



**POCKLINGTON
PREP SCHOOL**

Ages 3 to 11

Parent handbook

Information for parents
of Pre-Prep pupils



Contents

Introduction	Page 2
Aims, Value & Practice	Page 2 & 3
Golden Rules	Page 4 & 5
Prep School Code of Conduct	Page 6
Rewards	Page 7
Pastoral Care and Wellbeing	Page 8 & 9
Medication and Medical Care	Page 10
Appearance and Uniform	Page 11 & 12
Personal Belongings	Page 13
The School Day	Page 14
Morning Routine	Page 15
End of Day Routine	Page 16
The Extended Day	Page 17
Absence from School	Page 18
Meals and Snacks	Page 19
Academic Life	Page 20
Partnership with Parents	Page 21
Assessment & Reporting	Page 22
Learning Support	Page 23
Visits and Extra-Curricular Activities	Page 24
Networked Computers	Page 25
Child Protection	Page 26
Policies	Page 27
Friends of Pocklington Prep School	Page 28
Guidance on Infections and Complaints	Page 29, 30 & 31

POCKLINGTON PREP SCHOOL - PRE-PREP SCHOOL HANDBOOK

INTRODUCTION

This handbook implements the Parent/School Agreement and sets out clear guidance to parents and Pocklington Prep School Pre-Prep pupils about the school's:

- Principles, aims and values
- Routines and procedures
- Structures and organisation
- Expectations of pupils' behaviour
- Rules and regulations

AIMS, VALUES AND PRACTICE

Equality and Diversity

At Pocklington Prep School our aim is to inspire for life. In achieving this aim the school is committed to ensuring equality for all persons, pupils and adults, across the Foundation and to celebrating the diverse nature of all pupils, both day and boarding, recognising and valuing the unique qualities of all.

The Foundation will not tolerate discriminating treatment of any pupil on the grounds of their race, gender, age, colour, nationality, ethnic or national origin, disability, sexual orientation, religious or other beliefs, for any reason which cannot be shown to be justified.

These commitments pervade throughout our policies and procedures, alongside our Aims, Values and Practices:

Aim	To Inspire for Life
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Confidence	We encourage individuals to be confident and considerate; fostering self-respect and self-belief.
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Responsibility	Personal responsibility and service to others are expected; both have opportunity for expression with the school and beyond.
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Achievement	In all areas of school life we seek to nurture talent and aspiration, to encourage perseverance and to prepare young people for the challenges of adult life.
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Values **We achieve our aim through a strong working relationship between pupils, staff and families which is founded on the following values:**

Trust The Foundation's Christian ethos guides our caring and straightforward approach. We treat each other with respect and uphold our tradition as a friendly and compassionate school.

Truth We value debate which is open, honest and informed to stimulate creativity, intellectual curiosity and initiative.

Courage We challenge ourselves and each other to change for the better.

Practice **We provide a community to be proud of, where pupils can explore, make mistakes, learn and grow. In order to do this:**

Support We put the well-being of our pupils first, with excellent pastoral care.

Learning We encourage successful learning through effective teaching and a commitment to a broad education.

Recognition We recognise and reward success and commitment, progress and achievement.

CHURCH AND CHAPLAINCY

Pocklington School was founded under the auspices of a religious guild known as the 'Fraternity of Guild of the Name of Jesus and the Blessed Virgin Mary and St Nicholas founded in the parish church of Pocklington...'. Since 1514 a close relationship with the Church has been maintained and the Christian ethos of the school remains an important influence.

The Chaplaincy

The School Chaplain leads a weekly assembly at Pocklington Prep School. The Chaplain offers a pastoral role offering counsel and support whenever this is desired. Parents and pupils can contact the Chaplain at school.

THE PRE-PREP GOLDEN RULES

Pocklington Prep School is a fully co-educational school in which boys and girls have the opportunity to work together and to develop understanding and respect for each other. Courtesy and consideration for other pupils, teaching and non-teaching staff and visitors are essential in helping to build a co-operative and friendly community.

Children in the Pre-Prep are introduced to the Golden Rules and these are displayed in class and are reinforced throughout the year. We set high expectations for children's behaviour and issue warnings about the consequences should the Golden Rules not be adhered to.

Any behaviour concerns should initially be discussed between parents and the Class Teacher. The Head of Pre-Prep (EYFS Behaviour Manager) or the Deputy Head may also be involved in conversations with pupils, teachers and parents about any repeated misbehaviour.

The Golden Rules are:

- 1. Do listen to people. Do not interrupt.**
- 2. Do be kind and helpful. Do not damage property or hurt people's feelings.**
- 3. Do be gentle. Do not hurt anybody.**
- 4. Always be honest. Do not cover up the truth.**
- 5. Always try your best and enjoy learning. Do not give up.**

Each classroom has a 'Shining Stars' display where the children's faces are displayed on individual stars. Children see, and are reminded, that they are shining stars and positive behaviours are constantly rewarded (see 'Pre-Prep Rewards'). Children are at school to learn and we understand that an important part of school life is learning to adapt and change behaviours. If a child breaks a Golden Rule this will be explained to them and they will be given a warning. If, on the same day, they continue with this behaviour or break another Golden Rule their star will be moved to the border on the 'Shining Stars' display. Children will be helped to correct their behaviour so that they can have a positive end to the day. Unless it is a result of a behaviour which is being seen repeatedly on a number of days, you will not be informed about this movement of a child's star - we believe that children should be free to make mistakes, learn from them and return home to a positive welcome from you. We do not inform parents of every academic mistake a child makes and therefore we afford children the opportunity to make, and learn from, minor social mistakes too.

If a child repeats this undesirable behaviour and breaks a Golden Rule for a third time on the same day, they will lose their star and it is removed from the board. There may be an occasion when a child exhibits a behaviour which is deemed to be completely unacceptable for a child of their age, such as biting or hitting another child, and this single incident would also result in a child 'losing' their star.

If a child 'loses' their star we will communicate this with parents through the child's Planner, by email, telephone or in person and we ask for your support in reinforcing, at home, the importance of good

behaviour in school. This behaviour will also be recorded on a pupil's Behaviour Log, to ensure any reoccurrences of this behaviour are identified, monitored and addressed.

PREP SCHOOL CODE OF CONDUCT

As pupils progress into the Prep they are expected to adhere to the Code of Conduct. There are three main sections:

For myself: I will try

- To do my best at all times, even when I find something difficult.
- To be honest and admit my mistakes – so I can learn from them.
- To be tidy in appearance and wear my uniform properly.
- To be organised and look after my own belongings.

Towards school: I will do my best

- To be punctual.
- To move quietly and safely about the school, keeping to the left.
- To follow School Rules, especially those created for my safety in places like the Swimming Pool, Sports Hall, and other areas such as the playground, toilets and car park.
- To join in sport or other activities outside the classroom whenever possible.
- To take care of all school books, equipment and property.

Towards others: I will do my best

- To show respect – by being polite, kind and helpful.
- To understand that not everyone is the same and accept differences as an integral part of our community.
- To respect the right of others to work and play without interference.
- To respect other people's property and opinions and not interfere.

Application of the Code of Conduct

The Golden Rules and Code of Conduct apply to all pupils when under the responsibility of the school. Pupils are not under the school's responsibility when they come under direct supervision of parents and guardians. However, the school will retain reasonable interest in and concern about pupils' behaviour at all times and places, if such behaviour is considered to have a bearing on school life.

As the children progress through Pocklington Prep School, they will grow a deeper understanding of the expected standards of behaviour. In the Pre-Prep we anticipate that children will learn from their mistakes and not repeat misbehaviour.

A consistent approach will be maintained towards all pupils involved in the same infringement of rules. Parents with enquiries or complaints about the handling of a disciplinary incident should refer the matter in the first instance to the Head of Pre-Prep. Parents may obtain a detailed copy of the School's complaints procedure by contacting the School Secretary.

REWARDS

Shining Star

Every child has their own 'shining star' on display in the classroom and good behaviour is recognised at all times as staff refer to those children whose stars continue to shine on the board.

Star of the Day

In each class, at the end of each day, one child's behaviour or achievement is celebrated and they are awarded the 'Star of the Day' certificate.

Star of the Week

At the end of each week, one child in each class is named as 'Star of the Week' and their achievements are celebrated in our Friday Celebration Assembly. They are also named in our weekly newsletter so that the wider school community and parents can celebrate with them.

Form Points

Children are awarded form points for displays of good behaviour, kindness, responsibility, good work and effort. Children record their form points on a chart in their classroom and, when they accrue 10 form points, they are able to convert these points into a House Merit.

House Merits

House Merit cards are awarded for excellent behaviour, effort or work and contribute towards the children's half-termly House Merit Shield competition. When awarded a House Merit your child will take it to the teacher responsible for their House who will thank them for their hard work. This House Tutor will sign the Merit card and ask them to pin it to the House board so that their team mates can see how hard they have worked. At regular points during the term, House Captains will clear Merit cards from the board and hand them out to pupils to take home. A card which has not been signed by the House Tutor has not been seen/counted towards the House total and should be returned to school.

Distinctions

Distinctions are the greatest accolade a child can receive and are awarded for outstanding effort, work or sustained exemplary behaviour. Distinctions contribute triple points towards the House Merit Shield competition. When awarded a Distinction your child will take it to the Head of the Prep School who will sign it and offer their congratulations. The Head will keep the card and present it in assembly, at a later date, so that all members of the school community can celebrate their achievements. A Distinction which has not been signed by the Head has not been presented in assembly/counted towards the House total and should be returned to school.

PASTORAL CARE AND WELLBEING

PASTORAL STRUCTURE

Pastoral care is central to our provision for pupils' welfare.

All pupils belong to a class and the class teacher is the primary point of contact for pupils with pastoral or behaviour issues. Similarly, parents should contact the class teacher in the first instance if there are any concerns. Teachers are available in school before and after normal school hours; if these times are not suitable please contact the office to arrange a mutually convenient time to meet.

The class teacher is also responsible for monitoring the pupils' progress and issuing awards and sanctions as appropriate. Pupils may gain Form Points, House Merits and the highest reward is a Distinction, which earn triple House points. House Merits and Distinctions count towards the House Merit Shield.

Should a problem arise the class teacher will take appropriate action. Pupils will always receive a warning before a sanction is given. A copy of the Behaviour Policy is available on request.

The Head of Pre-prep (EYFS Behaviour Manager), Class Teacher, Head or Deputy Head may contact parents individually concerning inappropriate behaviour in school.

Ultimately, the Head may be required to involve parents in a wider discussion regarding their child's work, behaviour and progress. The possibility of suspension or exclusion exists for repeated, unacceptable behaviour – but not before all other avenues and possible lines of support have been exhausted.

School Houses

There are four houses at Pocklington Prep School, named after Yorkshire abbeys. Each pupil belongs to a house with siblings belonging to the same house. Rewards are collected for the House Merit Shield, which is presented each half term. There are many other opportunities to represent the house both in sporting and non-sporting events.

PASTORAL CARE AND MEDICAL SUPPORT

Pocklington Prep School has a strong tradition of pastoral care in which all staff have a role. Throughout their time at the school, pupils are supported by a team of experienced staff who will encourage good work habits and participation in the many activities the school has to offer and who will help resolve any problems that occur.

In addition to members of staff, pupils may seek support within the bounds of confidentiality from the Wellbeing Service, the Matron at Pocklington Prep School or the Chaplain.

SCHOOL WELLBEING SERVICE

The Wellbeing Service provides a confidential service to pupils who have emotional or social concerns. Pupils are able to access the services of two Clinical Psychologists who work on site for two days each week.

Parents who wish to discuss this further or who would like more information should contact the Head or Designated Safeguarding Lead.

MEDICATION AND MEDICAL CARE

Health Record

The Health Record and the regular update forms must be completed and returned to Matron before the first day of term. It is essential that the school is kept promptly informed of any changes in a pupil's health (for example, allergies or medication). The school is careful to comply with data protection procedures. A full copy of the school's data protection policy is available upon request.

Pocklington Prep School Matron

The Matron provides First Aid support to pupils at Pocklington Prep School. She liaises with the School Medical Service for more serious incidents. The qualified school nurses provide 24 hours accident and emergency treatment. Pupils who become ill or injured during the school day will be sent to Matron to be assessed.

Pocklington Prep School Matron looks after immediate First Aid needs and such health related problems as may arise in school. It is not possible for her to spend the day nursing a sick pupil who should have remained at home or who needs to go home. She will contact you to collect your child in these cases.

Parents would be informed of any significant accidents or injuries sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment received.

There is always a member of staff with Paediatric First Aid training on the premises at all times.

Medication

If your child has been prescribed a course of medication we ask that you complete the 'Prescribed Medication' form (available from the School Office) and send the named medication and form in to the School Office. Matron will administer the medication at the specified times. Only medicines prescribed for your child can be given.

If your child has been prescribed an inhaler or epipen, please send a spare inhaler or epipen into school at the beginning of each term and this will be stored securely for your child's use.

In the event that your child becomes unwell during the school day every effort will be made to contact parents.

Should the child develop a high temperature then a dose of Calpol (Paracetamol) may be considered to be the correct course of action and administered by the Matron. Parents will be informed if this has occurred.

Emergency Contact

Parents of all pupils must provide emergency contact details and keep school regularly and promptly informed of any changes (for example, during business trips or holidays) via the School Office.

APPEARANCE AND UNIFORM

The purpose of the school uniform is to make sure that all members of the school look neat and no-one feels pressured by expensive and fashionable trends.

Pupils are expected to

- Wear the correct school uniform and to ensure that their appearance is tidy and smart.
- Remember that appearance, like behaviour, reflects on the school and themselves.

Pocklington Prep School - Pre-Prep School Uniform

Girls	Boys
Navy pinafore dress	Grey shorts
Short-sleeved white polo shirt	White crested polo shirt
Pocklington Prep School cardigan	Pocklington Prep School crew-neck jumper
Navy tights may be worn from Michaelmas half-term and throughout Lent.	Long grey socks with double hooped tops
Short grey socks with double hooped tops	Blue, fleece-lined waterproof coat
Blue, fleece-lined waterproof coat	*Black shoes (must be polishable)
*Black shoes (must be flat and polishable)	Painting apron (with sleeves)
Painting apron (with sleeves)	
<u>PE/Outdoor clothing</u>	<u>PE/Outdoor clothing</u>
Shorts	Shorts
White crested polo shirt	White crested polo shirt
Short white socks	Short white socks
Crested fleece tracksuit top	Crested fleece tracksuit top
Fleece tracksuit trousers	Fleece tracksuit trousers
*Outdoor trainers	*Outdoor trainers
*Plimsolls – black or white	*Plimsolls – black or white
*Wellington boots	*Wellington boots
Royal blue swimming costume. *Towel. Blue swimming hat.	Royal blue swimming jammers (long trunks). *Towel.

UNIFORM – ADDITIONAL INFORMATION

Footwear

Children wear black polishable shoes with their uniform, both coming to and from school and during the school day. Children are required to have one pair of white sports trainers. They change into these trainers for PE lessons and when they go out to Break. Children must be able to fasten their own shoes, so please do not send your child with lace-ups until they have learnt to tie their own laces.

Fluorescent, flashing/vivid/garish coloured trainers are not acceptable.

Labelling Uniform

All items of uniform must be clearly labelled. Everyday items, such as jumpers, shorts, T-shirts should be clearly labelled on the inside of the garment, in an obvious place. Suitable places would be on the inside of the collar or the inside of the waistline. Labels should be easily found, but not obvious from the outside.

PLEASE MARK SHOES, BOOTS AND OTHER ITEMS IN SOME WAY – e.g. PUPIL NAME. All items are available from the School Shop except where marked with an asterisk. The School Shop also sells and buys outgrown, but not outworn, items of uniform.

Jewellery and Make-Up

Children must not wear jewellery or make up to school. It is permissible for girls to wear plain gold 'sleepers' in those cases where they have pierced ears.

Hair

Children's hair should be neat in style and girls with hair below the collar should have their hair tied back every day. Hair accessories should be small, inconspicuous and in the school colours.

PERSONAL BELONGINGS

Toys and Electrical Items

Children should not bring toys or electrical items to school. The only exception to this is if the item is for their 'Show and Tell' and, in this case, it should be handed directly to the class teacher on arrival in school.

Mobile Phone Policy

- Children are not permitted to bring mobiles, web enabled devices or gaming devices into school.
- Children who travel by bus or walk to school independently may be granted special permission to carry their mobile in their bag. In this case, parents should apply for written permission from the Prep School Deputy Head outlining the reasons for the request. Where permission is granted, pupils will ONLY be allowed to use their device to make contact with parents and they must NOT use them for any other reason.
- In some exceptional circumstances, such as when children are going between 2 houses during the week, parents of children who do not travel by bus may require their child to bring a mobile phone to school. Parents should apply for written permission from the Deputy Head, stating whether this is a one-off occurrence or long term request.
- Children who have been granted written permission to bring their mobile into school, for the reasons outlined above, will be required to turn their device off and hand it in to the School Office immediately on arrival at school. They should collect their device at 3:45 p.m. on leaving the school building and must NOT use their device whilst on the school grounds.
- Smart watches or watches with remote listening facility are not permitted in school under the new school rules.

Pupils may continue to bring an e-reader to school, providing the device does not have the facility to browse the internet, take photographs or play games.

THE SCHOOL DAY

The school day starts at 8.30am and ends at 3.45pm. The school day is broken down into sessions however, in Pre-Prep, this is purely for the teacher's reference as children's learning across different subjects is interconnected. Therefore, with the exception of their Read, Write, Inc. phonics and maths lessons, children will not distinguish between these sessions.

Timings

8.30am – 8.45am – Morning Registration

8.45 – 9.00 – Assembly

9.00 – 10.00 – Session 1

10.00 – 10.20 – Morning Break

10.20 – 11.20 – Session 2

11.20 – 12.10 – Session 3

12.10 – 1.30 – Lunch Break

1.30 – 1.45 – Afternoon Registration

1.45 – 2.45 – Session 4

2.45 – 3.45 – Session 5

Assemblies

Children in Pre-Prep come together at the beginning of every day for an assembly and this provides an opportunity for the Head or Head of Pre-Prep to share a message related to children's Social, Moral, Spiritual or Cultural awareness.

Each Friday we hold our Celebration Assembly where children's achievements, both in and out of school, are celebrated. We sing to children who have their birthday that week and show children's best work. We also award school certificates and Distinctions and end our assembly by awarding the Star of the Week certificates.

If your child has achieved an award (swimming badge, gymnastics award etc.) outside of school we would love to celebrate with them, so please do send their news/medal/certificate into school on a Friday.

MORNING ROUTINE

Pupils should not arrive at school before 8.00am.

Early Drop-off

Between 8.00am and 8.15am a member of staff will be available to read a story in the Before School Care room. Parents of children using the early drop-off service are asked to escort them to the external door to this room and sign them in with the member of staff on duty.

Registration

From 8.15am children should go directly to their form room, where their teacher or classroom assistant will be ready to greet them. All children should be in their classroom by 8.30am when morning registration will begin.

We ask parents to help us to keep all children safe and to promote growing independence in the following ways:

Morning Routine - Reception

We ask parents of children in Reception to escort their child to the external Reception classroom door, where they will be greeted by the class teacher or teaching assistant.

Morning Routine - Year 1

Parents of children in Year 1 may escort their child to the external Year 1 classroom door, where they will be greeted by the class teacher or teaching assistant. Alternatively, once they feel comfortable to do so, children in Year 1 may say goodbye to their adult at the Pre-Prep entrance, where they will be greeted by a member of staff. Children will be asked to hang their belongings on their peg in the changing room before going to their classroom.

Morning Routine – Year 2

We ask parents of children in Year 2 to say goodbye to their child at the Pre-Prep entrance, where they will be greeted by a member of staff. Children will be asked to hang their belongings on their peg in the changing room before going to their classroom.

Parents who wish to speak to their child's teacher are always welcome to do so, as good relationships between staff and parents are considered to be vital. In order to ensure that the class teacher can create a calm, warm and welcoming atmosphere for all children, parents who wish to speak at length are asked to make an appointment or wait until all children have left at the end of the day.

END OF DAY ROUTINE

We are vigilant about the safety of our pupils and therefore the following arrangements are in place:

Collection by a Known Adult

Pre-Prep staff will only allow your child to go home with those adults specified on the child's travel record (see form in Starter Pack). If you wish to authorise another adult to collect your child, please make a note in your child's Planner of who will be collecting them that particular day or contact the School Office.

Travel by car

Parents are requested to collect their child from the designated meeting place (see relevant year group below).

Reception Collection Point

We ask parents of children in Reception to collect their child from the external Reception classroom door.

Year 1 and Year 2 Collection Point

We ask parents of children in Year 1 and Year 2 to wait outside the entrance to the Pre-Prep play area.

Early Collection

Early collection is available at 3.30pm. This is for parents of children in Reception or, in exceptional circumstances, for parents of children in Year 1 and Year 2 who need to leave site at 3.30pm prompt. Early collection should NOT be used by parents who intend to remain on site to collect a sibling in Prep at 3.45pm. If you wish to arrange early collection of your child at 3.30pm, please put a note in your child's Planner or contact the School Office. At 3.30pm, children being collected early will be led out to the Pre-Prep gate by one of the After School Care members of staff.

Due to their continued supervision of the rest of the class, the class teacher will not be able to speak to parents at this time.

Travel by bus: In the mornings, the Pre-Prep children are collected from the bus stop and escorted over to Pocklington Prep School. In the evening, a member of staff walks children to the bus collection point and waits with them until they are on the bus home. To book a seat on the school buses please make contact with the Bursar's Secretary at the earliest possible opportunity.

THE EXTENDED DAY

Before School Care

Pupils may arrive in school from 8.00am. Pupils arriving at this time should be taken to the external door of the Before School Care room and signed in with the duty member of staff.

After School Care

Pupils who are not being collected from school at 3.45pm may attend After School Care until 5.45pm. There is a charge for children using this provision and this is charged to the end of term school account.

Pupils will be able to choose from a wide range of craft and play based activities both in and outside. A small drink and snack is provided.

For an additional small charge, children who are staying in school until 5.45pm may join the boarding community for their evening meal. After School Care may be booked on a regular basis in advance, although it is acknowledged that unexpected events sometimes make it necessary for parents to arrange 'after school care' at short notice. Please ring the School Secretary to book.

Changes to Home Travel Arrangements

If there are any changes to home travel arrangements please contact the School Office at the earliest possible opportunity. In the event that a pupil is not collected at 4.00pm, the child will automatically go into After School Care and the school will contact the parents to clarify arrangements.

If the child is not collected prior to the end of After School Care and is in Pre-Prep then school would make arrangements for the child to be cared for by qualified staff - access to boarding common room space may be considered.

ABSENCE FROM SCHOOL

Absence for Holidays

Parents are requested to ensure that holidays are taken within school holiday dates. If there are special circumstances for any absence parents should write directly to the Pocklington Prep School Head well in advance.

Illness

When a pupil is absent due to illness, parents should telephone the School Office by 8.30am. On the pupil's return to school a written note explaining the reason for absence should be brought into school. The DfE requires a return about the attendance record of pupils and therefore it is necessary to explain all absences from school and whether or not they have been authorised by the Head.

When considering your child's return to school after an absence through illness, please consider whether they are well enough to cope with the full day in school and the level of activity planned. We follow Government Guidance, provided for schools by the Department of Health, to prevent the spread of infection. **Please help us to keep all children healthy by adhering to the 'Guidance on Infections and Complaints' at the back of this Handbook.**

Routine Appointments

Routine dental, orthodontic, medical or optician's appointments should be made during the school holidays wherever possible. Where these occur unavoidably during normal school hours, parents should write to the school giving at least 24 hours' notice.

MEALS AND SNACKS

Water

We ask that your child brings a water bottle with them to school every day. Please do not put juice or squash in the bottle as water is the only drink allowed in school.

Morning Break Snack

The school will provide pupils with a nutritional snack for morning break, taking account of any dietary requirements.

Afternoon Snack

Children who wish to have an afternoon snack may bring either fruit, prepared salad vegetables or a healthy alternative. Please do not send crisps or chocolate biscuits into school.

Note: In order to protect those children in school who have a nut allergy, please do not give your child nuts or nut-based bars for their snack as these are not allowed in school.

Lunch

Pre-Prep children eat their lunch in a separate area of the Dining Hall and are supervised, at all times, by Pre-Prep staff. Children are helped to select what they would like to eat from either the daily hot option, the hot pasta option, the filled jacket potato option or the salad bar. Pre-Prep staff encourage children to eat well and will let you know if your child has not eaten a full meal. Pre-Prep staff have high expectations in terms of table manners and teach good table manners and knife and fork skills. Children carry their meal choice to the table and clear their own plate. They then select either a hot pudding, a yoghurt or piece of fruit to finish their meal.

Children sit in 'family groups' of 8 children from across the Pre-Prep and these family groups remain the same for a full term. Older Pre-Prep children are encouraged to help the younger children at meal times.

When all children have finished their lunch, form teachers lead their own class back to school to change their shoes and put on their coat before they hand them over to the duty member of staff on the playground.

Special Dietary Requirements

Parents are asked to ensure the school is informed of special dietary requirements or food allergies via the Health Record and regular Health Record update.

ACADEMIC LIFE

CURRICULUM

Pocklington Prep School aims to offer to all pupils and staff every opportunity to fulfil their potential whilst learning to live and work with others in harmony and sympathetic understanding.

In an environment which gives due regard to the safety and health of all those who work in or visit the school, Pocklington Prep School seeks to promote:

Equality of opportunity and diversity Courtesy towards the opinions and beliefs of others

Enjoyment of study and teaching – alone and in co-operation with others

The pursuit of excellence Openness to spiritual values

Appreciation of aesthetic values Growth of a strong sense of personal responsibility

Readiness to think independently Active solicitude for the needs of others

Concern for the man-made and natural environments

A positive partnership with parents of pupils

Topic Based Learning

Each term, children in Pre-Prep are inspired to learn through a new and exciting topic, which is carefully planned to foster children's curiosity and embed key skills and knowledge by providing the opportunity for children to make links between all areas of learning. Information about your child's topic will be provided in the Curriculum Leaflet, which is sent home at the beginning of each term.

Fundamentals of Learning and Skills Based Approach

Children in the Pre-prep (including those in the EYFS) will receive daily input in reading/writing and mathematics. They will have regular slots devoted to the Creative Curriculum which encompasses all areas of learning. They will have specialist teaching in French, Music, Swimming and PE. Our comprehensive and tailor-made curriculum ensures that all children make excellent progress in the fundamentals of learning through a commitment to develop skills in reading, writing and number. At the same time, we develop the fundamental skills children need to be independent, self-motivated learners.

Parents of children in Reception can access more information about the Early Years Foundation Stage by referring to the DfE website. Parents should be aware that the Key Person for their child in Reception is the Class Teacher. The Head of Pre-Prep is also the EYFS Manager. The EYFS Deputy Manager is the Reception Class Teacher.

PARTNERSHIP WITH PARENTS

In advance of a child starting in Reception at Pocklington Prep, the Reception teacher will have visited your child in their family home. From this starting point we foster a positive partnership with parents.

Parents are welcome at all times and can share concerns either informally, as they leave or collect their child, or more formally with an agreed appointment time.

PLANNERS - HOME/SCHOOL COMMUNICATION

Every pupil in the pre-prep will have a 'Planner', with a weekly Home/School communication record. We wish to promote fluid communication and encourage parents to use this to share information or ask questions. These planners will be checked each day by the Class Teacher or Teaching Assistant. Parents and the Class Teacher/Teaching Assistant should initial a note to signify that it has been read.

HOME LEARNING TASKS

Reading

We request that parents support their child's reading development on a daily basis. Pupils' books will be changed regularly, according to their age and reading ability. We request that parents use the reading record to comment on a pupil's understanding and accuracy.

Occasionally, your child's teacher may send home additional home learning tasks/projects. These tasks should never be a source of worry or upset for your child and are intended to provide an opportunity for children to spend time with their parents talking about what they have been doing in school.

ASSESSMENT AND REPORTING

Internal Assessments

There are on-going internal assessments throughout the school year. Pupils will be assessed using some standardised tests, but will predominantly be assessed informally through observations and questioning. Children's progress in phonics will be assessed every 8 weeks and children's writing will be assessed at key points during the year. All forms of assessment will be used to set individual targets for children and to inform teacher's planning.

Children in the Reception class will be assessed according to the EYFS guidance and observations throughout the year will inform profile scores which are shared with parents and sent to the East Riding Education Authority (on their request), in accordance with the EYFS guidance.

Parents' Evenings and Written Reports

Formal Parents' Evenings take place in the Michaelmas and Lent term where progress can be discussed and records shared. Parents will receive a written summary of the child's progress at the end of the Michaelmas Term and a full written report in the Summer Term.

At the start of the academic year parents are invited to attend a meeting about how we assess and record children's development in the EYFS. Currently we use Tapestry software – an electronic and online tool combining photographs and observations which are gathered both in school and at home. The Tapestry software enables the Key Person (Class Teacher) to track children's progress against the Development Matters Framework and Early Learning Goals and parents have personal access to this information.

LEARNING SUPPORT

Pupils with specific learning difficulties will have their needs identified, assessed, met and monitored so they achieve their full potential in a caring and supportive environment, provided by all the pupil's teachers.

The Learning Support Department exists to support pupils and promote achievement. There are three stages on the Learning Support Register.

Stage 1:

An Individual Learning Plan with personalised targets, written in collaboration with the class teacher. To be reviewed termly.

Access to appropriate equipment and resources to support their learning.

Stage 2:

An Individual Learning Plan with personalised targets, written in collaboration with the class teacher. To be reviewed termly.

Small group work – a typical child on Stage 2 will be withdrawn from lessons to receive support within a small group once a week. This may take the form of an adult-led session or Lexia intervention. This will be agreed in collaboration with the class teacher.

Stage 3:

An Individual Learning Plan with personalised targets, written in collaboration with the class teacher. To be reviewed termly.

Small group work – in addition to their one-to-one work, a typical child on Stage 3 will be withdrawn from lessons to receive support within a small group once a week. This may take the form of an adult-led session or Lexia intervention. This will be agreed in collaboration with the class teacher.

One-to-one support once a week, with a learning support teacher, focusing on the targets within the child's Individual Learning Plan.

Dancing Bears

Where children are identified as having a reading age which is significantly below their chronological age, they will follow the Dancing Bears reading programme. This may be in addition to, or instead of, small group work.

VISITS AND EXTRA-CURRICULAR ACTIVITIES

SCHOOL TRIPS

Pupils will need to make visits away from school to support their learning in class. School Rules apply on all school trips and pupils are expected to maintain high standards of behaviour and courtesy.

Staff are always equipped with a First Aid kit on excursions. Children in the EYFS will always have a member of staff with them who is trained in Paediatric First Aid.

A designated member of staff will always be in charge and responsible for the authorisation of the trip, for the circulation of administrative information and for the supervision of pupils involved. The school's 'Educational Visits Policy' is available on request from the Director of Activities. Details of the school's 'Health and Safety Policy' are available on request from the Bursar.

Details of the arrangements for all trips and visits will be sent by letter to parents who will be asked for permission for the charges to be included in the school bill.

Please note we select trips that are beneficial for your child's knowledge and education of the term's topic. However, for parents who do not wish their child to be involved in trips, alternative arrangements can be made for your child to remain in school with another year group.

MUSIC TUITION

Children who wish to learn an instrument may be able to receive tuition from one of the School's peripatetic music teachers. If you are interested in learning more about this service, please contact the Head of Music in the Prep school for further information.

Pupils who are timetabled for music tuition will be escorted to their lessons.

EXTRA-CURRICULAR ACTIVITIES

Pocklington Prep School offers the opportunity to take part in a wide and challenging range of academic, cultural and physical activities to develop skills and talents and the ability to make friends and work with others. All pupils are encouraged to take part in extra-curricular activities during school time; we also recognise the value of activities that they may do outside of school too.

Activities for Pre-Prep pupils will take place predominantly during lunchtime and include: arts and crafts club, drama club, choir, chess club, dragon judo club (after school), computer club, trampoline (after school), cheerleading (after school), gardening club, cooking club, mini-orienteering, puppet club, sewing club, Bangers and Trash (music), nature club and some outdoor games activities.

Clubs and activities will change every term. A timetable of when particular clubs take place will be sent to you at the start of each term. After school clubs take place between 3.45pm and 4.45pm unless specified otherwise.

NETWORKED COMPUTERS – ACCEPTABLE USE POLICY

All pupils will regularly be using computers connected to the school network and will be allocated file space to store personal work. Pupils will be given rights to use certain shared files and other resources as well as internal e-mail (though these accounts will not be utilised until children have a better understanding of internet safety). The network also provides Internet access with external e-mail and the World Wide Web.

- Responsible use - Pupils are expected to act responsibly and to use the web for school related work only.
- Acceptable Use Agreement - All pupils and parents are required to sign a copy of the school's Acceptable Use Agreement.

CHILD PROTECTION

Legal Framework

As a boarding school, Pocklington Prep School is governed by the National Minimum Boarding Standards and the DfE Statutory guidance 'Keeping Children Safe in Education' (DfE, September 2018), which sets out what schools and colleges must do to safeguard and promote the welfare of children in their care.

Child Protection Procedures

The school works within the guidance and procedures of the East Riding Safeguarding Children Board. Full details of the school's child protection procedures can be obtained from the Designated Safeguarding Lead. The school will take action in cases of suspected abuse and expects the support of parents in the protection of children. All members of staff, teaching and non-teaching, are asked to be alert to signs of abuse and know that they have a legal obligation to report any concern or suspicion to the Foundation's Designated Safeguarding Leads.

The Designated Safeguarding Lead in Pocklington Prep School is Sarah Cobb (including the EYFS).

Procedures for a Missing Child

Teachers and classroom assistants are ever watchful in caring for your child and are aware of their location/presence both when in school and off-site. If there are concerns about the whereabouts of a child, the Form Teacher will contact a member of the Pocklington Prep School Management Group who will initiate a check to confirm that the child is missing. If absence is confirmed then we will immediately contact the police and yourselves. We will assign a teacher and give you a telephone number for you to contact until your child is found. We will do the same if a child goes missing during a trip; the travelling staff will alert the police and contact the school so that you can be informed as soon as possible. Every incident will be investigated to identify lessons learned.

Confidentiality

Any pupils who are worried about possible or actual abuse within or outside school, for themselves or someone else, should think carefully about what sort of person is best able to provide support and then seek help. Information given to a teacher will be treated with discretion and will not be passed on indiscriminately or without the child's full knowledge.

Helplines

Details of telephone helplines, including the service offered by Childline, are displayed around the school. Staff will arrange for any pupil to use a private telephone on request.

POLICIES

ANTI-BULLYING POLICY

The school seeks at all times to create an atmosphere of safety and physical and emotional security in which all pupils have the right to enjoy their opportunities for learning, recreation and social development. The school will not tolerate bullying, hurtful teasing, harassment or any other form of negative behaviour and works hard to create an open atmosphere in which any pupils who feel unhappy or threatened are able to speak out without fear and report the facts to a teacher. All pupils are encouraged to take active steps to stop any unkindness or tendency towards verbal or physical bullying. When bullying is identified it is dealt with firmly and sensitively.

Repeated or serious involvement in bullying is liable to lead to suspension or expulsion. Parents and pupils should refer to the school's Anti-Bullying, ICT and Procedures to Counteract Cyber-Bullying, and the Behaviour Policy on the school website.

Parents who are worried about bullying issues should contact the Class Teacher about their concerns in the first instance.

FOUNDATION* POLICIES AVAILABLE TO ALL PARENTS, GUARDIANS AND PUPILS

There are a number of important policy documents available to view that we would like to draw to your attention. These enable all concerned to be aware of the procedures and protocols operated by the school in order to promote and secure the safe, caring and respectful community that we all appreciate learning and living within. The following documents are available on the school website and can be accessed via the 'School Policies' on the Pocklington Prep School home page.

Child Protection* and Safer Recruitment Policies* (statements only, a full copy of the Child Protection Policy is available on request). Behaviour, Anti-Bullying, Use of ICT and Procedures to Counteract Cyber-Bullying; the Complaints Procedure*. Please do enquire if you would like further information on any of these, or the other academic or pastoral related policies held by the school.

**These are 'Foundation Policies' and are applicable to both Pocklington Prep School and Pocklington Schools.*

FRIENDS OF POCKLINGTON PREP SCHOOL

The Friends of Pocklington Prep School is the school's parents' association established to develop friendship amongst parents. There is an AGM and events during the school year; that these events raise money for the school is incidental. Such money as may be raised is used to provide non-routine resources and equipment for the pupils. Some of these are joint with the Friends of Pocklington School. The support of all parents for the Friends of Pocklington Prep School is encouraged and welcomed.

If you would like to find out more about the Friends association, require information about forthcoming events or have any questions you would prefer to ask a fellow parent, please do contact the committee by email.

friendsofpocklingtonprep@pocklingtonschool.com

GUIDANCE ON INFECTIONS AND COMPLAINTS

Taken from ‘Guidance on infection control in schools and other childcare settings’ (2017)

RASHES AND SKIN INFECTIONS		
Infection or complaint	Recommended period to be kept away from school, nursery or childminders	Comments
Athlete’s foot	None	Athlete’s foot is not a serious condition. Treatment is recommended
Chickenpox*	Until all vesicles have crusted over	<i>See: Vulnerable Children and Female Staff – Pregnancy</i>
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting
German measles (rubella)*	Four days from onset of rash (as per “Green Book”)	Preventable by immunisation (MMR x2 doses). <i>See: Female Staff – Pregnancy</i>
Hand, foot and mouth	None	Contact the Duty Room if a large number of children are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination (MMR x2). <i>See: Vulnerable Children and Female Staff – Pregnancy</i>
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet fever*	Child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child. If more than one child has scarlet fever, contact PHA Duty Room for further advice
Slapped cheek/fifth disease. Parvovirus B19	None (once rash has developed)	<i>See: Vulnerable Children and Female Staff – Pregnancy</i>
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, i.e. have not had chickenpox.

		It is spread by very close contact and touch.
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DIARRHOEA AND/OR VOMITING

Infection or complaint	Recommended period to be kept away from school, nursery or childminders	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
<i>E. coli</i> O157 VTEC*	Should be excluded for 48 hours from the last episode of diarrhoea.	Further exclusion is required for children aged five years or younger and those who have difficulty in adhering to hygiene practices.
Typhoid* [and paratyphoid*] (enteric fever) Shigella* (dysentery)	Further exclusion may be required for some children until they are no longer excreting	Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Please contact the Duty Room for further advice
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

RESPIRATORY INFECTIONS

Infection or complaint	Recommended period to be kept away from school, nursery or childminders	Comments
Flu (influenza)	Until recovered	<i>See: Vulnerable Children</i>
Tuberculosis*	Always consult the Duty Room	Requires prolonged close contact for spread
Whooping cough* (pertussis)	Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. The Duty Room will organise any contact tracing necessary

OTHER INFECTIONS

Conjunctivitis	None	If an outbreak/cluster occurs, consult the Duty Room.
Diphtheria *	Exclusion is essential. Always consult with the Duty Room	Family contacts must be excluded until cleared to return by the Duty Room. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact the Duty Room
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination (MMR x2 doses)
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic

* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the Director of Public Health via the Duty Room.