

# STONAR



Senior School

**Parent Handbook**

2022/23

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# Introducing the Senior School

## Dear Parents,

Thank you for choosing Stonar. We know from personal experience what a difficult decision it is to select a school and entrust it with your child's future. Please be assured that the staff at Stonar will do all they can to ensure that your child is happy at the School and makes the very best academic and personal progress they can. We are dedicated and caring professionals and pride ourselves on our teaching and pastoral care. We sincerely hope that you will encourage your child to take advantage of the excellent range of activities and subjects that are on offer at Stonar. The pupils who gain the most from the School are often those who contribute the most.

Each new pupil is allocated to a tutor group. The tutor is the first point of contact and will look after your child's day-to-day academic and pastoral needs. Details of the tutor group will be sent to you with other relevant information in the second half of the Summer Term. All Sixth Form students are allocated a mentor.

We hope that the information contained in this booklet will provide answers to any initial questions you may have. Specific details about boarding are contained in the 'Boarding at Stonar' booklet but if you have further questions, please contact your child's houseparent or the Deputy Head (Pastoral), Mrs Tilley, who will be very happy to help.

Moving to a new school and/or moving up to the Senior School is exciting but it can be a daunting experience for both parents and pupils. There are many people to talk to who will always provide all the support necessary. However, we would urge you to speak to your child's tutor in the first instance if you have any concerns. A full list of staff is available on the School website.

Pupil progress is reported regularly to parents and guardians via grade cards and reports and details of when you will receive these are available overleaf.

The primary form of communication is through the SchoolBase website and app, which we ask all parents and guardians to download. We also publish a weekly newsletter called Stonar Matters, which is emailed to parents and guardians on a Friday, along with any school letters.

We look forward to getting to know you during the coming months and years and we are confident that together we will share many hours of happiness and pride as we watch your child grow and develop into a successful young adult.

**Senior School Management Team**



# Structure of the School

Executive Management Group (EMG)	
<b>Headmaster</b>	Mr Matthew Way (m.way@stonarschool.com)
<b>Head of Prep</b>	Mr Rob Cunningham (r.cunningham@stonarschool.com)
<b>Senior Deputy Head</b>	Mrs Nik Hawkins (n.hawkins@stonarschool.com)
<b>Head of Finance &amp; Human Resources</b>	Mrs Louise Hughes (l.hughes@stonarschool.com)
<b>Director of Marketing &amp; Admissions</b>	Mrs Sarah Burns (sarah.burns@stonarschool.com)
Senior School Leadership Team	
<b>Headmaster</b>	Mr Matthew Way (m.way@stonarschool.com)
<b>Senior Deputy Head</b>	Mrs Nik Hawkins (n.hawkins@stonarschool.com)
<b>Deputy Head (Academic)</b>	Mrs Jo Worrall (j.worrall@stonarschool.com)
<b>Deputy Head (Pastoral)</b>	Mrs Tina Tilley (t.tilley@stonarschool.com)
<b>Head of Sixth Form</b>	Mrs Charlotte Bennett (c.bennett@stonarschool.com)
Directors and Advisory Board	
Information on the School's Directors and Advisory Board can be found on the website in the About Us section.	
Teaching and Support Staff	
A full list of staff members and details of how to contact them can be found on the website in the About Us section.	

# The School Day

## Timetable

08:30	Registration
08:50	Period 1
09:50	Period 2
10:45	Break
11:10	Period 3
12:10	Period 4
13:05	Lunch
14:15	Period 5
15:10	Period 6
16:00	Lessons end
16:15	Clubs
17:15	Buses depart / parent collection

## Dropping Off & Collection

Pupils should be dropped off and collected in the car parks at the front of School, by the Sports Hall or to the right of York House. Upon drop off, pupils should make their way to registration.

For pupils using the School bus, pick up and drop off is by the Sports Hall.

# Transport Provision

**Day Pupils** – Stonar operates several buses within the surrounding area. If you wish your child to take advantage of this excellent service, please contact the Travel Co-Ordinator who will be able to provide details of the various routes on offer together with prices and departure times or see the [Transport](#) page on our website.

**Boarders** – Information for boarders’ transport is detailed in the Boarding Handbook.

All travel related enquiries should be addressed to the Travel Co-Ordinator.

**Email:** [travel@stonarschool.com](mailto:travel@stonarschool.com) **Telephone:** 01225 701747

# Assessments, Reports & Learning Feedback

The School notifies parents by email when reports are available for their child and these are accessible via SchoolBase.

Parents and guardians are able to discuss academic progress, personal development and targets with teachers. These occasions are listed in the calendar and parents are sent invitations. To provide flexibility to our parents, meetings are virtual rather than face-to-face. These events are highlighted in bold, below.

Options and information evenings take place for pupils in Years 9 and 11 to support their GCSE and A Level subject choices.

Baseline assessments are indicated in italics.

Year Group	Autumn Term 2022		Spring Term 2023		Summer Term 2023	
	1st half-term	2nd half-term	1st half-term	2nd half-term	1st half-term	2nd half-term
7	<i>MidYIS (All)</i> <b>Meet the Tutors</b> Grade card	<b>Parents' Evening</b> Grade card		Grade card		School exams Full report
8	<i>MidYIS (New pupils)</i> <b>Meet the Tutors</b> Grade card	Grade card		Full report	<b>Mini Options Evening</b> <b>Parents' Evening</b>	School exams Grade card
9	<i>MidYIS (New pupils)</i> <b>Meet the Tutors</b> Grade card	Grade card	<b>Parents' Evening</b>	<b>GCSE Options Evening</b> Full report		School exams Grade card
10	<i>Yellis (All)</i> <b>Meet the Tutors</b> Grade card	<b>Parents' Evening</b> Grade card	Full report	Grade card		School exams Full report
11	<b>Meet the Tutors</b> Grade card	Full report	Mock exams Mock results Grade card	<b>Parents' Evening</b>	External exams	External exams
12	<i>Alis (All)</i> <b>Meet the Tutors</b> Grade card	<b>Parents' Evening</b> Grade card		Grade card		School exams Full report
13	<b>Meet the Tutors</b> Grade card	Full report	Mock exams Mock results Grade card	<b>Parents' Evening</b>	External exams	External exams

# The Co-curricular Programme

Whatever their talents and interests, a range of different opportunities within the School allow pupils to stretch themselves and develop their personal skills.

## Sport

Our pupils receive a strong grounding across many sporting disciplines through inspirational coaching and a fixtures programme that allows excellence and sport for all to co-exist. Having sport as a core part of the curriculum from Year 7 provides the foundations for all pupils to gain a range of skills whilst learning how to lead an active and healthy lifestyle. We promote a positive attitude towards physical activity, educating our pupils to value commitment and to demonstrate integrity, respect and mental resilience in all their sporting endeavours.

Senior School Sports	
<b>Boys' Major Sports:</b>	Rugby, Football & Swimming (Autumn Term) Football, Hockey & Swimming (Spring Term) Cricket, Tennis & Swimming (Summer Term)
<b>Girls' Major Sports:</b>	Hockey & Swimming (Autumn Term) Netball & Swimming (Spring Term) Cricket, Tennis & Swimming (Summer Term)
<b>Other Sports:</b>	Athletics, Badminton, Basketball, Cross Country, Gymnastics, Girls' Football, Table-Tennis, Trampolining, Volleyball
<b>Inter-school fixtures are held as follows:</b>	Years 7 & 8: Wednesday afternoons and Saturday mornings Years 9 & 10: Tuesday afternoons and Saturday mornings Years 11 to UVI: Thursday afternoons and Saturday mornings

If your child is selected to represent the School, it is expected that they will attend. Parents are welcome to come and support and details of forthcoming fixtures are published on SchoolBase.

## Stonar Clubs

We aim to provide a broad range of co-curricular clubs for pupils at the end of the teaching day, from 4.15 - 5.15pm, Monday - Thursday. Clubs cover academic, creative, music and performing arts, sport and outdoor activities. Pupils are invited to sign up for clubs at the start of each term via SchoolBase. While there are core clubs that run each term, there are also a number that change regularly. Through attending clubs, pupils acquire new friendships, gain confidence and new skills as they mix with pupils outside their peer and tutor groups. It is expected that pupils in Years 7-9 will participate in a minimum of two clubs per week and pupils in Years 10-11 will participate in at least one. Sixth Form students are encouraged but are not required to participate.

## Outdoor Education

**We offer a wide range of opportunities for Outdoor Education including:**

- Explorer Scouts
- The Duke of Edinburgh's Award
- Ten Tors Challenge
- Team Building and Leadership Skills
- Residential Activity Camps (Years 7 and 9)

## Creative & Performing Arts

Pupils are part of a community where the visual and performing arts are vibrant and diverse and where everyone has the chance to participate and have fun.

The wide-ranging programme of musical activities enables everyone to participate whether this is as part of the Chamber Choir, rock concerts or musical theatre performances. Specialist music teachers provide instrumental and vocal tuition and there are opportunities to take music exams and compete in festivals.

Drama at Stonar is inspirational and ambitious. Many pupils will take part in productions and public events, performing to a variety of audiences. Lessons are available with a specialist drama teacher for those pupils keen to take Speech and Drama qualifications. A Senior School production takes place every year and all pupils have the opportunity to get involved, whether acting or on the technical side.

Our membership of Globeducate and ISA give further opportunities for our pupils to enter competitions with pupils across the UK and internationally.

## Debating & Public Speaking

We provide a wide range of public speaking opportunities for pupils, at all levels and ages throughout the School. From the less formal tutor time debating in front of peers, to a wide range of external competitions (e.g. Rotary, English-Speaking Union, Globeducate, Model United Nations). Stonar recognises the challenges and huge rewards of public speaking. Everything possible is done to encourage a can-do attitude with this essential life skill.

## Inter-house Competitions

All pupils from Nursery upwards belong to one of our four competition houses, Beaushin, Cottles, Hale and Pawlett. House competitions are led by our Sixth Form throughout the year.

The house programme includes inter-house drama, music, baking, show-jumping, public speaking and much more, ensuring that everyone gets a chance to contribute. This fosters the community feel at Stonar, bringing pupils together from the different age groups to work collaboratively and enjoy a bit of light-hearted, friendly competition.



## Equestrian

Around half of our Senior pupils ride and we cater for every level - beginners to elite riders. We teach pupils how to care for and manage equine animals, as well as how to ride.

Riding lessons feature throughout the day, including during PE and at lunchtime, as well as after school. Pupils can access the stables during breaks and lunch, as well as from 4.15pm for evening stables and to ride loan / livery horses.

### Midweek Events:

- Pony Club is on Monday evenings for Senior pupils
- Regular competitions at West Wilts on Tuesdays
- The weekly Stonar Accumulator takes place on Wednesdays

Pupils wishing to book riding lessons should complete the rider registration form available on the website and contact the Riding Office [ridingoffice@stonarschool.com](mailto:ridingoffice@stonarschool.com) with any enquiries.

# Communication

Parents are encouraged to contact the School to discuss their child. Tutors and / or houseparents are the initial point of contact for any individual concern or queries and are available by telephone or email; full details are published on the School's website.

It is essential that the School has parents' current email address(es) and telephone numbers. Parents may amend their contact details via the SchoolBase Parent Portal.

## SchoolBase

The majority of parent communication is through the SchoolBase portal which is accessible at: <https://schoolbase.online/Logon?DName=Stonar>

Within SchoolBase parents can see the School Calendar, documents and letters, school reports and learning feedback, daybook entries and the Senior School timetable.

Upon joining the School, parents will be given their unique log in details and a user-guide. Parents can change the password as desired and these log-in details remain valid for the duration of their child's time at Stonar.

A stripped-down version of the information available on the SchoolBase website is available to download as an App from Google Play and the App Store. To optimise usability of the App, Push Notifications should be enabled. The code for Stonar is 7323.

## Letters for Parents and Weekly Newsletter

Each Friday parents will be emailed any school letters, along with the weekly newsletter, Stonar Matters. It is important that parents read this weekly communication, which not only includes a summary of the past week but also includes important information regarding future events and school notices. Copies of Stonar Matters are stored on SchoolBase, along with letters, which can also be found attached to the relevant event on the calendar.

## Social Media

Parents are encouraged to follow our social media profiles:

[www.facebook.com/StonarSchool](http://www.facebook.com/StonarSchool)

[www.twitter.com/StonarSchool](http://www.twitter.com/StonarSchool)

[www.instagram.com/StonarSchool](http://www.instagram.com/StonarSchool)

[www.linkedin.com/company/Stonar-School](http://www.linkedin.com/company/Stonar-School)

## Messages from Parents

Messages telephoned or emailed to Reception will be passed on quickly to children and staff. Often this is the easiest way to ensure that changes in plans or minor concerns are addressed swiftly and effectively.

Please email: [reception@stonarschool.com](mailto:reception@stonarschool.com) or telephone 01225 701740.

## Reporting Pupil Absence

If your child is unwell, we ask that you contact Reception via email [reception@stonarschool.com](mailto:reception@stonarschool.com) or telephone 01225 701740 to let us know that they will not be attending school. For predictable absence, such as requiring medical or dental appointments, we ask that tutors are informed in advance in writing. However, to mitigate the impact on academic lessons we ask that routine appointments are arranged outside of lesson time whenever possible.

Parents should not request absence from school for social functions. We do, however, acknowledge that occasionally there are important events that may require your child to miss school. In such instances parents should email their request, stating the reason for the absence, to the Headmaster who will consider the request and write to authorise the absence or withhold permission. Absence without permission or explanation is recorded as 'unauthorised' on school records.

# Opportunities for Parents to Visit

We welcome parents to support matches, concerts, plays and equestrian events. Traditionally there is a whole school production, which is performed either in the Autumn or Spring Term for the Senior School. Other productions also take place during the year, as well as the Music Department presenting several concerts. We are proud of the pupils' achievements and efforts and they thoroughly enjoy showing parents their talents and skills. All events are detailed in the School Calendar, available online via SchoolBase. Opportunities include:

- Sports fixtures (mid-week and Saturday mornings)
- Christmas Carol Service (on the last day of the Autumn Term the whole School attends a Carol Service, usually in Bath Abbey)
- School plays, performances and concerts
- Open Days for parents to view the next stage of the School (May / September)
- Stonar Stomp (Summer Term)
- Speech Day and Summer Ball

# Code of Conduct & Pupil Expectations

**At Stonar a Code of Conduct exists to enable all pupils to develop academically and personally, whilst being recognised, valued and celebrated as individuals. Personal development is key to success in a globalised world and our ethos is underpinned by the School's core principles of:**

- Work hard
- Be kind
- Get involved
- Shape the world

We encourage pupils to understand these principles and apply them to their daily lives.

More specific guidance is provided in the document 'Senior School Expectations, an A-Z Guide' which brings together information from the relevant School policies. Upon joining the Senior School all pupils will be provided with a copy of the Code of Conduct and the A-Z Guide, which will be discussed with them during tutor time. All pupils will be expected to sign the Code of Conduct and adhere to it. Should their behaviour fall short of the School's expectations they can expect to be sanctioned for poor behaviour choices.

A copy of the code and pupil expectations is available on the School website.

# Safeguarding & Pastoral Care

Our nurturing ethos is integral to the School, backed up by a robust pastoral structure which ensures the very best care for your child.

The Senior Deputy Head, Mrs Hawkins, leads the Safeguarding Team. The safety and wellbeing of our pupils is our primary responsibility and one we take very seriously. The team meets weekly to review active and ongoing cases of concern.

Headed up by our Deputy Head (Pastoral), Mrs Tilley, the Pastoral Committee ensures that a watchful and caring eye is kept on all pupils. Each pupil has a tutor who is responsible for his or her wellbeing and there is a broader network of staff who are always available to pupils. Pastoral care is an important component of the tutor programme, which actively supports the development of emotional resilience.

Our pupils access a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development and prepares them for the opportunities, responsibilities and experiences of life.

We provide opportunities for pupils to develop skills, concepts, attitudes and knowledge that promote their safety and well-being. The tutor programme incorporating the PSHE (Personal, Social, Health and Economic Education) and RSE (Relationship and Sex Education) curriculum specifically includes the following objectives:

- Developing pupil emotional and mental resilience, self-esteem and communication skills
- Developing strategies for self-protection including online / 'e-safety' safety
- Developing a sense of the boundaries between appropriate and inappropriate behaviour in adults and within peer relationships (positive relationships and consent)
- Recognising when they are at risk and how to get help when they need it.

# Health Care & Insurance

## Health Care

The School Health & Wellbeing Centre (HWBC) is under the direction of Sister Camilla Walter and the school Medical Officer, Dr Zoe Davis. The Bradford on Avon Clinic provides full back up, and all boarders are registered with the school doctor who runs weekly surgeries at the School. This health care provision comes under the National Health Service. Private health care can be arranged via group BUPA membership. The HWBC staff make a contribution to the School health education programme with the aim of providing a healthy lifestyle as well as giving full professional care to ill pupils. There is a School Counsellor who visits every week.

## Day Pupils' Medication

The School Nurse will only give medication to day pupils if it is deemed absolutely necessary and only if a completed medical details form with parent/guardian signed consent has been returned when a pupil joins the School..

Please ensure that you have given your child any medication they may need before coming to school and if he/she requires a dose during the school day please provide the medication clearly labelled, in the original packaging, with your child's name, date of birth and instructions for administration. This must be handed into the School Nurse at the start of the school day.

## Insurance

At Stonar we aim to provide cost-effective insurance for all our pupils as follows:

**Pupils' Personal Accident Insurance** – This cover is provided inclusive in our school fee. The policy provides cover in the event of an accident resulting in death or disablement and includes dental injury expenses as standard.

**Pupils' Personal Possessions Insurance (Opt-in)** – This policy provides cover through Endsleigh for your child's personal belongings if they are lost, damaged or stolen up to a total value of £5,000. This cover is designed to protect your child's personal belongings during term time, and whilst they travel to or from school at the beginning or end of each term, or in connection with an official school trip. Where proof of purchase can be produced, items less than one year old will be replaced as new. Full details of the terms and conditions of cover can be found in the policy leaflet on the School website. You must OPT-IN to this policy by completing the application form available on our website and return it by email to [accounts@stonarschool.com](mailto:accounts@stonarschool.com). The termly charge of £8.30 will be added to your school invoice.

Please note that the School's insurance for personal effects is limited to fire and theft, so we strongly recommend that parents arrange additional cover. Sums of money are not covered by the School's insurance policy. We advise that all personal possessions are marked clearly with the pupil's name so that they may be easily identified and returned to them if found.

**Pupils' Absence Insurance** – This scheme is provided through Endsleigh and cover will enable you to claim a reimbursement of fees should your child be unable to attend school for more than five consecutive days as a result of illness or injury. In addition, in the event of the death of the fee payer, fees are covered for up to five terms. Full details of the terms and conditions of cover can be found in the policy leaflet on the School website. You must OPT-IN to this policy by completing the application form available on our website and return it by email to [accounts@stonarschool.com](mailto:accounts@stonarschool.com). The termly premium will be approximately 0.88% of the net fee (fee after scholarships, bursaries, other discounts). The premium will be added to your school invoice.

Application forms and further details of the policies can be found on the Fees page of the website:

<https://www.stonarschool.com/admissions/fees>

(All charges are subject to annual review)

# Data Protection

## General Statement of the School's duties

The School is required to use or process relevant personal data about individuals including pupils and their parents, carers and guardians as part of its operation and shall take all reasonable steps to do so in accordance with this Policy. Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data.

Personal data covers both facts and opinions about an individual. The School may process a wide range of personal data about individuals including current, past and prospective pupils and their parents, carers or guardians (referred to in this Policy as "parents") as part of its operation. This Policy applies in addition to the School's terms and conditions, and any other information the School may provide about a particular use of personal data.

Anyone who works for, or acts on behalf of, the School (including staff, volunteers, Directors, Governors and service providers) is made aware of the School's data protection policy for staff, which also provides information about how personal data about those individuals is used.

A copy of the full Data Protection Policy for parents and pupils is available on the website.

## Use of Personal Information by the School

**The School, from time to time, makes use of personal data relating to pupils, their parents or guardians in the following ways:**

- Periodically we may take photographs and videos of pupils at School. We may use these images in our School's prospectus or in other printed publications that we produce as well as on our website, School social media sites or on project display boards at School. However, the School does not publish photographs of individual pupils with their full names on the School website without the agreement of the appropriate individual.
- We may make video or webcam recordings for school-to-school conferences, monitoring or other educational use.
- From time to time, the School may be visited by the media who will take photographs or film footage of a high-profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. Unless prior agreement with parents has been obtained, the School will not release pupils' full names to the media.

A copy of the policy on Taking, Storing and Using Images of Pupils is on the website and parents are sent an Image Consent Form as part of the School's joining instructions. Please ensure this form is completed and returned to the Admissions Department.

**Should you have any questions regarding image usage please contact the Marketing Department:**

[marketing@stonarschool.com](mailto:marketing@stonarschool.com)

# Further Information

## **The following documents and policies can be found on our website:**

- Accessibility Plan
- Admissions Policy & Procedure
- Behaviour & Discipline Policy
- Child Protection & Safeguarding Policy
- Code of Conduct for Pupils
- Staff Code of Conduct
- Complaints Procedure for Parents
- Counter Bullying Policy
- Data Protection Policy
- Day Bus Policy
- Dog Policy
- Educational and welfare provision for pupils with Special Educational Needs or Disabilities (SEND) and pupils for whom English is an Additional Language (EAL)
- Equal Opportunities Policy
- Food Policy
- Health & Safety Policy
- ICT Acceptable Use Policy
- Mission Statement: Aims & Values
- Relationships and Sex Education Policy
- Safer Recruitment Policy
- Statement on Boarding Principles & Practice
- Taking, Storing, Using Images of Pupils Policy
- Teaching & Learning Curriculum Policy
- Terms & Conditions
- The Whole School Policy on Disciplinary Exclusion
- Whistle Blowing Policy

## **Copies of the following policies may be requested by email or post:**

- Accessibility Plan
- Code of Conduct and Pupil Expectations
- Counter Racism Policy
- Detention Policy
- Drugs Policy
- First Aid Policy
- Lost Property and Theft Policy
- Management of Pupils with Eating Disorders and Self-harm
- Search Policy
- School Trips Policies

# For further information contact

t +44 (0)1225 701741

e [admissions@stonarschool.com](mailto:admissions@stonarschool.com)



**Nursery | Prep | Senior | Sixth Form**

w [stonarschool.com](http://stonarschool.com)

address Stonar, Atworth, Wiltshire, SN12 8NT