



DONHEAD
PREPARATORY SCHOOL

FAMILY HANDBOOK
2018/19

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Dear Parents,

At Donhead we will have three main aims for your son in the year(s) to come:

- Firstly, we would hope to begin his formation as a 'Man for Others'. At Donhead we seek to be a 'schola affectus', a School of the Heart, wherein the pupils first of all realise how deeply they are loved and valued as individuals and, from there, how they can return that love in every word and deed, as they open their hearts to others. We will encourage your son to care for his neighbour every day and to respect and care for one another as friends and companions. How we treat each other is the most important thing. Ultimately, we seek to educate young men who will exercise leadership in terms of these values and seek to help those who need their help most; Leaders in Service and young men of competence, conscience and compassionate commitment.
- Secondly, we will be committed to excellence in all that we provide at this school and will urge your son, in turn, to pursue excellence in all his endeavours at school. We will require him to write AMDG at the start of each enterprise and will urge him to give of his very best in all that he does, to the greater glory of God. We will encourage him to develop his talents to the full, in order that, in the fullness of time, he will be able to make the biggest difference he can. We will encourage him at every opportunity to take a real pride in his school and in the contribution that he makes.
- Thirdly, we will seek to involve your son as much as we can and to develop his skills as fully as we can. We will emphasise to your son the importance of activity and involvement and will do all we can to offer a breadth of provision to ensure that we can develop the particular skills of all. The school motto is 'Semper Magis'. This translates as 'Always More'. We will ask your son to ask himself the following question on a continuous basis: 'What more can I do, what more can I give?'. By developing his talents to the full he will be able to make an even greater difference when the time comes.

We believe that if your son is truly loved, cared for, encouraged, valued and involved then he cannot fail but to gain the full benefit from his time at this school and reach his full potential, both in academic terms and in all aspects of his personal development. Most importantly, also, we believe he will have taken those first steps along the road which, ultimately, will equip him to make a real difference to those who need his help most. A person who truly cares for the needs of others. Jesuit education and this school are committed to the formation of 'Men and Women for Others', leaders in service.

For your part, please be assured that we greatly value the involvement of our parents in the life of the school and urge you to support the Friends of Donhead and the many activities and functions that take place through the course of the year. Ours is a faith that is forged in community and the involvement of all the members of our community is of central importance to us.

Safeguarding

The safety and well-being of all pupils at Donhead Preparatory School is our highest priority. Our business is to know everyone as an individual and to provide a secure and caring environment so that every pupil can learn in safety.

Mrs Katy Brady, Assistant Headteacher (Pastoral Care), is the Designated Safeguarding Leader (DSL) for all year groups, including EYFS. If you have any concerns of a child protection nature you should report your concern immediately to the Designated Safeguarding Leader (or in her absence the Deputy DSL) and the Headmaster. Mrs Brady can be contacted at 020 8946 7000 or email katy.brady@donhead.org.uk.

Miss Becky Jackson, Assistant Headteacher (Pre-Prep), is the Deputy Designated Safeguarding Leader (DDSL). Miss Jackson can be contacted at 020 8946 7000 or email becky.jackson@donhead.org.uk.

If the DSL, DDSL or the Headmaster are not available, you should report your concerns to the Chair of Governors, **Mr Paul Chitnis** on +44 (0)20 8946 0466/paul@jesuitmissions.org.uk or the nominated Governor for Safeguarding (including Prevent) **Mrs Kathy Gogarty** on kathy_gogarty@hotmail.com.

Should the concern relate to Mrs Brady, you should report your concerns to the Headmaster at 020 8946 7000 (ext 1) or email to headmasterpa@donhead.org.uk. Should the concern relate to the Headmaster, you should report your concern to the Chairman of Governors, **Mr Paul Chitnis** on +44 (0)20 8946 0466/paul@jesuitmissions.org.uk or the nominated Governor for Safeguarding (including Prevent) **Mrs Kathy Gogarty** on kathy_gogarty@hotmail.com.

In case of serious harm, the police should be informed from the outset.

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral. If the child's situation does not appear to be improving the individual with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.

MASH (Multi Agency Safeguarding Hub) Team, Children, Schools and Families Department, 12th Floor, Merton Civic Centre, London Road, Morden, SM4 5DX. Telephone: 020 8545 4226 or 020 8545 4227 (out of hours: 020 8770 5000), Fax: 020 8545 4204, Email: mash@merton.gov.uk

Local Authority Designated Officer (LADO): 020 8545 3179 /lado@merton.gov.uk

Merton Safeguarding Children Board Referral and Assessment Team: 020 8545 4226 or 020 8545 4227

Merton Safeguarding Children Board Out of Hours Emergency Duty Team: 020 8770 5000

DfE Prevent Helpline for Staff & Governors (non-emergency): 020 7340 7264/
counter-extremism@education.gsi.gov.uk

Police non-emergency: 101

Police emergency: 999

Governors & Staff

Board of Governors

Mr P Chitnis	Chairman of Governors	Mrs A Johnson	Governor
Mr D Doran	Parental Governor	Mr P Morgan	Governor
Mrs K Gogarty	Chair of Pastoral and Chaplaincy committee	Mr P O'Sullivan SJ	Governor
Mr A Laing	Chair of Curriculum and Staffing Committee	Mrs A Thursby-Pelham	Governor
Mr J Quant	Chair of Finance Committee	Mr J Hawthorne	Clerk to the Governors

Headmaster

Mr P Barr BA (QTS) Hons

Deputy Headteacher

Mrs B White

Assistant Headteachers

Mrs K Brady	Head of Pastoral; DSL, Elements B Form Teacher
Mrs C Hitchcock	Head of Prep; Prep H Form Teacher & Head of Geography
Miss R Jackson	Head of Pre-Prep; DDSL; PP1J Form Teacher

Teaching Staff

Mr P Amos	Elements A Form Teacher, Assessment co-ordinator	Mrs M Gregory	LP2G Form Teacher
Mr S Anglim	Head of Pre-Prep Games, PE & Games Teacher	Mrs A Johnson	Head of Art & DT (<i>Maternity cover</i>)
Mrs G Beecher	Prep B Form Teacher	Mr D Kester	Head of PE & Games, PE & Games Teacher
Mrs J Bendall	Head of Pre-Prep Literacy, PP1B Form Teacher	Mrs N Medawar	Reception M Form Teacher
Mrs T Cheung	Music Teacher	Mr K Miskelly	Head of Prep Literacy, LP1E Form Teacher
Mrs J Clark	Head of PSHEE, LP2C Form Teacher	Mrs J Nealon	Head of Maths, SpLD Teacher
Mrs B Curtis	Director of Music	Miss M Neary	LP1W Form Teacher
Miss C Davidson	Head of RE and Lay Chaplain	Miss M Negkaki	Head of MFL
Miss A Easter	Head of History, LP2E Form Teacher	Miss A Panozzo	PP2P Form Teacher
Mrs C Fellows	Head of Science, PP2F Form Teacher	Mrs M Plech-Blair	Head of SENDCo
Mrs S Fleming	Reception F Form Teacher	Miss O Rodrigues	Head of Computing & I/C School Website & Social Media
Miss B Gray	PP1G Form Teacher	Mr H Tabb	PE & Games Teacher
		Miss H Winship	Subject Teacher

Lead Teaching Assistants

Mrs A Chamberlain	Mrs R Martis-Jones	Mrs S Finn	Mrs L Tunnicliffe
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Teaching Assistants

Mr B Chamberlain	Mrs M Fernandes	Mrs N Maillard	Mr J Thompson
Miss T de Pfeiffer-Key	Mrs B Golding	Miss I Mihailuka	Mrs L Thompson
Mrs A Earle	Mrs S Hunt	Mrs M Rowan	Mrs E Van Ristell
Mrs C Elks	Mrs L Kellett	Mrs E Seymour	Mrs A Vaughan-Barrett
Mrs T Epstein	Mrs N Mahoney	Mrs E Tanner	

Support Staff

Miss S Buckley	PA to the Headmaster	Mrs M Dan	Bursar
Ms E Kearney	School Office Manager	Mrs A Murtagh	Finance Assistant
Mrs F Tavares	School Office Receptionist	Mrs M Megarry	After-School Club Manager
Mr E Reid	Site Manager	Mrs T Ruddock	After-School Club Manager
Mrs E Milhomem	Cleaner	Mrs O Butler	Catering Manager
Mr J Green	Cleaner & Catering Assistant	Ms M Konieczna	Catering Assistant
Mrs M Straw	Cleaner	Miss K Mielcarek	Catering Assistant
		Ms D Rowe	Catering Assistant

The School Day

On the first day of the new term all new boys and their parents should arrive between 8.45am - 9.15am. You should make your way to the gym where a Prefect or Buddy will show your son to his classroom. Parents are very welcome to accompany their son to the classroom if they wish.

After the first day the school is open from 7.30am, Monday to Friday, and boys may arrive from this time. The boys can be dropped into the classroom from 8.00am onwards where they are supervised by the Teaching Assistant. Boys arriving between 7.30am and 8.00am **MUST** report, and wait, in the Refectory.

Official School hours and Year Names are as follows:

PRE-PREP DEPARTMENT

Reception	8.50am – 3.00pm (2.45pm on Friday)
Year 1: Pre-Prep 1	8.50am – 3.30pm (2.45pm on Friday)
Year 2: Pre-Prep 2	8.50am – 3.30pm (2.45pm on Friday)

PREP DEPARTMENT

Year 3: Lower Prep 1	8.50am – 3.45pm (3.00pm on Friday)
Year 4: Lower Prep 2	8.50am – 3.45pm (3.00pm on Friday)
Year 5: Preparatory	8.50am – 3.45pm (3.00pm on Friday)
Year 6: Elements	8.50am – 3.45pm (3.00pm on Friday)

Any boy arriving at school after 8.50am should report to the Reception Area where we will record his late attendance in the register. If you are taking children out during the day for an appointment, please notify the school in advance and then sign out your son in Reception Area; signing them back in on your return. This ensures we keep a fire register up to date at all times.

In the Pre-Prep it is possible for your son to stay in the classroom with a teaching assistant until 4.00pm, but the teacher should be notified in advance.

A variety of **activities** take place from 3.00pm to 5.00pm on a Monday – Thursday, and a full list of activities will be published each term.

A **homework class** is held from 4.00pm to 5.00pm on Monday to Thursday for LP1 to Elements and boys are expected to stay for the whole hour, although collection from 4.50pm is acceptable. Please note an additional charge of £2 per session, is made for HW class.

An **After-School Club** is available between 4.00pm and 6.00pm, Monday to Thursday. A charge is made for use of this facility. For further details, please contact the School Office or visit our website.

Boys attending clubs are collected at 5.00pm unless otherwise advised. On their games afternoon, boys in LP1 to Elements should be collected from the ground, unless they are returning for an after-school activity or it is more convenient for parents to collect their sons from the school site.

Reception and Pre-Prep boys should be collected from the classroom at the end of the day. The other Prep Years are brought to the front of the school by the form teachers to meet those collecting them. If you find you are delayed on any occasion, please telephone the School Office. Your son will be supervised outside the Headmaster's office until you arrive.

Attendance and Absence

All pupils are expected to attend classes throughout the school year on all the days that the school is in session. Pupils will also from time to time or on a regular basis be required to attend after-school and weekend activities, and sporting fixtures and training sessions. Parents must understand that there is a regular and recurrent commitment beyond the school day for many pupils, which is an essential part of the education of individuals and the building up of the school as a community. Sometimes these commitments will conflict with family and other demands and, in such situations, parents are asked to ensure that requests to be absent from school activities are not lightly made.

Please remember that, apart from illness, absence from school should only happen in exceptional circumstances. Annual returns are made to the DfE in which we have to record the number of unauthorised absences during the school year. Therefore, it is very important that the following procedures are adhered to:

- i) If your son is **ill and absent** from school please telephone or email the School Office before 9.00am to inform us of his absence at absences@donhead.org.uk. A telephone call from the office will be made if no explanation for absence is received by 10.00am. On his return to school please supply him with a short note, explaining the reason for absence, addressed to his form teacher.
- ii) If your son has a **medical appointment or any other routine appointments** where he will be absent from school please email the information to absences@donhead.org.uk.
- iii) If you wish to **request absence from school for family reasons**, holidays, etc, you must email or write to the Headmaster in advance. **Please remember that every effort should be made not to disrupt his term-time attendance and that such requests be made only in exceptional circumstances.** Thank you, in advance, for your co-operation in this matter. Please email headmasterpa@donhead.org.uk.

Fees and Finances

The fees are determined annually by the Governors at their March meeting. The Governors reserve the right, however, to respond to need by changing the fees at any time.

The fees for the Academic Year 2018-2019 are:

£3,725 per term (£11,175 p.a.) for Reception

£3,874 per term (£11,622 p.a.) for Years 1 to 6 (Pre-Prep 1 to Elements)

Which includes all tuition, lunch, break-time drink and snack. Fees are payable strictly in advance.

All new entrants to the school pay a one-off £20 fee for books supplied by the school.

The school operates a direct debit system for payment of fees. Full details will be sent before the beginning of term.

Music: Individual instrumental music lessons are available for a separate charge. **Please note that parents are invoiced directly by the music teachers concerned and prompt settlement direct with the teacher concerned is greatly appreciated.**

Outings & Visits: Payments for excursions and visiting performers are charged at the end of each term on your fee invoice.

Extra-curricular Activities: Payments for extra-curricular activities are charged in advance and they will be shown on your fee invoice or in a separate invoice.

Notice of Withdrawal: One full term's notice is required, in writing, of the intended withdrawal of a boy. Failing this, fees for the following term are payable in full. Full details are in the Acceptance Agreement issued on enrolment.

Nursery Education Grant

Donhead is included in the Local Authority Directory of non-maintained providers eligible to claim funding for the provision of free nursery education places. We are, therefore, eligible to receive the Nursery Education Grant. As part of the application process our Reception Class provision will be regularly inspected by the Independent School Inspectorate. These inspections will ensure that we are abiding by the Code of Practice requirements for Early Years Education. These reports will be distributed to you.

Eligibility applies to all 3 & 4 year olds and, for the purposes of the grant, a 4 year old 'counts' as a 4 year old for the three terms following his 4th birthday. Boys are eligible for the grant until they reach their 5th birthday. The grant related to the 3 hours per day free education will be shown on your termly invoice.

Teaching and Learning in Reception (EYFS)

Curriculum

The Reception Class curriculum at Donhead will follow the seven Areas of Learning:

1. Personal, Social and Emotional Development
2. Communication and Language
3. Literacy
4. Mathematics
5. Understanding of the World
6. Physical Development
7. Expressive Arts and Design

Homework

- Reading – practice high frequency words daily and learning to identify and read all 45 high frequency words by the end of Reception.
- Maths - one piece of maths home work on a Wednesday.
- Sound work – identify letter names and sounds by the end of Reception.
- Parents are requested to hear their children read each night.

Reporting to Parents

Written reports on your son's progress will be issued in July. Formal parent-teacher meetings will be held in the Michaelmas and Lent terms.

Parents have free access to their child's EYFS Profile and their academic progression. Should parents wish to access their child's personal file a written request to the Headmaster is required.

Assessment

All children will be assessed against the Foundation Stage Profiles.

Teaching and Learning in Pre-Prep 1 & Pre-Prep 2

The following subject areas are taught:

Core Curriculum

English
Mathematics
Science
Religious Education

Foundation Curriculum

Spanish
History
Geography
Art
Music
Design Technology
Computing
PSHEE
Physical Education
Games

Curriculum Organisation

The children are taught largely by their form teacher, believing that the development of a close relationship with the form teacher is of great benefit at this stage of their education. Subject specialists deliver the curriculum in Spanish, Music, PE, and Games.

Assessment Arrangements

Assessment is on-going throughout the Pre Prep. Progress is assessed regularly throughout each term in the form of assessed written work, Maths tasks and tests, phonic checks and reading comprehensions. At the end of the Pre-Prep, each boy will have a Pre-Prep Profile which details his progress and ability in the main areas of Literacy, reading and Mathematics. This profile is made available to the LP1 teachers and given to parents at the end of PP2.

Reporting to Parents

We have a range of strategies that keep parents fully informed of their child's progress in school. We also encourage parents to contact the school if they have concerns about any aspect of their child's work. These strategies will include parents' meetings, written reports and informal contacts as required.

- Written reports are issued in July.
- Half-termly grade cards on progress and attainment are sent to parents.
- Verbal reporting to parents, in the form of Parents' Meetings, take place in the Michaelmas and Lent Terms. These are detailed in the termly calendar and reminders are sent to parents in the weeks preceding each meeting.
- Longer appointments are possible at any time and parents are urged to contact the school if they have concerns with their child's progress in any area of the curriculum. Appointments can be made directly with the teacher via their email addresses, which are available on the school website.
- Appointments with the Headmaster should be made through the PA by emailing headmasterpa@donhead.org.uk. Parents are encouraged to meet the Class Teacher or Miss Jackson (Assistant Headteacher for Pre Prep) prior to making an appointment with the Headmaster.

Homework

PP1 (Year 1): Literacy homework is issued on a Monday and based on the weekly spelling words. Numeracy homework is issued on a Wednesday. Foundation subject homework is sent home on Friday.

PP2 (Year 2): Literacy homework is issued on a Monday. Numeracy homework is issued on a Wednesday. Foundation subject homework is sent home on Friday.

All boys in Pre Prep 1 and 2 should be managing their homework tasks alongside daily reading. As a guide, PP1 boys will be spending 20-30 minutes each night on their homework (including reading) and PP2 boys slightly longer.

PSHEE

Personal, Social, Health and Economic Education is a subject that is taught within the Pre Prep timetable. This subject addresses the important issues of relationships, getting along with others, bullying, helping people and healthy living. Within PSHEE, circle time is practised which helps to develop the important skills of listening and co-operation.

Teaching and Learning in Lower Prep 1 to Elements

The Prep School follows the Independent Curriculum. Full details can be found at www.independentcurriculum.co.uk
The following subject areas are taught:

Core Curriculum

English
Mathematics
Science
Religious Education

Foundation Curriculum

French
History
Geography
Art
Music
Design Technology
Computing
PSHEE
Physical Education
Games

Curriculum Organisation

Subject specialists deliver the curriculum in:

- French
- Music
- PE
- Art and Design Technology
- Computing
- Games

Boys are set in Mathematics and English, according to ability. This setting begins in the second half of the Lent Term in LP1. Parents are issued with details of the Curriculum to be covered in their son's year group shortly after the beginning of each term.

Assessment Arrangements (Provisional)

- October: Cognitive Ability Tests (CAT) for LP1, LP2 and Prep
- November: LP1/LP2 Prep & Elements Assessments
- February: GL Assessment Tests in English, Maths, Reading & Spelling
- June: LP1/LP2 Prep & Elements Assessments

Reporting to Parents

We have a range of strategies that keep parents fully informed of their child's progress in school. We also encourage parents to contact the school if they have concerns about any aspect of their child's work. These strategies will include parents' meetings, written reports and informal contacts as required.

- Written reports are issued in July.
- Half-termly grade cards on progress and attainment are sent to parents.
- Verbal reporting to parents, in the form of Parents' Meetings, take place in the Michaelmas and Lent Terms. These are detailed in the termly calendar and reminders are sent to parents in the weeks preceding each meeting.
- Longer appointments are possible at any time and parents are urged to contact the school if they have concerns with their child's progress in any area of the curriculum. Appointments can be made by emailing the teacher directly. Teachers' email addresses can be found on the school website.

Homework

School policy is that homework is set daily to a homework timetable.

Lower Prep 1 (Year 3): 20 minutes of basic English and 20 minutes of basic Mathematics plus 20 minutes on main subject three evenings a week. The other two evenings reading, times tables and spellings practice.

Lower Prep 2 (Year 4): 10 minutes of basic skills, either Mathematics or English, is set each evening, plus one subject homework of 30 minutes duration. Reading should also take place each evening and recorded in your son's Reading Record.

Prep (Year 5) & Elements (Year 6): 10 minutes of Basic Mathematics and 10 minutes of Basic English is set each evening, plus one subject homework of 30 minutes duration for Prep and 40 minutes for Elements. Reading should also take place each evening and recorded in your son's Reading Record.

A Homework Diary is issued to all pupils and subject teachers ensure that pupils record in it all the homework set. The homework diary must be signed by the parent each week. This will be checked by the form teacher each Monday morning. Homework diaries can also be used as an effective channel of communication between home and school, via the form teacher.

Circle Time

Donhead uses Circle Time to help pupils develop skills of listening, co-operation with each other and friendship skills. Each class sets aside 20 minutes every Friday for Circle Time. Circle Time is one way of delivering the PSHEE curriculum within the school alongside our daily Examen and Form Periods.

Special Educational Needs and Disabilities (SENDCo)

SENDCo: Ms Magdalena Plech-Blair
SEN Assistant: Mrs Elizabeth Tanner

Tel: 020 8946 7000

Email: magdalena.plech-blair@donhead.org.uk

The SEND Department exists to provide support to ensure all pupils, despite their different needs, achieve their potential. At Donhead we believe that all pupils should achieve their learning potential and recognise that we all learn in different ways. Ms Plech-Blair, our school Special Educational Needs and Disabilities Co-ordinator (SENDCo), works closely with all staff in creating a learning environment that responds to/caters for each pupil as an individual. This is achieved by the provision of Quality First Teaching for different learning styles and students' different learning needs. The main aim is to ensure that all pupils preserve their self-esteem and confidence while making progress appropriate to their ability so that they achieve their potential despite their difficulties. Ms Plech-Blair is supported by Mrs Elizabeth Tanner, a full-time Special Education Needs Teaching Assistant. There will be times when students may find some aspects of learning more challenging, they may have specific learning needs or need to catch up with missed learning. The SEN department will ensure that steps are taken to support these students. We provide the following:

1. In-class support
2. Fine Motor Skills Groups
3. 1:1/ small group sessions with focus on Literacy, Comprehension, Numeracy and Study Skills
4. Smaller group teaching
5. Ability setting in English and Maths when possible
6. Early Riser Gross Motor Skills Group

We work closely with and follow advice from other professionals, such as, Educational Psychologists, Occupational Therapists, Speech and Language Therapist and Specific Learning Difficulties Teacher.

SEND (Special Educational Needs and Difficulties) Policy

The SEND Policy is inclusive, and sets out the ways in which the school makes provision for:

- The entitlement of all children to access the curriculum
- Those pupils who may need additional support during their time at primary school in order to achieve their potential
- The particular requirements of boys who are very able or talented

Music at Donhead

Music Curriculum and Class lessons

Music is an integral part of Donhead life and all boys have the opportunity to participate in musical activities and at every level. In the Pre-Prep School, the curriculum includes the Kodály approach and gradually feeds into the broader Music curriculum as the boys move into the Prep School. Music specialists undertake all the teaching. Lessons take place in our dedicated music room and are highly interactive, with boys having access to a wide range of tuned and un-tuned percussion instruments.

The Reception and Pre-Prep boys have 45 minutes of Music lessons per week and boys in LP1 upwards have an hour. Mrs Cheung teaches Pre-Prep 1 to LP1 and one of the LP2 classes, Mrs Curtis teaches two Reception classes, two LP2 classes through to Elements.

Choirs

There are three Choirs at Donhead:

- **The Donhead Choir** (Mrs Curtis). This is an auditioned choir, selected from boys in the Prep School (LP1 through to Elements). Each year, all boys in LP1 through to Elements are auditioned to see if they are ready to join the Donhead Choir. New members (Probationers) of the Donhead Choir join on a trial basis. Once every boy has been heard, a revised Choir list is published on the Music Board by the end of October. The Donhead Choir performs at the Carol Service, Sacred Heart Masses, the Inter-House Music Competition, the Day of Celebration and out of school events. This choir rehearses on Tuesday mornings from 8.00-8.45 in the Music Room.
- **The Senior Choir** (Mrs Curtis). This is open to boys in the Prep School (LP1 through to Elements). Although places are not auditioned and any boy can join, membership requires a commitment to attend all rehearsals. Boys who are interested in joining this Choir should see Mrs Curtis. This Choir performs at School Concerts and School Assemblies through the year and it rehearses on Monday mornings from 8.00-8.45 in the Music Room.
- **The Pre-Prep Choir** (Mrs Cheung). This involves all boys in Pre-Prep 1 and Pre-Prep 2 and it performs at School Concerts in the Lent and Trinity Terms. The boys perform a varied repertoire of songs and rhymes. The songs are rehearsed during the class lessons and the boys are brought together as a Choir for rehearsals a few weeks before concerts.

Instrumental Music Groups

In addition to the choirs, there are four instrumental groups:

- **Orchestra** (Mrs Curtis): Open to boys from Pre-Prep 1 upwards who are learning an orchestral instrument. Rehearsals are on Wednesday mornings at 8:00-8:45.
- **Brass Band** (Mr Mankarious): Open to boys who are learning a brass instrument. Rehearsals take place during Thursday lunchtimes.
- **Guitar Group** (Mr Coghetto): Open to boys who are learning the guitar. Rehearsals take place during Thursday lunchtimes.
- **Violin Group** (Miss Chesterman): Open to boys who are learning the violin. Rehearsals take place on Fridays at 8.15am.

Boys who are interested in joining any of the above groups should contact Mrs Curtis or the respective teacher. There are no additional fees for joining or membership of the Choirs or instrumental music groups.

Instrumental Tuition

We have excellent and experienced peripatetic teachers who offer tuition during school hours to any boy in the following instruments: **Piano, Tenor Horn, Trumpet, Trombone, Cornet, Clarinet, Flute, Recorder, Violin, Singing and Classical Guitar**. Singing lessons are available to boys in the Prep School (LP1-Elements) only. Boys can start learning at any time – in other words, they don't have to wait for a new term to begin.

Please see the information sheet: 'Individual Instrumental, Singing and Theory Tuition at Donhead' on the Donhead website (download from Parent Forms webpage) and complete the application form as instructed on the sheet. This will be passed to the respective instrumental teacher who will get in touch with you.

Peripatetic Tutors:*Brass* Mr P Mankarious*Cello* Mr M Calvo*Clarinet/Flute/Recorder/Saxophone & Theory* Mr R Cope*Guitar* Mr F Coghetto*Piano* Mrs T Cheung, Mr M Higgins, Miss C James, Mrs D Lammin, Miss S Vilmanyi*Singing* Ms H Ashby*Violin* Miss F Chesterman, Mrs C Wislocki**Opportunities for Performing**

We encourage the boys to perform as much as possible and the recent addition of the Auditorium makes this all the more special. We have:

- Up to twelve instrumental and/or group concerts per year.
- An annual Inter House Music Competition in which every boy in the Prep School participates.
- The Donhead Carol Service.
- Nativities for the Pre-Prep boys.
- An annual production for each year group, which usually involves singing.
- Frequent performances from soloists, instrumental groups and the Choirs on occasions such as assemblies, Masses and class lessons.
- Occasional opportunities to perform out of school.

The Music Department is very keen to nurture the boys' musical talents and give them as many opportunities as possible. Looking beyond Donhead, assistance is available to support boys who are considering applying for Music or Choral Scholarships in their secondary schools. Five Music Scholarships and one Music Exhibition have been awarded to five Donhead leavers for the academic year 2017-18. One boy was accepted into the Royal College of Music's Junior Department and both he and another boy became probationers at the Chapel Royal Hampton Court Palace. More recently, a boy has been accepted by the Yehudi Menuhin School.

You are always welcome to contact Mrs Curtis directly at: belinda.curtis@donhead.org.uk

Friends of Donhead

We very much value the contribution made by our parents' association, the Friends of Donhead, in the life of the school. Donhead exists to nurture a faith commitment that is forged in the community and, fortunately, we are very blessed with the strength of the community that exists here. The Friends of Donhead are a vital part of this. Not only do they raise funds for such important items as minibuses, stages, play areas, computer equipment and our chosen charities, they also create a forum through which parents can meet, socialise and forge friendships. The Friends of Donhead can be contacted at FOD@donhead.org.uk. Class Representatives from each class help the FOD Committee to organize functions and contact parents throughout the school year.

Sports Activities

Reception

Reception will have two dedicated PE sessions per week. The boys play other schools at Football and Athletics. All parents are invited to support their sons when they are taking part in school matches against other schools.

Pre-Prep 1

During the year all pupils have a PE lesson and one Games morning or afternoon each week. In the Michaelmas term, their Games session will be on a Wednesday morning with the main focus being Football and Rugby. In the Lent term, the Pre-Prep 1 Games session will be on Monday afternoon. The focus of this term will be swimming, taught at the Wimbledon College swimming pool. In the Trinity Term, the Games session will be on a Wednesday morning and will focus on Cricket and Athletics. This age group will play fixtures with other schools in football, cricket and athletics.

All parents are invited to support their sons when they are taking part in school matches against other schools.

Pre-Prep 2

During the year all pupils have a PE lesson and one Games morning or afternoon each week.

In the Michaelmas term, their Games session will be on a Monday afternoon. The focus for this term will be swimming, taught at the Wimbledon College swimming pool.

In the Lent term, Pre-Prep 2 Games will be on Wednesday morning which will take place at the Donhead Grounds. The main sports for this term will be football and rugby.

In the Trinity Term, their Games session will return to a Monday afternoon, held at the Donhead Grounds. The focus which will be Cricket and Athletics. This age group will play fixtures with other schools in football, cricket and athletics.

All parents are warmly invited to support their sons when they are taking part in school matches against other schools. Fixtures are detailed in the school calendar.

PP1	Games	Sport	Location
Michaelmas	Wednesday am	Rugby Football	Donhead School
Lent	Monday pm	Swimming	Wimbledon College swimming pool
Trinity	Wednesday am	Cricket Athletics	Donhead School

PP2	Games	Sport	Location
Michaelmas	Monday pm	Swimming	Wimbledon College swimming pool
Lent	Wednesday pm	Rugby Football	Donhead School
Trinity	Monday pm	Cricket Athletics	Donhead School

Lower Prep 1 to Elements

All pupils have a PE lesson and one Games afternoon each week. In the Michaelmas and Lent Terms, the main game is Rugby, with Cricket and Athletics in the Trinity Term. The boys play other schools at Rugby, Cricket, and Athletics. Additional team training takes place after school, with matches played on Games afternoons and Saturdays. If required, a boy is expected to represent his School and/or House at weekends or evenings.

Games days are as follows:

Tuesday	Prep
Wednesday	Lower Prep 1
Thursday	Lower Prep 2
Friday	Elements

On a Games day, the pick-up point for your son is from the Donhead sports ground on Coombe Lane. If there is any change to these arrangements, you will be notified in advance. If you are unable to collect from the Donhead sports ground, or they are attending an after-school activity, the boys will return to Donhead School by minibus. Details of these fixtures can be found in the School Calendar and on the website, as well as weekly in the Semper Magis newsletter. Drop-off and pick-up times are also stated.

Unless otherwise stated, boys should arrive for matches in full sports kit for both home and away fixtures.

Team-sheet information including postcodes for away matches and directions to all our fixtures, are available on the website.

All parents are encouraged to support their sons when they are taking part in inter-school matches and are invited to tea afterwards, both home and away. A voluntary contribution of £9.00 per term is requested from Prep School parents to cover the cost of home match teas.

IT IS COMPULSORY FOR ALL BOYS TO HAVE THEIR KIT CLEARLY NAMED WITH NAME LABELS ON THE INSIDE OF ALL SPORTS KIT.

House System

Every boy at Donhead is allocated a House.

House Colours are:	Campion	-	Yellow
	Loyola	-	Red
	Xavier	-	Green

Siblings are kept together in the same House. They have inter-house matches, competitions and meetings and soon identify, often very strongly, with their House and the sense of belonging which it brings. Each house has a House Leader (who is a member of staff) and all other staff have a particular allegiance to one House or another. Amongst other activities, House competitions take place in various sports, general knowledge and music. Each House has a Captain and two Vice-Captains from the Elements year group.

Recognition of Achievement

All boys can receive:

Coupons

Coupons (House Points) are awarded for a positive contribution in any area of school life (e.g. good behaviour, good work, kindness and helpfulness). Coupons are entered in the back of the Homework Diary. The top coupon-scoring House is rewarded with a House Tea each term.

Headmaster's Commendation Certificate

Boys who have gained 100 coupons or more in one week are awarded a merit sticker. All boys who then earn three merit stickers in the term are awarded a Headmaster's Commendation Certificates.

Semper Magis Certificate

Semper Magis Certificates are awarded for outstanding achievement or effort in studies, service to the school or community, sport or extra-curricular activities. These are awarded at Assembly and, if awarded for work in an exercise book, this also receives a 'Semper Magis' sticker.

Day of Celebration (Prize Giving)

Prizes for academic achievement and effort are awarded each year at the Day of Celebration in July. Every child receives recognition for his contribution to the school on this day.

Boys in Year 3 to 6 can also receive:

St Ignatius Award

This is awarded to boys who show exceptional commitment to our core values of courtesy, care and consideration for all. This should be viewed as the premier award given by the school.

Colours

Full Colours (U11) in Elements (Year 6) are awarded to all pupils who play for either the 1st Rugby Team and/or the 1st XI Cricket Team. Full Colours take the form of a school badge which is sewn onto the trousers of the boy's sports uniform. This award is only available in the Elements Year.

Donhead Blue

The Donhead Blue is awarded to boys who perform at a consistently outstanding standard for the 1st Rugby Team and/or 1st XI Cricket Team. The Donhead Blue takes the form of a tie which the boys are entitled to wear at school.

Additional Pre-Prep Awards

- Headmaster's Award for good work
- Daily front and back line leader.
- Class Dojo points (top 2 winners receive a prize on Fridays at assembly)
- Star of the Week
- Coupons are earned from Year 1 onwards

School and Home: Parental Support

Successful education is based on a supportive and co-operative partnership between home and school. It is clearly important that parents take an active interest in their child's school life and are seen to promote attitudes of hard work and commitment to studies, sport and extra-curricular activities. Some practical ways in which parents can support and promote their children's education are as follows:

- Take an interest in school work. Ask to see homework every night and check it against the homework timetable and diary.
- Establish a daily routine as early as possible: have clear times and conditions for homework, including at the weekends. Insist that books, equipment and kit for the next day are prepared the night before. Make sure that you have a copy of the lesson timetable, homework timetable and any exam schedules. Know which are Games and PE days. Much of this information will be sent to you at the start of the new year.
- Do encourage involvement in sports and extra-curricular activities.
- Do come along and support sports fixtures, plays and concerts, fund-raising events and other activities - even when your own child is not directly involved.
- Do support the school's policies and individual teacher's actions in disciplinary matters. It is important that parents and staff are seen to support each other and to work together to promote hard work, good behaviour and high expectations.
- Do not hesitate to contact the school at any time should there be any matter causing concern. We are committed to open communication between home and school. It is important not to let little concerns build up into serious mistrust or irritation. We are as keen to see things run smoothly as you are.
- The full range of school policies, including the Child Protection Policy and the Complaints Policy, are available on request and via the school website.
- The Assistant Headteacher (Pastoral Care), Mrs Brady, is the assigned Designated Safeguarding Leader. In the absence of Mrs Brady, Miss Jackson, Assistant Headteacher (Pre-Prep), is the assigned Deputy Designated Safeguarding Leader.
- If you have a matter that you wish to discuss with School, please follow the below sequence of contact to ensure your query is dealt with swiftly and efficiently.

Sequence of Contact

Pre Prep

Form Teacher
Assistant Headteacher Pre Prep or Pastoral
Deputy Headteacher
Headmaster

Prep School

Form Teacher
Head of Department
Assistant Headteacher Prep or Pastoral
Deputy Headteacher
Headmaster

Classroom Behaviour Code

All pupils are expected to follow the requirements of the Classroom Behaviour Code.

- Arrive on time for school and lessons.
- Stand up when a teacher or visitor who enters the room (from LP1).
- Put your hand up before speaking.
- Remember to say 'please' and 'thank you'.
- Listen to, and do your best to follow, the teacher's instructions.
- Ask if you do not understand or are not sure about something.
- Respect the contributions, work, effort and points of view of your fellow pupils; do nothing to interfere with others' learning.

- Make sure your homework is completed to the best of your ability, and handed in on time.
- Take pride and care in your work.
- Look after your environment. Keep your classroom and school tidy, free of litter. Take care of books, furniture and resources.
- Keep yourself neat and tidy with your tie done up, shirt tucked in and socks pulled up.

Other Information

Drop Offs & Pick Ups

Please do not park on the yellow lines outside the school gates. The school operates a 'Drop & Go' Zone which is run on a voluntary basis by parents. This enables you to pull up and hand your child over to the care of the parent on duty who will deliver him safely into school. There are also concession notices available from the School Office, which allows parents to park free of charge in the metered bays for a maximum of 10 minutes either side of the start and finish times of the school.

Accidents and Emergencies

A number of staff are qualified first-aiders and their training is renewed every three years. In the case of serious accidents parents or the emergency contact are notified and the child, accompanied by a member of staff, is taken directly to hospital if necessary. All injuries are recorded in the Accident Book and parents emailed when necessary. We also have 32 trained Mental Health First Aiders to support boys well-being.

It is very important to ensure that the School Office has an up-to-date contact number in case of emergency as well as informing us immediately of any change of address. All of these should be sent directly to receptionist@donhead.org.uk. Also, please ensure the return of the medical form with permission for a member of staff to act 'in loco parentis' in the event of an emergency.

Should parents wish to contact the school in an emergency they should use the school telephone number 020 8946 7000.

Medical

At the start of a child's time at Donhead, parents are required to complete a form giving basic medical records for their child. This form is kept securely in the School Office and will brief all the staff as appropriate. In this way, staff can be made aware of any problems, allergies or ailments such as asthma and can take appropriate action.

Boys who use an inhaler for asthma should give the School Office an emergency inhaler.

It is essential that parents advise us both of any changes to this information and of any problem that a boy had at birth (or since) that may affect his learning. The School Office will undertake to administer boys' medicines providing this has been agreed in advance in writing.

Children who become ill or infectious during school time will be isolated in the First Aid Room and parents contacted.

Children should not be sent to school who are ill or infectious and the school should be informed as soon as possible. Following any vomiting or diarrhoea, children must be kept at home for 48 hours after the last occurrence. Please refer to our First Aid Policy via the website for full details.

Appointments

Appointments with the teaching staff can be made directly with the teacher through their email address. Staff email addresses are available on the website. Appointments with the Headmaster should be made through the Personal Assistant to the Headmaster at headmasterpa@donhead.org.uk.

Clubs

Before school, lunchtime and after-school clubs run Monday to Thursday. A timetable of clubs is available through the school office and on the school website. Further details on how to book clubs will be sent to new parents in due course

Birthdays

Mrs Butler, our Catering Manager, bakes a cake for all children who celebrate their birthdays on a school day. Please do not allow your children to come in with sweets to share around as this can cause problems with litter and inappropriate food being given out and eaten at the wrong time!

Breakfast

We run a Breakfast Club for any boys wishing to have breakfast at school. This is available each day from 7.45am – 8.40am. An extra charge is made for this. Full details are available on the school website.

Breaktime

All the boys go out to the playground, under supervision, except during very wet weather. A mid-morning snack is provided. Boys are not permitted to bring in their own replacement snacks or drinks. Milk is also available at an extra cost of £8.00 per term (this is free for Reception).

Fire

All the buildings are fully equipped with alarms, smoke detectors and fire extinguishers. There are several exits from the building and fire safety measures are kept under review. Fire drills take place twice a term.

Lunch

The Catering Manager, Mrs Butler, and her team provide excellent and nutritious two-course meals for the pupils and the cost of this is included in the term's fee. Vegetarians are catered for. Parents are asked to provide packed lunches for day trips and visits. The lunch menu for the week ahead is published on the website each Friday. We expect the boys to eat correctly, to display good table manners, and to finish what is on their plate.

Missing Child and Failure to Collect

Details of our procedures when a child goes missing or a parent/carer fails to collect a child are detailed in our Missing Child Policy, which can be found on the school website.

Mobile Phones

We recognise that some of our older boys may have their own mobile phone. They may bring them into school if they use them to let you know they have arrived safely at school. However, they must hand them into the School Office on arrival each morning and collect them before going home. The school cannot be responsible for phones but we will do our best to ensure they are kept safely during the school day. Boys caught using their phone during the school day will have them confiscated until the end of that Half Term.

It is essential that we have a current mobile phone number and email address for the parents in our records. We use text messaging and emails to communicate quickly and conveniently with parents – 'rugby match cancelled due to weather', 'coach delayed in traffic', that kind of thing. We ask all parents to let us have their mobile telephone numbers on the understanding that they will be used for this purpose and, if necessary, for contacting parents in an

emergency. Please contact the School Office by email receptionist@donhead.org.uk if you need to change emergency contact numbers or details.

Outings

Each class normally goes on at least one excursion each term; these excursions are planned in conjunction with the curriculum to supplement and extend class work and excite the boys' interest. They may include visits to museums, galleries and historic sites. The cost of excursions is added to the next term's invoice. All parents are required to sign an indemnity at the start of the school year giving permission for their son to go on school excursions throughout the year and for staff to act as in loco parentis in terms of emergency medical treatment being required. Full contact details of parents are taken on all trips.

Personal Possessions

All equipment that a boy brings to school must be clearly marked; this applies especially to watches, pens and spectacles. Boys are actively discouraged from bringing expensive and valuable possessions into school – there is a high probability of them being lost or damaged, and the School will accept no responsibility for loss or damage to such items.

Photographs

Individual photographs are taken during the Michaelmas Term and are available for parents to purchase. The main school photographers visit in the Trinity Term and take a whole school photograph together with team and class photographs.

Policies and Information Available to Parents

The school has detailed policies covering the following areas and these are available to parents on request and/or via the school website. A copy of the most recent inspection report is also available on our website.

Admissions Policy	Curriculum Policy Pre-Prep	First Aid Policy
Accessibility Policy	Curriculum Policy Prep School	Health & Safety Policy
Anti-Bullying Policy	Data Protection Policy	Homework Policy
Behaviour & Sanctions Policy	Educational Visits Policy	Images of Children Policy
Child Protection & Staff Behaviour Policy	Educational Visits Policy (EYFS)	Pastoral Care Policy
Complaints Policy	English as an Additional Language Policy	SEN Policy
Confidentiality Policy for Pupils	Equal Opportunities Policy	SEN (EYFS) Policy
Curriculum Policy Reception	Fire Risk Policy	Whistleblowing Policy

School Calendar

All parents and boys are issued with a School Calendar at the start of term. This booklet contains all the main events of the term and is designed to help parents organise their family life in conjunction with school events. The long-term plan is to use our new website for parents to download the calendar direct to their own electronic calendars. We will confirm this, but the plan is to remove paper calendar from January 2019.

School Council

The School Council comprises of two representatives from each class, elected by their classmates. The Council meets on a regular basis and discusses matters relevant to the pupil population. Minutes of meetings are produced and discussed by the representatives with their classes at Circle Time.

School Office

The School Office and Reception Area accommodates the School Office Manager and a Receptionist. The office is open from 8.00am to 5.30pm each day and handles all general admin and enquiries.

School Runs

The office will be pleased to help anyone trying to organise a school run by giving them the names, addresses and telephone numbers of other parents who live close by, once their permission has been given.

Security Arrangements

The school has installed CCTV at the front of the school and in the playground, and a keypad entry to the main door. These serve to provide a safer environment for the pupils.

School Communications

On occasion the Headmaster, and staff, will send out newsletters, bulletins, calendar updates and alike via the school portal. These supplement the Termly Calendar and contain the most up-to-date information. Please read them carefully as they contain the answers to many questions that you might have.

Senior Schools

We hold a Senior School Information Evening each Michaelmas Term for Year 5 parents and try to cover as wide a spectrum as possible of the schools in which our parents have expressed an interest. Parents may also request a meeting with the Headmaster to talk through their options for secondary schools at any time.

Stationery

All boys should possess the following stationery - writing pen (ink or roller ball - biros are not allowed), eraser, pencils, crayons or felt-tip pens, ruler, sharpener, protractor, compass. A calculator is only required for Prep Year and above. Boys in LP1 and LP2 write in pencil until the teacher decides they are ready to use an ink pen.

Uniform

All uniform items can be purchased from Village Sports, 209 Worple Road, Raynes Park, SW20 8QY (Telephone: 020 8946 4591). The shop supplies all uniform items and sports clothing and is open Monday to Saturday, 9.00am to 5.30pm. Uniform orders can also be made online at www.villagesports.co.uk. Village Sports are very much aware of the uniform requirements for each year group.

Website

The website encompasses not only information about the school, mainly of interest to prospective parents, but also current information, up to date news and school current affairs items.

Please use the following login details for access to the private area for current parents:

User Name: donheadparent

Password: generosity

TERM DATES 2018/19

MICHAELMAS TERM 2018

Term Begins	Wednesday 5th September 2018
Half-Term	Monday 22nd October to Friday 26th October 2018
Campion Day	Friday 30th November 2018 (NO SCHOOL)
Term Ends	Friday 14th December 2018

LENT TERM 2019

Term Begins	Wednesday 9th January 2019
Half-Term	Monday 18th February to Friday 22nd February 2019
Term Ends	Friday 29th March 2019

TRINITY TERM 2019

Term Begins	Wednesday 24th April 2019
Bank Holiday	Monday 6th May 2019 (NO SCHOOL)
Half-Term	Monday 27th May to Friday 31st May 2019
Prizegiver's Holiday	Friday 28th June 2019 (NO SCHOOL)
Term Ends	Thursday 11th July 2019

The Donhead Terms are named after the academic terms used in the old days in England. The terms come from the Liturgical Calendar which used to govern the year.

MICHAELMAS TERM: The first term of the school year in the Autumn. It is named after the Feast of St Michael and All Angels, which falls at the end of September.

LENT TERM: The second term of the school year and is named after Lent, the long period of fasting that leads up to Easter.

TRINITY TERM: The third, and last, term of the academic year and is named after Trinity Sunday.



33 Edge Hill, Wimbledon, London SW19 4NP

Tel: 020 8946 7000

Email: officemanager@donhead.org.uk

Website: www.donhead.org.uk