

ST PAUL'S

CATHEDRAL
SCHOOL

Parents' Handbook
Pre-Prep

September 2017-18

Welcome to St Paul's Cathedral School

Welcome to St Paul's Cathedral School Pre-Prep department. We hope that this handbook will give you a good introduction to this thriving and exciting department within St Paul's Cathedral School.

Aims and Principles upon which the life of the school is based:

1. St Paul's Cathedral School is a Christian, co-educational community where the values of love, justice, tolerance, respect, honesty, service and trust are encouraged and practised to promote positive relationships throughout the school community.
2. The school aims to instil a love of learning through a broad curriculum. It aims to give each pupil the opportunity to develop intellectually, socially, personally, physically, culturally and spiritually. All pupils are encouraged to work to the best of their ability and to achieve standards of excellence in all of their endeavours.
3. Through the corporate life of the school, and through good pastoral care, the school encourages the independence of the individual as well as mutual responsibility. It aims to make its pupils aware of the wider community and encourages a close working relationship with parents and guardians.

The Pre-Prep has a relaxed and friendly atmosphere where the children are encouraged to enhance their full potential. Through continual praise, support and careful nurturing by a dedicated team, our pupils become well-rounded, inspired, happy and confident young people with a continued desire to learn and achieve their best.

The staff are well qualified with a desire to constantly improve their practice. We are committed to catering for the individual needs of our children whilst providing a safe, loving, family-inspired, secure environment.

Our aims in the Pre-Prep at St Paul's Cathedral school are to provide your child with a caring and supportive learning environment which will:

- nurture the emotional, intellectual, spiritual, creative and physical well-being of the children;
- meet the individual needs of each child;
- stimulate children's curiosity as well as a desire and love of learning;
- give children the confidence to take risks and learn from mistakes;
- encourage children to take steps towards independent learning;
- encourage children to listen to, and value, the opinions of others;
- motivate children to persevere;
- value and nurture the process and outcomes of learning.

ABSENCE

See Attendance

ACCIDENT, ILLNESS and INJURY

Accidents at School

If a child is involved in an accident at School, the following procedure is followed:

Minor Accidents: This includes minor cuts and bruises, which can be treated from a first aid box. The nurse on duty will inform the parents if necessary, using the contact numbers provided by parents. Please complete the enclosed Personal Details Form to ensure we are in the best position to be able to contact you and do inform us immediately of any changes of address / phone number.

Major Accidents: This includes all those resulting in the child being sent home or to hospital. Every effort will be made to contact parents before a child is taken to hospital.

Minor Illness: The two medically qualified nurses will deal with minor illness and will, in any case, notify the parents if and when the child needs to be collected from school.

Any **medicine** which has to be administered during the school day must be accompanied by formal consent from parents. We keep a register of medicines in the school office. If your child requires medication please see the nurse on duty and sign the register which will constitute consent. You will then be asked to sign each time you take the medicine home. In the case of homeopathic medicines a list of their ingredients should be provided.

ADDRESS

The full postal address of the school:

St Paul's Cathedral School
2 New Change
London
EC4M 9AD

ASSEMBLY

School Assembly happens every day co-ordinated by the Headmaster. Form Assemblies take place at different times throughout the year. We are always pleased to welcome parents to the assemblies which take place in the Cathedral.

Monday	9.00	Whole School Assembly
Tuesday	9.00	Pre-Prep Singing Assembly
Wednesday	9.00	Pre-Prep Assembly
Thursday	9.00	Whole School Assembly
Friday	9.00	Whole School Assembly in the Cathedral
Friday	3.00	Pre-Prep Celebration Assembly

From time to time members of the Dean and Chapter attend.

ASSESSMENT

Assessment is an integral part of the School. Each teacher continually assesses each child. *See Tests, Marking and Reporting.*

ATTENDANCE

The law requires the full attendance of all pupils over the age of five.

It is not the School policy to allow pupils leave for holidays during term time. Only in exceptional circumstances can the pupils be released from school. Every effort should be made to arrange health appointments outside school hours. Parents are asked to advise the school in writing in advance if your child is going to be unable to attend school and seek permission from the Headmaster.

If your child is unable to attend school because of ill health please telephone the school by 9.00 am and follow up with a letter or email when they are fit to return. A letter explaining absence is a legal requirement.

If your child suffers from sickness or diarrhoea they must be kept away from school for **48 hours** after the last episode of sickness or diarrhoea.

BULLYING

We operate a policy of zero tolerance towards any type of bullying. Please see the school website for Anti- Bullying Policy.

BURSAR

The school bursar is Mr Martin Kiddle. Please direct questions concerning finance to him. He is also the nominated Health and Safety Officer.

COMMUNICATION WITH PARENTS

Home/School Communication

At St Paul's Cathedral School Pre-Prep we value and actively encourage parental input and support. As a staff we aim to be friendly and approachable, aiming to do the best we can for our pupils. We aim to encourage parents to be as much a part of our family environment as their children; for example parents are invited to accompany school trips, come into the department to listen to readers, help with special class activities, take part in regular "Stay and Play sessions" and many more.

At the beginning of every academic year, you will be invited into school for an informal meeting with the class teacher to discuss the following academic year's expectations. It is an opportunity to meet other parents, discuss the curriculum and class routines. A termly overview will be given to parents at the start of each term which will outline topic details and broad learning objectives for the term. Staff are available for questions and discussion about the curriculum.

Formal parent/teacher consultations take place in the Autumn and Summer terms for Reception and Year 1. Year 2 parent evenings are held in all three terms. These meetings last for 10 minutes each. However staff are always available for meetings with parents at other time should these be necessary.

Individual informal meetings can take place before or after school, at a mutually convenient time.

Formal reports are sent home at the end of the Autumn and Summer terms. The reports include comments on all subjects for Years 1 and 2. In Reception a report covering the seven areas of the EYFS is completed.

As part of the EYFS, we create a Profile of Assessment for each child. This contains evidence of achievement through written observations, samples of work and photographs. At the end of the year this is used to help assess the children against the Early Years Foundation Stage Profile Scores. A report will be sent to parents indicating whether children are meeting, exceeding or not yet reaching the Early Learning Goals (ELGs).

If parents wish to view personal files, they should seek permission from the Headmaster in writing.

Each child in the Pre-Prep has a Reading Record Book that allows teachers and parents to communicate about their child's reading progress.

In addition, Reception children have a Home Contact Book in which teachers and parents can exchange messages and important information.

The Head of Pre-Prep sends out a "Weekly Roundup" each Friday, which includes a summary of the past week and any notices or information.

COMPLAINTS

St Paul's Cathedral School welcomes suggestions and comments from parents and takes seriously complaints and concerns they may raise.

Please see the Complaints Policy and Procedure on the school website for more information.

PRE-PREP CURRICULUM

Reception:

Teaching in Reception follows the Early Years Foundation Stage curriculum. Through seven areas of learning and development, children learn skills, acquire new knowledge and demonstrate their understanding. There are three prime areas (Communication and Language; Physical Development and Personal, Social and Emotional Development) and four specific areas (Literacy; Mathematics; Understanding the World; and Expressive Arts and Design.) These seven areas are used to plan your child's learning and activities. Planning is regularly reviewed and adapted to ensure it is suited to each child's unique needs and individual development.

Children in the EYFS learn through a combination of adult-led activities and child- initiated experiences. Whenever possible, Literacy and Mathematics are linked to the termly International Primary Curriculum (IPC) topics and cross-curricular links are made.

Children begin to learn how to read and write through phonics teaching (Read, Write Inc. Scheme) and develop their reading skills through the use of a variety of reading schemes. Children regularly hear stories and have access to a wide variety of books. Children are given regular opportunities to write in a variety of styles.

Mathematics is taught in practical and engaging ways. Through a variety of experiences, children are taught to count, recognise numerals, use mathematical language, begin to add and subtract, recognise simple patterns, identify basic 2D and 3D shapes, recognise coins, and use simple measures. They will also begin to record their ideas.

Children will be assessed at the end of their Reception year in line with the revised Early Years Foundation Stage framework.

Key Stage 1:

As children progress into Key Stage 1 they are encouraged to develop their independence, confidence and focus. All lessons are enhanced with the use of different resources and are carefully differentiated

As the children progress through Key Stage 1 the children's learning becomes more structured.

In English lessons, the children continue to follow the Read Write Inc. scheme and develop their understanding and use of phonics. The children are taught how to write in a variety of styles and genres and begin to complete comprehension tasks.

In Mathematics, a variety of resources and approaches are used, including practical and written methods. Collins' Busy Ant Scheme provides the basis for the schemes of work. Children are also given the opportunity to use mathematical programmes on the Pre-Prep tablets and interactive whiteboards.

The International Primary Curriculum (IPC) covers History, Geography, Science, R.S., ICT, Music, P.E and PSHEE. Subjects are taught thematically and can last anything from 2 to 8 weeks. The units are chosen to ensure full statutory National Curriculum coverage by the end of Key Stage 1

Each term, all children in the Pre-Prep are invited to plan and present a short Show and Tell presentation to their class.

Specialist Lessons:

All of the children in the Pre-Prep receive specialist teaching in French, Drama and Dance. Year 1 and 2 children enjoy a weekly recorder lesson, a Music session with the Director of Music and a specialist Art lesson. Reception have weekly Gardening lessons.

As part of the P.E curriculum, the Year 1 and 2 children have Swimming lessons with a specialist swimming coach at a local swimming pool.

In the Autumn Term the Reception children present a nativity play in the Crypt of St Paul's Cathedral. There is also a Christmas Production from Years 1 and 2, in which every child has the opportunity to act, dance and sing. In the Summer Term there is a performance from all of the children in Pre-Prep.

DAY

See School Day

DISCIPLINE

The discipline and Code of Conduct encouraged throughout the School is based on courtesy, consideration and common sense.

E-MAIL

The E-mail addresses of the School are:

Headmaster/Headmaster's PA

headspa@spcs.london.sch.uk

School Secretary
Deputy Head
Head of Pre-Prep
Bursar
Music Administrator

office@spcs.london.sch.uk
deputy@spcs.london.sch.uk
ofleming@spcs.london.sch.uk
bursar@spcs.london.sch.uk
musicadmin@spcs.london.sch.uk

EXCURSIONS

Visits and excursions are considered to be an important part of the curriculum.

All visits are arranged by the school and are paid for in advance. The cost of the ticket and travel will be added to your end-of-term account where applicable. These occasions are notified to the parents in advance. We will ask you to sign a permission slip for all trips when your child starts at the school.

FEES

School fees are payable on the first day of term, cheques payable to *St Paul's Cathedral School*. Invoices are sent out at the end of the previous term. Outstanding fees attract a daily interest rate at the Lloyds Bank base rate.

GAP YEAR STUDENTS

We employ gap year students as additional members of staff to help in various parts of the school. Some are resident in school and play a full part in the residential and academic life of the school.

HEALTH AND SAFETY

The following is an extract from the School Health and Safety Policy:

The pupils are expected to:

- conduct themselves in an orderly fashion
- exercise personal responsibility for the safety of themselves and classmates; this would preclude unsuitable footwear and clothing, sharp implements, knives and other equipment considered dangerous.
- observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency:
- use and not wilfully misuse, neglect or interfere with, the things provided for their safety.

HOUSES

There are four houses named after notable former pupils: Boyce (red), De la Mare (green), Groves (yellow) and Stainer (blue). Each pupil is placed in a house: siblings are always placed in the same house. These houses compete for various cups during the year including those awarded at sporting events and at, for example, drama and poetry reading competitions.

INSURANCE

All pupils are insured for personal accident as part of the general fee. School fee remission is optional. The school can only accept limited liability for the loss of personal possessions. Parents are advised to take out personal insurance to cover such items. It is particularly important that

musical instruments are insured and that parents make a note of the serial number of any instrument which is brought into school.

LABELLING OF CLOTHES AND OTHER PROPERTY

All clothes, including shoes and sports kit, and personal possessions must be marked clearly with the child's name. Clothes should be marked with a **sewn-in** label.

LEARNING SUPPORT

Where a specific learning difficulty has been diagnosed, pupils will receive either individual or small group lessons from our specialist teacher. If more specific outside help is required, it can be arranged through the teacher who keeps a list of recommended specialists.

If your child has already had an assessment it is vital that a copy is sent to the teacher as soon as possible.

LIBRARY

Children in Reception, Year 1 and Year 2 have a selection of books available to them in the Pre-Prep corridor. There is also a library for the whole school to use. All three Pre-Prep classes visit the library once a week.

LOST PROPERTY

Children should not bring to school expensive or irreplaceable items. Most property is lost when it has been left in the wrong place. If the lost item is named, it will normally be returned to its owner. There is a whole school lost property area which is managed by Mrs Rosemary Christey, the Year 3 teaching assistant.

MARKING

Aims: The marking of your child's work will be to monitor the development and progress of each child and communicate this to the child and parents. In all pieces of work we aim to be constructive and consistent.

Errors and Corrections: It is not always essential to single out every mistake a child makes as this can have a negative impact on their confidence. In correcting work it is necessary to reinforce knowledge and understanding, and to offer constructive comments and criticism.

MEALS

The school provides all meals and snacks. No food of any kind is to be brought into school. Food is consumed in the dining room. Lunch is a cafeteria style meal with both hot food and a salad bar. The Pre-Prep staff ensure that each child has a balanced meal and encourage children to sample new meals. All diets are catered for. Please inform the school in writing before the beginning of the term your child joins the school if they have special dietary requirements. During morning break a drink and piece of fruit is available. If your child has to stay after school for any reason s/he is given a snack.

MEDICAL RECORDS

The enclosed health statements and medical record should be signed and returned to the School nurse by the beginning of term.

MINIBUS

The school minibus is used to transport the children to games, swimming lessons and educational visits. All drivers of the minibus are qualified and the bus has seat belts for all passengers.

MUSIC

The school has a large music department. All children are encouraged to take advantage of this facility. All the Pre-Prep children will have regular class music lessons. Individual instrumental lessons may be started from Reception. These are organised by the music department at the rate charged in the main school.

NOTICES

See Communication with Parents.

OFFICE HOURS

The School Office is open from 8.00 am until 5.00 pm, Monday to Friday during term time. Times will vary during the holidays. Messages can always be left on the school answer machine and will be dealt with promptly.

PARENT TEACHER ASSOCIATION

A Parent Teacher Association exists to support the school, to organise social functions and to undertake fundraising activities. The AGM is held on an evening in the Autumn Term.

PARKING

The car park in front of the school is reserved for staff. Please park on the road when you drop your child off. If you have an appointment in school you are welcome to park, if there is a space. It is important to bear in mind that some of the staff cars and the school minibus are needed during the day. Please do not block their exit.

PHYSICAL EDUCATION

Each year group will have a variety of physical education lessons:

Year 1 and Year 2 will go swimming once a week and have one session of PE. Reception will have one PE session a week. All of Pre-Prep also has one session of Dance a week.

At the beginning of term we will advise you of which days the children will require their kit. Please take the kit home at the end of each half term for washing.

All children should have a labelled sports bag to carry games kit, swimming kit etc. The bags are available from school. A list of games kit forms part of the uniform list.

PREP/ HOMEWORK

We believe that Pre-Prep children should have as little homework as possible as their day at school is so busy. However, it is important that some skills are reinforced at home.

Reception

Once we have assessed your child's reading level at the start of Reception, a reading book is sent home every day. Parents are asked to read with their child for 15 minutes each evening. Reading records are provided for parents to write a comment or make observations about their child's reading.

Year 1

Parents are asked to read with their child for 20 minutes each evening. Reading records are provided for parents to write a comment or make observations about their child's reading. Starting in the second half of the Autumn Term in Year 1, ten spellings will be sent home each week. These spellings should be practised at home and there will be an informal test at school each week.

Starting in the Summer Term a prep task will be set once a week for the children to complete at home.

Year 2

Parents are asked to read with their child for 20 minutes each evening. Reading records are provided for parents to write a comment or make observations about their child's reading. Ten spellings will be set each week to be practised at home and there will be an informal test at school each week. Times tables will also be sent home to be learned.

A Maths task and an English task will be sent home each week to consolidate skills learnt at school. Please see the chart below.

	Monday	Tuesday	Wednesday	Thursday	Friday
Set prep 15 minutes	Maths		English		Rest and relaxation!
Learning Preps 5-10 minutes	Spellings	Times tables	Spellings	Times tables	Rest and relaxation!
Reading 20 minutes					

Sometimes there will be opportunities for project work, poetry learning, book reviews, family surveys and even suggested outings. On these occasions, normal 'prep' requirements will be put to the side.

We ask parents to support us with prep by:

- Making it clear that they value prep and support the school in explaining how it can help their child's learning.
- Praising and encouraging their children to take pride in their prep and by taking an interest in their work.
- Providing a peaceful place, free from distractions, where their children can concentrate on their work.
- Ensuring that their child spends an appropriate amount of time on prep and notifying their form teacher as soon as possible if there are any concerns.

PRIZE GIVING

The Annual Prize Giving takes place in the last week of the Summer Term. It is attended by the whole school and as many parents as are able to come. It usually occurs off site.

REPORTS

Parents will receive an interim report at the end of the Autumn term. A full annual report will be sent at the end of the Summer Term to all children in the Pre-Prep.

SCHOOL DAY

For Pre-Prep Children:

8.30	Parents to drop children at Pre-Prep door to the south of the School.
8:30 - 8:50	All Pre-Prep children go to their classrooms for structured play or a morning

	task, supervised by a member of staff.
8.50 – 9.00	Registration
9.00 – 9:20	Monday, Thursday and Friday - Whole school assembly. Tuesday- Pre-Prep assembly. Wednesday - Singing assembly.
9:20 – 10:20	English or Maths. (Where timetable permits)
10:20 – 10:40	Playtime and snack.
10:40 – 11:40	English or Maths. (Where timetable permits)
11:40 – 11:50	Reception: Teacher led/ class activity.
11:40 – 12:00	Year 1: Teacher led/class activity.
11:40 – 12:05	Year 2: Teacher led/ class activity.
12:00 - 13:00	Lunch/Playtime.
13:00 – 13:40	International Primary Curriculum/ Specialist Lessons.
13:40 – 14:20	International Primary Curriculum/ Specialist Lessons.
14:20 -14:40	Playtime.
14.40 – 15.20	International Primary Curriculum/ Specialist Lessons.
15:20	Reception: Home time.
15:30	Year 1: Home time.
15:35	Year 2: Home time.

(Please see class timetables for a more descriptive outline.)

During Playtimes and lunch the children are supervised by three members of staff. Please see the Duty Rota which can be found on the Pre-Prep parents' notice board.

If Pre-Prep children are being picked up by a different adult than usual, parents are asked to write this information in your child's Home Contact Book or in an email to the class teacher. If plans change, or due to unforeseen circumstances you will be late to collect your child, please let the school secretary know as soon as possible. At 3.40 your child's class teacher will escort them to the main Reception to be picked up from there.

ST PAUL'S CATHEDRAL

There are a few important Cathedral events in the year when the Prep school, by tradition, participates in the Cathedral services. Parents of Pre-Prep children are also invited to be present, and when appropriate to bring their children. Seats are set aside for the school but please bear in mind that the services are all more than one hour in length and it is very often difficult for young children to see. These services are:

- Advent Sunday Carol Service - usually at 6.00pm
- Ash Wednesday
- Palm Sunday Eucharist at 11.00am
- End of Year Evensong (usually at 5.00pm on the penultimate day of the summer term). **Year 2 children are expected to attend this service.**

These are compulsory events for the Prep school. All day pupils and probationers wear Eton suits for the Advent Carol Service; these are provided by the school.

The Friends of St Paul's

This organisation is an important source of information about the Cathedral. Membership is through The Secretary, The Chapter House, St Paul's Churchyard, London EC4M 8AD.

Telephone: 020 7236 4128. An application form is enclosed with special reduced rates for school parents.

School Staff- September 2017

* denotes resident staff member

*Mr Simon Larter-Evans Headmaster

*Mr Jaco Brand Deputy Head; Head of Boarding;

Designated Safeguarding Lead, Maths Teacher

Mr Martin Godber Deputy Head (Academic); Head of Science

*Mrs Elana Pickering Assistant Head, Deputy Designated Safeguarding Lead,
Year 3 Form Teacher

Teaching Staff

Ms Catherine Arbuthnott

Head of Classics

Ms Nadine Bogan

Head of Learning Support

Mr Gavin Brockwell

Drama (part-time)

Mr James Browne

Geography and Science Teacher; Year 6 Form Teacher

Miss Louise Carmichael

Year 3 Form Teacher, Head of IPC

Mrs Ellen Cassidy

Dance Teacher (part time)

Mrs Rosemary Christey

Teaching Assistant

Mrs Fiona Davis

Year 4 Form Teacher, Head of PSHEE

Mr Andrew Dibb

Director of Music

Mr George Dobson

Teaching Assistant

Mrs Julia Farrant

Science Teacher (part time)

Mrs Olivia Fleming

Head of Pre-Prep, Reception Form Teacher

Mrs Layla Fowler

Pre-Prep Teaching Assistant

Miss Emma Halliday

Pre-Prep teaching assistant (maternity leave)

Mr Russell Harkin

Maths and ICT Teacher

Miss Aileen Harte

Humanities Teacher; Year 8 Form Teacher

Mrs Caroline Heylen

Head of French, Year 7 Form Teacher

Mrs Sheila Hoover

Year 4 Form Teacher (maternity cover)

Mrs Deborah Khan

Pre-Prep Teaching Assistant

Mr Matt Lambert

P.E. Teacher

Mr Adam Lewis

Year 2 Form Teacher

Mrs Lucinda Lloyd-Evans

Art Teacher (part-time)

Mrs Rachel Lyons

French Teacher (part time)

Mr Ken Nesbitt

Teaching Assistant, Learning Support Teacher

Miss Emma Nichols

Head of Art, Year 5 Form Teacher

Ms Kerri North

Pre-Prep Teaching Assistant

Mrs Kate Parker

Humanities and English Teacher

Mr Rick Pelentrides

Learning Support Teacher

Miss Nicola Rogers

Year 1 Form Teacher

Mrs Julie Schindler

Head of English, Year 6 Form Teacher

Miss Madeleine Smyth

Year 4 Form Teacher (maternity cover)

*Mr Edward Stevenson

Head of Sport and PE

Miss Susan Taylor

Head of Maths; Head of Years 5 and 6; Year 5 Form
Teacher

Mrs Kimberley Thomas

Year 4 Form Teacher (maternity leave)

Mrs Mary Warrillow

English teacher

There are over 20 peripatetic music staff

Non-Teaching Staff

Mr Martin Kiddle	Bursar
Miss Clare Morgan	Headmaster's PA, Registrar
Ms Joanne O'Neill	School Secretary
Mr Alastair Harris	Finance Officer
Miss Rachael Williams	Music Administrator (part-time)
Mr Simon Enjamio	ICT Support (part time)
*Miss Rosaria McManus	School Nurse
* Mrs Di Sherlock	School Nurse
*Mr James Cobb	Gap student
*Mr John Prowse	Gap student
Miss Amelia Bell	Gap student
Miss Emmanuelle Okon	Gap student

Maintenance and Cleaning Staff

Mr Gary Josefson	Caretaker
Mr Benito Rosato	Cleaning Supervisor
Mr Marco Bertolini	Cleaner
Mr Kevin Kelly	Cleaner
Ms Eleanora La Iacona	Cleaner
Mr Tiago Moreira	Cleaner
Mrs Sheila Smith	Laundry

Catering Staff (Sodexo)

Mr Daniel King	Catering Manager
Ms Anna Mokadem	Chef
Ms Susan Keegan	Catering Assistant
Mr Jansen Peters	Catering Assistant
Ms Victoria Sirenko-Darkwah	Catering Assistant
Ms Barbara Weber	Catering Assistant
Ms Mira Zola	Catering Assistant

STATIONERY

All stationery equipment is provided by the school.

TELEPHONES

The school telephone numbers are as follows:

Main School Number	<i>Miss Clare Morgan – Headmaster's PA and Registrar</i> <i>Ms Joanne O'Neill – School Secretary</i>	020 7248 5156 or 020 7651 0280
Facsimile		020 7329 6568
Deputy Head	<i>Mr Jaco Brand</i>	020 7651 0281
Music Department	<i>Ms Rachel Williams (Administrator)</i>	020 7651 0285

	<i>Mr Andrew Dibb (Director of Music)</i>	
Bursar	<i>Mr Martin Kiddle</i>	020 7651 0282
Surgery	<i>Miss Rosaria McManus</i> <i>Mrs Di Sherlock</i>	020 7651 0289 or 07708 048244
Catering Manager	<i>Mr Daniel King</i>	020 7651 0286

Parents who wish to see the Headmaster or the Deputy should make an appointment through the Headmasters' PA. Please note that telephone calls should be made between 8.30am and 5.00pm when the school office is open.

TERM DATES

The term dates for the current academic year are published on the school website. We try to fit in as much as possible with other schools but due to the Cathedral calendar and commitments there we are sometimes unable to do this.

TESTS

Although the children will be regularly and informally tested, there will be no formal tests in Pre-Prep. During the Spring Term, Year 2 children will work through the papers taken by those sitting the 7+ entry assessments to SPCS. This is purely to track ability levels of those already with us alongside children hoping to join the year group in Year 3.

UNIFORM

All pupils are expected to wear the correct uniform at all times. All clothing and personal possessions should be clearly marked with sewn-on name labels. Iron-on labels soon fall off. We recommend that your child has shoes which they can do up themselves – Velcro-type fastening. All items of uniform can be purchased from Uniform 4 Kids (<http://www.uniform4kids.com>) either online or by visiting one of their stores in north London.

Children should travel between home and school in full uniform, with a sweater or cardigan, and a navy school coat in wet weather. Children can use a school book bag to carry their belongings to and from school. They should always have uniform outdoor clothing to wear on cold days. Please make sure that girls with long hair have it tied back with navy hair trimmings. Children are welcome to wear a wrist watch, but we advise that these are not worn on PE or Swimming days. No valuables should be brought into School. *See Insurance.*

St Paul's Cathedral School

Supervision of Pupils Policy (including EYFS)

Aim

The school aims to ensure that the site is a safe place for everyone in the community. This includes ensuring that pupils are supervised appropriately before, during and after the school day.

This policy refers to day pupils and choristers (boarders) during the school day. Choristers are supervised at other times as outlined in the Boarding Handbook.

Duty of Care

All staff have a duty of care to all pupils in the school. It is the Headmaster's responsibility to ensure that high standards of behaviour and discipline are maintained throughout the time that pupils are present at school, as well as during activities either on or off site. It is also the Headmaster's responsibility to ensure that there is effective supervision of the school and that the school is secure.

Supervision During the Extended School Day

Arrival at school (8.10 (8.00am on Tuesdays and Thursdays) - 8.30 am) – The nurse on duty will be present at the front door to register pupils from Years 3 – 8 as they arrive. Pupils are then required to remain on the gallery, unless they have a rehearsal or music lesson to attend, until 8.30am. After this time they may play out in the main playground under supervision by a member of staff.

Arrangements for Pre-Prep pupils (including those in the EYFS) are outlined below in appendix 1.

Lesson Times - Designated teachers are responsible for the supervision of pupils as directed on their time tables. No class should be left unsupervised for any reason. In cases of emergency there is a yellow card in each classroom which a member of staff will ask a pupil to take to the office to alert them to the situation.

Morning and Afternoon Break – No pupil may enter the playground areas until the designated member of staff on duty is present. The designated duty staff are then responsible for the children until they return to class after break.

Lunch Time – A designated member of staff will be on duty in the dining room to ensure that the lunch queue operates smoothly. Other staff will be on duty in the playground areas during the course of lunch breaks and will be responsible for pupils until the end of their break.

Wet Breaks - Pupils are expected to go outside unless the weather is extreme. If it is necessary to remain inside then pupils are supervised by members of staff in rooms which are designated on the duty rota.

School Collection Time – Pupils in Years 3 – 8 are collected by their parents or carers from the main playground at 3.40pm unless they are staying for after school activities. They will be handed over to their parents by the member of staff who taught them for the last lesson of the day. Any

pupils who are not collected by 4.00pm will be told to go to Day Prep which is supervised by a member of staff. When their parents arrive, the office will notify the member of staff who will send the pupil to the office where their parent will be waiting.

Arrangements for Pre-Prep pupils (including those in the EYFS) are outlined below in appendix 1.

After-School Clubs (4.00 - 5.00 pm) – Pupils staying for after school clubs will be supervised in the playground from 3.40pm – 4.00pm after which they will go to the room in which their club is held to be registered. At the end of the Club, pupils will be taken to the front door by the member of staff responsible for them to be collected by their parents.

Uncollected Child

In the event that a pupil is not collected by an authorised adult at the end of the day/club, we will ensure that the pupil is cared for safely by an experienced member of staff who is known to the pupil. The member of staff will make all reasonable attempts to contact with the pupil's parents or carer and will stay with them until they are collected. If parents or carers are delayed for a long time, the pupil may be supervised with the choristers (boarders) until parents arrive.

Under no circumstances will staff go to look for the parent, nor do they take the child home with them.

September 2015

St Paul's Cathedral School

Policy for the dropping off and collection of children in Pre-Prep

Dropping Off:

EYFS, Years 1 and 2

The Pre-Prep Tower which is situated on the south side of the school will be open at 8.30am by a member of Pre-Prep staff. The Tower door will remain open and staffed until 8.50 am. Children will be welcomed and registered as they arrive. Parents must hand over their child to the registering member of staff. Children should hang their belongings onto their pegs and go straight into their classroom. Parents are asked to drop off their children without entering the Tower.

If children arrive at school after that time they should come into school by the main entrance.

Teachers will be available at this time for short informal discussions, but it is suggested that if you wish speak at length with class teachers you make an appointment via email. This enables more privacy and less distraction which naturally occurs during the busy morning drop-off period.

Collection:

EYFS, Years 1 and 2

Children are dismissed from the Tower. Children are handed over to their carer by their key person/teacher. The key person/teacher says goodbye to the child and hands them directly over to their carer and passes on any messages or comments from the day at school.

If a child is being collected by anyone other than their regular carer, parents **MUST** notify the class teacher either through the daily contact book or by email. If the book has not been filled in or we have had no communication about the change in arrangements, the key person will not hand over the child in question until we have had verbal confirmation from the main carer.

If a child is not collected at the designated time, the child will be taken by their form teacher to the Office.

The Office staff will phone the parent/carer to make enquiries. If the child is still at school after 4pm, then a member of Office staff will contact the main parent/carer to make arrangements for the child to be collected.

Clubs for Years 1 and 2

Key Stage One children may attend an after-school club on a Monday, Tuesday or Thursday. At 3.40pm they will be given a snack and will play under supervision until their club begins.

Children should be collected directly from their club by their parent/carer at 4.45pm from the main school entrance. If they have not been collected then the member of staff hosting the club will phone to investigate the hold up. The child will wait in the school office until 5pm for collection. A member of staff will wait with the child until they are collected.

Further policy documents are available in the office as follows:

Admissions Policy (on school website)
Boarding Principles Statement
Cathedral Safeguarding Policy and Procedures
Educational Visits
Safeguarding Policy (on school website)
Pupil Complaints Procedure
Disability
Sanctions and Rewards Policy
Emergency Management Plan
Equal Opportunities Policy
Examinations Policy
Ex Offenders Recruitment Policy
First Aid and Medical Policies
Use of Reasonable Force
Health and Safety Policy
Induction of New Staff
Learning Support Policy
Risk Assessment
Staff Recruitment
Steps to be taken if a child is presumed missing