



**POCKLINGTON
PREP SCHOOL**

Ages 3 to 11

Parent handbook

Information for parents
of Prep School 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 & Virtues

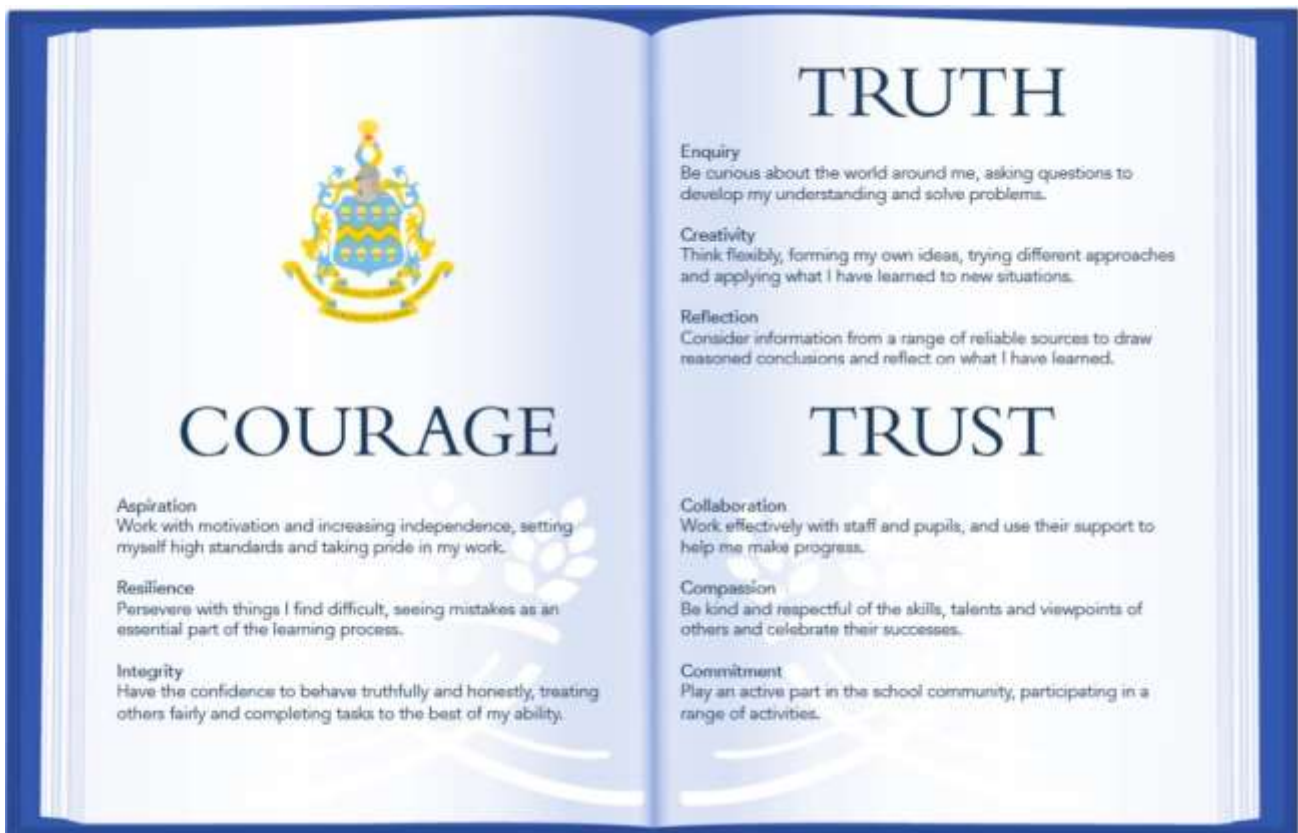
Equality and Diversity

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.

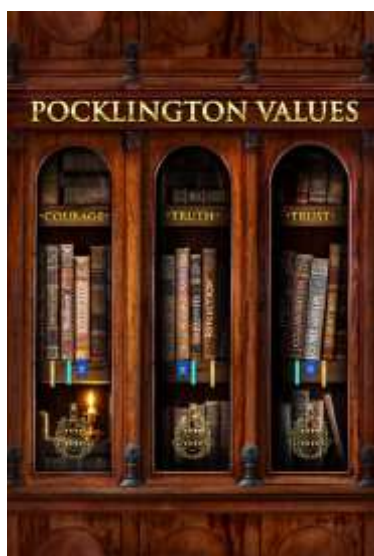
We show **respect** by listening when others speak and follow instructions straight away.

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.

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.

Pocklington Prep School: Respect Cards

Children are supported in addressing all behaviour, which falls short of the Prep Respect Code, through the application of a clear, staged approach and the use of 'Respect Cards'.

Children are told that they are our 'Pock Prep Reps' (representatives) who can be proud to represent their school, knowing that the school is also proud of them. When children behave in a way that falls short of our expectations, they are helped to address it in the following way:

Stop and Think – On the first occasion, when a child exhibits a low-level undesirable behaviour, children will be given a verbal warning and asked to stop and think about what they are doing, before making positive changes.



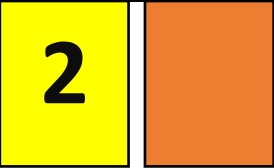
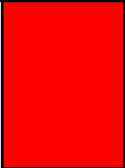
Yellow Card – A repeat of this behaviour, or another low-level undesirable behaviour within the same day, will result in a 'Yellow Card', which they will take to their form teacher who will speak to them about what they can do to make a positive change.

Orange Card – A further repeat, within the day, will result in their Yellow Card becoming an 'Orange Card'. They will take this card to their form teacher who will organise for them to attend Indoor Supervision to complete a Behaviour Reflection exercise. Their parents will also be informed.

Red Card – In the event that a child's behaviour is considered to be a serious contravention of our Respect Code, they will be given a 'Red Card', which they will take to the Deputy Head or Pastoral Lead who will organise for them to attend Indoor Supervision to complete a Behaviour Reflection exercise. Their parents will also be informed. According to the situation, one or more of the following will be put in place:

- They will be asked to do something to help others, to make amends
- They will be set Behaviour Targets, to help them to make positive changes to their behaviour
- They will be given a Conduct Card (for a serious incident or a 3rd Orange Card in a term) as a sign that the school disapproves of their behaviour
- As a last resort, fixed-term or permanent exclusion

Detailed information on the Respect Card system can be found overleaf.

Card				
Reason	<p>An adult will give me a Verbal Reminder if:</p> <p>I am not listening I am not trying I have done something silly I have said something silly</p> <p>Or I am doing something else that they think I should stop.</p>	<p>An adult will give me a 1st Yellow Card if:</p> <p>I have been rude I have accidentally damaged property I have not listened I have not followed instructions I have used inappropriate language (near people not <i>to</i> people) I have been physical with someone (used my hands, feet or body in a negative way) I have been unkind I have controlled someone to stop them making their own decisions</p> <p>Or I am doing something else that they think I should stop.</p> <p><u>The adult will write on the card the reason why I was given it.</u></p>	<p>An adult will give me a 2nd Yellow Card which becomes an Orange Card if:</p> <p>I repeat the same unacceptable behaviour Or show further unacceptable behaviour, in the same day.</p> <p><u>The adult will write on the card the reason why I was given it and complete a Behaviour Form.</u></p>	<p>An adult will give me a Red card (without a reminder or yellow card) if:</p> <p>I have purposefully hurt someone with my body or words I have sworn or used inappropriate language <i>towards</i> someone I have used racist or homophobic language I have intimidated someone I have refused to follow instructions I have been rude to an adult I have refused to do my work I have purposefully damaged property</p> <p>Or I have done something else that they think is serious and unacceptable.</p> <p><u>The adult will write on the card the reason why I was given it and complete a Behaviour Form.</u></p>
Sanction	<p>I need to stop what I am doing and try my best for myself and my adults.</p>	<p>I must keep my Yellow Card on my desk, or make the teacher aware of it if I am not in a classroom.</p> <p>I need to stop what I am doing and try my best for myself and my adults.</p> <p><u>I will take my Yellow Card to my Form Teacher at the end of the day who will make a note of this for their own records.</u></p>	<p><u>I will take my Orange Card to my Form Teacher, who will tell me when to attend Indoor Supervision and update my Pupil Log.</u></p> <p>I will attend Indoor Supervision to complete a 'Behaviour Reflection' <i>And</i> My parents will be informed.</p>	<p><u>I will take my Red Card to Mrs Cobb or Mrs Rogers, who will decide on my sanction and update my Pupil Log.</u></p> <p>I will attend Indoor Supervision to complete a 'Behaviour Reflection' & my parents will be informed.</p> <p><i>And one or more of the following:</i></p> <p>I will be asked to do something to help others <i>And/or</i> I will be set Behaviour Targets, to help me to make positive changes to my behaviour. <i>And/or</i> I will be given a Conduct Card (for a serious incident or a 3rd Orange Card in a term) as a sign that the school disapproves of my behaviour. <i>And/or</i> Temporary or Permanent Exclusion – this is a last resort.</p>

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) and the Pastoral Lead (Years 3 to 6) have 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 relevant Pastoral Lead.

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 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 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 using the password **York**.

The governing bodies for hockey and rugby strongly recommend that gum shields be worn. The School supports 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 from a local dentist.

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.

Prep School Uniform List



BOYS

Pocklington School navy blue blazer
Grey shorts
Grey trousers (optional alternative in Year 6)
White shirt
Pocklington Prep School tie
Long, hooped top, grey socks
Pocklington Prep School v-neck pullover
Outdoor trainers (for playtime)*

GAMES KIT

Reversible Prep School rugby shirt
Rugby shorts
PE shorts
Long hooped School socks
White School crested polo shirt
Cricket white top & trousers (Yrs 5 & 6 - optional)
White gym socks
School swimming shorts
School tracksuit
Studded boots suitable for rugby
Indoor plimsolls or second pair of trainers*
Astroturf trainers for Lent term*
Shinpads*
Gumshield

OPTIONAL

White School crested cricket shirt
White cricket trousers
School 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

GIRLS

Pocklington School navy blue blazer
Grey pleated skirt
White shirt
Pocklington Prep School tie
Short, hooped top, grey socks
Grey tights*
Pocklington Prep School v-neck pullover
Outdoor trainers (for playtime)*

GAMES KIT

Games shirt
Skort
PE shorts
Long hooped School socks
White School crested polo shirt
Cricket white top & trousers (Yrs 5 & 6 - optional)
White gym socks
School swimming costume
School swimming hat
School tracksuit
1 pair astroturf trainers*
Indoor plimsolls or second pair of trainers*
Shinpads*
Gumshield

OPTIONAL

School 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

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

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

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).
- Games kit is not to be worn in the dining hall unless covered by a blazer and trousers or full tracksuit.
- White shirts must be of a similar style and material to those sold in the School Shop. Top buttons must be fastened. Shirts must be tucked in.
- 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 at break times.
- They also require either plimsolls or a second pair of trainers which are used for indoor sporting lessons e.g. gym, dance and when on the astroturf.
- 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, Games, swimming and all fixtures.
- No badges are to be worn other than those awarded by the School to denote positions of responsibility.

Hair

- Pupils' 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.
- Pupils 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.
- Hair must be tied back for PE and Games.

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
- A geometry set and calculator (years 5 and 6)

Pupils begin to write in ink pen in Year 4 and class 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.

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.

The School Day

The school day starts at 8:30am and ends at 3:50pm. 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 for assemblies and this provides an opportunity for the staff 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 of Prep School.

Morning Routine

Early Drop-off

Pupils should not arrive at school before 8:00 a.m. Pupils arriving at school between 8:00 a.m. and 8:15 a.m. must go to the identified room for Pre-Prep or Years 3-6. After 8:15 a.m. all pupils go directly 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

Children are collected from buses on West Green and escorted over to the Prep School by Sixth Form students or members of staff.

Registration

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

End of Day Routine

We require parents to identify in the Pupil Planner how their child is travelling home each day. 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 and disabled spaces 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. The car park in front of the Prep School is to be used only by those parents with children in Pre-School and Pre-Prep (permits are available from the School Office).

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 Transport Manager at the earliest possible opportunity using the following email address: bartler@pocklingtonschool.com

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 3:50pm must attend After School Care at Pocklington Prep School until 5:50pm. 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 [link](#) 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 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

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 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 of Prep School.

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.

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.

Morning break snack

Pupils should bring their own nutritional snack for morning break. This is left to the discretion of parents. Sweets 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 this is a nut-free 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 form.

Academic Life

Curriculum

Pocklington Prep School aims to offer all pupils a broad and challenging array of opportunities to develop and excel – both academically and personally. We aim to equip our pupils with the skills not only for their next steps in education but for their futures as innovators, collaborators and leaders.

The Curiosity Project curriculum puts pupils at its heart, prioritising enquiry-based learning, the development of key skills and an application of knowledge. During half-termly projects, pupils are presented with a conceptual question and an initial hook, or stimulus, which is discussed and is subjected to much further investigation over the course of the half-term. Subjects to be studied are identified and the children undertake an in-depth study of a specific area within the given subject.

All pupils in Years 3 to 6 are taught by specialist teachers in French, Spanish, Sport, Art and Music and pupils in Years 5 and 6 also receive specialist teaching in Computing.

Pocklington Prep School seeks to promote the Pocklington School Values and Virtues in all aspects of school life.

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; this may be individual or in small groups, depending on individual need. In class support is also provided.

The Pocklington Prep School Learning Support staff work closely with the Pocklington School Learning Support Department to ensure a smooth transition between the schools.

Homework

Pupils are set homework on a regular basis in order to develop increasingly effective study habits, to recap and extend classroom learning and to pursue independent lines of enquiry that hold individual pupils' interest. The amount of homework set increases as pupils get older with the following as a guide:

Year 3 and 4: Two set tasks per week alongside regular reading and number facts practice. 20 minutes per task is deemed a reasonable amount of time in which to complete individual tasks. Project-based homework may be set as an alternative over a number of weeks and pupils should aim to manage their time effectively to complete it to the best of their ability.

Year 5 and 6: Up to five set tasks per week alongside regular reading and mental maths practice. 30 minutes per task is deemed a reasonable amount of time in which to complete individual tasks. Project-based homework may be set as an alternative over a number of weeks and pupils should aim to manage their time effectively to complete it to the best of their ability.

Homework should be completed within the timeframe stated in the Pupil Planner or on the task itself. It is crucial that homework is completed as independently as possible.

Assessment and Reporting

The different assessment types and methods detailed below serve to ascertain a pupil's attainment and progress over a given timeframe. This ensures that adequate challenge and support is in place for each pupil.

Ongoing, informal assessments are undertaken by the class teacher in every subject continually through observations, questioning, low-stakes tests and work reviews.

Writing and reading assessments are carried out several times per term.

More formal maths assessments are carried out yearly alongside Cognitive Ability Tests (in Year 5 only).

Parents' Evening, Grades and Written Reports

Formal Parents' Evenings take place in Michaelmas Term where progress can be discussed and work shared. Parents receive written reports at the end of Michaelmas and Summer Term. Effort and attainment grades are shared with parents at the end of each full term (effort only grades are shared at each half term).

At the start of the academic year, parents are invited to 'Meet the Teacher' evening where the class teacher will discuss how they will work with pupils, the academic and behavioural expectations and will also provide information about the timetable, homework and extra-curricular activities. It will also be an opportunity to answer any questions.

Use of Technology on the School Site

The use of technology is an important aspect of education and we take the online safety of our pupils very seriously. There is a link below to our policy regarding the acceptable use of technology for Pocklington Prep School pupils. We ask you to read it carefully and to discuss the 'Acceptable Use Policy – Pupils' page with your child. Please confirm this by ticking the appropriate box when you complete the Contact Details Form.

Pupils in Years 3-6 will be asked to sign the form during their first week in school. Pre-Prep children will be asked to sign the form upon entering Year 3.

The policy outlines the terms and conditions on which school users are given access to the school network and acceptable use of computer equipment whilst on the school campus. Pupils will be able to access the school network and their school email account only if you have confirmed that you have understood the policy and discussed it with your child, and once the pupil has signed to confirm their agreement to following the policy (Year 3 or above).

[Link to policy](#)

No pupils is allowed to have a mobile phone with them during school time. Pupils who travel to school on the bus are allowed mobile phones for the journey, but must hand them into the School Office when they arrive in School. They are collected at the end of the school day.

Co-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, stop-motion animation, 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 3:50pm and 4:45pm.

Music Lessons

Instrumental/vocal tuition is a key aspect of our educational offering at Pocklington School. Whether your child has ambitions to become a professional performer or is making the first tentative steps of their musical journey, we can cater for their needs.

In addition to academic music lessons, we offer the following instruments that are taught on an individual basis:

Piano, Flute/Clarinet/Saxophone, Violin/Viola/Cello, Trumpet/Cornet/Trombone/French Horn/Euphonium, Classical Guitar, Drums and Percussion, Singing

In addition to individual tuition, every pupil is encouraged to join one of the many ensembles that take place outside of classroom time and to perform in our mini-concerts. This gives them the enjoyment and essential music experience of playing and performing with others.

If you wish your son/daughter to take the opportunity of learning a musical instrument here at Pocklington, please contact our Head of Music, Karen Parkin using parkink@pocklingtonschool.com

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.

Sports Fixtures

Opposition sports fixtures take place predominantly on Mondays (Years 3 and 4) and Fridays (Years 5 and 6) but occasionally 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 two or more 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!

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' and '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 'Curiosity Question'. 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 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 East Riding Safeguarding Children Partnership. Full details of the school's child protection procedures can be obtained from the School Office. 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 class 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.*

Boarding

School/Parental Responsibilities

The Children's 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 of Prep School. 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.

Key Pocklington Prep School Contact Details

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

Head of Prep School
Ms Suzanna Ward prephead@pocklingtonschool.com

Deputy Designated Safeguarding Lead
Mrs Bonnie Steel steelb@pocklingtonschool.com

Pocklington Prep School Office 01759 321228
prep@pocklingtonschool.com

Medical Centre 01759 321245
Prep Matron prepmatron@pocklingtonschool.com

Uniform Shop 01759 302245
Amanda Smith amanda.smith@newplansolutions.co.uk
You can also shop online at www.schoolwearsolutions.co.uk using the password **York**

Prep Music Coordinator
Mrs Karen Parkin parkink@pocklingtonschool.com

Transport Manager
Mr Richard Bartle bartler@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	
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.

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.
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	
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	
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.