



**POCKLINGTON
PREP SCHOOL**

Ages 3 to 11

Parent handbook

Information for parents
of Prep School pupils



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Pocklington Prep School Handbook

Introduction

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

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

Aim, 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, or 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

Confidence We encourage individuals to be confident and considerate; fostering self-respect and self-belief.

Responsibility Personal responsibility and service to others are expected; both have opportunity for expression with the school and beyond.

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.

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 friendly and compassionate schools.

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.

Church Service

All boarders attend a school service on most Sundays. Details are provided in the Pocklington School calendar.

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.

Pocklington Prep Respect Code

A high standard of courtesy, common decency, tidiness and honesty is expected from every member of the School. Any action that may lower the good name of the School goes against our 'Respect Code'. In particular, this applies to conduct on buses and in the streets where quiet, orderly behaviour is expected at all times.

On accepting a place in the School, pupils are accepting the Code and willingness to live up to it.

Respect

We **respect** and care for our school and everyone within it.

We show **respect** by listening when others speak and follow instructions straight away.

We show **respect** by being on time with everything we need.

We show **respect** by being kind: keeping unhelpful hands, feet, objects and comments to ourselves.

We show **respect** by completing work to the best of our ability, within the given time, by allowing others to do the same.

We have the courage and **self-respect** to challenge ourselves in all we do.

Behaviour

In general, pupils are expected to look smart and to behave properly, acting in a friendly and considerate manner which reflects well upon them and upon the school. All rules are designed for the safety and wellbeing of pupils, staff and visitors therefore to breach them is to cause potential harm or nuisance to others as well as to oneself. There are specific rules relating to the Swimming Pool, Science Room, Computer Suite, Art Room and Library. These are displayed in or near the room concerned and must be read and followed. Pupils can expect sanctions to be applied for breaking rules and failing to follow the Respect Code.

Rewards

Rewards will be given to reinforce appropriate and acceptable behaviour. These rewards will take various forms and will be given consistently throughout the school. Positive rewards applied are as follows:

- Written acknowledgement and positive comment on a pupil's work.
- Informal praise and encouragement at all opportunities, in class and outside, including recognition of courtesy and politeness, please and thank you.
- **Form Points** are awarded to individuals, be it for work or for other positive behaviour.
- Form Teachers often have their own stickers and prizes as an extra encouragement.
- Collecting ten form points gains a House Merit, which is displayed on the House notice-board.
- **House Merits** are awarded for excellent behaviour, effort or work.
- Work or behaviour of an outstanding nature will be recognised by the award of a **Distinction**.
- Work, progress or positive behaviour of a sustained nature, throughout the term, at whatever level, will be rewarded with a **Distinction**.
- Distinctions are an opportunity for three or four people to praise a child a) the giver, b) the Form Teacher recording the Distinction, c) the Head, who stamps the card d) the parents.
- **Distinctions** count as triple points towards the House Merit Shield

Sanctions

A clear set of sanctions will be linked to inappropriate and unacceptable behaviour. These sanctions will be applied in a calm but firm way and will also be applied consistently throughout the school.

On no account does the school use or countenance corporal punishment.

- A teacher will take appropriate action should a problem arise – starting with a discussion as to why something is not acceptable, in the first instance.
- A pupil may be given **Statements**. These are lines of General Knowledge which a pupil will be expected to write out neatly, in their own time (a break or lunchtime included).
- Statements should not exceed 20 and must be completed within 48 hours, on a special sheet from the issuer of the statements.
- Completed statements are shown to the Pastoral Lead who will tear off the top section of the form and glue it in to the Discipline Book of the year group. All statements are therefore recorded. The statements are then returned to the issuer.
- If a child fails to do statements then other sanctions will be taken.
- A member of staff may apply other sanctions, as appropriate to the misdemeanour.

Unacceptable work, work not done, or work not handed in after a previous warning will attract a **Work Card (White)** that must be signed by parents, returned the next day and shown to the issuer, then to the Pastoral Lead. Just as with the yellow card, the work card is a form of school/home communication.

A Conduct Card (Yellow) will be issued when other approaches seem to have failed or for a clear breach of the Respect Code.

The yellow card is our sign of formal disapproval. Pastoral Leads may authorise the issue of a yellow card. Parents must sign it to show they have seen it and to show support for the school's Behaviour Policy. This is the purpose of sending it home. It should be returned to the Head the following day.

The Pastoral Lead or Form Teacher may contact parents individually at (or before) this stage, depending on the reason for the issue of the card. On occasion, a letter may accompany the yellow card to add further background information.

Behaviour monitoring and targets

If a child has displayed consistently unacceptable and poor behaviour over a period of time, his/her behaviour will be monitored. Parents will be invited into school to discuss the main issues. The form teacher will have prepared a **Pupil Monitoring Form**. This will indicate the reason for monitoring and targets directly linked to the reasons for monitoring. The period of scrutiny will usually be for two weeks. The child will take the form to every lesson and the teacher will make a brief comment about the child. The form teacher (and if necessary the Pastoral Lead) will review the child's performance over the period of scrutiny, which will then inform an appropriate course of action.

Serious Incidents

The majority of incidents of misbehaviour will be dealt with through the process of the School Behaviour and Discipline Policy. Any serious incidents of misbehaviour will be referred to the Head who will usually ask parents to come into school to discuss the situation. In such cases, fixed-term or permanent exclusion becomes an option. These sanctions can only be imposed by the Head of the Prep School.

Wider sanctions

When all possible avenues to help a child have been explored, the Head of Pocklington Prep may feel required to involve parents in wider discussions about the progress and future of their child in the school.

The possibility of short term suspension or, ultimately, permanent exclusion exists (as a last resort) when unacceptable behaviour or approach remains unchanged following previous interventions and support.

General points regarding good behaviour

Movement

- A) Pupils must **walk**, not run, in all areas of the school. This includes stairs, footpaths and corridors.
- B) We keep to the left and in single file. This is especially important on stairs.
- C) Pupils should be aware of visitors and are expected to wait and hold doors for adults.
- D) When waiting, e.g. outside a room, pupils should do so quietly on one side of the corridor and in single file.
- E) At busy times, such as after assembly, pupils should not stop at notice-boards as this causes congestion.
- F) When outside, pupils should keep to the footpaths, especially during wet weather.
- G) Pupils must NEVER run across the car park/turning areas.

Bounds

- A) Pocklington Prep pupils stay on the school site at all times during the school day, unless escorted elsewhere by a member of staff.
- B) Pupils play on the fields in an area defined by the ends of the Pocklington Prep buildings and as far as the “two trees”, keeping off cricket squares or any seeded areas.
- C) The area around the squash court is completely out of bounds. A lost ball that goes into this area must be reported to the duty teacher.
- D) Climbing on roofs, walls and trees is expressly forbidden.
- E) Please respect the privacy of the Housemasters and keep out of their gardens unless needing to pass through.
- F) During lessons and at all times other than when changing for break or games, the changing rooms are out of bounds.

Wet breaks

- A) When a wet break is declared, pupils stay in their form rooms and should not move about the school, nor enter the rooms of others. Quiet pursuits should be undertaken and orderly behaviour is expected. At the beginning of the break pupils may collect their snack.
- B) Class teachers remain with their class during wet breaks.
- C) Wet break monitors from Year 6 go to their appointed rooms to support younger children in their play.

Changing rooms

- A) Pupils have their own pegs and storage area in the changing rooms and must use these to hang and store their coats, bags and games kit. No other person's area should be used. Kit should be hung up properly, zipped into the games bag, and the locker area kept tidy.
- B) It is completely forbidden to interfere with and/or “borrow” the belongings of another pupil.
- C) Food and drink is not consumed in the changing rooms. Snacks are best kept in form rooms.
- D) Playing games of any kind or fooling about in the changing rooms is forbidden. Pupils should change promptly and quietly.
- E) Pupils must keep out of the shower area.
- F) Books, pencil cases and anything required for lessons should be taken to Form rooms at the start of the day and should not be left in bags in changing rooms.

Pastoral Care

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 the matron at Pocklington Prep School, the Chaplain or the School Wellbeing service.

All pupils belong to a form and the form teacher is the primary point of contact for pupils with pastoral or behaviour issues. Similarly, parents should contact the form 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 form teacher is also responsible for monitoring the pupils' progress and issuing awards and sanctions as appropriate. Should a problem arise the form teacher will take appropriate action

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.

Wellbeing and medical care

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 two days each week.

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

Health Records

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 who are ill or may have hurt themselves. She liaises with the School Medical Service for more serious incidents. The qualified school nurses provide 24 hour accident and emergency treatment. Pupils who become ill or injured during the school day should ask a teacher or duty member of staff first. Pupils do not make up their own minds to go and see Matron. After any treatment by Matron, or the School Nurses, pupils may be returned to lessons or parents contacted to arrange collection.

Matron looks after immediate First Aid needs and such health related problems that may arise in school. It is not possible for her to spend the day nursing a sick pupil who should have remained at home. Please do not send your child in if this is the case. If a child needs to go home, she will contact you to collect your child.

In the event that a pupil is sick, or has diarrhoea, the school operates a policy of pupil absence from school for 48 hours since the last bout. This is to reduce the spread of any illness through the school community.

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 named spare into school at the beginning of each term and this will be stored for your child's use.

In the event that your child has a temperature we will administer the appropriate dose of Calpol paracetamol. In order to ensure we do not give a child Calpol when they have had some less than 4 hours previously, please inform the school office if your child had medicine before arriving at school. Otherwise, unless we can make contact with you, Calpol will not be administered before 12:30pm.

Emergency Contacts

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.

Boarders' NHS registration

All boarders must be registered with Dr Mari Austin or Dr Nigel Robinson at the Surgery, **Pocklington Group Practice**, The Becksides Centre, 1 Amos Drive, Pocklington, York, YO42 2BS. The NHS card should be signed by parents and sent to the School Medical Centre before term starts in case medical attention is required at the start of term. The address 'Pocklington School' should be entered on the card.

Boarders' Emergency Dental Treatment

The school recommends that all boarding pupils are registered for emergency dental treatment with 'Regent Street Dental Practice'. This involves a charge of £2.50 per term, which will be placed on the school bill. During normal school hours pupils will be seen at the local surgery. Out of hours, the practice is part of an on-call rota giving pupils access to a duty dentist.

Appearance, Uniform and Equipment

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 wear their school uniform correctly. They should ensure that their appearance is tidy and smart. Pupils should remember that appearance, like behaviour, reflects on the school and themselves.

- Full school uniform, including blazers, should be worn for journeys to and from school and for all official school functions and trips (unless other instructions have been issued).
- Pupils must change from games kit back into school uniform when leaving school after matches and practices before 5.00pm.
- Games kit is not to be worn in the dining hall unless covered by a blazer or full tracksuit.
- White shirts must be of a similar style and material to those sold in the school in the school shop. Top buttons must be fastened. Shirt tails must not be hanging out.
- Ties are to be worn properly and tied at a proper length.
- Pupils may move about inside school without their blazer.

Footwear

- Pupils must wear black, polishable shoes with their uniform, both coming to and from school and during the school day. The shoes should be of sensible, low design; no big heels.
- They are required to have a pair of plain sports trainers, which they change into for games and outdoor PE lessons and when they go out to lunch break.
- They also require either plimsolls or a second pair of trainers which are used for indoor sporting lessons e.g. gym, dance etc. and when on the astroturf.
- Fluorescent, flashing, vivid, garish coloured trainers are not acceptable.
- Pupils must be able to fasten their own shoes, so please do not send your child with lace-ups until they have learned to tie their own laces.

Jewellery and Make-Up

- Children must not wear jewellery or make up to school.
- Girls with pierced ears may wear a single pair of matching plain studs. For safety reasons these must be removed or covered during PE, swimming and games.
- No badges are to be worn other than those awarded by the school to denote positions of responsibility.

Hair

- Pupil's hair should be worn in a style which is neat and appropriate for school. Extravagantly short or conspicuous cuts are not allowed. Hair must not be dyed to look unnatural.
- Girls with hair below the collar should have their hair tied back all day and every day.
- Hair accessories should be small, inconspicuous and in the school colours.

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 - Prep School Uniform

Boys	Girls
Pocklington School navy blue blazer Grey shorts (Years 3, 4 and 5) Grey trousers (Year 6) White shirt Pocklington Prep School tie Long grey Prep School socks Pocklington Prep School v-neck pullover 1 pair plain outdoor trainers (for playtime)*	Pocklington School navy blue blazer Grey pleated skirt White shirt Pocklington Prep School tie Short grey Prep School socks Grey Tights Pocklington Prep School v-neck pullover 1 pair plain outdoor trainers (for playtime)*
GAMES KIT Reversible Prep School rugby shirt Rugby shorts PE shorts Long hooped School socks White crested polo shirt White gym socks School swimming shorts School tracksuit Studded boots fit for rugby Indoor plimsolls or second pair of trainers* 1 pair astroturf trainers for Lent term Shinpads Gumshield	GAMES KIT Games shirt Skort PE shorts Long hooped School socks White crested polo shirt White gym socks School swimming costume Pocklington Prep School swimming hat School tracksuit 1 pair astroturf trainers* Indoor plimsolls or second pair of trainers* Shinpads Gumshield
OPTIONAL White School crested cricket shirt White cricket trousers Mid layer Pocklington Prep School sports bag Backpack Book bag Swimming bag Goggles Name labels School scarf and fleece hat Paint overall/apron Navy thermal sports base layer	OPTIONAL Mid layer Pocklington Prep School sports bag Backpack Book bag Swimming bag Goggles Name labels School scarf and fleece hat Paint overall/apron Navy thermal sports base layer

Books and Equipment

All pupils are responsible for looking after their books and equipment carefully. Most books and stationery are supplied by the school. Some books that will last a pupil's full academic career at Pocklington Prep School may be obtained for the pupils and charged on the school bill. It is helpful for pupils to have access to a dictionary and atlas at home.

All pupils should have the following equipment, which is not provided by school:

- writing pencils
- a set of colouring pencils
- a pencil sharpener
- a rubber
- a ruler
- a small glue stick.

Pupils in Years 5 and 6 are also required to have a geometry set and calculator.

Pupils begin to write in fountain pen in Year 4 and form teachers decide when is the time to change. At this time form teachers will award a pen licence. Some children may use roller ball pens if this is deemed more suitable.

Pupils are permitted to bring a Kindle or iPad into school if this is their preferred way of reading and a robust, named cover is recommended. However, the school cannot take responsibility for any damage or loss.

The governing bodies for hockey and rugby strongly recommend that gum shields be worn. The school support the recommendation and it is school policy that these gum shields be custom fitted by a dental practitioner. To assist parents in the purchase of custom fitted gum shields the school organises an annual visit by 'Opro'.

Labelling Uniform and Games Clothing

All items of uniform, including sports clothing, must be clearly labelled on the inside of the garment. Everyday items, such as jumpers, shorts, T-shirts should also 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.

Lost and found items

Items which can be identified are returned to their owner by Office staff. A pupil who has mislaid an item should speak to a member of Office staff, having first retraced all their steps and looked for the missing item him/herself. A pupil who finds an unnamed item should hand it in to the School Office. If named they should try and return it.

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 five lessons with a morning break and lunchtime included in this time.

Assemblies

The pupils in the Prep School 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 pupils' Social, Moral, Spiritual or Cultural awareness.

If your child has achieved an award outside of school we would love to celebrate with them, so please send their news/medal/certificate into school.

Attendance

Attendance by pupils at lessons, assemblies, games and PE is compulsory. Pupils must attend registration unless they are absent for an authorised reason. Pupils arriving late must report to the School Office. Pupils are not permitted to leave the school premises during normal school hours without prior permission from the Head.

Morning Routine

Early Drop-off

Pupils should not arrive at school before 8:00 am. We can only guarantee that teachers and support staff are around school from 8:00 a.m. and that class teachers are in their classrooms from 8:15 a.m. Pupils arriving at school between 8:00 a.m. and 8:15 a.m. must go to identified rooms for Pre-Prep, Years 3-4 and also Years 5-6. After 8:15 a.m. all pupils go direct to their classrooms. Pupils are encouraged to go into their classrooms on their own. Parents are not permitted beyond the School Office reception area.

Travel by bus

Pre-Prep children are collected from buses on West Green and escorted over to the Prep School by Sixth Form students. Older Prep School children are met by a member of the Prep School staff team and escorted over to the Prep School. We require parents to identify in the Pupil Planner how their child is travelling home each day.

Registration

All children should be in their classroom by 8:30am when morning registration will begin.

End of Day Routine

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

Collection

Parents are requested to meet their child at the front of the Prep School at the end of the day. Staff will not allow children to leave unless they have seen a parent/carer so please do wait outside the gate but make yourself known to the member of staff caring for your child.

Travelling by car

Parents should drive slowly and be vigilant to the movement of children on site when parking outside Pocklington Prep School. Cars must be parked in the designated spaces and emergency thoroughfares must not be blocked. When walking to and from the car, pupils must use the path between the drop-off area and Pocklington Prep School main entrance.

Travelling by bus

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.

Changes to Home Travel Arrangements

If there are any changes to home travel arrangement, please contact the School Office at the earliest possible opportunity. In the event that a pupil is not collected at 4:00pm they will automatically go into After School Care and the school will contact parents to clarify arrangements. We ask that you make good use of the Pupil Planners where there is space to indicate home travel arrangements.

The Extended Day

Before School Care

Pupils may access the Dining Hall from 7:50am to purchase a school breakfast. They will need to bring £1.00 with them and pay in the Dining Hall.

After School Care

Pupils who are not being collected from school at 3:45pm must attend After School Care at Pocklington Prep School until 5:45pm. There is a small charge per half hour for children attending After School Care, which is charged to the end of term school account. If you wish to make use of After School Care please complete the booking form and hand in to the School Office. It is acknowledged that unexpected events sometimes make it necessary for parents to arrange After School Care at short notice and we ask you to contact the School Office immediately.

Initially time is spent completing homework, after which there are various activities. 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. Please book through the School Office.

Boarding Provision for Day Pupils

If a child is not collected by 5:45pm then school will make arrangements for the child to be cared for by qualified staff within the boarding community. Should this be necessary, school will contact parents and the child should be collected directly from Orchard House (girls) and Dolman House (boys), as Pocklington Prep School closes at 5:45pm and we cannot guarantee that there will be staff in school to supervise your child.

Extended Day

This is aimed at busy families and pupils where there is the need for the pupil to be collected after 5:45pm when normal After School Care ends. If a pupil is day-boarding they become boarders at 3:45pm and have a base in a boarding house, where they can change out of school uniform and where they can keep their belongings. Parents should contact the Head of Prep School in the first instance if they would like further details. There is a charge for this provision.

Overnight Stays

Parents who wish their child to stay overnight should send a letter well in advance to the Head of Prep School who will make appropriate arrangements, if there is an available bed.

Flexible Boarding

Parents may wish their children to board on a temporary basis for either a long weekend or a longer period. The Head of Prep School should be contacted if parents would like further details.

Absence from School

Holidays

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

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 Department for Education 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 will be well enough to cope with the full day in school and the level of activity planned. We follow Government Guidance, provided 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

Whenever possible, routine dental, orthodontic, medical or optician appointments should be made during the school holidays or at the end of the school day. Where these occur unavoidably during normal school hours, parents should write to the school giving at least 24 hours notice. Parents should collect their children from the School Office on these occasions.

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

Pupils should bring their own nutritional snack for morning break. This is left to the discretion of parents. Sweets and crisps are not allowed.

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.

Day pupils

The importance of proper diet is recognised and lunch is compulsory. All day pupils have lunch at school, Monday to Friday. An age-appropriate selection of self-service menu options is available. All dietary requirements are catered for and kitchen staff are aware of individual pupil needs. The menus are displayed around school and also in the Dining Hall foyer. Pupils sit in year groups for lunch.

Boarders

Boarders must attend all meals, which are served in the central Dining Hall.

Special dietary requirements

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

Food allergies

If your child has food allergies and requires the use of an epipen, please send in a second named epipen to be kept in the dining hall.

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.

The Prep School curriculum is carefully designed to foster children's curiosity and develop key skills, whilst embedding knowledge. Children in Years 3 and 4 learn through a termly topic, whilst children in Years 5 and 6 enjoy a subject based curriculum, with a focus on specialist teaching.

Further information is provided, on a termly basis, through the Curriculum Statement.

In an environment which gives due reward 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
A positive partnership with parents of pupils	Concern for man-made and natural environments

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. Pupils on Stage 1 are supported in class with the Learning Support staff liaising closely with the class teachers. Pupils on stages 2 or 3 receive additional out of lesson support; pupils on Stage 2 may visit once every few weeks whilst pupils on Stage 3 will attend weekly 1:1 lessons with the Learning Support staff.

The Pocklington Prep School Learning Support staff work closely with the Pocklington School Learning Support Department to ensure a smooth transition between the schools. Additional time in entrance examinations may be requested for those on Stage 3.

Homework

Homework plays an important role in the work that pupils undertake and it will be set regularly. Pupils will be asked to do something which continues, or extends, the work they have been doing in class. Please do check with your child the homework they have been set and sign their homework diary on a weekly basis.

The length of time to be spent on homework increases as pupils' progress through the school. In Years 3 and 4 pupils will be set 2 homework tasks each week and we would expect pupils to spend 20 – 30 minutes completing each task. In Years 5 and 6, children are set 5 homework tasks each

week and they should spend 30 minutes completing each task. In all year groups, children should complete their reading, spellings and mental maths each night.

We do ask that all pupils are listened to at home on a regular basis when reading. This is a good time to chat with them about the book they are reading to check they understand the flow of the story.

Wednesday evening is Catch Up; an extra day when pupils are not set formal homework. They may have some work to catch up if they have been away from school, or they may have been granted extra time to complete a piece of work. Extra time will be applied to those pupils identified as highly able and extension activities and challenges will be given to them to complete. Timetabling means there may be homework set on a Wednesday, but will mean another evening may only be one.

Homework is not given on exeats.

Every pupil has a Pupil Planner, which should contain their homework timetable. This Planner is a daily record of what children have been asked to do. Please do check and sign this book on a regular basis. Class teachers are also expected to sign the Pupil Planner on a weekly basis. We would ask that you use the diary to indicate that the homework task set has taken longer than the allotted time; parents may also stop their children from continuing with homework if this is the most appropriate course of action – please indicate in the Planner that this has happened. The Planner may also be used as a written means of communication between home and school about any difficulties encountered with academic work.

Music Tuition

Pupils 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.

Extra-Curricular Activities

Pocklington Prep School offers the opportunity to take part in a wide and challenging range of academic, cultural and sporting 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.

Pupils are expected to

- Fulfil their commitment to activities which take place at lunchtime
- Remain at school to fulfil their commitment to activities which take place after school
- Be aware of timetables for practices and rehearsals which are published well in advance on noticeboards and in the school calendar.

Activities at Pocklington Prep School include: art club, drama club, choir, orchestra, recorder group, music ensembles, athletics, judo, dragon judo club, chess club, cross country, coding club, cheerleading, swimming squad, team sports, bikeability, airfix club, science club and modelling club.

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.

There are no academic lessons at Pocklington Prep School on Saturday mornings. A programme of activities is planned for boarders and day pupils. These events are advertised in the term calendar.

Games and PE

Physical fitness and participation in competitive sport are important aspects of school life at Pocklington Prep School. Pupils can expect to learn and take part in a wide variety of team and individual sports, with competitions at house, school, regional and national levels.

Should a pupil need to be off games, then we require a written note from home specifying the reason. The pupil should then report to Matron at the start of the games lesson.

Fixtures

Opposition sports fixtures take place on Mondays (Years 3 and 4) and Fridays (Years 5 and 6) and at other times during the week. Wherever possible these are published in advance in the school calendar and on school notice boards.

Parents and other family members are very welcome to come and support teams, both school and house, at the various fixtures held throughout the year.

Commitment to Teams

Being chosen to represent the school is an honour and all pupils are expected to fulfil their commitment to the other team members by regularly attending practices during and after school, being smartly turned out in the correct kit and behaving in a sporting manner on and off the field. We would like to have as many pupils as we can represent the school in one sport or another during their time at Pocklington Prep School. There is a balance to be struck between competitive, successful matches and everyone being involved.

Where we can field 'A' and 'B' teams, we do. This depends on the number of pupils within our year groups and those of the school we are playing. The 'A' team is our competitive team. The 'B' team gives opportunity for other pupils to represent the school and may well be no weaker than the 'A' team. There is movement of personnel in the 'B' team to enable all pupils to have the opportunity to represent the school. There is also movement between the two teams as pupils develop their skill and ability.

Teams are selected on occasions to match the ability of the opposition.

Cancellation of Matches

Should a match be cancelled on the day, we will text or email you with the change of arrangements. Therefore, do please keep the school up to date with contact details. Pupils may wait in After School Care, at no cost, if you are then unable to collect them.

Pocklington Prep School - Code of Conduct in Sport

Pocklington Prep School views sport as an important and integral part of our broad, balanced educational programme. All pupils are given the opportunity to take part in a wide range of physical activities within a structured, safe environment. Committed, caring and well qualified staff work hard within school curricular and extra-curricular time to ensure that pupils are able to make the most of the opportunities provided. The health and educational benefits of sport are well documented and, through their experience of sport at Pocklington Prep School, we intend that pupils will develop physically, emotionally, socially, morally and spiritually. They will learn to appreciate the value of cooperation, commitment and consideration for others and will acquire skills which will be of value throughout their lives.

Players:

1. Accept without question all referees' decisions. Any negative response towards an officials' ruling is unacceptable.
2. The use of bad language, in any form, is unacceptable.
3. Verbal provocation and deliberate violence, even if reactionary, is totally unacceptable.
4. Be dignified in victory and defeat. Gracious conduct, whatever the result is important.
5. Never use unfair or illegal tactics to gain an advantage, observe the laws, rules and regulations of the various sports.
6. Excessive or inappropriate talk on the field of play should not be used.
7. Play in a sportsmanlike manner and extend courtesy to opposition teams. This should include shaking hands with the opposition at the end of the match and extending thanks to the referee/umpire and teachers.
8. In games lessons, extra-curricular practices and inter school fixtures, the correct Pocklington Prep School kit should be worn.
9. Work hard, showing full contribution and effort in training.
10. Respect your teachers and listen to their advice.

Parents:

1. Parents are encouraged to attend fixtures at Pocklington Prep School and to support the whole team, rather than individual players, as positively as possible.
2. Applaud good play, encourage in your support and be courteous to all.
3. Parents should be realistic about a players' ability and not push them excessively.
4. Remember that victory is not everything and children are playing for their own enjoyment.
5. Do not stray onto the pitch during a match.
6. Parents should never seek, during or immediately after a match, to give advice or to question decisions made by teachers, referees/umpires or players.
7. If a parent feels strongly about any incident occurring during matches then please contact the member of staff in charge at school or the Assistant Head (Co-Curriculum).
8. Respect the decisions and professionalism of teachers; accept that selection of teams is made in fair, unbiased manner without prejudice to individuals.
9. Parents should support both school and children by being sensible about the number and length of external sporting commitments. School commitments should be prioritised over club commitments unless there are exceptional circumstances.
10. Encourage your child and share their enjoyment; enthusiasm is infectious!

Assessment and Reporting

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. All forms of assessment will be used to set individual targets for the pupils and to inform teacher planning.

Parents' Evening and Written Reports

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

At the start of the academic year, parents are invited to 'Meet the Teacher' where the class teacher will set out how they will work with the pupils, their expectations and also provide information about the timetable, homework plans as well as answer any general questions.

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. 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.

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.

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 'Education Visits Policy' is available on request. 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.

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. The school's boarding provision is regularly inspected by the Independent School Inspectorate (ISI).

Child Protection Procedures

The school works within the guidance and procedures of East Riding Safeguarding Children Board. Full details of the school's child protection procedures can be obtained from the Child Protection Officer. 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 support staff 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 any 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 contact 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.

School 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 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.*

Boarding

School/Parental Responsibilities

The Childrens Act places responsibility for boarders with the school during the whole term, including exeats. This situation of 'in loco parentis' remains with the school unless a boarding pupil spends an exeat with parents or legal guardians. The parents of day pupils who wish to invite a boarder home for the weekend should write to the boarding house staff to obtain their permission.

Guardians

Parents who reside overseas or at some distance from the school are required to arrange legal guardians for their children and to inform the school of these arrangements before the pupil arrives at the school. Such guardians should live within reasonable travelling distance of the school and be mature adults, able to offer accommodation to the pupil for exeat weekends, half terms and main holidays where necessary. It is also helpful if they can attend parents' meetings and school events and give appropriate encouragement and support to the pupil. In an emergency they would be expected to act as the parents' representative.

Exeats

Boarders will leave on Friday after school and the whole campus will be closed until Sunday evening when boarding houses re-open.

Access to Boarding Houses

Security Systems

All boarding houses have security systems in place.

Parental Visits

Parents and guardians are always welcome to visit their children in the boarding houses, but are asked to inform the House staff of their presence on arrival.

Boarding Handbook

Further details on Boarding Life are published in a separate 'Boarding Handbook for Pupils and Parents available from the Pastoral Director.

Boarders' Travel Arrangements

Permission

Permission to travel home before the end of term must be sought from the Head. Parents should arrange for boarding pupils arriving from overseas before, or departing after, the stated term dates to stay with their guardians. House staff must be advised of any exceptional or changed arrangements.

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 is encouraged and welcomed.

If you would like to find out more, 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.

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.