



MILLFIELD
PREP SCHOOL

PARENT HANDBOOK 2020-21

Foreword



Our Ethos

Our aim as a school is to discover and develop the potential within each child and with exceptional pastoral care, talented staff and wonderful facilities we can identify talents, understand individuals and nurture the growth of each child.

At Millfield Prep we believe that emotional and social wellbeing, self-esteem and confidence are inextricably linked with academic progress which is why we put so much emphasis on the pastoral care of our children. If children are happy in themselves, feel secure and valued they will thrive and everything else will slot into place.

We recognise the importance of educating the whole child and equipping them with the skills they will need to succeed

in society today. Having a high level of emotional intelligence, developing a growth mindset, practising mindfulness and being able to work independently are all important aspects of a successful life and these are the areas which we focus on both in and out of the classroom.

There are many opportunities for the children to stretch themselves academically, in the performing arts and on the sports field and our extension and enrichment programme ensures that there is no light left under a bushel.

Millfield Prep is not for the faint hearted; we are a large boarding and day school with girls and boys from 2-13. School life is busy, challenging and most importantly fulfilling and we love it!

A handwritten signature in black ink, which appears to read 'Shayler'.

Mrs Shirley Shayler
Headmistress





Mrs Tracey Hazell, Deputy Head, Pastoral

We believe that for a child to be successful in and out of the classroom, they need to feel happy and secure in their environment.

We put pastoral care at the very heart of our school with an approach that includes all staff. Each week, key personnel, from the Headmistress and houseparents to the Chaplain and medical staff, hold a meeting with one agenda: the children and their wellbeing. Anything that impacts on a particular child's wellbeing will be communicated to all staff who have contact with that child, so they can offer support, if needed.

Pastoral

The welfare and happiness of our children is vital to running such a busy and successful day and boarding school. Healthy eating is an important part of this. Our catering department works hard to provide delicious, nutritious food for growing and active bodies and minds.

If any child feels unwell, or is in need of any additional services, we have an on-site Medical Centre, staffed by three nurses, with access to a doctor, school counsellor, physiotherapist etc.

Children meet with their Group Tutor each morning, with a further session held on Fridays. These sessions can be used as a 'checking in' time to make sure children are happy with their balance of studies and chosen extra-curricular activities.

We pride ourselves in listening to all our children and making sure they feel that Millfield Prep is 'their school'. Ultimately, we feel this makes a happy and positive community in which children can thrive.



Mr Dan Close, Deputy Head, Academic

I am delighted to welcome you to the Millfield Prep academic programme where, through the breadth and depth we offer in our curriculum coupled with our small class sizes, we will help your child discover their academic potential.

The beauty of our system is that, regardless of ability, we are able to create a positive learning environment so that all children are stretched and nurtured at the same time. Pupils are encouraged to develop lively and enquiring minds with the ability to argue rationally and apply themselves to the task. We take an innovative approach to learning whilst maintaining traditional values so that learning

Academic

spellings and tables are still just as important as accepting how technology shaping future learning. The Junior Department follow an enhancement of the National Curriculum using the International Primary Curriculum (IPC). Years 7 and 8 follow what we term the academic transition into Nine@Millfield or onto other senior schools, should the need arise.

Group tutors, subject departments and senior staff meet on a regular basis to discuss the school curriculum and individual pupil progress and any issues are communicated to parents as soon as possible. Parents are invited to attend the annual parent-teacher meetings but can also request additional meetings should the need arise. We are a school who believe in openness of communication which is a three way process with you, your child and us so that learning is enjoyable and progress tangible.

Full details on the curriculum can be found on the school website in the Parent Area. For any other information please do get in touch.



Mr Carl Bingham, Director of Boarding

Life as a boarder at Millfield Prep is about being part of a real community or an extended family, where each member has responsibilities and duties. There is also a dedicated group of staff who are there to support your child at all times. We believe that the pupils and staff work together to create a positive, happy community in which everyone feels comfortable and has an important part to play. If you speak to parents of current or former pupils (if you ask we will put you in touch with someone), they will all talk about the family atmosphere as one of the reasons why their child was so successful.

Boarding

Boarding is a great way for children to develop their social skills and interact with people from different countries and cultures. Pupils say that the best thing about boarding is spending time with their friends and many make friends for life as they continue through Millfield Senior School and beyond. They also love being able to enjoy the many evening and weekend events planned for them.

Boarding is also ideal to make the most of all the opportunities on offer at school, particularly the extra-curricular clubs and training that take place early morning and after school, such as squad swimming, tennis and golf, riding and music practice.

All the houses are on campus and have their own unique character and superb facilities, bright common rooms, kitchens, games areas, plenty of outside space and WiFi. The pupils are justifiably proud of their houses. I encourage you to pay us a visit – whether your child wants to board full time, or just wants to stay the occasional night!

Day Pupils

Being a day pupil in a boarding school brings many benefits and the pupils who make the most of every opportunity available to them are the happiest most successful.

Be prepared for your child to take advantage of the long days with the extensive games, clubs and activities programmes. Weekends are packed not just with Saturday morning classes but school matches, tournaments and rehearsals.

Academics, sport, music, art and drama can all be combined in one place in a balanced programme designed to bring the best out of your child. Group Tutors are on hand to guide the children throughout the week and liaise closely with all the departments and yourselves to ensure that your child is stretched but can cope.

In order for them to fit everything in and balance it with your own busy lives there are boarding options which can avoid you having to rouse the whole household to make an early morning training session. These can be taken on a regular basis or when the need arises.



We encourage all the pupils to build friendships, day or boarder. Day pupils are welcomed into boarding houses and boarders love the chance to visit their day friends. We hope that pupils here will develop lifelong friendships whether it is with someone round the corner or the other side of the globe.

Key Staff



Mrs Amy Newman
Head of KS2 (Years 3-6)



Mr Jo Morgan-Hughes
Director of Sport



Mrs Elly Sturges
Director of Music



Ms Amy Chatwin
Junior Department
Co-curricular Co-ordinator



Ms Sarah Lennon
Head of Learning
Development Centre



Mr David Guthrie
Head of Year 8



**Miss Adrienne
McConnell**
Head of Year 7



Mr Ben Dyke
Junior Department
Academic Lead

Communication to Parents



Now that you are part of the Millfield Prep community it is vital that we have open lines of communication between us, yourselves and your child. Group Tutors and Houseparents will be contacting you in the holiday to start this process. They will remain key points of contact throughout your time with the school.

We also value face to face meetings and there are formal and informal opportunities for this to happen. As a parent you will be given access to the parent

portal where you can find all the key information including timetables, letters and policy documents. The school calendar, published every term, includes vital information with useful mini guides, staff lists, contact details and numbers. Sport and activities can be followed using Fixtures Pro so you can check on team news, results and club updates. The weekly Newsletter is a comprehensive round up of everything that has been going on in the school and what to expect over the following few days. Our text messaging service will also alert you to vital last minute changes, cancelled fixtures, late returns etc. The school's Facebook pages and Twitter accounts will also help you keep track of what is going on in the school. You will receive regular updates on your child's progress with half-termly grade sheets and end of term reports. All of these are published to the parent portal.

Parents, family and friends are always welcome to matches and school events. We consider ourselves to be an open and friendly school so if you anything on your mind pick up the phone, send an email or come into school, we are here to help.

Key Policies

School Policies

At Millfield Prep we have a comprehensive range of policies that cover all facets of school life. Many of these are readily available by:

- a) clicking this link to [Key School Policies](#),
- b) going to the school website: millfieldschool.com > **Prep** > **About Us** > **School Policies**, or
- c) by making a direct request to the school office by emailing office@millfieldprep.com (available 52 weeks) and an electronic version can be sent to you.

Hard copies are also available on request if you prefer and there is no charge for this service. You will also be given access to the Secure Parent Portal which also has additional policies for your information.

Other useful information including up-to-date inspection reports can be found at:

millfieldschool.com > **Prep** > **About Us** or click here: [Inspection Reports, Reviews and Strategic Vision](#)

Website Policies (open access)

Academic Mission (Curriculum) Policy
Admissions Policy
Additional Educational Needs Policy
Anti-Bullying Policy
Behaviour Policy
Boarding Principles and Practice
Data Protection Notice
Complaints Procedure
Drugs, Alcohol and Smoking Policy
EAL Policy
Equal Opportunities Policy
Expulsion, Removal and Review Policy
Fire Risk Prevention Policy
Fire Safety Policy
First Aid Procedure
Health and Safety Policy
Risk Assessment Policy
Safe and Acceptable ICT Use Policy
Safeguarding and Child Protection Policy
Safer Recruitment and Selection Policy
Scholarships and Bursaries Policy

Additional Policies on the Secure Parent Portal

Admissions Terms and Conditions
Additional Educational Needs
Equal Opportunities
Guidance on Electrical Safety
Pupil Code of Conduct
Scholarship Policy for Pupils at Millfield Prep Moving to Millfield

Communication with Parents 2019-2020

Year	Autumn Term		Spring Term		Summer Term	
	1st half term	2nd half term	1st half term	2nd half term	1st half term	2nd half term
3	↑ Junior Department Parent/GT informal Meeting	↑	Core Skills and Attainment Grades	↑ Parent/Teacher Meeting	Core Skills Grades	Moving on to Year 4 talk
4	Core Skills and Attainment Grades with comments from the Group Tutor (GT)	Full Reports with Core Skills and Attainment Grades	Core Skills and Attainment Grades	Participation and Attainment Grades with comments from the Group Tutor	Core Skills Grades	Moving on to Year 5 talk Full Reports with Participation and Attainment Grades
5	↑ Year 6 & 7 Parent/GT informal meeting	↑	Core Skills and Attainment Grades	↑ Parent/Teacher Meeting Participation and Attainment Grades with comments from the Group Tutor	Moving on to Year 6 Talk Core Skills Grades	↑ Moving on to Year 7 Talk Assessment Results
6	Core Skills and Attainment Grades with comments from the Group Tutor	Full Reports with Core Skills and Attainment Grades	Core Skills and Attainment Grades	Participation and Attainment Grades with comments from the Group Tutor	Full Reports with Core Skills and Attainment Grades	Moving on to Year 8 Talk Assessment Results
7	Core Skills and Attainment Grades with comments from the Group Tutor	Full Reports with Core Skills and Attainment Grades	Core Skills and Attainment Grades	Full Reports with Participation and Attainment Grades	Year 8 visits to the Senior School	Year 8 Exam Results Group Tutor Report
8	Core Skills and Attainment Grades with comments from the Group Tutor	Full Reports with Core Skills and Attainment Grades	Core Skills and Attainment Grades	Full Reports with Participation and Attainment Grades		



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