



ABINGDON
PREPARATORY SCHOOL

Academic year 2009 – 2010

Introduction

These notes are designed to give an outline of the School's administrative arrangements and to answer most of the questions you might want to ask. If at any time, however, there is anything about which you are unsure or concerned, please do not hesitate to contact us.

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ABINGDON PREPARATORY SCHOOL
NOTES FOR PARENTS

1. SOURCES OF INFORMATION

- Up-to-date information about School events and activities is provided in:
 - The School website (www.abingdonprep.org.uk) – updated on a daily basis. We are keen to encourage parents to see this as their principal source of news and information;
 - The Calendar of events is available on the website;
 - Newsletters, circular letters and notices from the Headmaster and other staff. It is current practice to despatch these communications to parents on a Friday by email. Very exceptionally, it may be necessary to send urgent papers on other occasions. This will be sent by email as an “extra mailing”;
 - The ‘Josca’s Journal’, a record of the school year;
 - The ‘Abingdon News’, which is produced three times a year, includes news about the whole Foundation.

2. ENQUIRIES AND COMMUNICATIONS

Parents contacting staff: Parents of children at the School are encouraged to contact members of staff by e-mail wherever possible, or alternatively by telephone using the main school number where a message can be taken for the teacher. If the appropriate e-mail address is not evident, please use the general e-mail address, enquiries@abingdonprep.org.uk indicating who the message is for.

The principal School number 01865 391570 will be answered by the secretaries between 8.30am and 4.30pm on school days during term-time. Calls made to the school during office hours during the school holidays will be answered either directly or via an answer machine. A reply to the message will be given as soon as possible.

Letters: Letters may be hand-delivered to the secretaries’ office during office hours. At other times please use the post box outside the main front doors of the school.

During a normal working day all visitors, including parents, should report to the secretaries’ office. Some visitors will be requested to wear a visitor’s badge, depending on where or whom they are visiting in the School. Please make an appointment if you wish to have an extended discussion with a member of staff.

Parents contacting children: In all but the most extreme of circumstances it is not sensible for us to bring individual children to speak to their parents on the telephone. For calls to After School Club after 4.30, parents should use the direct line 01865 391641.

Children contacting parents: Children can contact parents in times of emergency by using the telephones in the secretaries' office. [See policy on mobile phones at paragraph 17].

3. TIMES

Daily routines

Reception to Year 2 - 8.45 – 3.30

Year 3 – Year 8 - 8.30 – 4.10

There will, of course, be appropriate care for those pupils in pre-prep who arrive at the school early with their older siblings.

Breakfast Club runs between 8.00 and 8.15 am. Pupils not attending Breakfast Club should arrive at school between 8.15 and 8.30am each morning. Considerable importance is attached to punctuality and registration is an integral part of school administration as well as a legal requirement; the School's registration procedures are inspected regularly. We ask for parents' co-operation, therefore, in ensuring that their children arrive on time. Early arrival is strongly discouraged – the School cannot undertake responsibility for pupils who come on to the premises before 8.00 am (for breakfast) or 8.15 am. Those who arrive late should report to their form teacher (years R – 2) or the school secretary (years 3 – 8).

After school activities usually finish between 5.15 and 5.30. After School Club (see other notes) finishes at 6.00.

The school buses leave the car park for the return journey at 4.25pm From September 2009 some buses may run at the end of After School Activities..

After School Club

This is a service for those who cannot pick their child up immediately at the end of school. Pupils will be supervised and given a small snack. Pupils may be signed in, in advance, or parents can ask the School to ensure they are put in by phoning the office. (Please do not email this information.) Pupils of all ages can attend After School Club. There is a daily charge for this service – full details are available from the school office. After School Club goes on to 6.00pm. Should you need to contact the supervisor after 4.30 please use the direct line – 01865 391641.

Saturday School

Most weekends are free of formal school obligations. Exceptions to this are:

Saturday mornings between the mocks and the Common Entrance exams for Common Entrance revision (year 8 only).

School bazaar – Michaelmas term (whole school).

Sports day – Summer term (whole school).

Sports fixtures – All terms (as selected)

Occasional open days

There are some prep school competitions and festivals which take place on Sundays. Dates and details about all Saturday and Sunday events will be given well in advance. Pupils are expected to make themselves available for them when required.

Holidays

Holiday dates are published well in advance. Parents are requested not to ask for extensions to these holiday dates. The School's facilities are used during the holidays, so in usual circumstances, are unavailable for pupils to use.

4. ABSENTEES

Whenever a child is unable to come to school, his parents should inform the secretaries by 9.00 am at the very latest. After 9.30am, the secretaries will begin to telephone the parents of absent pupils who have not telephoned them. Please write a note to your son's form teacher, when your son returns to school, explaining the circumstances.

5. MEDICAL REQUIREMENTS

The parents of each pupil entering the school are asked to complete a form detailing their son's medical history. A copy of the form is included in this pack. Please return it to Jacky, the Registrar as soon as possible. Please bring any special requirements to the attention of the Headmaster or secretaries.

Please also refer to the section on Health (Section 21)

6. LEARNING SUPPORT

It is the parents' responsibility to inform the School in writing if their child has had an Educational Psychologist's report or has a special requirement of any description. Failure to provide such information may make it more difficult for us to meet your child's needs.

7. WORK

Curriculum

Details of each stage of the curriculum are given to parents at the beginning of each term. The Foundation Stage is followed for the Reception year, the National Curriculum, for the most part, for years 1 – 6 and the Common Entrance syllabuses for years 7 & 8. Whilst the school is always willing to consider special timetabling or curricular arrangements for individual pupils, settings, groupings and the ultimate composition of a pupil's timetable are at the School's discretion.

Books and materials

Text-books and stationery are at present issued, generally speaking, without any separate charge. Books remain the property of the School and a charge may be made for any which are lost, damaged, or defaced.

Homework

Aims:

Homework is designed to complement work done in class and is a vital part of the learning process. It is especially important for developing organisational ability and independent thinking skills. Equally however, it is not our aim to occupy every spare minute of your child's time at home. There is a limit to the amount of useful, independent work children can do – especially in the lower years.

Time:

As a rough guide, Reception pupils will be asked to do a few minutes work every night – frequently reading. In years 1 – 5 pupils will receive one prep per night designed to last between 20 and 30 minutes. A second prep is added for years 6 – 8. If your child has spent what you consider to be a reasonable amount of time on a homework and has not been able to complete it please let us know. This is far better than allowing him to struggle on for an extended period with his teacher making the assumption that it was completed in normal time.

Prep time-tables are published for all years and are sent to you with curriculum details. All pupils should write details of their homework in their diaries. If no homework is set, pupils should write “no homework” in the diary. This allows parents to know what their child has to do every night. Whilst parents are invited to support and encourage their children in this work, please note that this is different from doing the work for them! Parents may raise questions about their child's homework at any time, with either the form teacher or the relevant subject teacher.

Music lessons

We encourage all pupils to consider learning a musical instrument at school; more than half of the children in the School regularly take this opportunity. Normal arrangements provide for a minimum of 11 half-hour individual lessons each term, or 33 over the whole school year, taken once a week. Details of charges are available from the Director of Music; it is possible to hire instruments, and to buy sheet music and other musical accessories, from the School.

All charges connected with music tuition are made in advance by the teacher concerned. A full term's notice is required for lessons to be terminated; such notice should be given in writing to the Director of Music and a term's fees may be charged in lieu if it is not given.

Concerts:

In addition to the major set pieces of the term, details of which are placed in the termly calendar, there will be an informal concert in the hall at 4.15 every few weeks. These are advertised in the term diary and on the website.

Reports and assessments

A pupil's progress is monitored, and reports are made to parents, by a variety of means. Subject teachers and form teachers consult regularly, and form teachers will bring any special problems that may arise during the course of a term to the attention of parents.

Parents receive a written report on their child's progress three times a year at the end of each school term. The first two term's reports will focus on the academic subjects only. At the end of the Summer term there will be a full written report. The Head of pre-prep will comment on all pre-prep pupils and the Headmaster will comment on all pupils in years 3 – 8 every term. This system is under constant review and may well be altered at some point whilst your son is a pupil at the School.

Parents' Consultation Evenings

Parents will be invited once or (usually) twice in the course of a year to meet their child's teachers. These consultation evenings are organised to coincide with important times of the year for your child's development. You are reminded however that we encourage all parents to contact staff at any stage during the year when they have a concern.

Marking Policy

Key to the signs and words teachers will use when marking:

Mark	Means
✓	Good accurate work. Well done
X	You have put down an incorrect answer
Sp	Find and correct the misspelling in this line (Rewrite it X3 at the bottom)
_____	See the correct spelling of this word
C	Find the missing or misplaced capital letter(s)
.	Put in the missing full stop(s)
P	Put in the missing punctuation
?	The meaning of your work is unclear or the writing cannot be read.
//	Mark in where the paragraphs should be
Struc	Rewrite this short section at the end to improve the expression
Fact	Check and improve the factual detail you have given
+	Put in this point that will add to your work
Tip	Ways of improving work specifically or as a whole

Marking policy for pre-prep

- Much of the feed back will be verbal.
- Some of the indicators above will be introduced to pupils in pre-prep.
- The number of symbols in use will increase as pupils move through the school.

8. Extra – Curricular Activities

Aims:

Extra-curricular activities can bring a child experiences, skills, confidence and friendships that cannot be gained in the classroom alone. Abingdon Prep offers a range of lunchtime and after school activities for nearly all year groups with the strong expectation that all pupils will become involved with at least one every term. Some may acquire considerable expertise in their chosen activity – others may merely wish to have a go - then move on at the end of term.

Choice:

There is usually a greater choice on more evenings for the older pupils because younger pupils, especially those in pre-prep, can sometimes lack the stamina required for participation at the end of a full school day.

Some examples of the activities currently available are:

- Tennis
- Athletics
- Golf
- Judo
- Swimming
- Table-tennis
- Badminton
- Fencing
- Shooting
- Rounders
- Quest (Christian Union)
- Science
- Art
- Choir
- War Hammer
- Orchestra
- Dance
- Information Technology
- Band
- Craft
- Board Games
- Gardening
- School Sports Coaching
- Cookery

Details of timings and availability of the activities are sent out the term before they occur.

Charges:

When the school is using its own resources there is usually no charge for the activity but when the help of an outside coach is employed the small costs are passed on to those who have enjoyed benefit from them.

9. SPORT

All pupils who are medically fit are expected to take part, in proper kit, in these lessons as a normal part of their education. A pupil who is medically unable to take part in these activities, should bring a note from their parents. We assume, in the absence of written instructions to the contrary, that every pupil has parental permission to use the swimming pool, under proper supervision.

With the exception of some personal items, such as mouth guards and shin pads, the school is able to provide the equipment required to play sports at school. If personal equipment such as tennis rackets or cricket bats are brought into school it is the responsibility of the individual to look after it. All items must be clearly marked with the owner's name. (see Appendix C for Clothing Regulations/Uniform list).

Pupils occasionally travel in a school mini-bus on official or semi-official school business (for instance, to a sports fixture or on school trips). These vehicles are properly insured and drivers have all passed a minibus drivers' test. Unless you have written to the Headmaster to say that you do not wish your child to travel in these vehicles, we assume that you have no objection to his doing so. The mini-buses are fitted with seat belts, which pupils are instructed to wear.

Sports offered include rugby, cricket, kwik cricket, hockey, rounders, tennis, cross-country running, athletics, basketball, swimming and soccer.

10. TRIPS

The School organises a wide variety of trips, both day and residential, to places within the British Isles and abroad. Some are designed to supplement a teaching activity, some to represent the school

on a sporting tour and others to broaden a pupil's experience. On day trips, when there are significant extra costs, such as admission charges, these will be passed on to those who gain the benefit from them. Other trips will be free of charge. The full costs of residential trips will always be charged.

Parents are asked to sign a generic trip form giving permission for children to be taken on any trip. Specific details of individual trips, including any associated costs will be sent to parents well in advance.

11. PERSONAL, SOCIAL AND HEALTH EDUCATION

Curriculum

The School recognises that education in the fullest sense means that it has a responsibility to convey information and provoke discussion on important ethical issues and matters of personal morality and public duty. All through school, pupils are made aware, in both a structured and an incidental way, of these and related matters through the contributions of form and subject teachers.

Additionally Abingdon Preparatory School is a member of L.E.C. - Life Education Classes – This is an independent group of qualified teachers who visit schools to work with teachers to deliver annual programmes on the human body and the dangers to it. The programme is age appropriate but develops into interactive sessions about substance abuse for the older children.

The School however, does not, and cannot, pretend to offer to pupils all the good advice and information that they require. The efforts of parents are at least as important as those of teachers in this field.

12. RELIGIOUS EDUCATION

Assemblies

The school has a Christian ethos and assemblies include hymns and prayers. The assemblies will be led by classes on Tuesday (Year 7 – 8) and Wednesday (years 3 – 6) and by the Headmaster or School chaplain on Friday. Assembly themes are usually moral rather than evangelical.

Pre-prep assembly is on Monday.

There is a hymn practice on Thursday for years 3 – 8

Quest

Quest, Abingdon Preparatory School's Christian Union, is available for those who wish to explore their faith further.

Lessons

Religious study lessons cover the development and current beliefs of a wide range of religions.

Please discuss any faith based concerns you may have with these arrangements with the Headmaster.

13. PASTORAL SYSTEM (Incl. DISCIPLINE)

Forms

All pupils will have a form teacher who is responsible for their general well-being, and who deals in the first instance with problems connected with work, attendance or discipline. The form teacher in conjunction with the Headmaster acts in loco parentis to the pupils in his / her form while they

are on school premises. Form teachers may deal directly with parents in matters concerning their son's good behaviour and appearance.

Other Pastoral Support

Houses

Pupils are also allocated to a house (Dragon, Griffin, Phoenix or Unicorn) when they arrive at Abingdon Preparatory School and will stay in the house throughout their time at the school. The staff leader of the house will thus get to know the pupils very well during their time at the school and will be a strong pastoral support or alternative to the form teacher.

All members of staff – except Simon Littlewood (Assistant Deputy Head, i/c house system) and the Headmaster – are affiliated to a house.

Listening Service

Jane Davies runs a listening service which is open to all pupils who wish to talk about any issue, from within school or outside, about which they have a concern. Please see Jane for further details.

14. DISCIPLINE

It is expected that the School will enjoy the full support of all parents in implementing its Code of Conduct.

A member of Abingdon Preparatory School should:

- Be guided by common sense at all times.
- Be honest, courteous and friendly to others.
- Show respect for him/herself, for property and the environment.
- Show commitment to learning both independently and as part of a team.
- Contribute to the school positively and to the best of his/her ability.

Rewards

Good behaviour, manners, effort and work are rewarded;

Golden time (pre-prep only);

Merit / house points - usual commendation;

Gold – For outstanding achievements – usually in work;

Headmaster's Certificate of Excellence - for achievements of rare standing both inside and outside school.

Punishments

Pupils are asked to think about how and why their behaviour has gone against the statements of the code of conduct;

Demerit / minus house points - for repeated minor infringements;

Sanction – A more serious punishment for major contraventions of code of conduct or for excessive demerits. This is a written exercise which will be seen / signed by parents which requires pupils to reflect on their behaviour;

Very rarely a pupil may be asked to attend a Head Master's Detention on a Saturday Morning.

Pupils may be suspended, either temporarily or permanently for unacceptable behaviour.

Please see the separate policy on bullying – Appendix C.

Please also see notes on 'Misuse of Technology'.

Smoking, Drinking, Drugs

Parents are especially asked to familiarise themselves with those parts of the School Rules and Regulations dealing with smoking, drinking and drugs, and to give full support to the School's stand on these matters. See Appendix E

Parents are asked to note that the entire school is designated a 'No Smoking Area' and smoking is not permitted by staff or visitors.

Hair

Pupils returning to school at the start of the term should have had a recent haircut. We hope for parental co-operation in ensuring that hair is kept neat and of a reasonable length, clear of the collar but not close-cropped. Extravagant styles, including dying or bleaching, are not permitted.

All pupils are reminded that the code of conduct - and the reward and punishment system - is active at all times when they are either in school uniform or under the school's control. This includes travel to and from school and at all times when on trips organised by the school.

15. LIAISON BETWEEN SCHOOL AND PARENTS

Parents' visits to school

Parents are warmly encouraged to visit the School, both to support events and activities, and to discuss matters relating to their child's education. A calendar of events is on the website and is regularly updated.

Please note that, for hygiene reasons, dogs are not permitted on the school playing fields.

The Abingdon Preparatory School's Parents' Association (JPA)

The Parents' Association is a social and fundraising committee. It is thus a vital cog in the life of the school.

It is led by a committee whose principal officers, The Chair, Treasurer and Secretary are all elected at the Annual General Meeting which occurs after the informal parents' evening at the beginning of the Autumn Term. In addition to the officers, each form will elect one or two representatives who attend all meetings of the JPA (one or two a term) to help with arrangements for forthcoming events.

The main Parents' Association social events of the year are:

Bonfire Night Party (November)

Help with the School Bazaar (December)

Social evening – Quiz night, Race evening etc. (Autumn or Spring Term)

Summer Ball (June)

Catering on Sports' day (July)

Although it is the representatives who attend the meetings it is hoped that all parents will give such time as they can at events.

Form Representatives may also organise form-based social events – evenings out, morning meetings, etc.

The Headmaster will keep the Parents' Association up to date with school developments but overall, the Parents' Association has no direct role in the government or management of the school. Parents who wish to raise any issues or concerns should come to see the Headmaster directly.

16. LEAVE OUT OF SCHOOL

Requests involving the absence of any boy for more than a day of school time should be made in writing to the Headmaster.

GIVEN THE GENEROUS SCHOOL HOLIDAYS THAT PUPILS ALREADY ENJOY, PARENTS ARE STRONGLY REQUESTED NOT TO TAKE THEIR SONS OUT OF SCHOOL FOR ANY BUT THE MOST PRESSING REASONS.

17. DOMESTIC DETAILS

Care of Boys' Property and Lost Property

Occasional problems with boys' property are almost unavoidable. The School promotes the nurturing of good habits over the care of property, and hopes for active parental support in this connection.

- All of a pupil's belongings should be clearly named;
- Watches and calculators and pens - if practicable - should be engraved;
- Parents are reminded that the insurance of their sons' personal property is the responsibility of the parents, not of the School;
- Conspicuously expensive items, in particular, are usually best left at home;
- Pupils should not be encouraged to bring to school more items than they actually need.

All pupils will have a desk or locker (for books) and a locker (for games kit) in which they are expected to keep their books and necessary personal belongings.

Mobile phones

Whilst the safety of the use of mobile phones is still uncertain, their use in school is very strongly discouraged.

Telephones (in the secretaries' office) are available to pupils for emergency use at school.

Given that most mobile phones also have inbuilt cameras, we cannot, for child protection reasons, allow mobile phones in the school. If parents want their child to bring a mobile phone to school they must ask for prior permission from the Headmaster. Permission will only be given in exceptional circumstances and only then on the condition that it is left with the secretaries during the day time.

Lost Property:

Named lost property is returned immediately to the owner.

Unnamed items are kept in the school office for two weeks.

Unclaimed lost property may be put into the nearly new uniform stock.

Insurance

The School cannot accept liability for loss or damage to a boy's personal property. Most home insurance policies cover personal effects taken to school but it would be as well to check with your own insurance that you are properly insured against loss or damage to boys' personal property.

Other Insurances

Personal Accident Insurance: Parents are charged a premium for personal accident insurance on the school accounts, but they may opt out from this arrangement if they wish. However, they are very strongly recommended not to do so – recent well publicised cases of uncompensated injury emphasise the need for sound insurance arrangements.

School Fees Protection Scheme: This scheme covers the refund of fees in circumstances where a boy is ill. Parents are strongly recommended to take out this form of insurance. As with Personal Accident Insurance, parents may opt out of this arrangement if they wish.

Den Plan: This scheme to insure against the costs of dental treatment required after any accident at schools is available for all parents.

18. TRAVEL TO SCHOOL

It is the parents' responsibility to make suitable arrangements to transport their child to and from school on all occasions.

Minibus Service

The school arranges a minibus service from a number of locations. Details of the bus routes and times can be obtained on application from the School Office or via the school.sec@abingdonprep.org.uk email address.

The school will clearly endeavour to run these services whenever possible but in the lack of either bus or driver it remains the parents' responsibility to ensure that their child is able to attend school.

The wearing of seat belts by children using the school coaches is *compulsory*.

There is a charge for this service – payable in advance.

Departure time.

School minibuses will leave for the return journey at approximately 4.25. Pupils who stay on for after school activities must be collected by parents at the end of their activity.

There is a notice period of 1 term, in writing, to stop using the bus.

Safety

If at any time the behaviour of any passenger is deemed to be such that the safety of the bus and other passengers is jeopardised, the school will have the right to remove the offender from the bus on either a temporary or permanent basis. No refund to the fee paid will be given in these circumstances.

Car sharing

For the convenience of parents, environmental reasons and for reasons of safety in the playground, the school actively promotes car sharing. We very much hope that you will be able to arrange car sharing with your nearest Abingdon Preparatory School bound neighbours. Please contact the office for details.

Public transport.

The Witney to Abingdon bus service which stops right outside the school. This may be suitable for older children travelling from either direction.

Bicycles

The roads leading to Abingdon Preparatory School are busy and dangerous and frequently lack any sort of pavement. We therefore do not expect pupils - no matter how close they live to school - to arrive either by bicycle or on foot. Any exceptions to this should be agreed by the Headmaster beforehand.

19. FOOD

Breakfast Club

Those pupils who need to be dropped off at school by 8.00 am are welcome to join our Breakfast Club. Children are given a variety of choices for breakfast at a reasonable cost. There is no need to pre-book for this service.

Lunch

All pupils are required to take lunch which is provided in the dining hall.

Pre-prep take lunch at 12.15 and the oldest pupils lunch by 1.10pm. A full range of hot meals including meat and vegetarian options, along with a salad bar and variety of healthy desserts is available. Menus are shown on the school website and on the information for parents' board in school. There is no separate charge for this meal, and no refund can be made if meals are not taken. Pupils with special dietary requirements (for medical or religious reasons) should notify the school in writing.

Water

The importance of water as a stimulus to the brain is well attested. Pupils are strongly encouraged to drink regularly during the day. There are a number of water fountains for this purpose around school but equally, pupils are very strongly encouraged to bring in water bottles. These may be used during the lessons – except, for safety reasons – during ICT and Science.

Snacks

Given that break is at 10:45 and lunch at 12:15 snacks need to be no more than a small filler for those who have set out early to school. Far preferable to a snack would be a good breakfast for those who have the time for it. A Breakfast Club will be available at school between 8.00 and 8.15. Should your child require a snack at break time we do ask that they should not consist of crisps, chocolate - in any form - sweets or fizzy drinks. There is very clear evidence for the detrimental impact these substances have on the pupils' ability to concentrate and learn. It is difficult for the majority if this request is broken by the few, so we ask the support of parents in upholding this important policy. Optimal choices are fruit and sandwiches. Pupils should take care with wrappings and ensure they reach the bins provided.

20. HEALTH

The health and welfare of children at Abingdon Preparatory School is of paramount importance to us.

Medical Care

Illness at School

- If your child is unwell at school he will be brought to the office where the school secretaries will assess his symptoms in conjunction with the form teacher. He will routinely be offered a drink of water, some fresh air or just some time to sit quietly in the office. If he is able to continue to participate in lessons after this we will keep him at school but will monitor how he is during the day. If he is obviously too ill to be in lessons or has lessons that are inappropriate for his illness or we cannot ascertain how ill he actually is, we will contact the primary contact using the emergency contact numbers provided to us.
- A quiet sick bay area which is attached to the secretaries' office where your child will be able to lie down and recuperate.
- We do not hold any medicine in school and would not be able to administer any if your child were to fall ill during the day. If, however, your child is on a regular prescribed medicine, we may be able to administer it provided:
 - The medicine is brought to the office, with a completed form (see note at appendix D) giving authority to administer the medicine.
 - It is fully labelled with:
 - the dosage
 - any special storage instructions
 - If pills need to be divided this should be done by a parent before they are brought into school.
 - We will, of course try to ensure that the medicine is given at the correct time but your son also has a responsibility to:
 - Come to the office to take it
 - Ensure that it is taken it home when required.
- With the exception of the Epipen, the School will not undertake any injections of medicine.
- If your child has a specific medication for a potentially serious illness eg anaphylaxis, you must ensure that the office and form teacher are aware of where it is kept at all times. Parents of children with any medical conditions will be asked to complete a Medical Healthcare Plan with their doctors to enable all staff to identify them if there is a problem and know what to do. Please ensure that all contact information is kept up to date and any changes are notified to the office as soon as possible.
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- **Illness Outside School**

If your child is unwell before coming to school in the morning please consider very carefully whether they are fit enough to get through the school day. If you have doubts, particularly in the case of sickness or an upset stomach before school, it may be prudent to keep them away from school. As we have very limited facilities for convalescence, it could be embarrassing if the symptoms persist or recur during the day. Please also consider the risk of your child spreading infection to other pupils.

- If your child is suffering from anything which is highly contagious eg conjunctivitis, impetigo, *please do not send him to school*. If you think your child may be suffering from something which may be contagious eg chicken pox, please tell his form teacher or the office and confirm it with them as soon as it has been verified.

Injuries

- **Injuries at school**

There are numerous ways in which a child can be injured and a school day is no different from any other. Our aim is that any injuries received at school are treated as quickly as possible and boys are given the relevant assistance needed for the injury they have received. To that end, all our staff are given basic first aid training so that anyone can give immediate first aid. Jacky Barratt and Lynn Bosch have also been on the Appointed Persons 4 day first aid course and can either deal with, or advise on, more serious injuries.

- If an injury appears sufficiently serious that your son should be taken to hospital we will make every effort to get in touch with you first so that you can either take him or at the very least meet him there. If we cannot reach you, a member of staff will take him to hospital and efforts to contact you will continue from school.
- If an ambulance is needed, a member of staff will go in the ambulance with your child and you will be contacted, told what has happened and where your child has been taken as soon as is possible.
- For all injuries received at school which are reported to a member of staff, an accident report will be completed. If necessary, a copy will be sent home with your child.
- For all head injuries, we will contact you and let you know that your child has received an injury to his head, the extent of the injury and the action we have taken. Most head injuries received at school do not require your child to be collected. This call is just precautionary in case of any ill effects in the evening.
- **Injuries outside school**

If your child has had an injury outside school which may affect him during school you should send a note in to the form teacher who will tell the office. If your child has suffered a concussion outside school, he should not play contact sports for 2 weeks.

- Off Games
If your child is to be off games for any reason he should bring in a note for the office to explain why he should not be taking part in the games lesson and how long this situation will continue. Pupils who are off games are supervised and are expected to work at school during the games period. It should not be expected that off games pupils can go home.
- We will make every effort to ensure that any child suffering from illness or injury at school is kept as comfortable as possible and is dealt with sympathetically and appropriately keeping parents fully informed of the situation.

Dental Care

Parents are asked to make sure that their children pay regular visits to their dentist and appointments must be made out of school hours. Permission will only be given for appointments within school hours in cases of emergency or real need.

Accidents which can involve teeth are of course a potential hazard within a school environment. Enclosed with this New Boys' Pack are details of an insurance plan,

21. SCHOOL UNIFORM

General

We rely heavily on parental co-operation to ensure an acceptably high standard of dress. The School reserves the right to exercise its discretion over any aspect of a boy's appearance but the following guide lines should be observed.

- All clothes should be properly named with name tapes;
- Clothes must be smart, clean and well cared for;
- Pupils may not wear ear-rings, bracelets, studs, chains, necklaces or rings;
- The wearing of coloured T-shirts under school shirts, or T-shirts which are visible at the collar is not permitted;
- Shirts should be tucked in at the waist, with top buttons done up and ties worn correctly;
- Your son should have a schoolbag or briefcase for carrying his books, and another stout bag for games-clothes.

RAINCOATS OR OVERCOATS: Coats should be plain navy blue or black and should not carry conspicuous logos or colours.

HATS: Sensible, plain hats used for their appropriate purpose are encouraged.

SPORTS KIT: All pupils must wear the dress appropriate to the sport.

A clothing list is sent to the parents of all new boys and they are available from the school office at any time. The current list can be seen at Appendix C.

School Shop

All of the uniform and sports kit for Abingdon Preparatory School (except footwear) can now be purchased on site in the Abingdon School Shop, which is situated by the Lower car park, next to The Lodge. Boys can charge items of uniform to their School bill, unless parents have advised the Shop otherwise. Out of term time, payment can be made by cash, cheque or by card. We regret that payment by card over the telephone cannot be accepted. The Shop also stocks cricket equipment, hockey sticks and rugby accessories. If there is anything your child needs, please ask as we have contacts with several suppliers and can usually find the items you require. The opening times of the School Shop for both term and holidays can be found on the Abingdon School web site or by telephoning the Shop on 01235 849107.

Nearly New Uniform Scheme

The nearly new uniform scheme is run by members of the Parents' Association. The stall is open from 3.30 – 5.00 at pre-advertised times. Details will be put on the website in advance.

22. PAYMENT OF FEES

Fees are payable in advance, and accounts for pupils are normally prepared and forwarded to parents shortly after the end of each term. One of the conditions under which pupils are accepted for admission to the School is that fees will be paid by the first day of each term. When the annual fees are calculated and approved by the Governors, a major factor taken into account is school income based on the assumption that all parents pay their accounts by the due date. If such payments are not made as expected, then our cash flow changes to the detriment of our income and expenditure account as a whole. The inevitable result must be a rise of fees in the future. The Governors therefore reluctantly stipulate that unless all due accounts have been settled by half-term, the pupil concerned may not be allowed to return to school. In any case, an interest charge is levied on all overdue accounts, currently at 1.5% per month (26.8% p.a.). However, notwithstanding this ruling, the Governors are most anxious that no pupil whose parents are in temporary financial or other difficulty should be made to suffer unduly, and strongly advocate that, in such cases, the parent concerned get in touch with the Bursar immediately in order that the matter may be discussed and if possible resolved to the mutual satisfaction of both parent and School.

The fee is composed on the “inclusive” rather than the “exclusive” principle – that is to say, extras are kept to a minimum, and in almost every case will be incurred only with parental permission. The chief exceptions to this rule are the charges for public examinations, mostly taken in year 8, which are debited separately.

Accounts are normally paid directly into the School's bank account by means of the tear-off slip at the bottom of each account or by cheque sent to the School. However, in order to assist parents, a scheme exists by which payment may be made by Direct Debit. A form explaining the scheme is available, on application, from the Bursar, who will be pleased to answer any queries on this subject or any other aspect concerning fees.

The School may occasionally agree to keep a boy's place open for a term, or longer, while his parents travel abroad or for some similar reason. In such cases, of course, establishment costs remain unaltered, and it may regrettably be necessary to charge a retainer fee, which is 50% of the fee that the parents would otherwise have paid for the boy's attendance at the School during the time concerned. A term's notice will be required in such a case.

23. LEAVING

Progress through the School

Abingdon Preparatory School offers a planned course of education right through to the end of Year 8, and it is assumed that parents accepting a place agree to keep their sons at the school until that moment is reached, unless there is proven and substantial cause for dissatisfaction.

24. PLACEMENT AT 13+

The procedures for gaining a place at a school at 13+ vary from school to school. Parents may discuss the procedures with the Headmaster at any time but a formal presentation is made to all parents of pupils in year 5 (aged 9 - 10).

26. COMPLAINTS PROCEDURE

Pupils - A pupil who is unhappy about any course of action taken by the School or any individual teacher may speak directly to the teacher concerned or to the Headmaster about their concern. If this concern remains unresolved it is thought that any official complaint will be undertaken by the parents on behalf of the pupil. The procedure for this is outlined in Appendix A.

Parents - The procedure for parental complaints is outlined in Appendix A.

Appendix A

COMPLAINTS PROCEDURE

Introduction

The School prides itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a complaint, they can expect it to be treated by the School in accordance with the following procedure.

Stage 1 – Informal Resolution

- It is hoped that most complaints and concerns will be resolved quickly and informally.
- If parents have a complaint they should normally contact their son's form teacher. In many cases, the matter will be resolved straightaway by this means to the parents' satisfaction. If the form teacher cannot resolve the matter alone, it may be necessary for him/her to consult others, such as a head of department, the Deputy Head, the Bursar or the Head.
- Complaints made directly to a head of department, Deputy Head, or the Head will usually be referred to the relevant form teacher unless the head of department, the Deputy Head or the Head deems it appropriate for him/her to deal with the matter personally.
- The form teacher will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved within ten school working days, or in the event that the form teacher and the parent fail to reach a satisfactory resolution then parents will be advised to proceed with their complaint in accordance with stage 2 of this Procedure.

Stage 2 – Formal Resolution

- If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Head. The Head will decide, after considering the complaint, the appropriate course of action to take.
- In most cases, the Head will meet or speak to the parents concerned, normally within 7 school working days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.
- It may be necessary for the Head to carry out further investigations.
- The Head will keep written records of all meetings and interviews held in relation to the complaint. Once the Head is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Head will also give reasons for his decision.

- If parents are still not satisfied with the decision, they should proceed to Stage 3 of this Procedure.

Stage 3 – Resolution by Chairman of Governors

- If the complaint cannot be resolved by the Head, then the parents should put their complaint in writing to the Chairman of Governors addressed to the School. In most cases the Chairman of Governors will meet or speak with both parents concerned and the Head within ten school working days and once, as far as is practical, all the relevant facts have been considered, will make a decision which the parents will be informed about in writing. The Chairman will also give reasons for his decision.
- If parents are still not satisfied with the decision, they should proceed to Stage 4 of this Procedure.

Stage 4 – Panel Hearing

- If parents seek to invoke Stage 4 (following a failure to reach an earlier resolution), they will be referred to Mrs Tanya Hawley who has been appointed by the Governors to call hearings of the Complaints Panel.
- The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of at least three persons not directly involved in the matters detailed in the complaint, one of whom shall be independent of the management and running of the school. Each of the Panel members shall be appointed by the Governors who will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 17 school working days.
- If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 5 days prior to the hearing.
- The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation.
- Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete within 14 school working days of the Hearing. The Panel will write to the parents informing them of its decision and the reasons for it. The decision of the Panel will be final. The Panel's findings and, if any, recommendations will be sent in writing to the parents, the Head, the Governors and, where relevant, the person complained of.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except in so far as is required of the school by paragraph 6(2)(j) of the Education (Independent Schools Standards) Regulations 2003; where disclosure is required in the course of the school's inspection; or where any other legal obligation prevails.

Appendix B

ANTI-BULLYING POLICY

Introduction

Abingdon Preparatory School is justifiably proud of the very good relations that the great majority of the boys enjoy between each other and with the staff for the greater part of the time. This was indeed the *main* finding of the Independent Schools' Inspection team when it visited us as Abingdon Prep in November 1999.

Like any good school however we are not prepared to become complacent about this and acknowledge that from time to time certain unwelcome behaviour between pupils can occur.

This is not something that any member of the school community - pupils, staff or parents - should have to put up with.

It is a common concern to us all and can only be effectively dealt with if it is brought into the open and discussed.

It is not the aim to cast blame in the initial stages of difficulties but it should be stressed that repetition of bullying behaviour cannot be accepted and will be regarded as a very serious offence.

What is bullying?

Bullying can occur through several types of anti-social behaviour. It can be;

- PHYSICAL
 - A child can be physically punched, kicked, hit, spat at, etc.
- VERBAL
 - Verbal abuse can take the form of name calling. It may be directed towards gender, ethnic origin, physical/social disability, or personality, etc.
- EXCLUSION
 - A child can be bullied simply by being excluded from the discussions/activities, with those they believe to be their friends.
- DAMAGE TO PROPERTY OR THEFT
 - Pupils may have their property damaged or stolen. Physical threats may be used by the bully in order that the pupil hand over property to them.

Bullying affects everyone, not just the bullies and victims. It also affects those other children who watch, and less aggressive pupils can be drawn in by group pressure. Bullying is not an inevitable part of school life or a necessary part of growing up, and it rarely sorts itself out.

Why does the School need an Anti – bullying policy?

The School believes that its pupils have the right to learn in a supportive, caring and safe environment without the fear of being bullied.

All institutions, both large and small, contain some members who have the potential to bully. It is important therefore that the School has a clear and written policy to promote this belief, where both pupils and parents/guardians are fully aware that any bullying complaints will be dealt with firmly, fairly and promptly.

If you know that your child is being bullied please inform the form teacher.

If you are not sure whether he is being bullied or not look out for some of the following signs:

Your child:

- Begins to do less well at school;
- Becomes withdrawn;
- Is reluctant to go to school, complains of stomach pains and headaches or a noticeable pattern of illnesses occurs;
- Becomes easily distressed. His eating habits change / eats less;
- Stammers;
- Has bruises, which he is reluctant to explain;
- Has possessions which go missing;
- Needs money to take to school – to pay off the bully;
- Refuses to say what is wrong;
- Provides unconvincing excuses to explain any of the above.

None of the above mean that a child *is* being bullied – just that they may be.

Policy

- All boys / parents are encouraged to talk about any problems they are having.
- In the event of any bullying issues being raised, form teachers will talk to both /all parties involved and depending on the nature of the bullying, to parents.
- If there is any repetition, the Headmaster will talk to the parents of parties involved.
- If there is any further repetition, disciplinary action will begin against the bully. This will be done in consultation with the parents.

NB

Under no circumstances should a parent ever approach a pupil at Abingdon Preparatory School to deal with incidents directly. Always go via the form teacher or Headmaster.

Appendix C

SCHOOL UNIFORM LIST

Abingdon School Enterprises Ltd, Park Road, Abingdon, Oxon OX14 1DE
Tel: 01235 849107 email: shop@abingdon.org.uk VAT no: 799574739

Autumn Term	Until half term – summer or dress uniform
	After half term – dress uniform
Spring Term	Dress uniform only
Summer Term	Summer uniform only

NB Boys should not mix the summer and dress uniforms.

Pre-prep School – Reception, Year 1 and Year 2	
Green School crested sweatshirt*	Sports Clothing
Art apron	White t-shirt
Grey shirt – summer short sleeved	White shorts
- winter long sleeved	White socks
Grey worsted shorts (or pinafore)	White plimsolls/trainers
Dark grey socks	Navy shorts (not Reception)
Plain navy coat	Reversible rugby/football shirts* (not Reception)
Black shoes	Navy knee socks (not football socks)
Break time shoes – plain black trainers – velcro fastening	Plain trunks (not shorts)
Book Bag* (first one provided by the school)	Towel School Back Pack kit bag*
	Hooded tracksuit top and bottoms*
Prep School Years 3 – 8	
Dress Uniform	Summer Uniform
Grey shirt	Grey shirt
Grey worsted shorts (Yrs 3 – 6)	Grey worsted shorts (Yrs 3 – 6)
Grey worsted trousers (Yrs 7 – 8)	Grey worsted trousers (Yrs 7 – 8)
Plain tie* (Yrs 3 – 6)	Navy School crested sweatshirt*
Crested tie* (Yrs 7 – 8)	
School pullover*	
Dark grey socks	
Prep School – All Year Round	
Black shoes	Plain Navy Coat
Back pack	Break time shoes – plain black trainers
Prep School Sports Clothing	
Football/Rugby/Hockey	PE/Athletics
Navy Shorts	White shorts
Navy Socks	White socks
Reversible rugby/football shirt*	White t shirt
Football boots	White plimsolls/trainers
Shin Pads	Swimming
Gum shield (Rugby/hockey)	Plain dark trunks (not shorts)
Navy School tracksuit*	Towel
School kit bag*	Cricket (Yrs 5 – 8)
Boot bag*	School cricket shirt*
House coloured vests*	Cricket pullover
	Cricket trousers
	Cricket socks
	Cricket boots (Optional)

Every single item must be clearly and permanently labelled

All the above items are available from the School shop except footwear. Items marked with an * are School specific.

Appendix D

Forms authorising the school to administer medicine can be obtained from the school office.

Appendix E

Smoking, alcohol and drugs

The possession, use or supply of alcohol, tobacco and drugs at Abingdon Preparatory School is absolutely prohibited. Pupils who contravene this rule must expect to face severe sanction.

Prevention:

The central aim of this policy is to prevent Abingdon Preparatory School pupils from abusing any form of substance and to prevent the spread of misuse within the school. We aim to do so by means of education, pastoral care, detection of users and a sanctions policy.

Education:

We educate pupils to understand that the use of illegal drugs is or may be a criminal offence and will be harmful to their health, integrity, independence, opportunities and careers and will damage the society in which they live. We educate by means of personal development courses and by example, by discussion and by means of lectures from outside experts.

Pastoral Care:

We encourage the pupils to discuss their anxieties about drugs or substances in confidence with a member of staff or the school counsellor. Matters brought into counselling by a pupil or his parents, in circumstances which are genuine, will be “ring-fenced” from disciplinary sanctions or adverse report but a pupil who is suspected of involvement with drugs or substances outside this context will face the full disciplinary consequences.

Detection:

Every complaint or report of involvement with drugs and substances will be followed up and investigated. A pupil suspected of involvement with drugs and substances may be suspended.

Sanctions:

In the case of alcohol and tobacco, first offences could result in suspension – and in the case of supply – expulsion. Repeat offences could result in expulsion.

Where drugs are involved, first offences could result in expulsion.

Appendix F

THE MANAGEMENT OF THE FOUNDATION

The foundation has twenty governors who meet every term, or more frequently, if appropriate. They oversee all aspects of school governance. Nearly all the twenty governors are additionally members of other smaller governor committees.

The Abingdon Preparatory School Committee

There are five members of the board on the Abingdon Preparatory School committee.

Governors

Mr Jon Gabitass (Chair)	Former Head of Merchant Taylors' School, Northwood
Mrs Jane Cranston	(Also Chair of Governors of the School of St Helen & St Katharine)
Mr Robert Farrant	Master of Christ's Hospital
Dr Heather Lumsden	GP
Mrs Helen Ronaldson	Former Master of Christ's Hospital

Officers

Mr Chris Davies	
Mr Mike Rees	Deputy Head Abingdon Prep School
Mr Mark Turner	Head Master, Abingdon School
Mr Jonathan Webster	Bursar of Abingdon Foundation

The committee oversees all Abingdon Preparatory School issues. The day-to-day management of the school however remains the preserve of the Headmaster and if you have any concerns he should always be your first port of call.

Additional Governor Committees

- The Finance and General Purposes Committee
- Education Committee
- Staff Committee

In addition to the relevant Governors, The Headmasters of both Abingdon and Abingdon Preparatory Schools sit on all Governor Committees. Meetings of the full governors and of all the committees are held both at Abingdon and Abingdon Preparatory schools.

Senior Management Team

The Foundation's Senior Management Team consists of:

The Headmaster (Abingdon), The Headmaster (Abingdon Preparatory School), The Deputy Heads at Abingdon, The Bursar and The Registrar. The SMT meets every week, or more frequently if required.

Abingdon Preparatory School Management

Senior Management Team

The Headmaster, The Bursar, Deputy Head (Mike Rees), the two Assistant Deputies (Simon Littlewood and Claire Delo) and the Head of the Pre-prep Department, Sonia Coulton, meet on Tuesday after School every week.

There is a full staff meeting every Monday evening after school.

There are committees consisting of representatives from Abingdon and Abingdon Preparatory School for:

Health and Safety, Works, Ecology, ICT and Communications.

Appendix G

INFORMATION TECHNOLOGY: ITS USE AND MISUSE

Information technology is clearly a vital element in any child's education in the 21st century. All pupils leaving Abingdon Preparatory School will go on to use its potential vocationally to a greater or lesser degree.

Just as IT can be used effectively and efficiently so too can it be misused with powerful and long term effects.

Part of the school's IT programme will be to educate the pupils in the positive use of IT and to warn against the possible dangers and threats of misuse.

Any pupil who misuses IT and harms:

1. The reputation of another pupil
2. The reputation of a teacher or member of staff at school
3. The reputation of the school itself

in any way, can expect to be subjected to the school's disciplinary system including temporary and permanent exclusion from school.

These sanctions will stand when there is misuse of either the school's internal network or of other public sites, such as social networking sites. Once any unacceptable information is published, it is almost impossible to retract it effectively.