

2016/17

CLARENDON COTTAGE PREPARATORY SCHOOL HANDBOOK for Parents and Pupils

Clarendon Cottage Preparatory School,
Ivy Bank House, Half Edge Lane, Eccles, Manchester
M30 9BJ

Tel: 0161 950 7868

Fax: 0161 661 3822

E-mail: admin@clarendoncottage-school.co.uk

Website: www.clarendoncottage-school.co.uk

This is the registered name, address and telephone number of
Clarendon Cottage Preparatory School Ltd.

Mr. Paul Orechoff, BA, P.G.C.E
Head of the Preparatory School.



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A warm welcome from the Head

Autumn Term September 2016

I would like to welcome back all our existing parents to Clarendon Cottage Prep School after what I hope was a restful and enjoyable summer. If you are joining us new this term, I would like to bid a very warm welcome to you all!

Our aim at Clarendon Cottage is to enable every child to be the very best they can be by offering a nurturing family atmosphere that provides excellent teaching, outstanding pastoral care and plentiful opportunities for your child to develop and flourish. Working together, we can achieve this. We encourage you to keep daily contact with your child's class teacher via homework diaries and reading records and ask you to support your child so they can play a full and active role in the life of the Prep School.

A new year and a new start has led to a few changes; first of which is that in accordance with a wish to help the environment. New families will get a paper copy of this handbook and all current parents have had the handbook e-mailed. The handbook can also be viewed on the school website and a copy is available to view in the entrance hall to the school. If you require a paper version of the handbook, please go to school office and we will be happy to print one for you.

It is our sincere hope that this handbook is a useful source of reference over the coming year to help you with the procedures for various aspects of our care. We have tried to include as much useful information as possible, concentrating on the areas of school life about which questions are often asked. If the information you need is not in the handbook, please do not hesitate to contact the school office or your child's class teacher to find out the answers. I also welcome any thoughts you may have on the make-up of this handbook. In addition, if I can be of help at any time, please do arrange an appointment to meet me via the school secretary, Mrs Hallwood.

I would like to wish you all an excellent term and a productive and rewarding year!

Paul Orechoff
Head of Prep School

TERM DATES 2016-2017

AUTUMN TERM	FINISH	RETURN
Beginning of Term		Monday 5th September 2016
Half Term (1 week)	Friday 21st October 2016	Monday 31st October 2016
End of Term	Wednesday 21st December 2016	

SPRING TERM	FINISH	RETURN
Beginning of Term		Wednesday 4th January 2017
Half Term (1 week)	Friday 17th February 2017	Monday 27th February 2017
End of Term	Friday 31st March 2017	

SUMMER TERM	FINISH	RETURN
Beginning of Term		Tuesday 18th April 2017
May Bank Holiday	Friday 28th April 2017	Wednesday 3rd May 2017
Half Term (2 weeks)	Friday 26th May 2017	Monday 12th June 2017
End of Term	Friday 21st July 2017	

NOTES

Holiday Club: is available from 7.30am to 6.00pm during all holidays except for the following school closures:

Christmas Closure: - Close Fri 23rd Dec 2016, Re-open Tue 3rd Jan 2017

Bank Holidays: - Fri 14th April 2017, Mon 17th April 2017, Mon 1st May 2017, Mon 29th May 2017, Mon 28th August 2017

School Hours: - Infant School 9.00am-3.50pm, Junior School 9.00am-4.00pm.

Early Birds and After School Club: - Is available during term time. The school opens at 7.30am and closes at 6.00pm. Please note that children arriving before 9.00am will be marked present in Early Birds and that children staying longer than 10 minutes after the end of the school day will be marked present in After School Club.

The Office Staff

Mrs. Platt (Office Manager) and Mrs Hallwood (School Secretary) are the main points of contact for the Prep School. Should you need to contact them for any reason, they can be called on 0161 950 7868 (or see staff e-mail addresses).

The office is open from 8.00am until 6.00pm each day and our staff will answer your calls, deal with personal visits and receive any information about your children.

The Class Teacher

The class teacher is responsible for the pastoral care of their group of pupils and will generally teach a large number of lessons to that group. The role is an important one as the class teacher grows very close to the children under his/her care. Letters from parents regarding illness, sport, music, lunch, dental appointments etc. should be addressed to the relevant class teacher.

Head Boy, Girl and Prefects

Two pupils are chosen each year to be the Head Girl and Head Boy. Additionally, each term two Prep 6, 7 or 8 pupils are chosen to take on responsibilities as Prefects. This group of 'senior' pupils meets on a regular basis with Mr. Orechoff and are expected to set a good example to their peers and younger pupils in the School.

Houses

As well as there being a horizontal structure to the School (i.e. classes with class teachers) the school is divided vertically into three Houses- Bridgewater, (red) Brindley (blue) and Ellesmere (yellow). Children wear the coloured button badge on the lapel of their blazer to denote their house, these badges are a compulsory part of the school uniform. There are two members of staff per school house, and House groups meet after Friday assembly to discuss tactics and progress. House Captains are changed termly to give more children the opportunity to organise and manage meetings.

Induction into the Prep School

Children entering school as part of our September intake will be involved in 'Transition Visits', which take place during the Summer term. This includes any children moving from Prep 1 or Monton Village School Nursery.

First Day

We all approach the first day with butterflies in our stomachs, but during this first day, we will ensure that the children become familiar with their new surroundings and are made to feel at home straight away. Essentially, pupils will spend the day with their class teachers. During this time, exercise books and text books will be issued, a complete timetable will be given to each child, important times and places will be discussed, and lunch will be taken in the school hall. It will be a very full day! Children should arrive home feeling confident that they know where they are going and what they are doing, happy to return the next day to meet new friends. Parents should note that **NO GAMES KIT WILL BE REQUIRED ON THE FIRST DAY.**

Car Parking

Please note that the school car park is for staff and visitors only and not for dropping off or picking up your children in. Parking restrictions (8.00am – 5.00pm) on Clarendon Road mean that cars can only be parked on the far side of the road so at busy times it is best to use the zebra crossing and parking at the back of the green across Half Edge Lane. These are designed with safety in mind and to help avoid congestions and accidents – your co-operation is greatly appreciated.

The Start of the Day Routine

Before 8.50am

If you need to bring your child in before 8.50, all parents should ring the doorbell to enter through the main entrance door and take their child to the hall and hand them over to the morning club staff. There is a cost for this service and parents will be charged separately for its use.

After 8.50am

Parents may leave their child in the playground from 8.50am when the Head or a member of staff, will be on duty. The official prep school start time is 9am and after lining up all children will enter through the main entrance door at this time. If it is very wet, children will be brought into school and looked after until 9am for no charge.

Birthday Bell

If it is a child's birthday, they will be asked to ring the birthday bell in front of the school at 9am before all the children enter the school.

The End of the Day Routine

Infants finish the day at 3.50pm and junior children finish at 4pm. All children should be collected promptly at the respective times.

Parents should wait outside in the playground for their child to be 'passed over' to them by the class teacher or a member of staff (Prep 2 parents should come up to the Prep 2 classroom to collect their children).

Teachers are available for about 15 minutes at the end of the day if you wish to discuss any matter with them. Teachers will ask children to put on their coats and collect their belongings before bringing them down. Their teacher will remain with them until their parents have collected them all. Children known by staff to be staying for after school club (ASC) will be brought directly to the hall where a light tea is served at about 4.15pm.

If a parent is late and/or unable to pick their child up by 4.10, the child will go into our ASC. There is a cost for this service and parents will be charged separately for its use.

Please Note

Children must be dropped at school and picked up by a parent or designated adult or guardian. This rule is strictly applied with the exception of Prep 8 children in the Summer term, whose parent/s may want to develop their independence in preparation for secondary school by allowing them to come to school or go home on their own with a mobile phone in their possession for emergencies. Written consent must be given for this.

Before and After School Club

This is a popular service and a lot of effort is put into making these clubs as enjoyable as possible for the children. Children may be dropped off from 7.30am in Before School Club, and there is a light breakfast comprising of a drink, and toast/cereal. After School Club is available each evening and is organised by the After School Club leader- Mrs. Maclean. Children enjoy all manner of activities, and have full use of the school's resources. Homework may also be done during this time. Children staying in After School Club have a light tea (beans on toast, wholemeal pitta with ham or cheese, crumpets with ham & spread plus either fruit or cake and a drink, as examples) and must be collected by 6.00pm. Only children attending the school may use these services.

Holiday Club

Holiday club is provided during all holidays except during Bank Holidays and the Christmas closure, here at the school. The earliest drop off is 7.30am and the latest collection is 6.00pm. Breakfast and afternoon tea are provided, but children must bring a packed lunch. Holiday club is organised by senior and experienced school staff and they plan activities for the children- there are games, use of computers, art and craft, outside play, sports, projects etc. Children can bring their own games if they wish, and share these with their friends. Children usually look forward to holiday club; they often see it as a chance to play with their friends in the holidays.

Use of these services

You simply use them as you wish - prior notice is not required. A child's attendance is recorded in a separate register, and at the end of the month you will be sent a bill showing which days your child has attended and the amount due.

Break times

Class	Morning Break	Lunch Break	Afternoon Break
EYFS (P1)	Continuous provision		
EYFS (P2)	10.30am-10.45am	1.00pm -1.20pm	2.15pm – 2.30pm
Infants (P3-P4)	10.45am-11.00am	1.00pm-1.20pm	2.15pm-2.30pm
Juniors (P5-P8)	11.00am-11.20am	1.30pm-2.15pm	-

Milk at Break time

Your child may have school milk if you wish at morning break.

Prep 2 are entitled to free milk for the whole year.

Prep 3 upwards can receive 1/3 pint per day if paid for.

Milk order forms will be sent out with the 'Start of year' pack for you to order your child's milk for the following year.

Snacks at Break time

A snack may be brought into school and eaten at the morning break. Our Student Council organise and staff run a 'school tuck shop' at break times that children are permitted to purchase their snacks from. We would suggest your child bringing in around 50 pence to purchase their snack with. The Tuck Shop is a good way for children to feel 'grown up' and responsible.

Prep 1 children are given a mid-morning healthy snack, but may bring their own as long as it conforms to our healthy school policy.

Healthy Eating at Break time

We feel that it is very important that we are in agreement as to what we encourage the children to either buy from tuck shop or bring from home. In accordance with the government guidelines for food – based standards, for all school foods: We recommend that the following items are consumed at snack time:

Whole pieces of fruit e.g. banana, apple, pear, satsuma, grapes.

Fruit pots of sliced/chopped fresh fruit in natural juice e.g. melon, berries, and apple.

Canned fruit in natural juice e.g. peaches, pears, pineapple, mandarins.

Dried fruit without added fat sugar or salt e.g. apricots, raisins, banana chips and dates.

Salad pots.

Crudities, vegetable sticks with healthy dips.

Vegetable accompaniments, tomatoes, raw vegetables such as carrots, peppers, cucumber or celery.

Yoghurt or fromage frais (plain or fruit)

English muffins, crumpets, bagels with vegetable spread or butter (no jam, honey etc).

Plain currant/ raisin bread/ malt loaf with vegetable spread or butter (no jam, honey etc).

Packets of seeds without added fat or sugar.

Skimmed or semi-skimmed milk – available from school at a cost.

Fruit juice or vegetable juice – For consumption at break time.

Plain soya or rice drinks enriched with calcium – For consumption at break time.

Plain yoghurt drinks – For consumption at break time.

Plain water (still or sparkling) – For consumption in class.

Water bottles

Water in ‘sports cap’ bottles, clearly named, may be sent to school. Children are allowed access to water bottles throughout the school day. We believe that children concentrate better if they do not become dehydrated. Bottles should be taken home each day for cleaning and refilling.

We hope you will feel able to support us in these matters. Thank you for your co-operation.

Lunchtime

Lunch is served in three sittings- Prep 1 (11.30 - 12.15pm), Prep 2-4 (12.20pm-1.00pm) and Prep 5-8 (1.00pm-1.45pm). Meals are on a three week rotation, and children from Prep 2 upwards can ‘opt-out’ and pre-book a sandwich or jacket potato when the menu is sent out annually in the ‘Start of Year’ pack. Special dietary requirements can be catered for, subject to prior notice and discussion with Janet, the school cook. We encourage pupils to eat sensibly and healthily and our award winning menu selection is designed with this in mind. Good table manners are an expectation and children sit in houses where the older children are encouraged to be good role models and are there to help their younger compatriots during lunch.

Curriculum and Academic Provision

The Creative Curriculum

The School aims to provide a broad, integrated and balanced curriculum which is accessible by and relevant to all its pupils in all subject areas, while also encouraging their personal development.

Through a creative curriculum that actively links subjects to each other, we encourage pupils to recognise these links which allows them to appreciate how life and learning works; not through individually taught standalone subjects but through a fusion of them. This is done predominately through our termly topics, which will be prevalent throughout all subjects to different extents. In addition, this framework allows for important developmental and creative subjects to be integrated into lessons.

Our creative curriculum allows staff the platform for flexibility to push our pupil's learning far beyond commonly accepted levels. Whilst maintaining a drive for academic excellence through the attainment of specific subject driven goals, our staff also understand that lessons must be exciting, enjoyable and interesting and that by linking subjects in lessons, we can give pupils a much greater purpose to their learning. We want our pupils to be driven to discover more!

The school teaches the following subjects within a flexible framework that allows for greater pupil engagement and a deeper understanding: English, Maths, Science, History, Geography, RE, Art, DT, Spanish, Music and the Performing Arts, PHSCE and PE.

Performing Arts

Teachers seek to be aware of the talents of individual pupils and to foster them wherever possible both in formal lessons and in the wider school environment. For example, during extra-curricular activities and whole school contexts which may include, school productions, concerts, school music groups, art club, competitions etc. All children have the opportunity to learn a musical instrument through additional private lessons, and all junior children have the option of joining the school choir. Music in the juniors is taught by a specialist teacher.

Gifted and Talented children

We identify some children within the Prep School who are capable of excelling in academic subjects by meeting 90% of criteria for their subject area. The needs of these children are met by teaching staff through careful on-going assessment and the setting of differentiated work within the classroom. Extension tasks may be used to ensure that they are fully stretched and actively learning. We also recognise talents outside the academic curriculum that require visio-spatial skills or practical abilities, for example in art, music, sport or drama, and nurture these through extra-curricular activities, competitions (within and outside the school), and performances in concerts and in exhibitions. Mrs Hartley, the Deputy Head, is the G&T coordinator and a full policy is available to view on request.

Special Educational Needs

The School has a Special Educational Needs Policy which seeks to support all children to enable them to achieve their full potential. We are able to offer additional support within the School to those pupils who require extra tuition in English or Mathematics. These lessons, usually on a paired or individual basis are conducted by a member of staff. From time to time recommendations may be made to parents that their child would benefit from this extra support, and it is expected that this advice will be followed by parents. Mrs. Webb is the SEN coordinator. The full policy is available on request. There are no pupils who have an Education Health Care Plan.

Pupils with English as an Additional Language (EAL)

The School is able to cater for children for whom English is a second language. Where required, class teachers develop programmes specifically to meet the needs of children with little or no English. We are able to support these children through individual sessions or within the classroom.

Sports

All classes are taught PE and Games and the skills acquired here are supported by extra-curricular activities, for example in cross-country, football, netball, cricket and rounders. PE and Games lessons aim to develop pupils' physical control and coordination, their team skills, tactical ability and ability to evaluate and improve their performances in a wide variety of team and individual sports. Pupils are also taught about the basic principles of fitness and health and are encouraged to adopt a healthy attitude through teaching in food technology and science about diet. From the age of 7 pupils have many opportunities to play competitively against teams from other schools and pupils of all abilities are encouraged to take part.

Choice

The major sports are rugby, netball, football, hockey, handball, cricket, rounders, tennis, badminton and athletics (in preparation for Sports Day). Pupils are introduced to dance, gymnastics and OAA (Outdoor and Adventurous activities) during their PE lessons. Younger pupils concentrate their time on developing skills, whilst the older pupils use those skills within a team game, where appropriate. Further sporting opportunities are provided in specialist teaching from Gym and Dance teachers, and various extra-curricular clubs.

Kit

It is important that all children have the correct kit for lessons and fixtures against other schools. All sports kit must be labelled. It is unlikely that items of kit that are named will go missing. We urge you to do this to help us and your son or daughter look after their possessions. It is also important that your child is aware of the kit they need, to help them start to take responsibility for packing their games bag. If your child forgets their kit on any occasion, they will be given a school kit and asked to take it home, wash it and return it immediately – a note will also be put in their homework diary. However, children with injuries may well be excused from the practical lesson but they will be requested to participate fully through written, oral or pictorial observations. Kit should be brought to school in an appropriate sports bag (available to purchase from Whittakers, our new uniform provider) and should be stored appropriately on their peg. It should be taken home regularly so that it can be looked after and washed.

Non-participation

If a child has an injury that forces him/her to miss games, it is important that a note is sent addressed to his or her class teacher and, as mentioned, the child will complete a piece of work related to the lesson.

Spectators

We very much value parental support at sporting fixtures. Full details of the various matches appear in the monthly newsletter, and on the fixtures board, and those selected to play in teams are given details to take home, giving the precise arrangements. Parent helpers for transport are always welcome (and greatly appreciated!)

Sports Fixtures

There are bound to be calls on pupils' time beyond the traditional Monday to Friday working week. There will be some cross-country meets on a Saturday and fixtures after school, and it is expected that children will put School and their team-mates first when asked to do so.

Learning beyond the Classroom

Assemblies

There are separate assemblies for infants and juniors during the week which form an important medium for discussing PHSCE, RE, current affairs and other related issues. These are taken by Mr Orechhoff, the Head Teacher.

There is also one whole school assembly each week. Each class is expected to take one of these assemblies each term and will usually focus on what they have been learning about in class and how it relates to one of the areas mentioned above.

Trips

A variety of field trips will be arranged for pupils. Day trips take place for all age groups and the cost of these is usually included in the fees. Some will be local; others will be further afield. These include some geography, science and history fieldwork plus adventurous activities and theatre visits. Consent for these trips will be given at the beginning of the year, and parents will be informed through monthly newsletters, texts and Facebook. A packed lunch is usually required. All trips are thoroughly assessed for risk, with reputable and reliable coach companies used. We quite often ask parent helpers to accompany us on these trips also and they are fully briefed on the relevant safety procedures for the trip.

Clubs & Activities

Children are able to choose from a wide variety of free clubs operating during the lunchtimes throughout the week. Please see the noticeboard in the entrance hall for further details. On certain days from 4.00pm there are a further range of clubs such as: - Football skills, Cross Country and Squad training for Football/Netball/Rugby/Cricket. Details of these will be provided at the beginning of each term.

School Community Service

Children of all ages are encouraged to perform acts of service to help the school community and monitors are assigned to various tasks, helping to foster responsibility, caring and sharing. In the infants, a 'playground buddies' scheme is used, where the older infant children are buddies to the younger children, helping with any problems and keeping an eye out for them. In the junior school, a 'school council' is operated, with children elected at the beginning of the year. The council meet regularly with teaching staff to put forward the children's points of view, and discuss issues of importance.

Homework

We consider homework to be an extension of our pupils' learning. While it is not compulsory, it is highly recommended and is a very important part of either preparing children for new topics or embedding current learning. It is also an opportunity for parents to become closely involved with their child's education and for parents to provide necessary support and encouragement.

All children will be given homework to complete. Homework may be a continuation of a lesson's work, reading, learning or some research around a new topic, usually focusing on the core subjects of English and Mathematics, with some exam practice in the juniors. For the youngest pupils, homework is at the discretion of the class teacher. However, it should take no longer than about 10-15 minutes in Prep 2 increasing to about 45/50 minutes in Prep 8. A longer task may be set for weekends. Parents may help with homework if necessary but should annotate the bottom of the work accordingly to help the class teacher assess any difficulties. Homework should be completed at home, however with parental consent, there is an opportunity for it to be done during our after school club.

Homework Diaries

All pupils are issued with homework diaries in which they should note down their homework. Parents should sign the homework diary each evening once the homework is completed. Class teachers will monitor the use of the diary and may use the diary to note messages for your attention. We understand that many of our children live busy and active lives after school and we very much encourage this. On occasions when children have been unable to complete homework due to these after school commitments we would ask parents to write a brief explanation in their child's homework diary to notify the class teacher.

Reading at home

It is also important that children are heard to read regularly and a short, special time should be set aside each evening when you and your child can share a book. We encourage pupils to read for a minimum of 10 minutes every evening.

Reports and Parents' Evenings

As part of our desire to develop a close relationship between home and School, you will be invited to attend a termly parents' meeting (however, staff are always available to meet on an informal basis). Written reports are sent home in the Autumn and Summer terms, with the results of the Spring term tests being sent out at the end of the term.

Assessments

Children sit internal tests in December, April and July from Prep 3 onwards. The results of these assessments are reported to parents, and form part of the discussion of the parents' meetings.

Holidays

It is expected that parents will ensure that they book their family holidays during the school's published breaks so that pupils do not miss important lesson time. Should absence due to holidays be unavoidable during term time, permission from the Head must be sought in advance of booking to ensure that the absence is authorised. Unauthorised absences are reportable to the relevant government department. Please avoid late holiday requests or bookings made prior to permission being sought. Class teachers' discretion applies regarding whether work can be set and parents should be aware that there is no real substitute for teacher led lessons. All holiday requests must be completed on a form which is available from the school office.

Absence Due To Illness

Parents should ring the School (0161 950 7868) as soon as possible after 7.30am if their child is going to be absent due to illness. A signed explanatory note should be given to the class teacher on the pupils' return.

Dental and Medical Appointments

Although we prefer appointments to be made for after school or during school holidays, we understand that this cannot always be arranged. A note, addressed to your child's class teacher, is all that is required.

The Monthly Newsletter

At the end of every month, we publish a newsletter in order to keep School and parents closely linked. It is a good source of information which parents and pupils alike have found useful. Each family should receive an emailed copy of the newsletter at the end of each month. If you have not received your copy, please inform Mrs Hallwood in the school office. The newsletter and details of termly events can also be seen on the school website.

Text Messages

The school operates a text messaging service which we use to remind parents of upcoming events or inform them of cancelled clubs etc. if you wish to opt out of this service please let the office know.

Uniform

Uniform can now be tried on and purchased from Whittakers Schoolwear.

Address: 123-125 Chorley Rd, Swinton M27 4AA **Tel:** 0161 794 1396

All uniform is a compulsory part of school life including Prep 1 (blazers are optional for Prep 1 children). Please ensure that ALL items are clearly named.

Boys

Bottle green blazer with school badge
Bottle green cagoule or duffle coat
Green and yellow school tie.
Bottle green pullover
Grey trousers
White shirt
Grey socks
Black shoes

P.E. Kit (Boys and Girls)

Black plimsoles/non mark trainers
Named plimsole bag
White airtex shirt
White PE shorts
Black swimming trunks (boys)
Black one piece swimming costume (girls)
Black swimming cap for all children
Optional: Bottle green jogging suit

Girls

Bottle green blazer with school badge
Bottle green cagoule or duffle coat
Green and yellow school tie
Bottle green cardigan
Grey pinafore or skirt
White shirt
White socks
Black flat shoes
Optional for Autumn and Spring:
grey or bottle green ribbed tights
Summer uniform (summer term):
Green and white checked dress

Uniform available at the School

School tie: Regular £3.00, Elastic £2.50
Button badge (school house): 30p

Miscellaneous Uniform & General Items

School book bag
PE bag
Green school rucksack
Pencil case containing: - pencils, coloured pencil crayons,
rubber, pencil sharpener, ruler

Appearance

Earrings

Children with pierced ears must only wear small, flat studs that fit flush with the ear lobe, in plain Gold or Silver. Hoops, sleepers and more decorative studs are not allowed. They can form a serious hazard during Games and PE and sometimes even during class activities. Any child wearing such earrings who cannot remove them for a Games or PE lesson will automatically miss that lesson and we will not expect to see him/her wearing such items in school again. The school will accept no responsibility for any earrings that are lost if a child has been asked to remove them. All parents are requested that if ears are to be pierced, they are done so during the long, summer holidays in order to give them time to heal. Parents may well be asked to ensure that they are removed if pierced during other times of the year.

Necklaces, Bracelets, Rings etc.

It is the school policy that we do not want children in school wearing these items due to safety, loss and effect on uniform. The school is not the place for decoration and fashion. Children wearing such items will be asked to remove them for Games and PE lessons and the school will not take responsibility if they are lost.

Watches

Pupils may wear watches in school, provided that they are plain and sensible. For Games and PE the teacher will remind children wearing watches to remove them. Children should be responsible enough to look after their watches – the school will not accept liability for loss or damage.

Hair Adornment

Hair should be neat and tidy and if long should be tied back in some way. Small, neat bobbles, ribbons etc are expected, preferably in the school colours – yellow or green. Decorated, floral or brightly coloured bobbles, headbands, slides etc should not be worn in school – they are out of keeping with the school uniform.

Ultra extreme haircuts, (especially shaving, lettering or colouring) are not permitted.

Nail varnish is not permitted at school.

Mobile Telephones

There may be the odd occasion (if children are walking home by themselves for example) in which children need to bring a mobile phone into school. These should immediately be handed into the school office for safe keeping until the end of the day. We would also request that parents avoid using mobile phones when possible in school.

Internet Access

A proforma is issued to parents of new children when they first start school. It contains general safety rules and should be signed by parents and children and returned to school before children can have access to the internet at school.

PTA (Parents Teacher Association)

The PTA organises events throughout the year where the emphasis is on fun, getting to know other families in school and raising funds. Regular events include Christmas and Summer fairs, whilst themed events are held annually. All parents are warmly invited to join the PTA, who meet on the first Friday each month during term-time. Assistance at events is especially welcome and many parents are able to offer help on these occasions.

Rules and Discipline

Our School has a system of rules, which are essentially for safety reasons and the good running of the School. These do not directly affect parents. However, good manners and a respect for adults and for one another are vital elements in life and are of the utmost importance. A brief set of rules and values have been devised by pupils and staff and are discussed regularly with them.

The awards system in the Prep School is designed to acknowledge academic progress, good effort and good behaviour. Through the 'public' celebration of awards, the opportunity is taken to continually reinforce messages about expectations and to establish a culture of success. House points are awarded, with certificates and merit badges given out each Friday in our whole school assembly.

For regular transgressors of the rules, there is a graduated system of sanctions and the school will work closely with parents to resolve problems. The first point of contact for children is always their class Teacher. Should there be repeated transgressions; the Deputy Head (Mrs. Hartley) becomes involved in the process of sanctions. The Head is informed of more serious incidents, and he may choose to involve parents at this stage. A record is kept of behavioural incidents and the school works hard to resolve such incidents at the earliest possible stage. When embarking on private education, parents set out in partnership with the School to provide the very best start in life for their children. The school has high standards and expectations, and expects that parents will support these fully. In these days of shifting standards, it is important that the Preparatory School seeks not to reflect society's standards but to set its own. A copy of the School's Behaviour & Discipline Policy, with details of sanctions and rewards, and how to promote good behaviour is available on request. Please find the graduated approach to sanctions;

Sanctions

Stage 1 – Informal Verbal Warning

Stage 2 – Formal Verbal Warning

Stage 3 – Written Warning (Name on Board). Sanctions Include;

- 5-15 mins inside
- Letters of apology etc.
- Community Service
- Lines (up to 10) etc.

Stage 4 – Second written warning (Tick next to name) 10 min cooling off period in another class. Sanctions Include;

- Loss of whole playtime
- Community Service
- Complete Work
- Lines (up to 30)
- Dictionary work etc.

Stage 5 – Third written warning (Second tick next to name). Sent to Deputy Head. Sanctions Include;

- Loss of full day's play
- Lines (up to 50)
- List of reasons why behaviour is unacceptable
- Dictionary Work

Stage 6 – Fourth Written Warning (Third tick next to name). Sent to Headteacher

Stage 7 – Temporary or Permanent exclusion an option

Health and Safety

The Headteacher has overall responsibility for Health and Safety within the school. Regular Health and Safety audits are carried out by a committee within school and we take all aspects of Health and Safety very seriously.

Fire Drills

Fire practices are carried out termly so that pupils are fully aware of what may be required of them. Full reports on the drills, including time, weather conditions and the efficiency of the practice, are kept.

Damage

Genuine accidental damage is not charged, provided it is promptly and properly reported. Where damage or loss was not intended, but resulted from careless behaviour, a charge to contribute towards cost is made. In rare circumstances, a collective imposition against a group of children, irrespective of individual guilt, may have to be made.

Accidents and Illness

The School has a well-equipped sick room, and several members of staff who hold certificates in First Aid. Strict procedures to cope with accidents or illness are laid down. It is essential that we have an up to date daytime contact number at which a parent, friend or grandparent, can be found if problems arise. Please indicate on the contact information sheet the best number for us to use in the unlikely event of an emergency. In order for us to care for your child, it is important that we are kept fully informed of all matters affecting his/her welfare. Please note that if there is an outbreak a 48 hour exclusion period will apply.

First Aid

Our primary First Aid point is located in the Medical Room. Other first aid bags are located in the school office. A first aid bag is also taken on all school trips and sporting fixtures.

Administration of Medicines at School

Non-Prescription Medicines

Only certain non-prescribed medicines may be administered at school; pain or fever relief such as paracetamol or ibuprofen based products. A consent form is sent out annually for permission to be given.

Prescribed Medication

In the event of your child requiring taking medication which has been prescribed by your doctor, this must be brought to school in the prescribed bottle from the pharmacy, clearly labelled with your child's name and dosage. All details of the medicine and its administration will be entered into the medicine book, which parents will sign when collecting their child.

School Structure

Clarendon Cottage School Ltd is a registered company. A board of directors are responsible for the overall running of the school. (Mr. J Bagnall, Mrs. S McWilliams, Mrs. S Curtis and Miss. E Bagnall).

The directors have appointed a Governing Advisory Body (GAB) to support the head in the school's development. The GAB consists of: Mrs. E Bagnall (Chair), Mr. P Orechhoff (Head), Mrs L. Aspinall, Miss. E Bagnall and Mrs. S Coyne (Class Teacher).

Policies and Procedures

We have a wide variety of policies and procedures relating to all aspects of school life- keeping the children safe and healthy, curriculum matters and behavioural matters. These are constantly under review in line with any changes of legislation. The following policies are available on request as a paper, or electronic copy, and many are on the school website.

School Aims	Admissions policy
Behaviour policy	Anti-bullying policy
Complaints procedure	Equal Opportunity policy
Safeguarding policy	Special Needs policy
Early Years Foundation Stage policy	Educational Visits policy

Childcare Voucher Payments

Please note parents who have paid their nursery fees by voucher will still be able to pay breakfast club, after school club, holiday club and extra-curricular activities (such as Music lessons, Football Club etc) with their childcare voucher. (Also working family tax credits may be able to assist with these fees). An invoice is sent out at the end of each month and you can then release your voucher for this amount. Unfortunately, we cannot accept vouchers for Prep School fees.

Contact Information:

Mr. P. Orechhoff – Head teacher	head@clarendoncottage-school.co.uk
Mrs. A. Hartley – Deputy Head/Class teacher	ahartley@clarendoncottage-school.co.uk
Miss. J. Taylor - EYFS Co-ordinator/Class teacher	jtaylor@clarendoncottage-school.co.uk
Mrs. H. Maclean – Class teacher	hmaclean@clarendoncottage-school.co.uk
Mrs. D. Jennings – Class teacher	djennings@clarendoncottage-school.co.uk
Miss. E. Pitt – Class teacher	epitt@clarendoncottage-school.co.uk
Mrs. S. Webb – Class teacher & SENCo	swebb@clarendoncottage-school.co.uk
Mrs. S. Coyne – Class teacher	scoyne@clarendoncottage-school.co.uk
Mr. C. Thomas – Class teacher	cthomas@clarendoncottage-school.co.uk
Mrs. S. Platt – Office Manager	office@clarendoncottage-school.co.uk
Mrs. H. Hallwood - School Secretary	admin@clarendoncottage-school.co.uk