when it is necessary for a pupil to leave school during the daytime to attend a medical appointment, for example. Permission for this should be made in writing to the school office and the pupil must sign out (and back in) at the front office.

3. Rough book (supplied and replaced by the school when full)

4. Reading book (either from home or the school library)

5. Calculator - Year 6 up (provided by the school and added to your account)

Great care should be taken with bags and their contents. Broken or damaged items will be replaced if considered necessary. Replacement of all items of equipment (excluding the rough book) will be charged to the individual pupil's school account.

Pupils are not permitted to bring money into school with the exception of charity fundraising days.

The Prep Diary

This an essential piece of equipment used by staff, parents and pupils in different ways. In addition to recording prep details, pupils use it to record music lessons, reminders, show ups and show downs and activities, as a reading log and to check their daily timetable. Staff and parents use the diary as a means of communication. At the end of every week pupils take the diary home for their parents to see and sign. When it is returned to school on Monday, the tutor will countersign the diary and read any comments made by parents. It is important that the diary is kept in good condition as it may be 'checked' at any time. Prizes are awarded at the end of the year for the best kept prep diaries. An annual competition is held for pupils to design the front covers of the prep diaries for the following academic year.

Communication

Parents receive communication from the school in the form of emails with attachments and the weekly bulletin and newsletter. Occasionally, individual communication may also be sent home via the pupil's book bag and messages via the Prep Diary or by direct email. If necessary, any hard copies of information or communication will be inserted in the plastic pockets of the pupils' prep diaries or book bags.

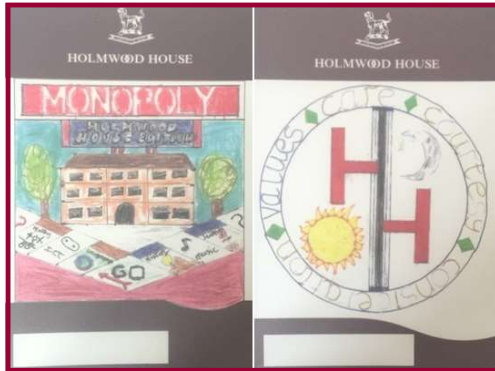
Notice boards around the school display various current information, but of particular note are those in the main building corridors and hallway. Here details of sports events/ fixtures, afternoon activities, individual music lessons, drama related items and buddy lists can be found. The two notice boards in the Talbot Room also show sports fixtures and individual music lesson details.

Equipment

Bag and Contents

Year R to 3 have blue book bag. Years 4 & 5 carry a maroon book bag and Years 6, 7 & 8 use a black book bag. A black rucksack is also available for pupils in Years 4 to 8, although caution must be taken to ensure they are not overloaded and too heavy. The bags can be purchased from Coes, our uniform supplier, and should be named and contain only the items of equipment listed below:

1. Prep Diary (supplied)



The pupils enter a competition each year to design the front covers of the prep diaries.

2. Pencil case containing:

- Any suitable pen with cartridges/refills. Blue or black ink only.
- 2 HB pencils, rubber, pencil sharpener
- 180° protractor
- Long ruler (30cm)
- Set of coloured pencils
- Highlighters (minimum 2 - any colour)
- Earphones (labelled with your child's name)
- A Chromebook (Years 7 & 8 only) managed through the school. In Year 6 it is optional for pupils to have their own Chromebook. In Years 4 & 5 some pupils may have their own Chromebook as a tool to support their Learning Differences, but this arrangement must be agreed with the Learning Support Coordinator and Director of Studies.

All equipment is available from the front office. Should a pupil need an item of equipment, they will be sent to the front office where they will receive it and it will then be added to your account at the end of each term.

Break Time

For pupils in Years R to 3 a drink, a biscuit and a piece of fruit is provided in the classroom at the beginning of break. In very hot weather, children are encouraged to have more regular drinks of water which can be provided in the classrooms.

Should you wish your child to celebrate their birthday by sharing a cake with their class at snack time, a cake can be ordered from the school kitchen by downloading a form from the school website Parent Secure Area. We ask that a minimum of a week's notice is given.

For pupils in Years 4 to 8 there are two breaks (morning and afternoon) when hot/cold drinks and healthy snacks/biscuits and fruit are available in the dining room.

Lunchtime

The school operates a 'nut-free' policy for all meals produced on site. We ask parents not to supply any food for children to eat in school, including sweets and throat lozenges.

Menus are available on the school website.

At lunchtime, children in Reception are taken over to the dining room by their class teacher. They are seated and served by their teacher and classroom assistants. They are provided with the hot meal of the day, dessert or a choice of fruit. We encourage the children to drink water. We expect the children to be able to use a knife and fork and to have an awareness of manners. Our aim is to build upon and reinforce the high standards demonstrated at home.

Children in the 1s, 2s and 3s are offered the choice of a hot or cold main meal, followed by a dessert or a choice of fruit. The children are also offered further choice from the salad or pasta bars. Bread and butter is always available. Staff ensure that they have a balanced diet and the children are expected, in most cases, to eat the food they have chosen and will be encouraged sympathetically to eat a little more if staff feel it is appropriate. All children are expected to display good table manners and set an example to the younger children.

Years 4 & 5 pupils go to lunch at 12.50pm and pupils in Years 6, 7 & 8 at 1.15pm. They are encouraged to have a balanced meal before going out to play.

During the winter months, Years 4 & 5 pupils play in designated areas around the school or, in the case of inclement weather, may sit and play games or read in the library. Years 6, 7 & 8 pupils play in the yard or, in the case of inclement weather, may sit and chat in the designated classrooms. During the summer term, weather permitting, pupils play on the field, dens or in the adventure playground.

Pupils may not enter the Squash Club at any point during the school day, unless supervised by a member of staff or racquet sport coach.

Rewards

Good behaviour, effort and achievement are recognised in the following ways:

- Verbal praise is given by all members of staff, not just class/subject teachers, for achievement and effort in both academic work and behaviour.
- Verbal praise can initially be reinforced by drawing their achievement or behaviour to the attention of other members of staff and, in exceptional cases, to members of the SLT.
- Show Ups are a more formal reward for academic achievement or good behaviour. They are recorded by the class teacher in years R to 3 or marked in the pupil's prep diary in years 4 to 8. They are collected over the year and are included in the Element Competition. Effort in any area of a pupil's school life can be rewarded with show ups. Each pupil's show ups collected over the academic year are converted into Element stars. These, together with the behaviour and attitude of each pupil, are taken into account when deciding upon the bronze, silver and gold prizes awarded at the Prize Giving event for pupils in Years R to 3 or on Speech Day for pupils in Years 4 to 8.
- Golden Awards are made weekly to individuals in each class in Years R to 3 based on the Golden Rules. Under these criteria, the awards are made for the whole term, the child receiving an annotated leaf (Years 1 to 3) or Proud Cloud (Reception) which is placed on the Golden Tree for all to see. In addition the child receives a Golden Award badge to wear for the week. The presentations are made weekly in the Pre-Prep assembly. Golden Awards are recorded in the Golden Award book as well as appearing in the weekly newsletter.
- Year 3 'Superstars' are awarded to children who are recognised as being positive models for other children in Pre-Prep. The 5 categories are:
 - Reading
 - Changing
 - Working Hard
 - Being Helpful
 - 5R's skills

These awards are made in Phase assembly and the badges handed on to the next winner(s) every three weeks or so. Superstars are recorded in pupil profiles and in the Superstar book and newsletter. Many additional awards are given out at Speech Day for prep diaries, Laetatus, subject prizes (for pupils in Year 8) and specific awards for music, the arts and sport.

As part of the reward for gaining positions of responsibility, badges are awarded in a number of areas, such as pupil Heads of Element, Deputy Heads of Element, Charity Representatives (for pupils in Year 8), and School Council Representatives and Boarding Representatives (for pupils in Years 4 to 8).

Individual Music Lessons

If parents request music lessons, initial contact should be made through the Music School. A trial will be arranged by the Director of Music & Drama. Please note that lessons operate on a rota basis throughout the school day. Care is taken to try to avoid the same lessons being missed each week. Peripatetic music staff accompany pupils in years 3 and below to and from the music school.

Older pupils who have individual music lessons will be able to check the time of their lesson each week on the music notice board outside the dining room or on the lists supplied to individual tutors and to parents on the school website.

As soon as a pupil knows which academic lesson he/she will miss, he/she must ask permission to miss the lesson from the subject teacher concerned. This should be done as soon as possible; music lesson slips are available for pupils to give to the subject teachers.

It is the individual pupil's responsibility to remember to attend their individual lesson. Making a note in the prep diary is essential and acts as a good reminder. Any academic work missed may be completed during tutor time. However, it is important that the tutor is made aware of this by the pupil when necessary so that this can be achieved.



Choir

There is a choir for Years 2 and 3 which performs in the Christmas Carol Concert, the community Christmas event, the Pre-Prep Concert and on Prize Giving Day.

There are choirs for all year groups in years 4 to 8 and they each perform at the Christmas Concert, Carol Service and Summer Concert. The Chamber Choir is the only choir for which auditions are held.

Recorders and Ukelele

All the children have recorder and ukelele lessons in Year 3, alternating between the two instruments initially and then choosing their preferred one in the spring term ready for the upcoming concert. It is hoped that the children will practise regularly at home. They will need to have their own named recorder for these lessons.

Ensembles

Ensembles play a big part in the school's music-making in years 4 to 8. Pupils are encouraged to join as soon as possible and they take part in many school events - concerts, Birthday Party, Fête and Vibes. There are ensembles in Orchestra, Big Band, Rock Bands (Year 7 & Year 8), String Ensemble, Percussion Ensemble, Brass Ensemble, Recorder Choir, Chamber Choir (Senior & Junior), Year 4 Choir, Year 5 Choir, Training Band and Junior & Senior Guitars.

The Rock Bands and Chamber Choir are the only ensembles for which auditions are held.



Recognition of achievement and effort in sport, music and drama is made throughout the year in the form of 'Colours' which are worn as badges and, in the case of sports colours, a 'flash' is sewn onto the pupil's games kit.

Additionally, pupils who demonstrate exemplary conduct, outstanding effort and progress, academic achievement and service to the school are recognised.

Sanctions

The main thrust of the current sanctions policy is to remind, reiterate and reinforce the behaviour of the pupils according to the code of standards which are introduced from Reception (EYFS, exemplified by the Golden Rules).

The sanction system is based on 6 levels ranging from verbal reprimands at the lowest level to the most severe sanction of exclusion at level 6. Most children respond positively to levels 1 and 2 and it is rare for the higher levels to be invoked, but should this be necessary matters are referred to the Deputy Head.

Level 1

Verbal reprimand: at the time of the offence, a verbal reprimand is given to the pupil(s) expressing disapproval/disappointment and a reminder is given of the correct, acceptable behaviour.

Examples of behaviour which would come into this category of sanction with the average pupil would include talking in class, lack of courtesy towards peers and staff, running in the Garden Block, talking in prep, uniform discrepancies, etc.

This makes up the majority of sanctions needed, but where unacceptable behaviour becomes frequent the following sanctions may be used as appropriate.



Rewards & Sanctions (continued)

Level 2

For pupils in Years R to 3: Loss of free time: on the playground, a further occurrence after a verbal reprimand, may result in 'time out' for a short time.

Where a pupil fails to respond, they may lose free time (playtime) and remain indoors under supervision.

The use of 'name on the board' strategy for low level disruption has proved an effective deterrent. If their name appears on the board, a pupil is sent to the Head of Phase and may lose free time, write an apology, etc. Some class teachers may use a traffic light system as a visual monitor of behaviour, which is equally effective.

For pupils in Years 4 to 8: Written warning: used to reinforce a verbal warning for repeated offences or used immediately, depending on the offence. These are recorded in the pupil's prep diary and on the iSAMS management information system.

Loss of Free Time: as an alternative or in addition to the written warning at this level, a member of staff may remove a pupil's free time with immediate effect. An example of where this would be appropriate would be if a pupil wastes lesson time despite being prompted to focus on the task in hand. This is a teacher-led sanction and is quite distinct to the 'removal' sanction found at Level 5.

Level 3

For pupils in Years R to 3: Recording and Reporting: if, after the sanctions at Level 2, a pupil continues to display inappropriate behaviour, incidents will be recorded by the Head of Phase and logged on iSAMS as a Pre Prep Intervention/File Note. Any concerns that staff may have or, that a parent or child report, regarding any child's behaviour will be discussed in staff meetings so that all staff can help monitor the situation. Behaviour strategies will be discussed and may be raised with parents if felt appropriate.

For pupils in Years 4 to 8: Show Down: recorded in the pupil's prep diary, in the specific section, giving details and initialled by the member of staff and on iSAMS. The pupil is required to hand in the Show Down to their tutor (or in their absence, the Head of Phase) at the earliest opportunity. Given immediately for offences such as a pupil being offensive to a peer, repeated transgressions already given levels 1 & 2 treatment, or for continuous lack of effort with academic work including prep. The significant difference between Level 2 and Level 3 is that it is recorded on the tutor report as well as in the child's profile on iSAMS.

Match Teas

Match Teas are offered to parents and younger siblings of children playing in matches. We ask that your children are closely supervised and match tea etiquette is observed. Match Teas take place on Wednesday afternoons only. They do not generally take place on any other days of the week, but if they are, squash and biscuits are provided for children on these days.

Indoor match teas are held in the Talbot Room in the autumn and spring terms. In the summer term, match teas take place outside on the sunken lawn.

MATCH TEA ETIQUETTE

Match teas are essentially for parents who have watched their child/children play in a match. Younger siblings are welcome to join their parents, but we ask that they display good manners, use the table and seating (benches) provided for children's refreshments and are closely supervised. As there are flasks of boiling water as well as hot cups of tea and coffee, good behaviour is essential.



Games

Please notify our Healthcare staff if you would like your child to be excused from games or swimming for medical reasons.

Matches/Fixtures

Year 3 pupils have occasional U8 fixtures throughout the year. Parents are encouraged to attend to support their children in these events. These matches are held in a friendly atmosphere, encouraging the development of sportsmanship.

Details of games fixtures for Year 4 to 8 pupils are posted on the notice boards outside the dining room and in the Talbot Room.

After games, pupils shower and change into full uniform. A member of staff supervises the children in the changing rooms. **Parents are not allowed to enter the changing rooms at any time.**

The sports played are as follows:-

Term	Boys	Girls
Autumn	Years 5 - 8: Rugby Years 3 & 4: Soccer	Years 5 - 8: Hockey Years 3 & 4: Netball
Spring	Years 7 & 8 (Seniors): Hockey Years 5 & 6 (Juniors): Soccer Years 3 & 4: Rugby	Years 5 - 8: Netball Year 4: Hockey
Summer	Cricket and Tennis	Cricket and Tennis

Year 4 pupils have U9 fixture arranged on the afternoons of their games lessons.

Wednesday is match day for pupils in Years 5 to 8, although occasionally, matches have to take place on other days usually during games lessons. If a pupil is not involved in a match against another school, he/she will have a normal games session followed by prep finishing at 5.10pm, ready for signing out. All pupils in Years 5 to 8 will receive a tea on a Wednesday afternoon, regardless of whether they have played in a fixture or not.

If you are in any doubt regarding the location of any away match or cancellation due to poor weather, etc, please check the website for the latest information or, if that is not possible, speak to the secretary in the front office.

Level 4

The Referral

For pupils in Years R to 3: Repeated poor behaviour will be discussed with parents. If necessary, a 'behaviour programme' will be implemented in discussion with parents, pupil, class teacher and Head of Phase. The Deputy Head will be kept informed and all meetings minuted. The information will be noted on iSAMS.

In exceptional circumstances, where repeated actions as outlined above do not appear to be moderating behaviour, or where the behaviour is seriously poor (i.e. bullying or swearing), the pupil may be sent to the Deputy Head or the Headmaster. The parents will be informed of the action taken.

For pupils in Years 4 to 8: Issued for more serious offences, such as disobedience, rudeness to a member of staff, some forms of bullying, stealing, vandalism, some forms of aggressive or violent behaviour, etc. The referral may be dealt with by the Head Of Phase/ Deputy Head, depending on the nature of the offence. However, in all cases all the relevant staff must be informed, as well as the parents. The punishment can take a variety of forms, from detentions/ loss of free time/removed from matches or games, etc. On occasion, matters may be referred to the Headmaster who may implement suspension from school.

Head of Phase (HOP) Detention

A referral is also implemented when a pupil has gained 5 Show Downs. Under these conditions the pupil receives a HOP detention following a discussion of the offences with the HOP

The Conduct Card (not to be confused with the Help Card)

As a result of a referral or repeated incidents where a pupil's behaviour/attitude/progress causes concern and a supportive mechanism for monitoring this is required, a Conduct Card may be issued by the HOP in consultation with the tutor and Deputy Head. Parents will generally be informed. It should be monitored on a daily basis by the child's HOP and the outcome fed back to relevant staff as agreed at the point of issue.

Rewards & Sanctions (continued)

Level 5

This level should only be used in the most serious cases and is intended as a mechanism for dealing with major behavioural cases which are not otherwise responding to the above sanctions.

- **Removal from lessons, activities, etc.:** this is a fast track method of implementing a severe sanction immediately and is aimed primarily at pupils who display serious disruptive or offensive behaviour. The duration of loss of free time, ie 'removal', will vary to some degree according to the offence, and will be determined by the Deputy Head. However, a pupil should beware of being 'removed' as the next infringement could initiate the following item or even a Level 6 sanction. Parents will be informed of the sanction and both parents and pupil will be made aware of the seriousness of the next stage.

- **On Report:** The Report Card is issued by the Deputy Head, following repeated poor behaviour/effort/ attitude where the pupil has been on a Conduct Card for two weeks with no improvement or a 'removal'. Other members of the SLT and the pupil's parents are subsequently informed. It is seen by the Deputy Head, HOP and tutor at least once daily, possibly more frequently, depending on the severity of the situation. There is close communication with the parents over any transgression while the pupil is on report. A prolonged period of corrected behaviour is required before a pupil can be released from being on report.

- **Risk Assessment (Behavioural):** In cases where a child's behaviour is causing a high degree of concern and has reached Level 5, a Pastoral Risk Assessment Form will be completed. Expectations and support mechanisms will be identified in consultation with the pupil, parents, class teacher, Head of Phase, Deputy Head and Headmaster.

- **Headmaster's Detention:** In the extremely unlikely event of a pupil gaining 10 showdowns in a term, a referral is made to the Headmaster, who implements a 'Headmaster's Detention'.

Activities

The activities programme incorporates a wide range of sporting and non-sporting options from which the pupils can make their choices every half term.

The end of school times vary according to the year group. Years 4, 5 and 6 pupils may leave after lessons finish at 4.00pm or they can join the activities or prep programme (by prior arrangement) until collected by their parents at 5.45pm or 6.15pm. Years 7 and 8 pupils' end of school day is 6.15pm, unless they are boarding.

On Wednesday afternoons, the end of the school day for pupils in Years 5 to 8 is at 5.10pm, unless involved in a match. There is supervised care until this time, although if parents find themselves in difficulty, this can be extended to 6.15pm if necessary. Requests need to be made to the front office in advance, on a weekly basis, giving 24 hours' notice.



Homework/Prep

Most afternoons, pupils in Years R to 3 will bring home a reading book to share with parents. The book should then be returned to school the next day in the blue book bag. To begin with in Year R this will be a picture book to 'read' with your child. In Year R children will start to bring letter (sound) cards home, whilst children in Year 1 and some in Years 2 & 3 will have a 'key-ring' of high frequency words to practise reading by sight each night. Please return these in the book bags as well. Please record any reading in your child's reading diary.

In Year R your child will bring home a maths game or story sack each week for you to enjoy together. In Years 1, 2 & 3, most children will have a number of spellings each week that reinforce the phonic pattern being learned or to practise high frequency 'tricky' words. Towards the end of Year 2 and in Year 3, your child will also have some 'Quick Maths' homework.

Pupils in Years 7 & 8 experience a comprehensive prep and activities programme on Monday, Tuesday, Thursday and Friday afternoons. Pupils in Years 4 to 6 may opt in to the after school programme, but days and timings of pick ups must be notified prior to the start of each term. Prep is a supervised homework session completed in school. Pupils start having Prep in Year 4 and 5 where they have an English and maths prep. In Year 6 this increases to English, maths and science and in Year 7 and 8 they have prep for all subjects; English, maths, science, Global Studies and languages.

A sense of independence is encouraged by pupils during prep. They are free to get and return equipment such as white boards, glue sticks, paper, etc without disrupting prep or wasting their time waiting to ask a member of staff.

All preps take place in the Library or in the ICT rooms depending on the work set; occasionally it takes place in classrooms. Teachers can also request that pupils complete their preps on Chromebooks. Should the prep entail discussion or collaboration the maths rooms may be used, in addition to the small computer room. In addition to these sessions, pupils are expected to read at home, with and without supervision and learn times tables and spellings. Their reading should be recorded in their prep diaries which go home on a daily basis.



Level 6

- Suspension or Permanent Exclusion: the temporary or permanent exclusion of a pupil can only be instigated by the Headmaster (or his Deputy in his absence) following a single or repeated offence of extreme seriousness. It is a serious measure which is introduced to send a very clear message and the last resort when all other avenues have been explored or the behaviour is so serious as to merit all other levels being missed out.

Additional Strategies

The school has processes in place to support pupils behaviour where the usual rewards and sanction strategies aren't working.

Pupils are offered support by use of the green Help Card as a way of bringing about improvements to a child's behaviour. The card is monitored by the tutor at registration times and the Head of Phase on a daily basis. Decisions to remove a pupil from a Help Card or escalate them to a Conduct Card is made in consultation with the Deputy Head. Some pupils may be assigned a mentor, who they can seek support from either at an agreed time or on an ad hoc basis, as needed. Where the school feels it would be of benefit, the recommendation of counselling sessions with one of the school's approved counsellors is made to parents. Where necessary, the school also liaises with local social services.

The Buddy System

Throughout the whole school the philosophy of care, courtesy and consideration is promoted and supported between the pupils with the help of the 'Buddy System'.

This links individual pupils across all the year groups from Reception to Year 8. Within the system a Year 1 pupil, for example, would be 'buddied' with a Year 5 pupil from the same Element, and a Year 2 pupil with a Year 6 pupil and so on. This has been found to give the younger children confidence as they come into contact with older pupils and for the older pupils it helps them to assume some responsibility for others. Opportunities exist for 'Buddies' to have occasional play together and, where the whole school is involved in an event (for example the school's birthday), these buddy friendships work very well.

Availability

Your child is expected to wear school uniform. This is supplied by Coes Schoolwear and can be purchased online at www.coesschoolwear.co.uk or in store at their shop in Ipswich. There are also a number of second hand uniform sales held at school throughout the school year and the second hand uniform store (located by the Music School) is open in the school grounds every Thursday morning, 8-9am. Please ensure ALL items of clothing are clearly named.



We strongly encourage children to take pride in their appearance at all times - in the classroom and during sporting activities. Clean, polished shoes with laces tied, shirts tucked in and well-knotted ties all help to encourage a respect for each other and property generally.

Customisation of the uniform in any way is unacceptable and this extends to hairstyles and haircuts. Boys' hair should be off the collar and should not fall below the ears. All fringes should be sufficiently short so that vision is not impeded. For girls, longer hair must be neatly tied back in either a single central ponytail or two side bunches/plaits, and only navy blue or maroon coloured bands or ribbons may be used. Hair slides/clips must be plain and neutral in colour (i.e. not bright colours). No jewellery, earrings, nail varnish, make-up or dyed hair are allowed in school. Wrist watches may be worn, but not the type with brightly coloured bands. No 'smart' watches such as Fitbits are allowed.

There is no excuse for the children to appear untidy or their clothes or equipment to be uncared for. Those pupils who do not respond to the required standards of presentation will be sanctioned appropriately.

Games Kit

From Year R to Year 2, the same games clothing is required and this increases when the children join Year 3 - see the uniform list. The extra clothing is needed because the children practise their skills in a team environment and their timetable progressively includes more sport. An extra towel is also needed from Year 3 as all children shower after games sessions. In Years R, 1 & 2, children keep their PE and games kit in a maroon drawstring bag available from the uniform suppliers. This bag is kept on their peg in the classroom. Please name the bag clearly. Big bold letters make life a lot easier! In Year 3, children are allocated a locker in the changing rooms and use a kit bag available from the uniform suppliers.

FOR SAFEGUARDING REASONS, PARENTS ARE NOT PERMITTED TO ENTER THE GAMES CHANGING ROOM AT ANY TIME.

For all children, it is important that every item of kit is named. We encourage children from an early age to develop responsibility for their possessions and be independent in their dressing.

It is of great benefit if your child can tie their shoelaces before joining Year 3. Before purchase, please ensure your child tries on football boots whilst wearing the regulation socks!

The children in Year 3 will bring their kit home for washing periodically. It must be returned on the Monday morning. Usually Year R-Year 3 will only need their kit washing every half term unless it has been worn outside and has got muddy.

Swimming kit is kept in a separate nylon drawstring bag and taken home for washing after every swimming session. Please name all items clearly including hat and goggles and attach a loop to one of the longer sides of the towel so that it can be hung safely away from wet floors during the swimming session.

Appearance on the games field is also very important, especially when representing the school in matches. A well-maintained, clean and appropriate kit sets the tone for any fixture, at whatever level. Children in Years 4 to 8 are strongly advised to take responsibility for taking their kit (and towels!) home and returning it to school at least weekly for washing. Kit should be maintained with regard to splits and tears.

