



Felsted

# Felsted School - Prep

## *Reception to Year 8*

**A Guide for Parents and Pupils**

**May 2024**

# Table of Contents

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<b>Head's Welcome</b>	<b>4</b>
<b>Introduction</b>	<b>5</b>
Before starting at Felsted	5
Useful Contacts	5
School Structure	6
School Values	7
<b>The School Day</b>	<b>8</b>
Wraparound Care	9
Co-Curricular Activities	10
Bookings	11
<b>Communications</b>	<b>12</b>
iSAMS	12
School Calendar	12
School Website & Social Media	13
School Newsletters	13
Email Correspondence	13
Changes in Family Circumstances	14
Change of Contact Details	14
Absence from School	14
School Policies	15
Complaints Procedure	15
Friends of Felsted Prep School (Parents' Association)	15
<b>Safety &amp; Security of Pupils</b>	<b>16</b>
Parents' Safety & Security Agreement	16
Safeguarding	17
<b>Fees</b>	<b>18</b>
<b>Medical Matters</b>	<b>20</b>
<b>General Information</b>	<b>22</b>
Uniform & School Shop	22
Curriculum	22
Educational Visits	22
Permission to Photograph	23
Mobile Phones	23
School Meals	23
Leagues	24
Support for Learning	24
Lost Property	25
Car Parking	25

Parents as Pedestrians	26
Dogs	26
Snow Procedure	26
Sun Protection	26
Sweets	27
Chapel & Worship	27
<b>Pre-prep</b>	<b>28</b>
Organisation of our school day	28
Absence	29
Typical Timetable	29
Curriculum	29
Communication with the Pre-prep Team	30
Assessment & Reporting	30
iSAMS Parent Portal	31
Awards & Certificates	31
<b>Prep School - Years 3 to 8</b>	<b>32</b>
Expected Behaviour	32
Subject Setting & Tutor Groups	33
Target Setting	34
Teaching & Learning	34
Tutors & Tutorials	34
More Academically Able Pupils (MAA)	34
Plus Point System	35
Prep (Homework)	35
Saturday School	36
Boarding	36
Assessment	37
Sport	37
Sports Equipment	37
Inter-School Matches	38
Library & Reading	39
Planners	39
Pupil Review	39
Reports & Parent-Teacher Meetings	40
Signing out at the end of the day	40
Signing in for Tea	40

# Head's Welcome

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*Miranda Norris - Head*

I would firstly like to welcome you to the Felsted family - this information booklet explains everything you will need prior to starting with us.

There will be more information ahead that we will share about upcoming events so that we are able to get to know you better in the months and years ahead. You will meet other parents and be introduced to the teaching team who will be there to support and develop your child in all aspects of school life.

**Building character and making a difference** starts with **inspiration**. Our Felsted learners are ready to **welcome** exciting challenges across all aspects of school life. We **respect** that 'give it a go' attitude that allows children the freedom to explore new interests that lead to passions that they have yet to discover. Overall, we understand the need for learning to be challenging as well as **fun** and Felsted Prep is full of **adventurous** children who throw themselves into opportunities within Music, Drama, Sport, The Arts, Leadership and Service.

We are delighted that you have decided to join us and look forward to sharing the exciting times of your child's learning journey with us.

# Introduction

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Please read the information contained in this booklet carefully as it is designed to help you and your child settle into Felsted as smoothly as possible. We have tried to include the key “essentials”, however please contact us if you have any questions.

## Before starting at Felsted

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- **New Joiner Forms** - complete the electronic forms using the link sent to you by the Admissions Department. Please contact [admissions@felsted.org](mailto:admissions@felsted.org) if you have any questions. Further information can be found on the [New Joiners](#) page on the school website.
- **Transport** - contact the [Transport Department](#) if school transport is required (Year 3 and above only). You can also contact Mrs Gaye Flower, Transport Manager, on [transport@felsted.org](mailto:transport@felsted.org) / 01371 822639.
- **School Uniform** - purchase from the Felsted Tailor’s Shop. Please note that the Tailor’s Shop will contact families to arrange uniform fittings. More Information is available in the [Parent Zone](#) of our website.

## Useful Contacts

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Department	Contact	Telephone	Email
Prep School Office	Erika Taunton	01371 822613	<a href="mailto:prepadmin@felsted.org">prepadmin@felsted.org</a>
Pre-prep Office	Sarah Boreham	01371 822616	<a href="mailto:shoffice@felsted.org">shoffice@felsted.org</a>
Courtauld House Office	Madame Imber	01371 822696	<a href="mailto:chadmin@felsted.org">chadmin@felsted.org</a>
Transport	Gaye Flower	01371 822639	<a href="mailto:transport@felsted.org">transport@felsted.org</a>
Tailor’s Shop	Susan Ogburn	01371 822636	<a href="mailto:tailors@felsted.org">tailors@felsted.org</a>
Housemaster of Hamilton House (Boarding)	David Paine	01371 822729	<a href="mailto:boarding@felsted.org">boarding@felsted.org</a>
Admissions	Lauren Clark	01371 822611	<a href="mailto:prepadmissions@felsted.org">prepadmissions@felsted.org</a>

## School Structure

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Felsted Prep School is made up of nine Year Groups - Reception to Year 8. Pupils transfer to the Senior School at Year 9. The Prep School is organised into four Phases. Each Phase of the school has its own Head of Phase, who is part of the Prep School Leadership Team. Please see the relevant section of this Handbook for specific information about each phase.

Pre-prep:	Reception, Year 1, Year 2
Ffrome Court:	Years 3 & 4
Cloisters:	Years 5 & 6
Courtauld House:	Years 7 & 8

The School, which is a charitable trust, is governed by a Board of Governors who are entrusted with overall responsibility for the School. If you would like to contact the Chair of Governors, you can do so via the Clerk to Governors, Mr A.G. Clayton on +44 (0)1371 822621 / [bursar@felsted.org](mailto:bursar@felsted.org). The [full list of Governors](#) and their profile is available on the school website.

## School Values

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The school motto and guiding principle is “**Garde ta Foy**”, which means “**Keep your Faith**”. It influences all that we strive to do personally, as educators and for your child. In addition, we have five key values, which guide everything we do:

### 1. Welcoming

- We are approachable, inclusive and open-minded.
- We are a supportive, caring and valued community.
- We are a Felsted family.

### 2. Respectful

- We develop character with integrity.
- We are courteous, confident and humble.
- We are responsible and respectful of others and the world around us.

### 3. Adventurous

- We have a passion for life-long learning.
- We love adventure, exploring and testing.
- We inspire and value originality.
- We're not afraid to ask why or make mistakes to learn.

### 4. Fun

- We believe having fun is essential for learning.
- We are vibrant and dynamic.

### 5. Inspirational

- We challenge ourselves to reach our full potential.
- We work hard and are determined and resilient to reach our goals.
- We strive for and value personal achievement and team success.
- We make a difference.

# The School Day

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*The information below gives a general overview of the school day in each phase. Please refer to information provided by the Head of Phase and / or School Office for specific start and finish times.*

**Pre-Prep:** The gate opens at 8am. Children must be in school for registration by 8:30am. The school day finishes between 3:15pm - 3:25pm.

**Year 3:** **Mon / Weds / Thurs / Fri - 8:20am - 3:40pm**  
**Tues - 8:20am - 5:20pm**

Tuesday is our compulsory extended activity Day for Year 3. The Tuesday activities are a gradual introduction to the longer school day and these are included in the fees. On Tuesday, in the Autumn Term, Year 3 pupils are involved in the Christmas Production and in the Spring and Summer Terms, they join the Year 4 pupils on a carousel of creative and physical activities based around British Values.

**Year 4:** **Mon / Weds / Fri 8:20am - 3:40pm**  
**Tues & Thurs - 8:20am - 5:20pm**

The Tuesday and Thursday activities are a gradual introduction to the longer school day. On Tuesday, in the Autumn Term, Year 4 children are involved in the Christmas Production and in the Spring and Summer Terms, they join the Year 3 children on a carousel of creative and physical activities based around British Values. On Thursdays there are well planned extra-curricular activities.

**Years 5 & 6:** **Mon / Tues / Thurs / Fri: 8:20am - 5:30pm**

Lessons happen between 8:30am and 3:25pm, followed by academic enrichment sessions, booster groups, prep and co-curricular activities from 3:50pm until the end of the day.

**Wednesday 8:20am - 3:40pm** (unless matches)

**Sat (optional): 8:20am - 12:00pm**

**Years 7 & 8:** **Mon / Tues / Thurs / Fri: 8:20am - 5:45pm**

Lessons happen between 8:30am and 3:25pm, followed by academic enrichment sessions, booster groups, prep and co-curricular activities from 3:50pm until the end of the day.

**Wednesday 8:20am - 3:50pm** (unless matches)

**Sat (compulsory): 8:20am - 1:00pm** (unless matches)

There is a charge for pupils who stay for tea in order to attend sport academies, plays, parents' evenings and other School events. On these occasions, day pupils in Years 5-8 may stay for tea and evening activities, but must be collected by 7:30pm.



## Wraparound Care

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There is no Breakfast Club at the Prep School, however we offer an early drop off at 8:00am in Pre-prep and the Prep School. We have after school clubs and activities for all year groups (see below).

### **Pre-Prep:**

Woodlanders After School Club: This is our after school care offering and is open to all Pre-prep children. It runs from 3:15pm - 5:45pm. Parents can book a half session (3:15pm - 4:30pm **or** from the end of an after school activity until 5:45pm) **or** for a full session (3:15 - 5:45pm).

We host a number of after school activities each day for our Pre-prep children. These run from **until 4:15pm** and include Street Dance, Ballet, Football, Karate, Golf, LAMDA and French (for Years R, 1 & 2), Rugby, Judo, Tennis and Cricket (for Years 1 & 2). Some clubs only run in the summer term.

**Years 3 - 4:** On the non-extended school days, there will be activities that the children can opt in to on a termly basis. Obviously, some parents need after-school care, some children have more energy than others, and some need to be stretched by having new challenges. With that in mind, we have designed our programme to be fun and flexible as well as stimulating. Tuesday activities are included in the fees for both Year 3 and Year 4. Thursday activities are included in the fees for Year 4, but chargeable to Year 3. There are some exceptions, but these clubs will be highlighted on the activities letter. The evening sessions on Monday, Wednesday and Friday commence with a short homework/reading session followed by a drink and snack and supervised play time before the activity. There is a charge per evening session and these charges will be stated on the activities letter. A full list of activities will be emailed to you. Charges will be incurred even if the facility is not always used, but there is some flexibility for new children for the first few weeks.

**Years 5 - 6:** Co-Curricular activities are built into the school day.

**Years 7 - 8:** Co-Curricular activities are built into the school day

## Co-Curricular Activities

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In addition to Games sessions, Felsted offers a wide variety of Co-Curricular activities. Activities offered vary from term to term, but may include some or all of the following:

### Pre-Prep

- Streetdance
- Tennis
- French
- Judo
- Karate
- LAMDA
- Recorders
- Football
- Ballet
- Golf
- Cricket
- Rugby

### Years 3 & 4

- Riding
- Arts & Crafts
- Lego
- Sewing
- Sign Language
- Judo
- Tennis
- Cooking
- Outdoor sports
- Board Games
- Quiz Club
- Ballet
- French Club
- Recorders
- Homework Club
- Karate
- Squash
- Maths Games & Puzzles
- Golf (Summer Term)

### Years 5 & 6

- Riding
- Running Club
- Tennis
- Football
- Swimming
- Karate
- Judo
- Art
- Junior Orchestra
- Board games & puzzles
- Quiz Club
- Science Club
- Forest School
- Performing Arts
- Cooking
- Golf
- Squash
- Indoor Sports
- Entrepreneurial Club

### Years 7 & 8

- Art
- Orchestra
- Tennis
- Football
- Riding
- Squash
- Golf Academy
- Cross Country
- Conditioning
- Judo
- Swimming
- DTE
- Tech Crew
- Board Games
- Quiz Club
- Philosophy
- Drama
- History

## Bookings

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**For any questions and to book After School Clubs, please contact:**

Pre-Prep: Pre-prep Office - [shoffice@felsted.org](mailto:shoffice@felsted.org)

Years 3 - 8: Prep School Office - [prepadmin@felsted.org](mailto:prepadmin@felsted.org)

### **When can I book After School Clubs?**

Clubs are booked on a first come, first served basis. Information is sent by email to both current and new parents at the same time. Information and booking forms are sent out as follows:

<b>Department</b>	<b>Information &amp; Booking Forms Sent Out:</b>
Pre-Prep Years 3 & 4	June If you have an older child who does a longer day, you may want to select activities for younger children on the same day to allow you to do one pick up. Please note that these days are likely to be very popular.
Years 5 & 6	During August. These are sent after the Reception to Year 4 allocations as Year 5 & 6 children stay late every day and many of the clubs are internally run
Years 7 & 8	Pupils make selections after an activities fair in the first week of term

# Communications

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**Postal Address:** Felsted Prep School, Braintree Road, Felsted, Essex CM6 3JL  
**School Office:** 01371 822613 or 01371 822610 / [prepadmin@felsted.org](mailto:prepadmin@felsted.org)  
**Pre-prep Office:** 01371 822616 / [shoffice@felsted.org](mailto:shoffice@felsted.org)

During term time the School Office is open on weekdays from 8:00am - 6:00pm.  
During the School holidays the School Office is open on weekdays from 8:30am - 12:30pm.  
In an emergency outside of office hours, please contact: **+44 (0)7764 332936**

The Administration Staff in the School Office will deal with phone calls and enquiries during the School day (8:30am - 6:00 pm). Please do not email your child's teachers during the school day if your query needs to be dealt with urgently.

Please make sure that you read the weekly school Newsletter, which contains important information and reminders, as well as celebrations of school events which have taken place during the week. It is sent by email every Friday afternoon.

## iSAMS

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The School uses iSAMS as a management information system, registering children's timetables, reports and any reward notifications too. You will be given a username and password when you join the school. The system is app and web-based and you can set up email notifications once you receive your logon credentials.

Please ensure that all contact information is kept up to date.

## School Calendar

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Please click [HERE](#) to access the School Calendar, which is published on our website.

The Calendar and Information Booklet contain useful telephone numbers, names of staff and email addresses, Form Tutors, Year Representatives, useful postcodes of other schools, dates of Sunday Chapel Services & Parent/Teacher meetings, Exeat weekends (no Saturday school), regular activities, sports fixtures, duty league, term dates for the next year, the weekly timetable, and many other useful details. Parents will be kept informed in the weekly Newsletter of any changes to events listed in the calendar.

## School Website & Social Media

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Please check the [School website](#) regularly - it is an invaluable source of information and has an excellent search function. Please also follow us on Facebook, X, Linked-In and Instagram.

## School Newsletters

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A school newsletter is emailed to all parents every Thursday, providing an overview of all activity, awards presented and key messages. There are separate newsletters for the Prep School and the Senior School. There is an unsubscribe button if you don't want to receive them, but please note that in order to resubscribe, for data protection reasons, we will need you to email our Marketing Department with your permission to do so ([marketing@felsted.org](mailto:marketing@felsted.org)). All newsletters are also available in the [Parents Zone](#) of our school website.

## Email Correspondence

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Please address emails to [prepadmin@felsted.org](mailto:prepadmin@felsted.org) and use the following subject headings:

1. **Urgent** - an issue of urgency or vital concern which requires an appointment, usually with the Head, Head of Phase or Form Tutor.
2. **Boarding** - this can also be sent to [boarding@felsted.org](mailto:boarding@felsted.org)
3. **Info** - a need for information. Send to [prepadmin@felsted.org](mailto:prepadmin@felsted.org) (for Year 3 or above) or [shoffice@felsted.org](mailto:shoffice@felsted.org) (for Reception to Year 2)
4. **Activities** - any co-curricular activity for which you require information or clarification
5. **Illness** - when and why your child is unwell, including any medical related absences
6. **Absence** - request for absence permission
7. **Lost property** - request to find lost property
8. **Health and Wellbeing** - any other medical issues or queries (other than absence), please email [fpsmedical@felsted.org](mailto:fpsmedical@felsted.org)
9. **Music** - lesson confirmation/change of lesson time - this can also be sent to the Music Department via [mpaadmin@felsted.org](mailto:mpaadmin@felsted.org)
10. **Other** - anything else that needs attention

## Changes in Family Circumstances

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It is important that you let us know about any changes in family circumstances which may affect your child (family bereavement, divorce, death of family pet etc). Sometimes parents do not consider the matter to be important enough, but we can often help in unexpected ways to relieve sudden burdens. All information will, of course, be treated in total confidence.

## Change of Contact Details

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Change of address or telephone numbers should be notified in writing to Ms Erika Taunton [prepadmin@felsted.org](mailto:prepadmin@felsted.org) in the School Office as soon as possible. Daytime contact numbers, if different from home numbers, should also be provided. If divorced/separated parents require a duplicate mailing or email, please ensure that we have an up-to-date address and inform the School Office of any changes to your email address.

## Absence from School

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We believe that attendance is the foundation for achieving the best possible outcomes for our learners and we are here to support all our families in achieving this. There are some circumstances where absences from school are necessary such as as a result of illness or injury. In such cases, we ask that our Attendance Officer (Erika Taunton) is informed by telephone 01371 822613 (24 hours, including voicemail) or email [prepadmin@felsted.org](mailto:prepadmin@felsted.org).

Please advise the reason for any absence from school and if for more than 5 days, follow this up with a letter or email of explanation. If your child needs to be 'Off Exercise' (Off Ex) please email the Health & Wellbeing Assistants [fpsmedical@felsted.org](mailto:fpsmedical@felsted.org) with reason and length of time signed off.

Dentist and Doctor appointments – wherever possible, please try to arrange these outside normal school hours.

We remind parents that all absence requests, as per the School's Attendance Policy, must have permission obtained from the Head in advance if a pupil needs time off school in exceptional circumstances (including any term time holidays). The submission form for absences can be found on the Felsted website within the parents section. Any medical/dental appointment requests can be directed to [prepadmin@felsted.org](mailto:prepadmin@felsted.org)

**Family outings and holidays should not be arranged during term time.** Parents are asked to pay particular attention to beginning and end of term times and dates.

*In exceptional circumstances, any requests for children to be allowed leave from school should be made to the Head using the absence request form: <https://www.felsted.org/parents/absence-request-form>*

## School Policies

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All School policies can be found in the [Parents Zone](#) of the school website.

## Complaints Procedure

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Felsted Prep School welcomes comments and suggestions from parents, and takes seriously any complaints and concerns that they may raise. We would hope that, if a complaint is made, parents will feel that the School takes the complaint seriously and responds within a reasonable time and in a courteous and efficient way, taking action where appropriate. We would also hope that most complaints can be dealt with in an informal manner, without moving onto the official complaints procedure. Our Complaints Policy can be found in the [Parents Zone](#) of the school website.

## Friends of Felsted Prep School (Parents' Association)

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A number of parents serve on the School Parents' Association, called 'The Friends of Felsted School' (FOFS). Details of Committee Members and Class Reps are listed in the Prep School Information booklet, which is [found on our website, alongside the school calendar](#). Forthcoming FOFS events are included in the school calendar, the school newsletter or notified separately by the Parents' Association. There is an FOFS Handbook included in your New Joiner Information.

New Joiners to the school will be invited to join **Classlist**, which is a web and app based parent contact system. In order to comply with GDPR guidelines, the invitation will be sent to new families via the Admissions Office, however all queries about Classlist should be directed to the Chair of the FOFS as it is administered by the FOFS and not by the School. Classlist operates on an "opt in" basis so that only those contact details that you are happy to share with other parents in your year group are available to others. You can manage what information you share via your profile page on Classlist. If you have more than one child at the School, you should register each child against their appropriate year/class within the Classlist system. If you have already registered one child, then have another of your children join the School subsequently, you just add that next child via "My Profile" on Classlist - there is no need to register again for the next child.

# Safety & Security of Pupils

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At Felsted, the safety and security of the children is of paramount importance to us as part of our Safeguarding responsibilities. We value the beauty of the rural nature of our school and village, but this does mean that parts of our site are more open than in an urban school.

However, we endeavour to make the site as safe and secure as possible, with the children being educated to understand the dangers that can exist in our modern day society. A full risk assessment of the site occurs annually at the start of each school year.

With this in mind, **all employees** of Felsted (Senior and Prep) are DBS (Disclosure and Barring Service) checked and are required to wear Photo ID Badges at all times on the School site. Our pupils are taught to report and not approach any adult who does not have this authorisation.

Children's responsibilities are communicated to them through assemblies, year group assemblies and meetings, form tutorials and through daily activity. **All visitors** to Felsted Prep School are required to report to the School Office.

## Parents' Safety & Security Agreement

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**During the school day, all Parents should report to the Main School Office (Years 3-8) or Pre-prep Reception (Years R-2)**

Visitors who will be staying on site will be required to "sign-in" and be issued with a "Visitor" sticker, which will include the date and time of visit.

- This procedure should be followed when parents need to meet with members of staff, including Health and Wellbeing Assistants or our school nurse.
- Parents are kindly requested to leave the School premises including the Car Park as soon as possible after they have conducted their business.
- Parents are requested to use the "Stop & Drop" facility whenever possible in order to avoid unnecessary congestion in the Car Parks and to email staff to make appointments for meetings.
- Parents are not permitted to enter the pupil Changing Rooms at any time.
- All visiting parents should sign in via the Prep School Office or the Pre-prep Office
- Parents of Pre-prep pupils are required to collect their child in person from Year group/ class zones at 3:15pm, or at the Stewart House school gate at 4:15pm if their child attends an after school club.
- Parents of Pre-prep pupils collecting their child from Woodlanders after school care, should press the buzzer on the Stewart House gate and wait for a member of staff to collect them.



**From 5.45pm-8.00am:** all parents should report to the member of staff on duty or to the Boarding House staff immediately on arrival. This can also be done by ringing the duty mobile phone on +44 (0)7764 332936 or the Boarding House Office: 01371 822729.

**Match Days:** parents are welcome to have “Post Match Tea” in the Ross Hall or Lord Riche Hall following fixtures on Match Days.

**Parents who participate in regular classes,** such as tennis, netball, Steel Band or language lessons, will be issued with Name Badges for these activities and registers are collected from the School Office in order to check who is on site.

**Parents of Pre-prep and Ffrome Court (Y3 & 4) pupils** are issued with FPS family name badges (at the start of each academic year), which they must wear when accompanying their children into school and when collecting them at the end of the school day.

## **Safeguarding**

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**Nicola O'Brien** is Felsted School's Designated Safeguarding Lead (DSL) and she can be contacted by email [dsl@felsted.org](mailto:dsl@felsted.org) or 01371 822507.

# Fees

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School fees and Supplemental Charges can be found on [the School website here](#).

“Supplemental Charges” means any items charged to you that are supplemental to the fees. By way of example, this includes any extra-curricular activities (such as private music lessons, trips and visits), cost of damage to School property or property of other people, and all public examination charges.

## Payment of Fees

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The Finance Department will be happy to answer any queries you may have regarding your school bill. Please call 01371 822626 or email [tag@felsted.org](mailto:tag@felsted.org). For any other finance queries, please contact the Bursar on +44 (0)1371 822621 / [burspa@felsted.org](mailto:burspa@felsted.org).

You should have now paid an entrance deposit on Final Confirmation of Entry (unless otherwise agreed). This is refundable against the final term’s extras once your son/daughter has left the School. The deposit is non-refundable if a place is offered and not taken up. A full term’s notice is required in writing if your son/daughter does not take up the place offered, or leaves the School at a later date, otherwise a full term’s fees will be payable.

You will be sent the first fee account in August for the Autumn Term fees. All extras are charged for in arrears at the end of each term. Please ensure that your account is paid in full by the first day of each term. The late payment of fees is subject to an interest charge of 5% per annum in accordance with the School’s terms and conditions.

## Payment Options

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**Please note that all fees are payable in GBP.**

**Flywire:** Flywire allows you to pay by bank transfer and by debit/credit card payments. Please go to [felsted.flywire.com](http://felsted.flywire.com) to begin the payment process. You will need an email address to set up an account with Flywire and you will be able to track your payment from start to finish. You must also include your child’s pupil code and billing code on your payment – these can both be found on your school bill.

**Bank transfer** Please arrange payment of your account by bank transfer. Our bank details will be provided on the school bill. Please use your child’s pupil code and billing code as references on your payments - these can both be found on your school bill.

**Cheque:** All cheques should be made payable to ‘Felsted School’ and sent to the Finance Department, Felsted School, Felsted, Essex CM6 3LL.

**Monthly Direct Debit:** In association with School Fee Plan we are pleased to be able to

offer parents the option of spreading the cost of school fees and any extras by monthly Direct Debit. You can apply online at [www.myschoolfeeplan.com/felsted-cm6](http://www.myschoolfeeplan.com/felsted-cm6) to pay your school fees by monthly instalments. It is quick, easy and once approved, we will notify School Fee Plan of your termly fees, including any extras. If you are currently using School Fee Plan for the payment of school fees by Direct Debit, your arrangement will continue.

All applications for payment of the termly fees by Direct Debit should be submitted as soon as the bills are received in order to avoid two DD claims in the first month.

**Payment of fees in advance:** Felsted is able to offer a modest discount on fees where funds are paid to the School in advance of a student joining the School, or at any time during the student's time at the School. These may cover all or part of the expected fees for future terms and must be a minimum of three terms fees. Please contact the Head of Finance on [headfinance@felsted.org](mailto:headfinance@felsted.org) if you would like to consider this option.

# Medical Matters

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The overall health care of our pupils is managed by the Day and Resident Health and Wellbeing Assistants and the Prep School Nurse who deals with minor ailments. Felsted's Medical Centre is staffed by registered nurses, one of whom is on duty at all times. A General Practitioner provided by Blandford Medical Centre holds various surgeries during the week for registered pupils. The Medical Centre nurses are also at the disposal of pupils to help with their personal welfare and care plans.

If a pupil is admitted to the Medical Centre, parents will immediately be informed by the School. Felsted's General Practitioner will only see pupils who have been registered with the surgery unless it is an emergency.

Full & Weekly boarders are encouraged to register with the surgery to enable medical appointments to be made and in the case of illness to be admitted to the Medical Centre for monitoring. Pupils who are not well enough to participate in lessons should remain at home. Parents should write a note or email the Health & Wellbeing Assistants [fpsmedical@felsted.org](mailto:fpsmedical@felsted.org), if a pupil is 'off-exercise'. Please remember to let the Health & Wellbeing Assistants know when the pupil is able to do exercise again.

**Contagious or infectious disease:** It is essential that the School is aware of your child's medical condition, so please do keep us fully informed of any developments including illness over the holidays. If a pupil has contracted a contagious disease whilst on holiday or has an infectious disease (e.g. chicken-pox or mumps), please consult with your doctor or Felsted's Medical Officer before returning to school.

**High Temperature:** If your child has a fever above 37.8 they must remain at home until their temperature returns to normal (below 37.5). If your child develops a temperature in school that is above 37.5 and has been assessed by one of the school nurses, we will request you collect them from school and keep them at home until their temperature settles.

**Vomiting or Diarrhoea:** If a pupil is vomiting and/or has diarrhoea they should not return to school until they have been clear for at least **forty eight hours**.

**Medication:** Prescription medication should be handed in to Health and Wellbeing Assistants in the original dispensed container with the following information: name of person to whom prescription has been written, strength of medication, dose, time of administration and expiry date. 'Over the counter' medication will only be accepted at the discretion of the Health and Wellbeing Assistants and Prep School Nurse, in agreement with the medical centre. Please refer to the Treatment & Medication Policy on the [school website](#) for medication available in school.

Pupils do not keep their own medicines other than inhalers and Epi-pens (as necessary) and would only administer them to themselves in the presence of a member of staff.

**Head Lice:** We suggest that as a matter of course you regularly check your child's hair for nits. The recommended course of action to keep your child 'nit free' is to comb their hair with a nit comb thoroughly at least once a week. This should be done when they wash their hair at the conditioning stage. This regular course of action will also help break the life cycle of the nit and will damage eggs etc. If you find live nits, we recommend daily checks and combing for at least seven days to remove any remaining nits or eggs. Please inform your child's form teacher if you find nits and confirm treatment is taking place.

If your child has nits, parents should consider whether their child should be in school depending on the severity of the condition. We recommend your child is kept off school until after at least one treatment has been completed.

# General Information

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## Uniform & School Shop

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The School Tailor's Shop (sited next to Stephenson's Gate in the Senior School grounds) supplies the uniform and most items on the clothing list. Items marked \* **must** be purchased from the shop but suitable department store alternatives are acceptable in other cases. All clothing must be marked with name tapes which will be automatically ordered for you through the Tailor's shop.

Please refer to the [School website](#) for comprehensive uniform lists.

The Tailor's Shop will contact families directly to arrange appointments for uniform fittings. We politely ask you not to visit the shop without an appointment during peak periods, especially at the beginning of each term, as staff may not be able to provide you with their undivided attention.

## Curriculum

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Information about the Prep School Curriculum can be found on the [School website](#). An outline of the Learning Pathways for each year group are updated each term and these are available through the newsletter. The Learning Pathways give an outline of all topic areas covered from Reception to Year 8. Felsted Learning Standards are reviewed each year and there are downloadable documents available on the website.

## Educational Visits

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Educational visits occur frequently throughout the school year. The governors' regulations for the conduct of these (and for holiday events) are comprehensive, with emphasis placed on proper supervision and safety. Educational one-day visits organised during term-time are not charged. Residential visits, either in term-time or holidays, will have a charge attached. The School organises ski-trips, activity, cultural and language trips, sports and choir tours and a leavers' week for Year 8. Costs are kept to a minimum, consistent with good value for money.

## Permission to Photograph

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Parents are sent a form in their New Joiners' Pack requesting permission to allow recording of events and publicity, including our weekly Newsletters. If you do not give your permission, your request will be recorded.

## Mobile Phones

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With permission from the appropriate Head of Phase or the Houseparent, pupils who travel on the School minibuses are allowed to bring personal mobile devices/phones to school but must hand them in to the relevant office at the start of each day. Other pupils may bring their mobile device into School only with the agreement of the Head of Phase for a valid reason and may only access their phone if specifically directed to by a member of staff for a specific task.

Full and weekly boarders can bring personal devices for use in Hamilton House. Devices are kept secure and boarding pupils are taught to use their phones responsibly. Please note that this does not apply to flexi-boarders.

Within Hamilton House any social media sites on personal devices must be sanctioned and monitored by parents and fall within the relevant age restriction. Boarders in Hamilton House are not permitted to access any social media platforms which are not age appropriate whilst boarding.

If a pupil has a mobile phone in school they should complete a 'Use of Mobile Devices' form prior to bringing the phone to school. These can be obtained from the School Office. **Parents are asked to be vigilant in monitoring their child's use of their mobile phone at home.**

## School Meals

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All meals and snacks are included within the school fees (with the exception of day pupils staying for tea). There is a wide selection of healthy and nutritious food available and there are always vegetarian options available. Please indicate any special dietary requirements (allergies, intolerances, religious etc.) on the New Joiner Forms. Please let us know if you would like to discuss any special dietary requirements with our Catering Manager and / or Medical Team prior to joining.

## Leagues

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All pupils in the School are placed in one of five different houses or Leagues. You will find out which League your child is in during the summer holidays. The first league events usually don't take place until around October Half Term.

- Cromwell (Red)
- Gaselee (Dark Blue)
- Grignon (Green)
- Lord Riche (Yellow)
- Smythies (Light Blue).

Each League has a member of staff in charge who is assisted by two league captains, who are pupils from Year 8. Leagues compete against each other in Sport, Music, Public Speaking and other competitions, while all smiley faces and plus/minus points, as well as stars and stripes (for Years 3-4) count towards the termly total for the much coveted Hopton Cup for the winning League. We hope that every pupil will form a strong identity with their League. League meetings are held fortnightly.

## Support for Learning

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We are keen for pupils to receive any appropriate Support for Learning which would help them to cope with the demands of an academic school. Small class sizes and a committed teaching staff are two factors in providing strong academic support, but occasionally more individual attention is required.

Where children have an existing diagnosis, the Head of Support for Learning will be in contact with you before the start of the school year to discuss reasonable adjustments that can be put into place to ensure support for your child across the curriculum. An IEP will be written to ensure that this information is available to all teaching staff. This will also include any reasonable adjustments for support with in class assessments.

If your child already receives additional support for their learning outside of the classroom, then we will do all we can to continue with that assistance. We may also contact you if we feel that your child might benefit from some extra help. The Support for Learning Department will be happy to discuss any issues with you, as well as being able to arrange an assessment of your child. Please email the Head of Support for Learning via [prepsenco@felsted.org](mailto:prepsenco@felsted.org) if you have any queries. Support for Learning lessons carry an additional charge and are billed in arrears at the end of each term. Please see the Additional Charges document on our [fees](#) page for the current charges.



## Lost Property

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Items that are **NAMED** are easily returned to pupils. If an item is lost, please ask your child to have a good look for it and also ask them to check with their Form Tutor and Head of Phase. If something is not named, it is very difficult to return it to its owner.

Toys and musical equipment such as iPods, MP3 Players are not permitted in school during the day without permission. Some Boarders are permitted such items in the evenings.

## Car Parking

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Please ensure that you enter each of the parking areas via the marked "Entrance" and exit via the marked "Exit". Parents should drive slowly and carefully (speed limit is 5 mph) through the parking and drop-off zones.

Parents are asked to respect the car park signage and exit the Felsted Prep School Main car park by turning **LEFT** into Braintree Road. Please do not turn right as this causes traffic blockages both within the car park and along Braintree Road, particularly at peak usage times.

Pre-prep Parents using the gravel car park by Stewart House should exit via the red & white barrier which is raised from 8:00am-9:00am and from 3:15pm onwards each day, so that you can EXIT without having to go past Stewart House. Where possible, it is then better if you can exit Felsted by turning RIGHT onto Braintree Road.

Parents are expected to park in allocated parking bays within the car parks. These bays are finite and immovable so demand will always exceed supply. Prompt collection of your child/children and a quick departure is appreciated and enables others to use these spaces. Please do not double park in the car parks or block other vehicles as this impacts the smooth flow of vehicles in the car park.

Parents should use the drop off lane to deliver or collect their child/children, whilst remaining in attendance of their vehicle. This lane is specifically aimed at trying to keep traffic flowing, and parking in this lane and leaving your car unattended disrupts this flow.

Parents are expected to drop their child/children off safely and securely, either in the drop off lane of the School car park or by parking and accompanying the child/children across the pedestrian area of the car park. Children must not be dropped from a double parked position, nor from a door opened whilst stationary and awaiting to access the drop off lane.

Parents are requested not to park at the end of the drop off lane in the Prep School car park. This is not a parking area and can be highly disruptive to vehicle movement through the car park.

Parents are expected, similarly to their child/children, to behave responsibly and courteously within the grounds of Felsted, this includes when in control of vehicles within the School car parks, and in the local area.

## **Parents as Pedestrians**

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Parents are expected to use the pedestrian access paths to Stewart House, Courtauld House and the Main School building, crossing the roadways on the raised ramps.

Parents should not (with or without their children) use the vehicle IN/OUT routes as pedestrians at any time.

Parents of younger children should hold their child's hand when walking across the car parks.

## **Dogs**

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Dogs may be brought onto certain outside areas of the school site subject to the Dogs at School Policy which can be found on [our School website](#).

## **Snow Procedure**

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Felsted Prep School will remain open whatever the weather, as many of our staff live within walking distance. It is up to each individual family to decide whether it is safe to get to school but there is no need to telephone the School as we will be open and we will assume that if your child does not arrive then it is because of the weather conditions. What is taught on 'snow days' will depend on which children arrive and which facilities can be used but your children will spend their time productively on such days.

## **Sun Protection**

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In hot weather, parents are asked to apply sunscreen to their children before school, which can be topped up as necessary during the day. Children may bring sun cream to school for their own use (please make sure this is named). Our motto in hot weather is 'slip, slap, slop, slurp': 'slip on a shirt, slap on a hat, slop on some sunscreen and slurp some water!'

## Sweets

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Pupils are not permitted to bring sweets, crisps, cakes or drinks into school. Those pupils who travel on the school bus should avoid bringing sweets into school. Boarding pupils have a separate arrangement for tuck.

## Chapel & Worship

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The School is traditionally a Church of England School where the Christian story will be told to illustrate and support the Christian values we uphold and abide by. Other religions of the world are taught, discussed and respected as part of our curriculum. The School Chaplain is Reverend Nigel Little and you can contact him via [rev@felsted.org](mailto:rev@felsted.org).

Chapel services are considered an important part of school life and so all members of the School attend a short weekday service. More formal services (either morning or evening) are held on special Sundays. It is shown in the calendar when we would like all Years 5-8 pupils and their parents to attend as part of our collective worship and to support our Chapel Choir. Year 3-4 pupils and their parents are more than welcome to attend these services. Blazers rather than jumpers are worn by all pupils and they are required to look very smart. A collection is made for one or more of the charities that the School supports.

If your child is unable to attend Chapel on a required Sunday, please let us know in writing, before the event.

Collective worship is held in the School Chapel where possible. Pre-Prep pupils, join a whole school service every term in the School Chapel.

The act of worship takes different forms including song, prayers, talks, readings, sketches, games, mime and any other ideas, providing opportunities for pupils, members of staff and parents as well as outside agencies to participate. Parents and guardians have the right to withdraw their children from collective worship.

More information about the School's Worship Policy is available [on the School website](#).

# Pre-prep

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Pre-prep is organised into three year groups; Reception, Year 1 and Year 2. Each class has their own class teacher who teaches all subject areas except for Spanish, Music, PE and Swimming which are taught by our specialist Prep School teachers. Each class has a classroom assistant to support English and Maths every morning, with additional support for creative subjects in the afternoon.

All contact details for staff can be found at the front of the termly school calendar. Please read through this calendar before the term starts and make a note of key dates.

The Pre-prep Office will deal with all enquiries during school hours including termly events.

## Useful contact details:

Head of Pre-prep:  
Mrs Jacqueline Atkins  
[jaa@felsted.org](mailto:jaa@felsted.org)  
01371 822616

Pre-prep Office:  
Mrs Sarah Boreham  
[shoffice@felsted.org](mailto:shoffice@felsted.org)  
01371 822616

Prep School Office:  
Ms Erika Taunton  
[prepadmin@felsted.org](mailto:prepadmin@felsted.org)  
01371 822613

## Organisation of our school day

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### **Mornings**

The gate will open at 8am. Children can go to the Stewart House hall from 8am to 8:10am. From 8:10am, Reception children can be taken to their classroom by their carer, walking around the building to the Reception outside classroom door. Year 1 and Year 2 children will say goodbye to their carers at the gate and walk into the building through the front door. The children will go to their classrooms.

Parking is available in the designated parent zone in the car park. These are 5-minute parking spaces to keep the flow of traffic moving.

We operate a 'Kiss and Drop' system to help keep the flow of traffic moving. Parents can drive to the front of Stewart House where one of our Learning Assistants waits to open the car door and help your child out. Your child can then walk into school and you can drive off. Mrs Atkins (Head of Pre-prep) or Mrs Boreham (Pre-prep office) are at the front gate to ensure all the children get into the school building safely.

## Absence

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If you are running late, or your child will not be in school, please inform the School Office by email or telephone:

- [prepadmin@felsted.org](mailto:prepadmin@felsted.org) / 01371 822613

You may copy the Pre-prep Office on any emails ([shoffice@felsted.org](mailto:shoffice@felsted.org)), however you must let the School Office know of any absences.

Please do not email your child's class teacher unless you have let the School Office know first as the teacher is unlikely to see the email before registration.

## Typical Timetable

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Each morning, lessons run from 8:30am to 10am. Playtime is at 10am to 10:20am followed by an assembly until 10:45am. Lessons continue from 10:45am to 11:45am. Lunch break begins at 11:45am followed by a playtime until 12:45pm. Afternoon lessons run from 12:45pm until 2pm. There is an afternoon break until 2:20pm. Lessons continue until 3:15pm.

At the beginning of the school year, a timetable will be shared with you to inform you of which day your child will be swimming, attending PE lessons and Forest School. Reception classes start the academic year with a slightly adapted version of the timetable.

## Curriculum

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Each year group plans a 'creative curriculum' which is topic focussed, to link all the curriculum subject areas to a common theme and purpose. Each topic has a 'first-hand experience' for example, a dressing up day, pretend/role play experience, a trip or visitor into school. Lessons are engaging, practical and fun, linking reading, writing and maths to support the development of key skills. Each term you will receive a curriculum letter which outlines the topic learning experiences for your child's year group.

## Communication with the Pre-prep Team

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### Pre-prep Office

Please telephone or email the Pre-prep Office with any enquiries or messages during school hours. The office will ensure messages are communicated to teachers.

### Class teachers

Class teachers will respond to emails within 24 hours. Any urgent messages must be sent to [shoffice@felsted.org](mailto:shoffice@felsted.org) or telephone 01371 822616 to ensure your child's teacher is aware

### Mrs Atkins

Mrs Atkins is Head of Pre-prep and is at the front gate every morning between 8am and 8:30am. If you would like to arrange a time to meet, please ask Mrs Atkins for a suitable time directly, email [jaa@felsted.org](mailto:jaa@felsted.org) or telephone the Pre-prep office 01371 822616

### Your contact details

Please ensure we have all up-to-date contact details for all parties with parental responsibility for your child. These details are important to ensure we can contact you during school hours. If your circumstances change please ensure your information is up to date with us.

## Assessment & Reporting

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Each term, parents will receive information regarding their child's academic progress. This is organised as follows:

### Autumn Term and Spring Term

Opportunity to see your child's work - Book Look

Parent/Teacher consultation after half term in October and February

### Summer Term

Written end of year report

Each term, assessments are made for every child based on the national expectations for the term and year group. These assessments are teacher judgements based on observations of adult directed activities and child led learning, work in class, and, when appropriate, short 'quizzes' for English, Maths, Spelling, Punctuation and Grammar.

In addition to the above, all Pre-prep pupils have a Tapestry online journal account, which is shared with parents. This captures a range of learning experiences and is shared as and when these occur. Information regarding activating your Tapestry account will be sent to you via the Pre-prep Office.

## **iSAMS Parent Portal**

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At the start of the Autumn Term, you will receive instructions from the IT Department, which will allow you to access the iSAMS parent portal. As well as other relevant information, the portal allows access to your child's school reports. Queries regarding the parent login should be directed to [ict@felsted.org](mailto:ict@felsted.org) / 01371 822698.

## **Awards & Certificates**

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A variety of certificates, stickers and other awards are given regularly to the children by their class teacher. In addition to these, each week we hold a special celebration assembly called our 'Gold Assembly'. Manners Cups are given to a class for outstanding manners and respect, whilst award badges for Marvellous Manners, Wonderful Walking, Kindness star or Playtime friend are given to individual children to wear for the week. A photograph is taken of the children who have received awards or badges for our weekly newsletter

Teachers can also nominate a child from their class who demonstrates the characteristics of a Fantastic Felstedian. They will receive a surprise invitation in the post from Mrs Atkins, to attend the 'Stars' tea party'.

# Prep School - Years 3 to 8

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## Expected Behaviour

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### Pupils should aim:

- To make Felsted a happy place where everyone matters
- To remember that they should be helpful and kind towards others
- To understand that pupils are not all the same and accept their differences (e.g. beliefs, family background, physical appearance, abilities)
- To respect the rights of others to work and play without interference
- To respect other people's property
- To respect other people's opinions
- To be polite and well-mannered towards others
- To be honest with themselves and with others
- To admit mistakes, put them right and learn from them
- To develop high personal standards – manners, dress, appearance
- To appreciate that verbal and physical bullying is unacceptable
- To accept and obey school rules and conventions

Children are taught and become very familiar with the following mnemonics:

### **HOWDI Code**

**H**ello is an easy greeting for everyone

**O**pen doors for everyone

**W**alk around school and wait politely

**D**ress appropriately

**I**nstructions are to be followed



## Subject Setting & Tutor Groups

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**Structure of tutor groups:** We hope that pupils will mix with as many of their fellow year group peers as possible during the school day in lessons, tutor periods and in co-curricular activities. To facilitate their overall pastoral care, all pupils in Years 3-8 will have a tutor with whom they meet each morning at 8.20am, including PSHE lessons each week.

Your child's tutor is the first point of contact for parents. At present, tutor groups are arranged as follows:

**Year 3 & 4:** Tutor groups are the same as teaching classes

**Years 5-8:** Tutor groups are a mixture of pupils from across the teaching groups

**Structure of Teaching Classes:** As part of the gradual transition as pupils move from Pre-prep (Years Reception - Year 2), into Ffrome Court (Years 3 & 4), through into Cloisters (Years 5 & 6) and finally into Courtauld House (Years 7 & 8) we introduce both **STREAMING** (based on general ability) and **SETTING** (based on subject specific ability), so that teaching can be aligned to what is best for each individual pupil's learning and developmental needs.

The exact provision could vary when we look at the year group cohort (eg: we might have top, middle and lower streams in one year group, but one top and two mixed middle/lower classes in another year group), but in general terms this will be similar to the following:

**Year 3:** No streaming - teaching groups are the tutor groups. Setting only for Mathematics

**Year 4:** No streaming - teaching groups are the tutor groups. Additional setting for English and Mathematics

**Years 5 & 6:** Mixed ability classes additional setting for English and Mathematics

**Years 7 & 8:** Mixed ability classes with additional setting for English, Mathematics,

## Target Setting

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Pupils are encouraged to learn, understand and apply a target setting process (mainly based on our **LEARN** acronym ) to drive self-management and self improvement. They are given considerable guidance by tutors. You are asked for your support and interest in this process.

### Learn:

- Lead
- Explain
- Ask
- Revise and revisit
- Next step

The outcomes of this will be progress, success and happiness!

## Teaching & Learning

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Teachers aim to differentiate their teaching to incorporate the needs of each individual. Setting and streaming enhances this, but flexibility of movement is vital. Pupils are carefully tracked to ensure progress in line with their child's ability (see Reports and Parent/Teacher meetings). Any concerns should be discussed in the first instance to the child's form tutor.

## Tutors & Tutorials

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Each pupil has a form tutor who is responsible for the pastoral care of his/her tutees. During each term, pupils will meet with their tutors to discuss and review their academic progress (they will also discuss social matters and monitor co-curricular interests). Part of this review process is to set realistic targets for each pupil over the next few months.

## More Academically Able Pupils (MAA)

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Small class sizes and a committed teaching staff are two factors in providing strong academic support, but occasionally more individual attention is required to build on those pupils who are more academically able and have a capacity to learn and research more independently. More information about our Academic Extension Opportunities can be found [on our website](#).

## Plus Point System

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The plus point system is used in lessons when teachers are able to award points for the children's effort during the lesson or for a piece of work: because they are awarded for effort or achievement, everyone has an equal chance of gaining them. Plus points are also awarded for good manners, helpfulness and politeness outside of the classroom. Reminders are very rarely given and are a sharp reminder of the correct behaviour that is expected. Plus points are instantly rewarded and you as parents are able to see these on your child's iSMAS page, and receive an alert.

Heads of Phase issue Value certificates rewarding pupils for embodying our values of Welcoming, Adventurous, Fun, Inspirational, and Respectful and for success in all or some of the following:

- showing a positive attitude to leading their own learning
- explaining thinking and offering answers
- asking for help as necessary with peers or a teacher
- showing a willingness to complete revision and revisit key learning
- proofreading work
- completing the next steps to develop their learning.

Head's Commendations are awarded for excellent work and attitude, showing commitment and empathy outside school or going above and beyond in these areas.

## Prep (Homework)

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### Years 3 & 4

The children have spellings/English and times tables homework every week, as well as some maths homework. The children are expected to read every day.

### Years 5 & 6

Homework is set in English, Maths and Science once a week and completed during Prep sessions on Friday and Saturday morning (if Saturday School is attended; optional for Years 5 and 6). If Saturday School isn't attended, it would take children about 30 - 45 minutes over the weekend. We encourage the children to read regularly and would hope this is a positive and pleasurable experience for the child and family.

### Years 7 & 8

Prep is set on a regular basis and supervised prep sessions in School mean most prep will be completed within the school week. There may be times when some additional work needs to be completed at home but a sensible deadline will always be given.

## Saturday School

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Years 3 & 4: no Saturday School  
Years 5 & 6: optional Saturday School \*  
Years 7 & 8: compulsory Saturday School

There are EXEAT weekends every 3 weeks or so, where there is no Saturday School.

*\* For Years 5 & 6, Saturdays are optional but there are certain Saturdays which are compulsory and all pupils are asked to attend, e.g.*

- *Sports Day*
- *Speech Day*
- *Open Day*
- *Chapel Services*
- *Children should also be available for matches if selected*

### **Years 5 & 6 (Optional) - Registration 8:20am / Depart 12:00pm**

Assisted Prep, co-curricular activities, brunch, co-curricular activities

### **Years 7 & 8 (Compulsory) - Registration 8:20am / Depart 12:45pm**

Normal lessons followed by a prep session, a games session and lunch. There may also be inter-School fixtures.

## Boarding

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We offer the following boarding options in our Prep Boarding House, Hamilton House:

- Flexi Boarding (2 - 4 nights)
- Weekly Boarding (5 nights)
- Full Boarding (7 nights)

We understand that boarding can be a big decision and the boarding team are always happy to talk to parents and offer trial boarding nights. Those pupils who choose to board usually do so from Year 5 upwards.

Please see [our website](#) for more information or contact the Boarding Team on [boarding@felsted.org](mailto:boarding@felsted.org).

## Assessment

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Pupils from Year 2 to Year 8 will complete GL Assessments at the start and end of the Academic Year to measure your child's progress and attainment in core subject areas.

GL Assessment used as a measure of students' progress in English and mathematics. The assessment process involves administering standardised tests periodically throughout the academic year to measure individual growth and identify areas for improvement. These tests are designed to align with curriculum objectives and offer insights into students' proficiency levels.

One of the key benefits of using GL Assessment for progress testing is its ability to provide Felsted teachers with valuable data-driven insights into students' strengths and weaknesses. By tracking progress over time, we can tailor instruction to meet individual needs, intervene promptly when necessary, and ensure that students are on track to achieve academic success.

In addition to this teachers carry out ongoing, regular checks on progress as part of our assessment for learning programme.

## Sport

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Felsted has a deservedly strong reputation on the games field – we wish to be successful but also to play the game in the right spirit. The School encourages all children to develop their skills and we are very lucky to have a well qualified staff for the coaching of major games.

Inter-League matches are played each term, and inter-school matches take place regularly in our core sports of Rugby, Hockey, Cricket and Tennis for boys and Hockey, Netball, Cricket and Tennis for girls. There are also Athletics and Football matches as well as Swimming galas.

## Sports Equipment

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The School provides all necessary equipment for sport and games played at Felsted. However, all pupils except those in Year 3 will require their own hockey stick. All girls in Years 5-8 and those boys who play tennis require a racquet for the Summer Term. All girls and boys in Years 5-8 teams will need 'Whites' in the Summer Term for cricket. Please do

not buy expensive items such as cricket bats, running spikes etc. without first checking with your child's games teacher as to suitability and necessity. Regular hockey team members benefit from wearing astro trainers. All personal equipment must be clearly labelled with your child's name. Pupils are not permitted to borrow equipment from friends.

**Gum Shields** - must be worn for Hockey and Rugby from Years 3 to 8. Pupils will not be allowed to participate in games/matches if they do not have a gum shield. You should arrange to have a gum shield fitted with your own dentist or direct with Opro who will supply a home fitting kit ([www.opro.com](http://www.opro.com)).

Opro Silver Range multi use gum shields can also be obtained and fitted by our Health & Wellbeing Assistants. The cost of the gum shield will be charged to your School bill for each gum shield that is fitted. Before the gum shield is provided, they will call home to obtain permission for the charge and authority to fit the mouth guard (boil and bite). If Health and Wellbeing Assistants are unable to contact parents for authority, the pupil will be unable to participate in the match/games session. The Felsted Tailor's Shop also stocks Opro Silver range gum shields, which are multi use and require fitting by following the instructions (boil & bite).

It is recommended that boys wear scrum caps for Rugby, which are available from the Tailor's shop or other suppliers.

## Inter-School Matches

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Fixtures are published in the calendar and parents are welcome to support their children and the Felsted teams. Parents are warmly welcome to stay for 'match teas'.

Match Day arrangements: Team sheets are normally published at least the night before a match and give details of the following: *departure times, start time, finish time, return time for away matches and venue.*

Team information will be emailed to parents and it will include details of the match and provides location and times of fixtures. If fixtures are cancelled, we will re-send the email through iSAMS and tweet.. Postcodes for the venues can be found in the School calendar.

Please follow the Prep School Twitter feed: @felstedprep for updated information. If pupils are going to be late back to School, updates will be posted on Twitter.

Parental Permission: The teacher in charge of a team can only allow a lift to be given from another parent if the School Office receives written parental permission (email, text or letter) prior to the match. This can be given at the beginning of the school year for permanent arrangements or prior to the away fixture. Verbal permission is not acceptable. Please do not put staff in a difficult position.

## Library & Reading

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All pupils must have a reading book with them in School every day. Reading is an essential skill and hopefully a great source of knowledge and enjoyment. The more children read, the better! Please support your child as directed and feel free to show initiative. Books may be borrowed from the library and pupils will be encouraged to enjoy this facility. The Accelerated Reading programme monitors reading levels and recommends the appropriate level of book for your child.

## Planners

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Planners are issued at the start of each term for pupils in Years 3 to 6 and they are required to keep them up-to-date each week. These serve as an important link between pupils, parents and tutors.

**Pupils in Ffrome Court** use their planners to record weekly spelling tests and other results, changes to the timetable, awards and sanctions and notes to and from parents. Written inside the planner are some reminders about how we would like pupils to act towards each other as part of the School community.

**Pupils in Cloisters** use their planners to record their timetable of lessons, spellings, vocabulary lists, work that they need to do for prep, reminders about music lessons, smiley faces, plus and minus points, targets (set in conjunction with their tutors). Written inside the planner are some reminders about how we would like pupils to act towards each other as part of the School community.

**Pupils in Courtauld House** are encouraged to record their marks/grades for tests and preps on their Chromebook (Google Sheets & Google Calendar).

## Pupil Review

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All pupils take part in a regular review of their learning with targeted action going forward produced as a result.

To date this process has resulted in improved teaching and learning, individualised approaches, greater teacher sensitivity, improved food and drink arrangements, sporting, musical, drama, social and car parking arrangements.

## **Reports & Parent-Teacher Meetings**

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Report forms have been designed to give parents plenty of information about their child's academic progress and include targets for future improvement.

During the year, you will receive both full and short reports (via online access to MIS using your username and password) and you will also be invited to attend Parent/Teacher Meetings. The Parent/Teacher meetings will allow detailed discussion between you and individual subject teachers. A schedule is published by Phase in the Curriculum, Learning Standards & Assessment Information for Parents which is published prior to the start of the academic year.

## **Signing out at the end of the day**

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All pupils must be 'signed-out' of their Phase at the end of the school day by the member of staff on duty before leaving the school. Years 3 to 6 pupils leaving during the school day must sign out in the 'Signing Out' Book in the School Office and Years 7 & 8 should use the 'Signing Out' Book in the Courtauld House Office. School transport (minibuses) depart at 6.00pm each day from the Roed Sports Hall car park.

## **Signing in for Tea**

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If day pupils have planned to participate in an evening activity at school (Years 7 & 8), then they must 'sign in for tea' on the board inside the dining room by the access doors. The procedure is explained to pupils at the start of the new school year. A charge is made where a pupil chooses to stay at school for a social activity, or club, but where a pupil is required to stay for an activity (e.g. play rehearsal, steel band practice or other sports academy) there is a charge for tea only. Pupils who are staying for Chapel Choir are not charged for tea. These charges will appear on your end of term bill.