



THE PERSE  
PREP SCHOOL  
CAMBRIDGE

# Perse Prep Parent Information



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## **ABSENCES**

Pupils are not allowed to be absent from School, except on account of illness or exposure to infection. If a pupil is absent owing to illness, especially an infectious illness, **the School must be notified by telephone before 9.30am on the first day of absence**. On the child's return to School a note or email, from the parent or guardian, giving the reasons for the absence, must be sent to the School Secretary. Pupils must not return until they are fully well or in the case of an infectious illness, their doctor has confirmed that they are well enough to return to school.

Parents are asked to avoid asking for any leave of absence; as such absence interferes with a child's progress and proper participation in school events. This includes the beginning and end of terms.

Parents should write directly to the Headmaster if leave of absence is required for any special family occasions.

If parents are away from home at any time and their child is staying elsewhere, the School must be informed, *in writing*, of the name and address of the person who is looking after them, in case there is an emergency at School. The School must be consulted if either parent is away for any length of time.

## **ACTIVITIES**

Pupils are encouraged to involve themselves in a wide range of extra-curricular activities. These take place during lunch times and after school. Most activities run throughout the year, but some are seasonal. We aim to meet all pupil requests, but occasionally some activities are over-subscribed. When this happens, a waiting list is operated. A charge is made for those activities which are run by visiting staff. Information regarding clubs and activities for the following academic year is sent out in the summer term.

## **ASSEMBLIES**

Full school assemblies take place on Mondays, Thursdays and Fridays. On Tuesdays and Wednesdays there are Form Meetings. Parents are welcome to join us for Assembly on Fridays when there are presentations by pupils and the opportunity is taken to celebrate individuals' successes. Coffee is served beforehand in the Dining Room.

## **BICYCLES**

On entering the school grounds, cyclists must dismount. Bicycles should be placed in the bicycle sheds/racks and locked. All pupils must wear helmets when cycling to school and we also recommend children wear fluorescent clothing particularly during the winter months.

## **BREAK TIME SNACKS**

At morning break we provide milk, biscuits, cake and fresh fruit. Pupils may supplement this with additional fruit and fruit juice, but confectionary and other snacks (crisps, biscuits, sandwiches etc) are not permitted.

## CLASS EQUIPMENT LIST

All pupils should have the following items, marked with their names:

- 6 x HB Pencils – preferably with eraser on the end
- 1 x 30 cm ruler with clear markings
- 1 x 15 cm ruler with clear markings
- 1 x pair of scissors
- 1 x glue stick
- 2 x soft rubbers
- A set of 12 pencil crayons
- A set of highlighting pens
- A metal pencil sharpener, with integral container to catch sharpening
- 1 x pencil cases: large enough to hold the above items.

Spare equipment is usually available for emergencies but learning to organise and care for personal possessions is seen as an important life-skill.

Pupils are introduced to using an ink pen in Year 4. On occasions some pupils experience greater difficulty and, with their Form/English Teacher's permission, may be permitted to use an alternative pen such as a Paper Mate Gel-Roller (fine line), available from WH Smith's. **Only blue ink is to be used at school and correction fluids are not permitted.**

In Years 5 and 6 pupils should have a scientific calculator and a geometry set consisting of a pair of compasses, a set square and a protractor, a set of felt-tipped pens and cellotape.

Pupils are recommended to have their own dictionary and in Years 5 and 6 they should have their own Oxford Pocket School Dictionary ISBN: 0-19-910531-6.

## COMMUNICATION

The Form Teacher is the first point of contact for parents. We encourage parents to communicate with Form Teachers via email in the first instance as this is often quicker than trying to arrange a meeting or telephone conversation. In addition, staff are often available at the beginning and end of the day or can be contacted via Reception.

The school has a variety of methods by which it communicates with its parent body:

- **Perse Post**

This is a form of email that the School uses to contact groups of parents. The majority of School communications will be conducted via Perse Post. It is vital that parents check their email regularly to avoid missing important announcements.

- **Newsletter**

This is another important form of communication, making key school information and updates available to parents. The weekly newsletter is published on Fridays and contains news of events that have taken place during the week, pupils' successes and general information. There are also a number of links, including one to the PPP "Trading Post" (see PPP below)

- **Standard mailed post**

Standard mailed post is used to send out examination results, School reports and hard copies of some letters

## **CURRICULUM**

Our curriculum is broad-based and designed to develop the full potential of all our children. We are keen that our pupils apply what they have learned to problem solving and we feel it is of paramount importance that they develop a genuine love of learning.

At this stage in their school careers, it is essential that children learn to use language effectively and imaginatively in writing and speaking and that they acquire the mathematical and scientific understanding essential for today's world.

All pupils are taught English, Mathematics, Science, Geography, History, French, Information and Communication Technology, Religious Education, Music, Art, Design & Technology, Personal and Social Education, Physical Education and Games.

In Year 3, French is taught in a practical and playful style. As children move up the school, the approach is more academically challenging. Pupils in Year 5 spend a long weekend in France, where they have plenty of opportunities to practice language skills and experience local culture.

An introduction to Latin (and some other languages) forms part of our after school activities programme.

## **EQUAL OPPORTUNITIES POLICY**

The School Governors are committed to a Policy of Equal Opportunities for all pupils and employees. The aim of the policy is to ensure that no potential or present pupils and employees receive less favourable treatment because of their race, colour, nationality, ethnic or national origins or on the grounds of their gender, disability, age or religion.

## **FORM STRUCTURE**

There are three forms of equal ability (reflected in the form names – A, Alpha and Aleph) in all year groups.

The form groups are reorganised at the beginning of each academic year. This provides greater opportunity for social integration as the children get to know all the other children in their year group.

## **GAMES**

All pupils have timetabled Games sessions: once per week in Year 3 and 4 and twice a week in Years 5 and 6, using both the Porson Road Field and facilities within the School grounds.

There are regular fixtures against local schools and selection to play in a team is seen as a major commitment and priority. Fixture dates (including occasional Saturday matches) are published in the School Calendar to allow parents time to plan accordingly. Notices of team selection and timings are displayed on the Games notice board next to the Main Hall entrance doors.

If a child is unfit for Games, a letter/email should be sent to the child's Form Teacher in advance of the Games session and by morning registration at the latest. Children should not leave School if they cannot participate in Games but will be kept occupied in "Off Games" until the end of the School day.

## **HOMEWORK**

Learning at home is an essential part of good education. Regular homework is important as it helps the pupils work towards improving important skills and is set to complement work done at school. It also helps children and young people to become confident and independent in their learning, which will help throughout their time at school and in adult life.

Homework is set each evening and should be done with as little parental assistance as possible (unless it is specifically requested), as explanations using different methods can cause serious confusion and we value an accurate representation of a child's learning. Parents can, however, be of great help to guide children if the homework set involves research.

The aims of setting homework are:

- To develop a home-school partnership
- Consolidate and reinforce skills and understanding
- Extend school learning

The setting of homework is supported in the following ways:

- All homework set is appropriate for the children it is aimed towards. The tasks are manageable in the time allowed and differentiated in order to stretch the most able and support those children with Special Educational Needs.
- Homework is set consistently. A homework timetable is sent home in the first week of term and reflects a balanced range of subjects. If a pupil has for some reason not been set homework then he/she is expected to spend time reading.
- Pupils are encouraged to ensure all homework is completed and handed in on time. Pupils are often rewarded with house points for effectively completed homework. Pupils are also given minus points if homework is regularly incomplete or forgotten. Support is offered to pupils and their parents if they have issues with organisation.

The time spent on any particular homework is flexible depending on the nature of the work, but generally is as follows:

- Year 3 - 20 minutes
- Year 4 - 30 minutes
- Year 5 - 40 minutes
- Year 6 - 50 minutes

Pupils are given the Prep School Planner in which to record the tasks set for homework each evening and any other important reminders.

The Prep Planner helps to instil formal organisational skills whilst allowing for another form of communication between home and school, as parents can write notes in the diary to the teacher if they wish, and are asked to sign the Planner each week. Information contained in the Prep Planner also acts as a useful guide for parents.

The Form Teacher regularly checks that homework has been correctly written up and initials the Planner to show they have done so. If there are any problems with a pupil's homework, the Form Teacher will contact parents and request that they check that homework is being done properly. This can be done through written notes in the School Planner.

## **INDIVIDUAL MUSIC TUITION**

**See appendices for full details**

## **INJURY AND SICKNESS**

Pupils who are ill or injured at school are taken immediately to the sickroom where they are attended to by a member of staff who is trained in First Aid. Minor ailments and injuries can usually be dealt with at school. If there is any doubt, or immediate medical action is required, parents are informed. If necessary, pupils are taken to the Casualty Department at Addenbrookes Hospital, which is a very short distance from the school.

## **LATE STAY**

Most children are collected at the end of school, or when their after school club finishes. If, however, this is not possible pupils can stay in our supervised Late Stay. Pupils in Years 3 and 4 with older siblings in Years 5 and 6 may need to use "Short Stay" between 3.25pm and 3.35pm, this service is not chargeable.

For children who have unexpectedly not been collected as planned, they must use Late Stay to wait; this service is also not chargeable.

Late Stay is held in the Dining Hall from the end of school until 6.00pm (only until 5.30pm for children in Year 3). Light refreshments are provided and the children can do homework, read, play quiet games or watch a DVD.

A register is kept so that the Bursar's Office can invoice parents for the use of this facility (termly in arrears).

Charges for 2009/2010:

<b>End of school to 4.30pm</b>	<i>£5.20 including refreshments.</i>
<b>4.30pm to 5.30pm</b>	<i>£6.25 including refreshments.</i>
<b>5.30pm to 6.00pm</b>	<i>£4.70</i>

The member of staff supervising Late Stay can be contacted by calling 07505 012506.

## **LEARNING SUPPORT**

A specialist learning support teacher works closely with staff to enrich the learning of gifted and talented children and to support those with individual learning needs. A full policy on Learning Support is available via the School's website – see above.

## **LUNCHES**

All pupils have School lunch. There is a daily menu with multiple choices, including a vegetarian option. The kitchen staff are also able to cater for any particular dietary needs. Menus change on a termly basis and are displayed on the School's Website.

## **MOBILE PHONES / ELECTRONIC GAMES**

Mobile phones should only be brought to school by those pupils who need them to assist with their journeys to and from school on public transport. Phones must be left with the School Secretary at the beginning of the school day. Electronic games should not be brought into School – even for those children who have a long journey – we recommend a good book for those travelling distances by train or bus!

## **NOTICE OF WITHDRAWAL**

A full term's notice of intention to withdraw a pupil from the School at the end of term must be given in writing to the Head. If such notice is not given, the full term's fees for the following term are liable to be paid. A full term's notice to discontinue instrumental lessons is also required.

## **PARKING AND DRIVING IN THE SCHOOL GROUNDS**

Please do not exceed **4mph** once you have entered the School grounds or obstruct the roundabout or driveway at any time.

### **When dropping off at the start of the day**

- It helps enormously if you park in Porson Road and accompany your child to School. Please remember that Porson Road is a residential area and it is important not to obstruct the driveways of residents.
- It also helps the traffic flow if you do not park on the right hand side of the stretch of Porson Road that runs between the end of Trumpington Road and the start of the school drive, even though there are no yellow lines
- Alternatively you can drop your child off at the roundabout – but this needs to be done swiftly to avoid holding up other parents.
- If you do need to park at the front of the School, please reverse into the space so that on departure you move forward with a clear view of all people on the playground. Once you have delivered your child, please leave promptly so that someone else can use the space.
- Under no circumstances should you park in the 'no parking areas' or on the double yellow lines at the front of Leighton House.

### **When picking up at the end of the day**

- Again it helps enormously if you park in Porson Road and collect your child from School. Please remember that this is a residential area and it is important not to obstruct the driveways of residents.
- It also helps the traffic flow if you do not park on the right hand side of the stretch of Porson Road that runs between the end of Trumpington Road and the start of the school drive, even though there are no yellow lines
- If you collect your child at the roundabout, please ensure that they are expecting this so that they can be ready and waiting.

- At the end of the day, parking is available on the main playground – although this is sometimes cordoned off for after School activities. If using this facility, please park facing the main building, leaving a good gap in front of the Hall and Art/Music block. Please do not park beside the double yellow lines or obstruct the French windows at the side of the main building.
- Parking on the School site is not available before 3.10pm.

To make arrangements at the end of the day as efficient as possible (especially for parents with more than one child in the school) the following pick up times operate:

- Children in Years 3 and 4 are collected at 3.25pm.
- Children in Years 5 and 6 are collected at 3.35pm.
- Parents with more than one child in the school, and for whom both collection times apply, collect their children at 3.35pm. The younger sibling goes to ‘Short Stay’ (without charge) to await collection at 3.35pm
- Parents with a child in Years 3 or 4 and a sibling at The Pelican or other local schools, who might find it difficult to arrive for 3.25pm are permitted to collect their Prep child from ‘Short Stay’ (without charge) at 3.35pm

### **General**

- Please take great care if you need to reverse.
- If visiting the School during the working day, parking is available at the front of the main building.
- Please keep young children with you at all times and do not let them wander or play in the parking areas.

To improve traffic flow parents are asked to follow the following guidance:

- Parking on the playground from 3.10pm to 3.30pm is restricted to parents with children in Years 3 and 4.
- Parents who are collecting children at 3.35pm are asked not to arrive at school earlier than 3.30pm as queuing in the drive and early parking in the playground could cause unnecessary congestion.
- Parents are asked to display a small coloured disc in their car to indicate whether they are collecting children due to leave at 3.25pm or 3.35pm. This helps with traffic control.

Cambridge traffic is often a problem, and we accept that on occasion children might arrive slightly later than 8.25am. This is not a cause for concern as Registration will allow flexibility for late arrivals.

It is very important that if children arrive after registration time they must sign in at Reception.

### **PASTORAL CARE**

Form Teachers, who work closely with the Head of Pastoral Care (Miss Fiona McDonnell) are the first point of pastoral contact and are readily available to talk to both pupils and parents.

Form Meetings (twice a week) provide an excellent opportunity for group discussion, where pupils can talk with their Form Teachers about a wide range of topics not necessarily connected to academic work.

There are also plenty of opportunities during the school day when pupils can arrange to have a private word with their Form Teacher. As Form Teachers are involved in delivering some curriculum subjects to their forms, they are able to observe and guide classroom interaction.

In addition, Form Teachers are responsible for monitoring general academic performance.

- **House System**

All pupils are assigned to one of the three mixed Houses: Barbarians (Red), Corinthians (Blue) and Foresters (Green).

The School operates a House Point System which gives pupils the opportunity to win house points for positive contributions to school life, including politeness, academic effort and considerate behaviour. Points may be removed for unhelpful and unkind behaviour, or for poor academic commitment.

There are also house sporting competitions.

- **Rewards and Sanctions**

- **Rewards**

It is always important to reward good behaviour and good work. The school operates a system of **House Points** as its main way of rewarding good effort on the part of pupils.

There are no strict criteria when giving a House Point – it is left to the judgement of the individual member of staff. However, they are usually given for:

- Good work in all areas of the curriculum
- A positive approach to organisation
- Achievements in extra-curricular areas of School life
- A pleasing attitude
- Helpful behaviour inside and outside the classroom
- Kind actions

House Points are recorded by the Form Teacher in the Form Room and are tallied at the end of each week and recorded centrally on SharePoint for teachers to access and check on tutees' progress. Pupils are very keen to earn House Points both for their own sense of achievement and because they contribute to the overall House total, details of which are published at Friday assemblies along with the presentation of bronze, silver, gold etc. certificates to individuals who have achieved 50 or more House Points during the term.

In addition to House Points pupils can be recommended for a **Headmaster's Commendation**. These are used to recognise outstanding behaviour, effort or contribution to the School.

In Year 3 the Form Teachers operate a system of "**Smiley Faces**". These are a way of rewarding more modest achievements on a regular basis and 3 Smiley Faces earns 1 House Point.

At the end of each term, **Service** and **Form Prizes** are awarded to pupils who have consistently shown an excellent level of commitment and effort. **Library prizes** are also awarded for helpful contributions to the School's library.

- **Sanctions**

It is our aim to resolve most issues involving poor behaviour in a direct and constructive way, for example problems can often be solved with a sincere apology, either verbal or written. It is, however, important that we have a consistent set of sanctions if needed.

The school uses a system of **Minus Points** which can be given for:

- poor attitude in relation to academic work
- unacceptable behaviour

These are formal sanctions which are recorded centrally.

Minus points are usually given after a clear warning has been ignored. However, they can be given without warning for:

- direct disobedience
- intentional physical hurt to others
- foul language
- a clear breach of expected sensible behaviour

Minus Points are recorded in the pupil's Form Room, and are entered onto SharePoint, and count against the House total.

If a pupil gets 2 minus points they discuss with the Deputy Head strategies to improve their approach or behaviour.

If a pupil receives 3 minus points in either of the above categories (i.e. 3 in total for poor attitude in relation to academic work) this results in a detention.

**Detention** is the sanction used if a pupil receives 3 minus points in either of the above categories. Detentions are held after School from 3.45pm – 4.45pm and are supervised by a member of staff. Form Teachers send a Detention Form (which is signed by the Headmaster) to parents during the week running up to the Detention, detailing the timings and location of the detention. The form also lists the three reasons why the minus points have been given. Parents sign and return the Detention Form.

There may, however, be occasions when one of these sanctions is not the most effective way of dealing with certain behaviour, or incidents. In these instances, staff discuss with relevant members of staff (Form Teacher, the Head of Pastoral Care, Deputy Head and/or Head) to devise creative sanctions appropriate to the individual case.

## **POLICIES**

The following policies are available for parents to view, via our website, <http://www.perse.co.uk/prep/school-policies/>

- Admissions Policy
- Anti-Bullying Policy
- Behaviour and Discipline Policy
- Child Protection Policy
- Complaints Policy
- Curriculum Overview
- Data Protection Policy
- Learning Support Charges Policy
- Rewards and Sanctions (as above)
- Ventures Policy

## REPORTING AND ASSESSMENT

The School is always in close touch with parents, as effective communication between home and school is essential for successful education.

- **Assessment**

At The Perse Prep, we believe that effective assessment provides information to improve teaching and learning. To do this in our school we undertake two different but complementary types of assessment throughout the year. At age appropriate stages these include assessment of innate potential as well as assessments of current performance.

- NFER testing in English, maths, verbal reasoning and non-verbal reasoning, plus Vernon Spelling and Nelson Reading tests takes place in September every year for all year groups. This allows clear value added comparisons to be made in the child's academic development year on year, as well as providing predictors for potential intelligence. Using these assessments at the beginning of the academic year can also identify children who potentially may be placed on the SEN register, either for support or as part of the Gifted and Talented programme.
- Year 6 Christmas Assessments give a clear final indicator of those children suitable for transfer to The Perse Upper School and those children suitable to be recommended for The Perse Upper Scholarship Exam.
- Year 3, 4 and 5 Mid Year Assessments allow teachers and pupils to summarise their achievement through the first half of the academic year and set targets for progress in the second half of the year.
- PiPs Exams are taken by Year 3 and Year 5 pupils in May of each year. These also predict potential IQ and are in line with the assessment systems adopted in both The Pelican and The Upper School, providing an ongoing tracking system from 3 to 18.
- End of Year exams for all year groups are an indicator of the pupil's progress throughout the year and set targets for the following academic year. They also inform the teacher's planning as part of the continual planning and assessment cycle.

We give our children regular feedback on their learning, both orally and through our marking, so that they understand what it is that they need to do better. Research has shown that their involvement in the review process raises standards, and that it empowers pupils to take action towards improving their performance.

- **Reporting**

We have a range of strategies that keep parents fully informed of their child's progress in school. We encourage parents to contact the school if they have concerns about any aspect of their child's work.

We offer parents formal and informal opportunities to meet their children's teachers throughout the year. A Parents' Evening takes place at least twice a year for all year groups. During these meetings discussions take place about performance and progress as measured against expectations and targets set in previous terms. In addition to this, parents are invited to social evenings with their child's Form Teacher.

All parents receive written reports of their children's progress and achievements. A report is written half-yearly in December and June. The December report focuses on English, maths, physical and natural science and a Form Teacher and Head's report which summarises progress in other curriculum areas and the pupil's pastoral and social development. This report also identifies target areas for the next half-year. The June report is a full report of all subjects summarising progress over the whole year. This report identifies target areas for the following year.

An outline of the curriculum for each year group is published in a guidance leaflet which is discussed during the initial social evenings, thus keeping them informed of the work undertaken by their children.

All formal assessment results are sent to parents in a letter containing the year average and a brief comment on the pupil's performance.

### **Cycle of Parents' Evenings and Reporting**

<b>Year 3</b>
<b>Michaelmas Term, First Half</b>
Introductory Parents' Evening Year 3 Parents' social evening - Form Teachers also present
<b>Michaelmas Term, Second Half</b>
Settling in report by core subject teachers and Form Teacher A follow up consultation with Form Teacher
<b>Lent Term</b>
Parent Evenings with all subject teachers
<b>Summer Term</b>
Report – with comments by all teachers Optional parent consultations
<b>Year 4</b>
<b>Michaelmas Term</b>
Introductory Parents' Evening Before half term: Parent Consultation with Form Teacher End of Term Report – by core curriculum subject teachers, Form Teachers and Headmaster
<b>Lent Term</b>
Parent Evenings with all subject teachers
<b>Summer Term</b>
Full End of Year Report – with comments by all subject teachers, Form Teachers and Headmaster
<b>Year 5</b>
<b>Michaelmas Term</b>
Introductory Parents' Evening Before half term: Parent Consultation with Form Teacher End of Term Report – by core curriculum subject teachers, Form Teachers and Headmaster
<b>Lent Term</b>
Parent Evenings with all subject teachers
<b>Summer Term</b>
Full End of Year Report – with comments by all subject teachers, Form Teachers and Headmaster
<b>Year 6</b>
<b>Michaelmas Term</b>
Introductory Parents' Evening Parents' Evening End of Term Report – by core curriculum subject teachers, Form Teachers and Headmaster
<b>Summer Term</b>
End of Year Social Evening with Year 6 Staff Full End of Year Report – with comments by all subject teachers, Form Teachers and Headmaster

## SCHOOL DAY

Pupils can arrive from 8.00am and must be at school by 8.30am.

<b>8.00</b>	Staff duty begins (ends 8.25 – children to form rooms)
<b>8.30</b>	Registration (assembly 8.40)
<b>8.55</b>	Lesson 1
<b>9.35</b>	Lesson 2
<b>10.15</b>	Break
<b>10.40</b>	Lesson 3
<b>11.15</b>	Lesson 4
<b>11.50</b>	Lesson 5
<b>12.25</b>	Lunch
<b>13.30</b>	Lesson 6
<b>14.10</b>	Lesson 7
<b>14.50</b>	Lesson 8
<b>15.25</b>	Lesson ends for Years 3 & 4
<b>15.35</b>	Lesson ends for Years 5 & 6

- Year 3 have lunch first.
- At the end of the day children in Years 3 and 4 who have siblings in Year 5 and 6 go to a “Short Stay” to await collection by the older sibling. This is not our formal Late Stay but a short period ‘holding bay’ (no snack) supervised by the two of the teachers who are teaching Years 3 and 4 classes on the relevant days.

## SECOND HAND UNIFORM SALES

The **PPP** (Perse Prep Parents) run second-hand uniform sales. These are usually held at least once each half of term. Specific requests for items can be made to **Mrs Penny Tanna** (parent currently running the uniform shop) on 07921 139406 between sale dates.

Should you wish to sell uniform, items should be brought to the School office and the following should be noted:

- All items for sale must be current, regulation uniform items and should be clean and in good condition. We reserve the right to dispose of items which are not fit for sale.
- Each item must have the correct label (available from the School Office) attached with a safety pin. The label should be completed in full, but leaving the price section blank.
- All items are held for a period of one year. If they are not sold within this period they are donated to charity.
- Parents receive 60% of the sale value for blazers, but the profit from other items is donated to the PPP.

We hope that you will both support and benefit from this facility. If you have any queries, please call Mrs Penny Tanna on 07921 139406.

## SMOKING

The Governors have resolved that the School and its grounds should be a no smoking area. Parents and visitors are requested not to smoke on the School premises.

## **SPORTS FIXTURES**

Sports fixtures are published in the School Calendar and as much notice as possible is given to those children who are selected to represent the school. We ask that parents check the School Calendar for sports fixtures which are likely to involve their son or daughter.

We expect all children selected for fixtures to be available to represent the School, except when unable to play due to illness. We do, however, recognise that there might be the odd occasion when a child is unavailable for selection due to a prior commitment outside of school.

In cases such as these, parents should let the relevant teacher/coach know at least one week in advance.

Participation in school sport is an important part of a child's development, and we ask that parents support us in ensuring pupils honour their sporting commitments and participate in representing the school whenever possible.

## **SWIMMING**

A swimming instruction programme for pupils in Year 3 takes place at either The Leys School Swimming Pool or the Abbey Pool. This forms part of the timetabled day and transport to and from the pool is organised and supervised by the school. Full details of the swimming arrangements are sent to parents at the beginning of each academic year.

## **TRADING POST**

This Newsletter link, run by the PPP, gives parents the opportunity to advertise items they wish to sell, or request items that they wish to buy. It is only for use by members of the School community. Parents should contact Mrs Kirsten Martin [kirsten.martin@ntlworld.com](mailto:kirsten.martin@ntlworld.com) direct.

## **UNIFORM AND PERSONAL PROPERTY**

All articles of clothing, equipment and any other possessions brought to school should be clearly marked with the owner's name.

The School cannot accept responsibility for the safekeeping of any valuables brought to school. Musical instruments should be covered by home insurance policies.

## **VENTURES**

Ventures, or school trips, are an essential part of the curriculum and are fully integrated into the academic schemes of work. Staff in charge make every effort to ensure the success of the expedition by maintaining good order amongst the pupils and safeguarding their health and safety at all times.

The School's policy for the use of the school mini bus and all hired transport is as follows:

- There should be only be one pupil per seat
- No doubling up in seats is permitted in any circumstances
- All pupils must use the seat belts provided at all times
- No standing, or movement around when the vehicle is moving

Parents are asked to advise the member of staff organising the venture of any medical conditions affecting their child by way of a written consent form, sent by the School in advance of a trip. If the Leader feels unable to take responsibility for the child due to a medical condition he/she reserves the right to refuse to take him/her on the venture.

The ratio of adults to pupils will depend on the nature of the venture and the ages of the children. Details can be found in the Prep's Ventures Policy (see Policies, below). Not all adults will necessarily be members of the teaching staff. CRB (Criminal Records Bureau) checks are required for parents accompanying residential trips.

Written consent is always obtained from parents before a pupil is permitted to join a trip, however short or local it may be. However, permission is not sought to take pupils to Games fixtures as these form part of the timetable.

Pupils are covered by personal accident insurance.

## **VISION AND HEARING TESTS**

All new pupils receive a vision and hearing test in the first part of the Michaelmas Term which is conducted by the School Nurse. Please see the enclosed form.

## APPENDICES

### **INDIVIDUAL MUSIC TUITION**

Music is an important part of School life and pupils are encouraged to learn an instrument. A team of well-qualified and enthusiastic musicians visit the school on a weekly basis to train chamber music groups and give individual tuition. Tuition is offered on strings, woodwind, brass, percussion, piano, group and individual recorder and singing. Music lessons take place during the school day and are organised on a rotational basis. Regular practice is a vital part of learning an instrument and parents are encouraged to take an active part in this. Pupils are entered for Associated Board and Guildhall examinations when appropriate.

There is an orchestra, a string orchestra, wind band, a choir and a variety of chamber music groups as well as recorder groups for each year. Pupils are encouraged to participate in these activities, which are also open to children who have music lessons out of school. Informal concerts are held regularly and at the end of the year a concert is held in the University Concert Hall in which all pupils take part.

#### **Applying for tuition**

- Instrumental tuition is provided by a team of visiting music teachers. They are not employees of the School and parents enter into a contract with the individual teacher and are billed directly by them. An hourly rate for all lessons is set in the May prior to the new academic year.
- The School provides administrative support for the music lessons and the Director of Music monitors pupil progress. Requests for a particular teacher will be given due consideration but the final decision rests with the Director of Music, who arranges allocations according to the availability of instrumental staff.
- Whilst there is no limit to the number of instruments that a pupil may learn, children learning more than two instruments need to demonstrate good organisational skills and commitment to practice.
- To comply with the Children Act of 1989 and the Police Act of 1997, full CRB disclosures are obtained for new instrumental teachers before they are permitted to work at the School.

#### **Timetabling and organisation of lessons**

- Music lessons are usually 30 minutes long and are scheduled by the instrumental teacher. Lessons normally take place during class time and are organised on a rotational basis. A timetable for each half term is posted on the music notice board. We will also try and arrange lessons outside class time when the form teacher indicates a particular academic need.
- For pupils who learn two or more instruments, we endeavour to arrange some of the tuition in non-class time.

#### **Payment for lessons, attendance, discontinuation of tuition and other financial matters**

- Invoices for tuition are issued by the individual teacher at the beginning of each term. Payment should be made within 14 days. Where payment is overdue, the Director of Music reserves the right to withdraw pupils from tuition.
- Lessons missed through illness or forgetfulness cannot be refunded. Lessons missed because the teacher is unavailable are rearranged. If this is not possible, the fee is credited against the next term's lessons.
- To discontinue lessons a full term's notice in writing must be given directly to the visiting music teacher, with a copy sent to the Director of Music. If the fees for the term have already been paid, then no refund will be available, but lessons will be offered until the end of term.
- The School's insurance policy does not cover pupils' instruments while they are on School premises, and the School cannot accept responsibility for loss or damage to instruments

brought to School. Parents are advised to make suitable arrangements with their own insurers. Each instrument should be clearly marked with the owner's name.

### **Participation in School activities, exams and purchase of music**

- It is expected that pupils who receive tuition in School and who reach a certain level of competence, will take part in musical ensembles. There is a small additional charge for these groups.
- Associated Board and Guildhall exams are regularly held at the School. Unless parents specifically request that they do not want their children to take exams, entries will be made at the discretion of the instrumental teacher with a confirmation letter sent home. The Director of Music reserves the right to withdraw pupils from exams where practice has been deficient.
- Instrumental teachers may recommend music to the pupils for purchase themselves. In some cases, teachers obtain the music themselves and re-sell to the pupils through the termly invoice. The invoice may also include spare parts that have been provided (e.g. strings, reeds).

### **Progress and communication**

- Messages for instrumental teachers can be left at the School Office. Instrumental teachers should not be contacted on their private numbers, unless the teacher has specifically requested this.
- Any concerns regarding tuition should be addressed to the Director of Music on [prep@perse.co.uk](mailto:prep@perse.co.uk).
- Pupils are issued with a note book at the start of each academic year, which should be brought to each lesson. Instrumental teachers make use of it as a practice diary and parents are encouraged to sign it and use it to communicate with the instrumental teacher.
- An instrumental report will be issued at the beginning of the second term and at the end of the third term. The report contains comments by the instrumental teacher and, in the Lent term, a summary report by the Director of Music. There is also an opportunity to meet instrumental teachers in the Lent term, after the reports are issued, at the Music Parents' Evening.
- Information about pupils on the Learning Support Register is made available to the child's instrumental teacher. Additional comments or requests in this area should be addressed to the teacher concerned.
- Instrumental teachers make every reasonable effort to improve the knowledge and ability of their pupils. Pupils must also take responsibility for their progress through good cooperation and regular practice, however.

**Further details will be sent later in the term if you wish to apply for individual music tuition.**

## NAME LABELS ON CLOTHING FOR PE AND SPORTS

Labels must be **Cash's style 17: black lettering in a white background** which are available from **John Lewis, Cambridge**. Please be aware that the labels do need to be ordered in good time

### Location of name labels:

- Games shirts: Outside above the right breast
- Games shorts/skirts: Horizontally on the outside of the right leg, near knee level
- Games socks: Horizontally on the turnover of both socks
- PE shirt: Outside above the right breast
- PE shorts/skirt: Horizontally on the outside of the left leg, near knee level
- PE socks: Horizontally near the top on the outside
- Cricket shirts: Internally on the collar band
- Sports equipment: (hockey sticks, tennis rackets, cricket bats, gloves, helmets and pads etc) must be clearly named with a sticker / permanent marker
- Tracksuit top: Internally on the collar band
- Tracksuit bottoms: Internally on the waistband

By way of example

(images taken from senior school promotional information – for guidance only):



Label here



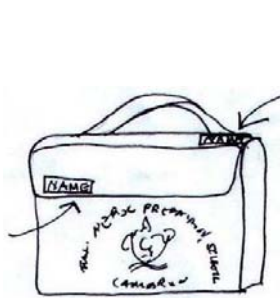
Label here



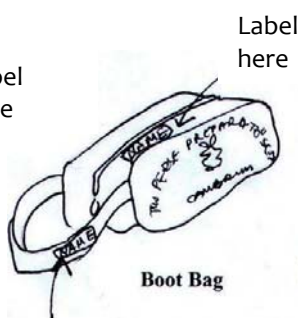
Label here



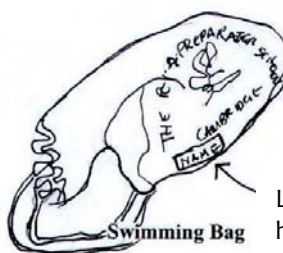
Label here



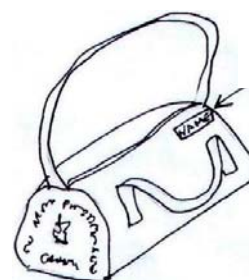
Label here



Label here



Label here



Label here

Games Bag