



**POCKLINGTON  
PREP SCHOOL**

Ages 3 to 11

# Parent handbook

Information for parents  
of Pre-Prep pupils



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## Introduction

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

- Ethos, Values and Virtues
- Routines and procedures
- Structures and organisation
- Expectations of pupils' behaviour
- Rules and regulations



# Ethos, Values and Virtues

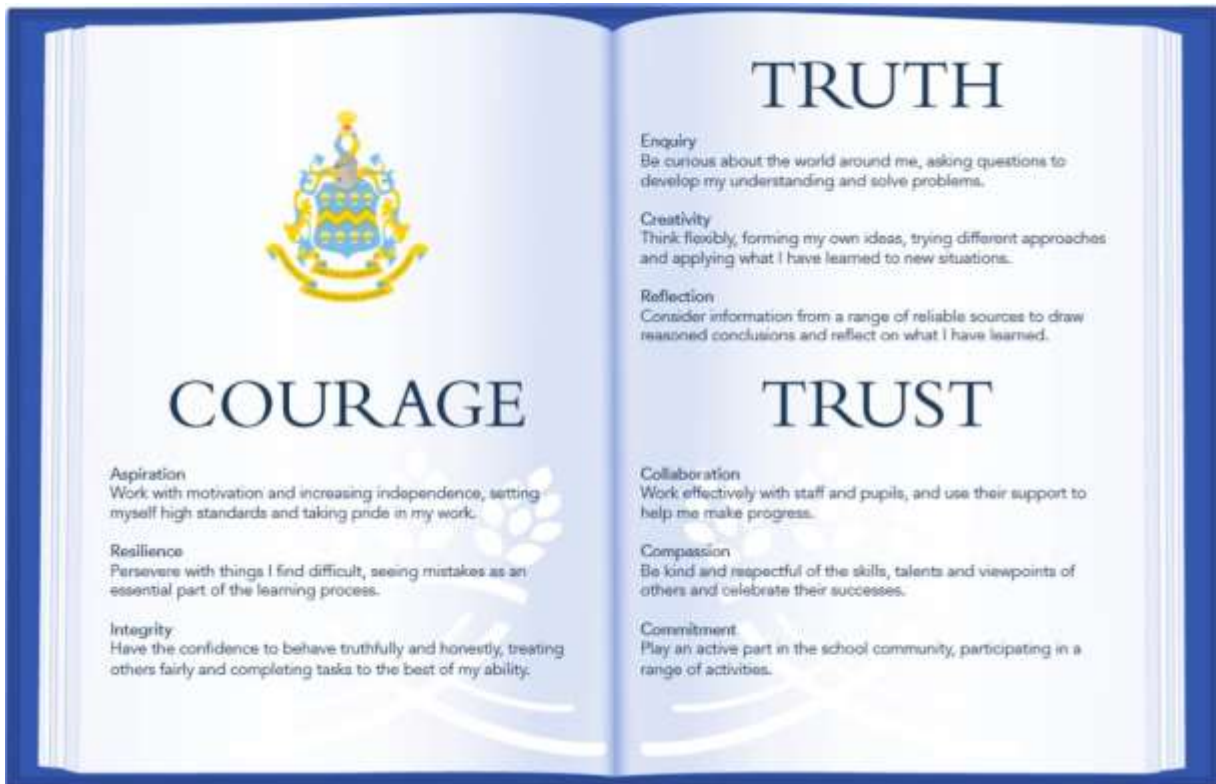
## ***Equality and Diversity***

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 “Values and Virtues” and Strategic Objectives:

We offer incredible experiences inside and outside the classroom and believe in challenging and encouraging our pupils to seize opportunities that we go the extra mile to provide. These activities and our personalised approach to teaching and learning help to form the bedrock of our pupils’ individual character. We are a day and boarding Christian foundation that is academic and inclusive and a family school whose togetherness, care for each other and pride in our community is evident in our outstanding pastoral provision. At the very heart of our ethos lie our “Values and Virtues”; they drive all that we do at Pocklington and mean our pupils leave with a strong sense of personal and social responsibility along with the ability to shape their own future.



# Pocklington Prep School 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.

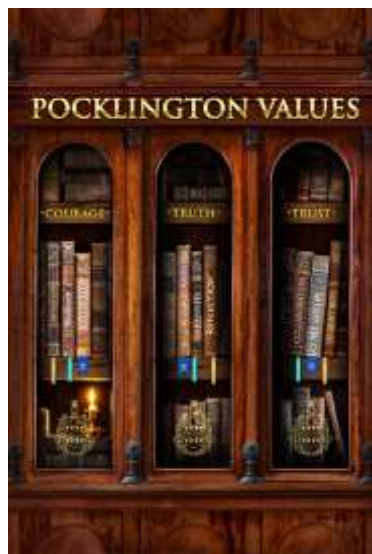
We show **respect** by listening when others speak and follow instructions straight away.

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.



## Rewards & Sanctions

Pocklington Prep School is a 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.

Rewards will be given to reinforce positive behaviour. These rewards will take various forms and will be given consistently throughout the school.

### ***Pre-Prep: The Golden Rules***

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.

## ***Pre-Prep: 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.

## ***Whole School Rewards***

### **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 ten 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 post it in the House Boxes 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 House Boxes 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 of Prep School 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 of Prep School has not been presented in assembly/counted towards the House total and should be returned to school.

## **Pastoral Care and Wellbeing**

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.

### ***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.

The Head of Pre-Prep (Pre-School to Year 2) has oversight of pastoral care and take an active interest in children within their department. In the event that your child's form teacher has not been able to resolve pastoral issues, parents should make contact with the Head of Pre-Prep.

Should a problem arise, the class teacher will take appropriate action. A copy of the Behaviour Policy (including Rewards and Sanctions) is available on request from the school office or [via this link](#).

The Head of Pre-Prep (EYFS Behaviour Manager), class teacher, Pastoral Lead, Head of Prep School or Deputy Head may contact parents individually concerning inappropriate behaviour in school.

Ultimately, the Head of Prep School 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.

The Houses are Byland, Fountains, Jervaulx and Rievaulx.

### ***The School Wellbeing Service***

Pocklington Prep School has a strong tradition of pastoral care in which all staff have a role.

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.



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.

## **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 Services***

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.

# Medical Care

## ***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.

[Link to Health Record Sheet.](#)

## ***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 your 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 infectious illness through the School community. For further clarification to prevent the spread of illnesses and infections, it is of utmost importance to follow the latest Government advice on "Health protection in schools and other childcare facilities" which is available online.

## ***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 [here](#)) 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.

In the Pocklington Prep School Medical Room we stock a selection of non-prescription medicines to relieve the symptoms of common ailments and injuries. Therefore we ask that you do not send pupils to school with medicines (including Calpol and Ibuprofen) unless it has been prescribed.

If you have given consent on the Health Record Sheet and your son/daughter requires Paracetamol/Ibuprofen during the school day, you will either be contacted, or a report slip will be sent home advising of medicine given, as well as the dose and time.

If your child has been prescribed an inhaler or epipen, please send a named spare into School. You will be advised when the expiry date is imminent and asked to send in a replacement.

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 four 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.

## **School Uniform & Shop**

We expect our pupils to be smart and to wear the appropriate uniform whilst at school and when representing the school elsewhere. The full uniform list is below.

All uniform items must be obtained from the School Shop, except where marked with an asterisk.

The School Shop is open Monday to Friday, 1pm - 5pm, during term time. Individual fitting appointments can be booked outside these times. Please contact the School Shop Manager, Amanda Smith, on 01759 302245 to book an appointment.

You can also shop online at [www.schoolwearsolutions.co.uk](http://www.schoolwearsolutions.co.uk) using the password **York**.

### ***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 ensure all shoes, boots and other items are marked in some way with the pupil's name.

# Pre-Prep School Uniform List



## **BOYS**

Grey shorts  
White School crested polo shirt  
Pocklington Prep School crew-neck jumper  
Long, hooped top, grey socks  
Blue, fleece-lined waterproof coat  
Black shoes\* (must be polishable)  
Painting apron (with sleeves)

## **PE/Outdoor clothing**

Shorts  
White School crested polo shirt  
Short white socks  
School crested fleece tracksuit top  
Fleece tracksuit trousers  
Outdoor trainers\*  
Wellington boots\*  
Royal blue swimming jammers (long trunks)  
Towel\*  
Waterproofs for Forest Schools

## **GIRLS**

Navy pinafore dress  
Short-sleeved white polo shirt  
Pocklington Prep School cardigan  
Navy tights  
Short, hooped top, grey socks  
Blue, fleece-lined waterproof coat  
Black shoes\* (must be flat and polishable)  
Painting apron (with sleeves)

## **PE/Outdoor clothing**

Shorts  
White School crested polo shirt  
Short white socks  
School crested fleece tracksuit top  
Fleece tracksuit trousers  
Outdoor trainers\*  
Wellington boots\*  
Royal blue swimming costume.  
Towel\*  
Blue swimming hat  
Waterproofs for Forest Schools

All items available from the School Shop except where marked with an asterisk.

All items, both school uniform and PE kit, must be distinctly marked with pupil's name, preferably with sewn or iron on tapes (available from School Shop).

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## 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 plain sports trainers. Children change into these trainers for PE lessons and when they go out to break. They 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.

### **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 ensure all shoes, boots and other items are marked in some way with the pupil's name.

### **Jewellery and Make-Up**

Children must not wear jewellery or make up to school. It is permissible for girls with pierced ears to wear a single pair of matching plain studs. For safety reasons, these must be removed or covered during PE and swimming lessons.

### **Hair**

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

## **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

### ***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.

## **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.

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 3.50pm. 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, maths lessons and specialist teaching, children will not distinguish between these sessions.

### ***Assemblies***

Children in Pre-Prep come together at key points in the week for an assembly and this provides an opportunity for the Head of Prep School 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.

### ***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.

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 greet children 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 the 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 for parents of children in Reception. 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.

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 be signed in with the duty member of staff.

### **After School Care**

Pupils who are not being collected from school at 3.50pm 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 Office 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 3.50pm, 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.

## **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.

# 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 complete an 'Absence Request' form (available from the School Office **and** [here](#)) and submit to the Head of Prep School in good time.

## *Illness*

When a pupil is absent due to illness, parents should telephone the School Office by 8:30am. 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. Requests should be sent to the School Office, cc'ing in the Form Tutor.

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## **Academic Life**

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

### ***The Curiosity Project***

Each term, children in Pre-Prep are inspired to learn through a new and exciting curiosity theme, 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 theme 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 Curiosity Project which encompasses all areas of learning. They will have specialist teaching in French, Music, Swimming, Art 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 or the EYFS Policy. 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.

## **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 teachers' 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 Framework.

### ***Parents' Evenings and Written Reports***

Formal Parents' Evenings take place in the Michaelmas 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.



## **Home/School Communication**

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***

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***

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.

### ***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.

## **Visits and Co-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' and the school's 'Health and Safety Policy' are available on request from the School Office.

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.

### ***Co-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.

[Please see link here](#)

# **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 2021)', 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 Procedure***

The school works within the guidance and procedures of the East Riding Safeguarding Children Partnership. 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) and the Deputy Designated Safeguarding Lead is Bonnie Steel.

## ***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***

Information given to an adult will be treated with discretion and will not be passed on indiscriminately. Information may be shared with external agencies, where necessary, to safeguard the child.

## ***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 or on request from the School Office.

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\* and Relationships and Sex Education Policy. 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.*

## Key Pocklington School Contact Details

**Head of Pre-Prep (Pre-School to Year 2), Designated Safeguarding Lead**  
Mrs Sarah Cobb [cobbs@pocklingtonschool.com](mailto:cobbs@pocklingtonschool.com)

**Head of Prep School**  
Ms Suzanna Ward [prephead@pocklingtonschool.com](mailto:prephead@pocklingtonschool.com)

**Deputy Designated Safeguarding Lead**  
Mrs Bonnie Steel [steelb@pocklingtonschool.com](mailto:steelb@pocklingtonschool.com)

**Pocklington Prep School Office** 01759 321228  
[prep@pocklingtonschool.com](mailto:prep@pocklingtonschool.com)

**Medical Centre** 01759 321245  
Prep Matron [prepmatron@pocklingtonschool.com](mailto:prepmatron@pocklingtonschool.com)

**Uniform Shop** 01759 302245  
Amanda Smith [amanda.smith@newplansolutions.co.uk](mailto:amanda.smith@newplansolutions.co.uk)  
You can also shop online at [www.schoolwearsolutions.co.uk](http://www.schoolwearsolutions.co.uk) using the password **York**

**Prep Music Coordinator**  
Mrs Karen Parkin [parkink@pocklingtonschool.com](mailto:parkink@pocklingtonschool.com)

**Transport Manager**  
Mr Richard Bartle [bartler@pocklingtonschool.com](mailto:bartler@pocklingtonschool.com)

## Guidance on Infections and Complaints

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

<b>RASHES AND SKIN INFECTIONS</b>		
<b>Infection or complaint</b>	<b>Recommended period to be kept away from school, nursery or childminders</b>	<b>Comments</b>
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended
Chickenpox*	Until all vesicles have crusted over	
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	Preventable by immunisation (MMR x2 doses).
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).
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.
Slapped cheek/fifth disease. Parvovirus B19	None (once rash has developed)	
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.

<b>DIARRHOEA AND/OR VOMITING</b>		
<b>Infection or complaint</b>	<b>Recommended period to be kept away from school, nursery or childminders</b>	<b>Comments</b>
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.
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled
<b>RESPIRATORY INFECTIONS</b>		
<b>Infection or complaint</b>	<b>Recommended period to be kept away from school, nursery or childminders</b>	<b>Comments</b>
Flu (influenza)	Until recovered	
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
<b>OTHER INFECTIONS</b>		
Conjunctivitis	None	
Diphtheria *	Exclusion is essential.	
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.