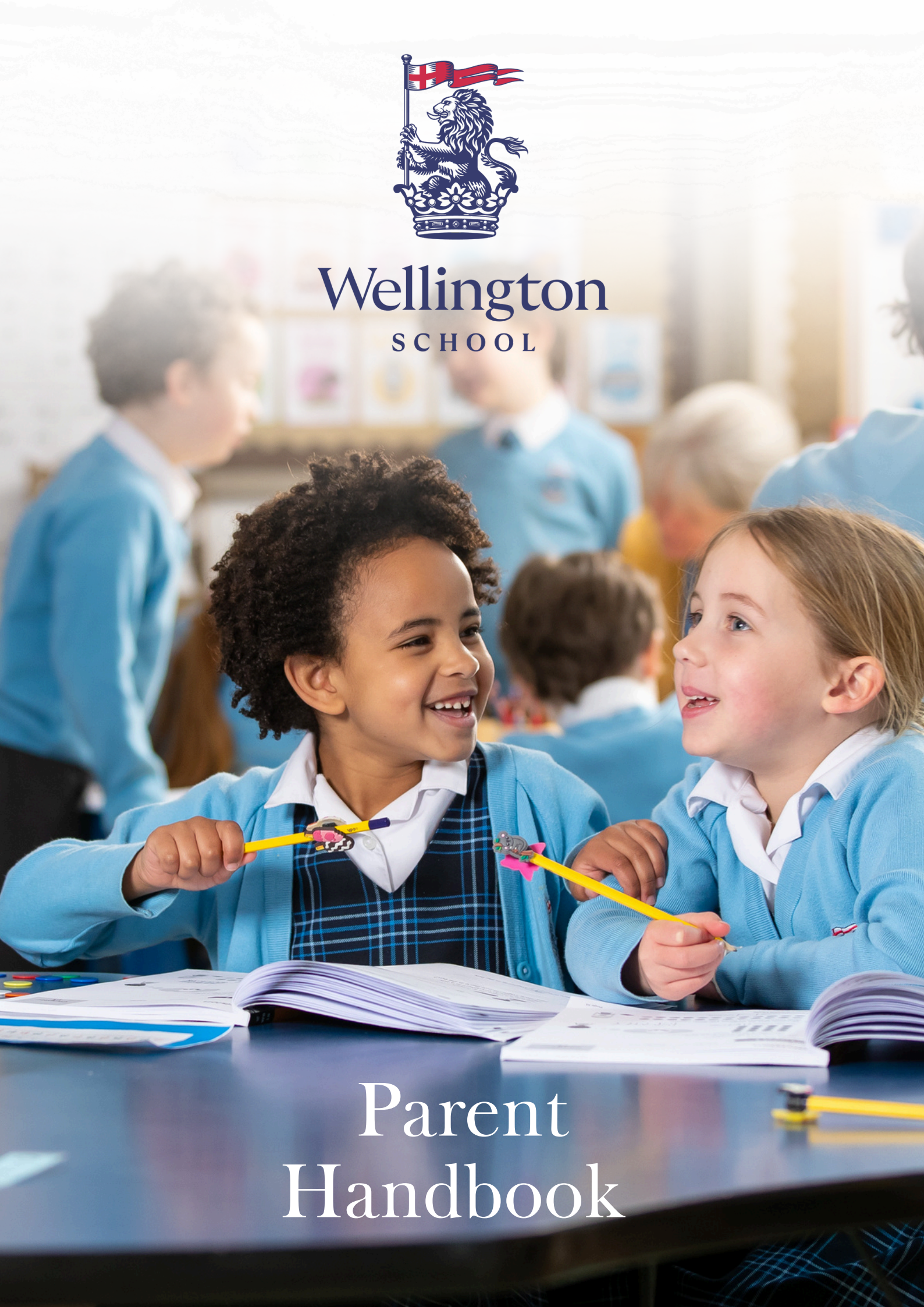
Wellington
SCHOOL



Parent Handbook

Welcome

Like you, we want the best for your child, and we will do our very best to help your child develop as a happy, curious, and kind person. At the Prep School we aim to bring out the best of each of our children in all areas of school life.

We strive to give your child the skills and confidence to thrive in a changing world. Each child is encouraged and guided towards achieving their personal best through the promotion of confidence and self-esteem. We very much appreciate your support in promoting these values outside school and working in close partnership with us.

The content of this handbook will change from time to time and the aim of this document is to be helpful in providing answers to queries. However, if you have any questions or concerns about your child(ren)'s happiness and wellbeing at school, please raise them with us as soon as possible, before they become a problem.

At Wellington Prep School we strive to be the best we can be, so please get in touch if something is unclear or you feel that we can do better. We are at our strongest when we work in close partnership for your child's benefit and fulfilment.

Mrs Victoria Richardson

Head of Prep

prep@wellington-school.org.uk



Communication

Day to day

Effective communication is so important in every school and vital to create a good partnership between Parents and the School. All staff are accessible to parents and email addresses are published. Class teachers can be emailed directly with any concerns about your child.

Any urgent contact during the school day should go through the Prep School Office, as Class teachers will be with the children and there is no guarantee that a teacher's account will be checked within the school day whereas telephone calls or emails to the office will be received and acted upon

The School Office is open from 8am to 5pm, Monday to Friday during term time.

Please feel free to drop in, email or phone during these hours.
Email: **wpsoffice@wellington-school.org.uk**
Phone: **01823 668700**

The office team will be able to answer a myriad of questions regarding uniform, clubs, trips, events, fixtures, the school day and more. During school holidays, staffing is more restricted, but messages can still be left, and emails actioned.

If the school needs to contact you for any reason, we will do so promptly but it is essential that the School Office holds your up-to-date contact information as well as an emergency contact if we are unable to reach you.













Where to Find Information

MySchoolPortal

Most written communication to groups and classes of children will be sent electronically and posted on MySchoolPortal. We are very conscious that we do not overload families' mailboxes so emails sent will be relevant to your children.

MySchoolPortal is also used for completing consent forms (e.g. for a school trip) and for booking appointments for events such as parents' evenings. Grades and reports will be published here too.

Before school starts, parents will receive an email from our IT department inviting you to create a MySchoolPortal account.

Userguide video link

Termly School Calendar

The calendar is published on the school websites and MySchoolPortal. The MySchoolPortal platform also has the benefit of showing future events as they are approved for future terms.

A further benefit of the calendar on My School Portal is that it can filter events and can be easily exported to common electronic diary platforms (such as iCal and Google Calendar).

The Eagle

Each Friday 'The Eagle', our weekly newsletter, is emailed to parents. The Eagle covers the news from the week that has just finished and details the activities and events that are taking place in the coming week, as well as including reminders and information about other school news.

Social Media

We share lots of amazing and inspiring stories that pupils, teachers, (past and present) are doing and we promote future events that are happening within the school community that you may want to get involved with.

On the admission form, you will be asked for permission for your child to appear on social media, which you are welcome to decline; however, we never post a pupil's full name. Please take a look at the feed to get a feel of what we do.

Facebook: facebook.com/WellingtonSchool
Instagram: instagram.com/wellingtonschoolsomerset



Parents' Evenings

Parents' Evenings are formal invitations to each family to come into school and discuss a child's progress with his/her teacher. These take place twice a year, once in the autumn term and once in the spring term. The first Parents' Evening is usually face to face, so that parents can spend time with the class teacher. The second Parents' Evening is a hybrid event giving the opportunity of on-line appointments.

Parent Reps

We are very fortunate to have a friendly and supportive parent community in the Prep School, and each class has a volunteer Parent Representative who is on hand to welcome new families to the School and introduce them to the wider community.

They also have class WhatsApp groups which are great for organising playdates, last minute homework questions etc, but this is purely optional. On starting school, you will receive an email advising you of your parent reps and how to get involved.













Starting School

Children starting at Wellington Prep have a taster day experience which gives a child a sense of orientation within the school.

Nursery children have “come and play” sessions which last a couple of hours to help them settle into new surroundings gently.

Reception onwards, a child will be allocated a buddy for the day and will be closely supported by the class teacher.

Further information about Nursery and Reception can be found in the Nursery and Reception Handbooks.

Moving Up Morning

Before the end of the summer term, the children spend the morning in the classes they will be in, the next academic year, to familiarise themselves with their surroundings, teacher and classmates.

Any children that are due to join the Prep School in September will be invited as well.

Induction Day

The day before the Autumn term starts, your family is invited into School to meet with your child’s class teachers. This will provide an excellent opportunity to learn more about the year ahead.

Items for discussion include the class timetable, homework routines, communication, arrangements for sports, planned trips and visits, etc.

‘Meet the Teachers’

After two weeks of the new academic year, there will be an opportunity for you to meet your child’s class teacher as well as other parents.

By scheduling this event at this time, we would hope to be able to answer any queries that have arisen over the first few days as well as provide you with reassurance as to how your child has settled into their new class.







School Life

Uniform

Once you have decided to join, school uniform will be top of the list. Details on school uniform along with the **uniform booklet can be found here.**

We now have a "New to You" uniform shop that is open weekly and always holds a healthy stock of good quality pre-loved uniform. Please ask at the school office for opening times.

Organisation of Classes

The Prep School is grouped into four sections:

- The Early Years (3 to 5 year olds) Section Lead - Mrs Emily Woodward
- Years 1 and 2 (5 – 7 years olds) Section Lead - Mrs Emily Woodward
- Years 3 and 4 (7 – 9 year olds) Section Lead - Mr Roger Hitchin
- Years 5 and 6 (9 – 11 year olds) Section Lead - Mr Roger Hitchin

Houses

We have 6 School Houses: Price's, Fox's, Gillard's, Richards, Hardwick and Oak. Children represent their houses in sporting fixtures and other specific events, as well as earning house points for the termly House Points Cup.

Children will be assigned to a house and will be given this information as well as a house badge on their first day of school and will remain in this house until Year 13 and beyond!

If the children have siblings through the school, all will be assigned to the same house and if Parents attended the school and are OWs, the children can follow in the Parent's house, so please be sure to tell us if this is the case.





The School Day

The Prep School is open from 8am until 6pm during term time. Registration in the classroom is at 8.30am and the teaching day begins. Each class will have a lesson timetable, which will be given to the children on their first day. The end of the school day for Pre-Prep is 3.30pm and 3.45pm for Years 3-6.

There is a wide range of afterschool clubs between end of the school day and 5pm followed by Starclub until 6pm (all of which are optional).



Clubs

WPS will always accommodate all children for clubs until 5pm Monday to Friday and there is no need to worry about whether your child will get a 'place'.

We ask for a first and second choice and whilst we do our best to put children in their preferred clubs with friends, this is not always possible. There is a wide range of clubs with sports, art, drama, computing to name a few.



S.T.A.R Club

We appreciate that it is not always possible to collect by 5pm due to juggling work and childcare commitments, which is why we offer S.T.A.R. Club from 5pm-6pm every school day during term time.

Further information can be found here.

Food, Glorious Food

Our School caterers provide a wide selection of meals, freshly cooked in our Prep School kitchen. Most children have school lunches although some children are provided with packed lunches by their parents if you so wish.

Most allergies and dietary requirements can be catered for, and our head chef is always keen to work closely with families and children.

The current Prep School menu can be found here.

Please note: We are a nut free school.





Sport & Physical Health

The success of WPS sport is judged on the enjoyment and enrichment of our children. Children from Year 2 -6 will follow the Prep School Sport Pathway. This Pathway aims to provide a consistent coaching framework giving our children the tools to make their own decisions on the sports field. It builds on and cements prior knowledge whilst at the same time layers new sporting outcomes each academic year.

We do not value our sporting success simply in terms of wins and losses each term but through the love and enthusiasm shown by our pupils. By nurturing this inclusive, consistent and enjoyable environment we can then strive for sporting excellence.

In the past ten years several children from the Prep School have gone on to represent Great Britain in rowing, fencing and modern pentathlon, and others have played national hockey and rugby, with some making careers as professional athletes.

The School plays competitive fixtures against other schools in hockey, netball, athletics, rugby, cricket (girls, boys and mixed) and cross-country. Matches are usually played at U8, U9, U10 and U11 levels. While all children are encouraged equally and given the same opportunities through sports lessons and internal matches, team selection for fixtures with other schools will be based and levelled with safety, technical ability, attitude and performance at the forefront of our minds.

As an introduction to school sport, Year 3 (U8) children will take part in local ‘festivals’ where no scores are kept, and the emphasis is entirely on fun and participation.

We endeavour to give everyone exposure to playing for the School at some level. There are many valuable lessons to be learnt from representing your school, as well as the boost it can provide to a child’s self-esteem and wellbeing.







Please note that all children selected to play are expected to be available unless written notification is received. Most fixtures take place within the Monday to Friday school week although there are occasional weekend commitments (typically these are sports festivals, national finals, etc).

We request that school fixtures should take priority over external commitments where possible. Parents are always welcome to support matches and at home fixtures, a parents match tea will be provided in Cafe 37 afterwards.

Children will travel to and from matches by school transport. Prior permission should be obtained from the teacher supervising the team if a child will not return with the school party from an away fixture.

Mouth guards are compulsory for hockey and rugby, and shin pads are compulsory for hockey. Children who do not have a mouth guard or whose mouth guard does not fit properly in the opinion of the member of staff taking sport, will unfortunately not be able to participate.

If your child is not well enough to take part in sport, please send an email to the health centre copying in the school office or telephone the School Office directly:

Wellingtonsmc@wellington-school.org.uk
WPSoffice@wellington-school.org.uk

Usually, children who are off sport will watch their sport session so that they may still benefit from the coaching input.









Sports & Physical Health Uniform Terminology & Guidance

Hockey

- Navy polo shirt
- Navy shorts and or navy skort
- Long hooped socks

Netball

- Navy polo shirt
- Navy skort and or navy shorts
- White ankle socks

Rugby

- Hooped reversible rugby shirt navy shorts
- Long hooped socks

Cricket

- Navy polo
- Navy shorts
- Wellington blue tracksuit bottoms or whites (white trousers)
- White socks
- Year 6 A team Boys - Full whites
- Year 6 A team Girls - White polo

We will provide a white polo to any Year 6 A team players that do not have one.

Sport Sessions

Sport sessions are where we engage in our target sports: Cricket, Hockey, Netball and Rugby.

Physical Health Sessions

Physical Health sessions are where we run a rotation of functional movement activities. Children will always wear the listed kit below unless they are on a swimming rotation.

All parents / guardians of the children who are on the swimming rotation will be emailed to let the know when to bring in their swimming kit.

Kit for Physical Health sessions

- Navy polo shirt
- Navy shorts and or navy skort
- White ankle socks

Clarity on rugby shirts and shorts

Our rugby tops and shorts are much more hard wearing and durable. They are designed to withstand the touch, tag and contact elements of this sport.

The rugby tops are also reversable. This is very useful and means if a child brings a rugby top to a wellbeing session or a hockey match by mistake, they can simply reverse it to the navy side and continue with the session / match as normal.





Forest School

We are very fortunate to have some woodland in the Blackdown Hills which we use for Forest School. **Please look here for further information.**









Visits Outside School

We value the opportunity to link our learning with the wider world and school trips are a regular event for children of all ages and we have a strong residential programme of visits for Years 3-6, culminating in a week-long trip to Jersey in Year 6.

Teaching & Learning

The depth and breadth of our curriculum is unique as we have developed our own approaches to different subjects, having used the National Curriculum as a starting point. Every subject is carefully planned and co- ordinated to ensure our children's learning is relevant, balanced, enjoyable and challenging.

Curriculum Plans

The curriculum plans are published on the School website for all subjects from Year 1 to Year 6 . **To view, please click here.**

Our curriculum policy can be found by clicking here.

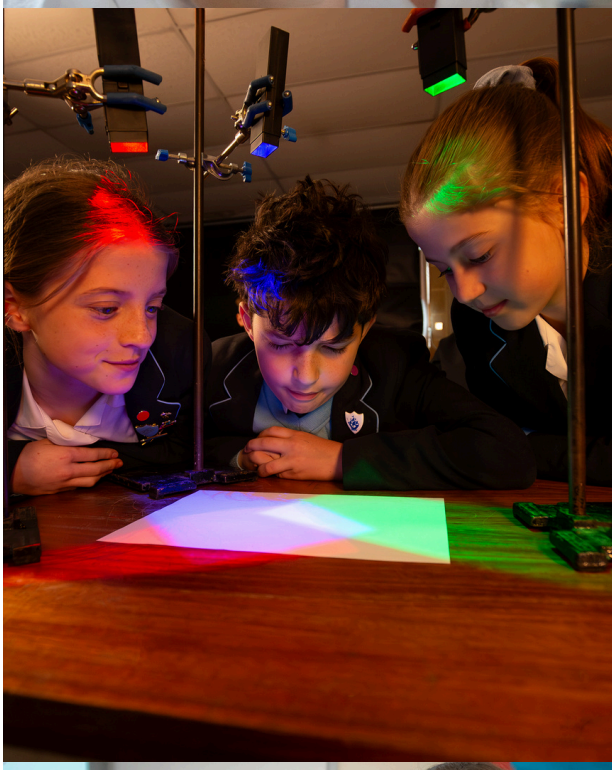
Monitoring and Reporting Progress

Teachers monitor each child's progress very carefully using a variety of assessments, both formal and informal and for **further information please click here.**

Learning Success (SEND)

At different stages of children's development, children occasionally need additional support with certain areas of school life (academic, social, etc.) above and beyond the academic and pastoral care we provide as a matter of course. **For further information please click here.**







Pastoral Care

The welfare of each and every child is the prime concern of all staff. We aim for our pastoral care to be second to none, as each child's happiness is fundamental to their fulfilment and development as a rounded, successful individual.

Emphasis is placed on the availability of all staff members to help children with individual problems and weekly staff and management team meetings have children's welfare as a standing agenda item.

Opportunities for Responsibility

At Wellington we recognise that many of our children are likely to follow occupations which involve them providing leadership in society. Therefore, we try to provide opportunities for all children to develop a strong sense of duty, responsibility, and service as they progress through the school. Further information can be found in our **good behavior policy here.**

School Captains

Each year two School Captains areappointed from Year 6. They will represent the School on various formal occasions and meet regularly with the Head of Prep to discuss school matters. Each year a House Captain will be appointed for each of the 6 Houses.

Sports Captains

Each term a captain of boys 'games and a captain of girls' games is appointed from Year 6. They take responsibility for helping to organise match logistics.

Prefects

Each term a small number of prefects are appointed from each Year 6 class. Prefects have specific responsibilities to perform in the following roles:

- Library
- Reading
- Recycling
- Catering
- Playground
- Bus
- Peer Mentor





Learning Detectives

Children will go on learning walks into classrooms looking for evidence of enjoyment, concentration, perseverance, improvement. It will help the children to develop their teamworking and communication skills.

Golden Leaves Awards

The aim of the Golden Leaf award is to promote and maintain high standards of behaviour and conduct among our children.

Golden Leaves are awarded four times a year to a small number of children in recognition of their conscientious efforts in following the school's Golden Rules and to those who show initiative in making our school a caring, supportive and happy environment for all.

Our Golden Rules are:

- We respect our own and other people's property
- We listen carefully, work hard and play well
- We treat others as we like to be treated
- We are honest but not hurtful
- We are aware of others and use our manners
- We make the most of our gifts - our brains, our bodies and our time

At the end of each term (or each half-term in the Autumn term), Golden Leaves are awarded to one child in each class (from Reception to Year 6).

School Council

Members of School Council will be:

- School Captains
- One member per class in each year group





Charitable Work

Each year, every Year 6 children nominates a charity that is important to them. From those, the School chooses three charities that are the focal point of our fundraising efforts; two UK based charity and one overseas. We also participate in significant national events such as Comic Relief and specific disaster responses following the recommendation of our School Council.

We focus our fundraising efforts to build up strong links between the school and a charity over the course of a year, enabling our children to learn more about how and where their fundraising is spent.



Personal Possessions and Mobile Phones in School

Electronic toys, games consoles, mobile phones, smart watches, e-readers, etc. are not permitted. The only exception to this is where a prior arrangement is in place.

Children are discouraged from bringing toys (e.g. Lego figures, trading cards, etc.). Any items are brought in entirely at the child's own risk as staff take no responsibility for the safety, safekeeping, or supervision of such property.



Visitors

Parents, family, friends and other visitors are most welcome in the school. To ensure availability of the person(s) with whom you would like to meet, it is advisable to arrange a visit by telephone or email.

We are always pleased to show visitors around and an appointment can be made by telephoning or emailing prep@wellington-school.org.uk.

On arriving in school during a normal working day, all visitors are asked to sign in at the school office and issued with a colour-coded lanyard following a safeguarding briefing.



Absence Reporting

If your son or daughter is unable to attend school for any other reason, please do either A or B below:

A: On My School Portal, follow the 'Report an Absence' link

- on My School Portal, click the 'Report an Absence'
- select the child you are reporting (if you have more than one child in the School)
- write a brief statement in the comment box detailing the reason for the absence
- you should complete the absence form each day for the duration of the absence

B: Telephone the Prep School office by 9:00am and speak to one of the office team to advise of the absence. You should telephone each day for the duration of the absence.

If the School has not received an absence report, the school will telephone you to verify the reason for the absence and to ensure your son or daughter is safe.

Prep School Office: 01823 668700

Transport

The school operates a number of minibuses for children from many surrounding areas. **Information can be found here.**

If you have any questions or would like to book transport, please contact transport@wellington-school.org.uk



Leave Requests

If your son or daughter needs to miss school for any reason, such as a future medical appointment or a family occasion, please do the following:

- on My School Portal select ‘My Children’
- select ‘Leave Request’
- select the child you are requesting leave for (if you have more than one child in the School)
- select the reason for Leave Request from the drop-down menu as detailed below:
    - Family Holiday Medical
    - Other (1 day)
    - Other (2 days or more)

In the comment box, provide a brief explanation/reason for the Leave Request and click submit. The Leave Request will be automatically forwarded to the appropriate member of staff who will respond to the request.

Leave Requests will be forwarded to the following people:

- Medical appointment - Sarah Howe
- Other (1 day) - Missy White
- Other (2 days or more) - Missy White
- Family Holiday - Missy White

Please be reminded that absence requests need to be submitted in good time. Requests for absence are looked at on an individual basis and permission needs to have been granted in order for the leave to be authorised.





Policies and Other Useful Information

All of our policies for the Prep School and the Senior School can be found on the website here.

Glossary of Terms

PRSC – Princess Royal Sports Centre

ARC – Alan Rogers Centre, which hosts a variety of events, has classrooms and exam rooms

Great Hall – On the senior school campus, holds events and hosts concerts and productions

Greenacres – Garden area

The Chapel – St Micheals Chapel where services are held

The Block – Year 5 and 6 classrooms, along with DT workshops and Art studios. The San – The school medical centre

Café 37 – Our on-site café

Bulford – Sports pitches and Astro

Swains- Sports pitch and athletics track

Gills - Sports pitch and tennis courts

School field – Sports pitch located behind the Chapel

The Studio – Drama and dance space

The Quad – Area between Great Hall and School field

Sunken Garden – Garden between Chapel and the Quad used for social events during the summer

The Pound – Senior School lost property

Please see the map overleaf where all these locations can be found

OW's – Past students known as OWs or Old Wellingtonians

Early Years – Nursery and Reception

Pre-Prep – Nursery, Reception, Year 1 and 2

Prep – Year 3-6

Lower School – Year 7-8

Upper School – Year 9-11

Sixth form – Year 12-13

VMT – Visiting Music teacher

Welcome to

Wellington SCHOOL



1. Main School Entrance
2. Senior School Reception & Visitor Parking
3. Café 37 & WCs
4. Chapel
5. Quad & Parking
6. Great Hall
7. George Corner Music School
8. CCF
9. Southside Drama Studio
10. Classroom Block
11. Dining Room & Kitchens
12. Duke's Library & Study Centre
13. Sixth Form Centre
14. Northside
15. John Kendall-Carpenter Science Block
16. Lippincott – Learning Support Centre
17. Campus Workshops
18. Prep School
19. Prep School Car Park & Bus Zones
20. Nursery
21. The Studio
22. Avenue Music School & Garden
23. Health Centre
24. Rose Cottage
25. Art Block
26. DT & Prep Block
27. The Alan Rogers Centre (ARC) & Princess Royal Sports Complex (PRSC)
28. Greenacres Open Space

Sports Facilities

29. Princess Royal Sports Complex (PRSC)
30. School Field
31. School Pavilion
32. Swimming Pool
33. Squash Courts & Climbing Walls
34. Cricket Nets
35. Homeshaws Astro & Parking
36. Bulford – Sports Field
37. Bulford Pavilion
38. Swains Athletics Track
39. Netball/Tennis Courts
40. Gills - Sports Field & Courts

Boarding Houses

41. Beech
42. Lights
43. Overside
44. The Grange
45. Willows

Residences

46. Caretaker's Cottage
47. Grange Close
48. Southside Cottage
49. The Manse
50. The Paddocks



Wellington
PREP SCHOOL

01823 668700
wpsoffice@wellington-school.org.uk