



General Information Handbook

The Handbook is divided into 2 parts and is a compilation of useful information for parents. It is updated when necessary and the definitive versions are available on the School website at www.croftschool.co.uk.

If you are unable to find the answer to your question, please contact the School Office.

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Section 1 General Information

The Croft Preparatory School is an independent preparatory school for boys and girls from three to eleven years of age. The school, established in Stratford-upon-Avon in 1933, was acquired by the Thornton family in 1981 and moved to its present site in 1986.

At The Croft Preparatory School, our purpose is to provide each child with academic challenge and the opportunity to succeed and develop a sense of self-worth, whilst nurturing a lifelong love of learning in a happy and secure environment.

AIMS

1. **Excellence:** To strive for academic excellence through the provision of effective, inspiring and stimulating teaching.
2. **Creativity:** To encourage curiosity, self-discipline, independence and an enquiring mind.
3. **Resilience:** To encourage and support each child to fulfil their highest level of potential through the development of the mind, body, spirit and imagination.
4. **Growth Mindset:** To provide a blend of challenges, experiences and support to enable children to discover and develop their unique talents.
5. **Respect:** To enable children to value their place in our Christian designated School and the wider community, respecting and supporting others' cultures, beliefs and values.
6. **Friendship & Trust:** To collaborate with parents to provide a nurturing environment, helping each child to be happy at school and feel good about who they are.

SCHOOL RULES & REGULATIONS

- 1 Fees are payable to the Finance Department on or before the first day of term.
- 2 School Hours:
8.45am to 1.15pm Little Crofters – including lunch, with afternoon sessions available on request
8.45am to 3.30pm Reception, Year 1 and Year 2
8.45am to 4.00pm Years 3 – 6
- 3 A high standard of good behaviour and manners is expected from everyone in the School community (Please see the School's Good Behaviour Policy).
- 4 Swearing and bad language are unacceptable
- 5 School uniform, as stipulated on the School Uniform List, must be worn. No Smart watches are permitted, but pedometers are. Watches should have a plain strap. No jewellery is to be worn to school in line with the various National Governing Bodies for sport guidelines. Symbolic religious symbols may be worn but must be removed for all PE and Games Lessons and ear-rings are not permitted under any circumstances. Make up, including nail varnish, is not permitted. Hair must be neat and clean. Hair gel is not permitted. For Health and Safety and to reduce the risk of the spread of head lice, pupils with hair that touches their shoulder must wear it tied back in either a pony tail or plait, using either a navy, maroon or neutral hair tie; other accessories are not permitted. Hair should not be able to fall over the face. Hair should be its natural colour. Hair patterns, for example "tram lines," are not permitted.

- 6 All items of clothing and personal property must be clearly marked with the owner's name.
- 7 If a child is ill, the School Office should be informed by telephone on the first morning of absence, and an email sent to the school Nurse giving reasons. If a child is unwell work will not be set, to aid the child's recovery.
- 8 Requests for leave of absence, for pupils in Years Reception to Year 6, for reasons other than illness, must be made to the Headmaster at least 4 weeks in advance. In line with DfE guidelines, permission will only be given in exceptional circumstances. Teachers will always try to help children to catch up with any missed work, in class. However, it is not possible to provide additional work for children to take home if they are missing school due to a family holiday taken in school time. We request that parents of pupils in Little Crofters and Pre-School send in notification of any absence or time off from School.
- 9 A full term's notice of withdrawal from the School must be given in writing to the Headmaster on or before the first day of term, or a term's fees paid in lieu of notice. Provisional notice is valid only for the term in which it is given and only when written and accepted in writing by the Headmaster.
- 10 If a child is not fit for Games on a Games day, an email should be sent to the office email to be forwarded to relevant staff.
- 11 Damage to, or loss of, school property will be charged to the pupil concerned. This also applies to musical instruments.
- 12 All children eat School lunch. All dietary requirements are catered for. The School will take every reasonable precaution to source food which is free from nuts.
- 13 Parents are asked to ensure that no sweets, chocolates, crisps, nuts, fizzy drinks, glass bottles or cans are brought into school. Break should consist of fresh fruit or vegetables with a bottle of water in a plastic bottle or unbreakable flask. If necessary, a small nutritious sandwich may be allowed, only with consent from the Headmaster. We provide children with a wholesome and delicious meal at lunchtime, and would encourage parents to ensure their children eat a wholesome breakfast before coming to School, to ensure maximum brainpower. Please provide your child with a named plastic, non-spill, bottle of water for use throughout the day in class, to save time lost visiting the drinking fountain. Any child bringing in treats for their class to celebrate a birthday must ensure that all cakes/biscuits are individually wrapped. They will be handed out at the end of the School day.
- 14 All money for school activities will be added to next term's invoice with the exception of Summer Term trips for Year 6 pupils and those leaving the school, where the fee should be paid prior to them leaving.
- 15 No dangerous toys or mobile phones, are allowed in school.
- 16 Children must receive permission from the teacher on duty if they wish to go outside the playground area.
- 17 The School Car Parks are out of bounds for children at all times unless accompanied by an adult.

SCHOOL CONTACT DETAILS

School Address	The Croft Preparatory School Alveston Hill Loxley Road Stratford upon Avon Warwickshire CV37 7RL
Telephone Number	01789 293795
Email address	office@croftschool.co.uk
Headmaster	Mr Marcus Cook BSc (Hons) PGCE
Directors	Mr Barney Thornton BA (Hons) Mrs Lyndall Thornton CertEd (Lond) FRSA Mrs Jenny Thornton BSc OT SROT SIPT Cert
Chairman of the Board	Mrs Lyndall Thornton CertEd (Lond) FRSA
Governing Committee Chair	Mrs Vanessa Aris MBE MSc

The above School's Officers can be contacted at any time via the School Address. Please mark your correspondence "PRIVATE and CONFIDENTIAL"

LIMITED COMPANY

The Croft Preparatory School is a Limited Company, owned by the Thornton Family, and any profit made is re-invested in the School. The School benefits from a Board of Directors and a Governing Committee, the latter comprising of invited and elected members and the Headmaster, which meets on a regular basis, to advise, support and challenge the school's future development.

THE CROFT PREPARATORY SCHOOL COMPLAINTS PROCEDURE

Whole School Policy, including Early Years Foundation Stage.

INTRODUCTION

The Croft Preparatory School has long prided itself on the quality of teaching and pastoral care provided to its pupils. However, if parents do have a complaint, they can expect it to be dealt with by the School in accordance with this procedure, which is freely available on the School Website.

The School's definition of a complaint (based on the Independent School Inspectorate's interpretation) is any matter about which a parent of a pupil is unhappy and seeks action by the school.

The Complaints Procedure only applies to parents of current pupils. It does not apply to parents of prospective pupils, nor does it apply to past pupils, unless the complaint was initially raised when the pupil was still registered.

STAGE 1 – INFORMAL RESOLUTION

- It is hoped that most complaints and concerns will be resolved quickly and informally.
- If parents have a complaint, they should normally contact their child's Form/Class Teacher. In many cases, the matter will be resolved straightaway by this means to the parents' satisfaction. If the form/class teacher cannot resolve the matter alone, it may be necessary for them to consult the Deputy Headmaster, an Assistant Head (Pastoral or Academic) or Early Years Manager, as appropriate.
- Complaints made directly to the Deputy Headmaster, an Assistant Head or the Early Years Manager, will usually be referred to the relevant teacher unless the Line Manager concerned deems it appropriate to deal with the matter personally. In this event, the Line Manager will attempt to resolve the matter in five working days, or as soon as is practicable.
- The relevant member of staff will complete a 'Parent Meeting/Email (STAGE 1)' form on the school's online management system, Engage. The date on which it was received should be recorded. The Assistant Head (Pastoral) will record all Stage 1 concerns on a whole school overview document. Should the matter not be resolved within five working days, or in the event that the relevant teacher and the parents fail to reach a satisfactory resolution, then parents will be advised to proceed with their complaint in accordance with Stage 2 of this Procedure. It will be recorded on the Stage 1 concern form that it is being escalated to Stage 2.

STAGE 2 – FORMAL RESOLUTION

- If the complaint cannot be resolved on an informal basis, then the parents will be asked to put their complaint in writing to the Headmaster. The Headmaster will decide, after considering the complaint, the appropriate course of action to take.
- In most cases, the Headmaster will meet/speak to parents concerned, within 2 working days, of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage. Please refer to the section on 'Complaints Made Outside of School Term Time' in this policy for guidance on complaints made outside of term time.
- It may be necessary for the Headmaster to carry out further investigations. These will be completed in 7 working days, or as soon as is practicable.
- The Headmaster will keep records of complaints by completing a 'Formal Complaint (STAGE 2)' document of the school's online management system, Engage. This is fully confidential and only shared with the appropriate staff.
- Once the Headmaster is satisfied, so far as is practicable, that all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Headmaster will also give reasons for his decision.
- The written decision will be issued within 14 working days of receiving the complaint. If for any reason this is not possible, the Headmaster will write to the parents within the 14 working day period referred to above, stating the reason or reasons why he is unable to issue a decision and informing the parents when he will do so, which will be within 28 working days of receipt of the complaint in any event. *(NB: Where the complaint relates to the fulfilment of EYFS requirements, the outcome will be notified within 28 days of receiving the complaint.)*
- If parents are not satisfied with the decision, they may take the opportunity to proceed to Stage 3 of this Procedure.

STAGE 3 – PANEL HEARING

- Upon receipt of the written decision, if parents seek to involve Stage 3 of this procedure, they are to write to the Headmaster informing him of their decision to do so within 7 working days, whereupon the matter will be referred to a hearing before a panel appointed by or on behalf of the School's Governing Committee.
- The Panel will consist of at least three persons who were not directly involved in the matters detailed in the complaint. At least one Panel Member shall be independent of the management and running of the school. The independent panel member will hold, or have previously held, a position of responsibility and be able to scrutinise evidence and articulate a balanced argument.
- The complaint will be acknowledged on behalf of the Panel and a hearing scheduled to take place as soon as practicable, and within 14 working days.
- If the conveyor of the Panel and/or the Panel members deem it necessary, they may require (in writing) that further particulars of the complaint or any other related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 5 working days before the hearing. Particulars received after this deadline may unfortunately be inadmissible.
- The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate. In the event that the parent does not wish to attend, the hearing will still proceed in their absence.
- In the event that a complaint involves or relates to a teacher, then the teacher will be kept fully informed in writing of the procedure being adopted in relation to the management of the complaint and supplied with copies of all documentation.
- In the event of a Panel Hearing, the teacher will have the right to make representation to the Panel.
- If possible, the Panel will resolve the parent's complaint at the hearing without the need for further investigation. However, should the Panel decide at the hearing that further investigation is required, the Panel shall decide how such investigations should be carried out and by when they should be concluded. The Panel will reconvene and, after due consideration of all facts they consider relevant, will reach a decision and may make recommendations. This procedure will be completed within 14 working days of the panel hearing wherever possible, but within 28 working days of the panel hearing in any event, unless otherwise agreed with the parents. The Panel will write to the parents informing them of its decision together with the reasons. The decision of the Panel will be final.
- The Panel's findings and any recommendations will be sent in writing to the Headmaster, Proprietors, Governing Committee, the complainant and, where relevant, the person complained about.
- The findings, key dates and 'action' will be recorded on a 'Formal Complaint (STAGE 3)' form on the school's online management system Engage.

WORKING DAYS

- Where the term 'working days' are referenced in this policy, it refers to weekdays within the school term time.

WRITTEN RECORDS

- Provision will be made for a written record to be kept of all complaints made in writing under the formal part of the procedure, and of whether they were resolved at the preliminary stage or proceeded to a panel hearing. This Complaints Log is held by the Headmaster and will also detail any action taken by the school as a result of the complaint, whether or not the complaint was upheld.
- Parents can be assured that all complaints and concerns will be treated seriously and confidentially. Correspondence, statements and records will be kept securely and confidentially, in line with the School's obligations under the Data Protection Act 2018, except where the Secretary of State or a body conducting an inspection under section 109 of the 2008 Act requests access to them or where disclosure is required in the course of the School's inspection or where any other legal obligation prevails.

COMPLAINTS CONCERNING EXCLUSIONS

- Please refer to the school's 'Good Behaviour Policy' for specific information about exclusion type and severity.
- If a complaint or appeal were made following a pupil exclusion, then the school would implement the steps outlined in the Complaints Procedure.

COMPLAINTS MADE OUTSIDE OF SCHOOL TERM TIME

- Where a complaint is made outside of term time, the parent should either send the complaint via email to the school office or via post to the school address marked for the attention of the Headmaster.
- A receipt would be sent to the parent with clear guidance of the time frame within which the complaint would be addressed.

EARLY YEARS FOUNDATION STAGE (EYFS)

- In addition to the three-stage process outlined above, parents may make a complaint to Ofsted and/or ISI, in respect of the School's EYFS provision, should they wish to do so. The contact details are noted below.
- Where a written complaint relates to the fulfilment of the EYFS requirements, the complaint will be investigated and complainants will be notified of the outcome within 28 days of receiving the complaint.
- A record of any complaint in respect of the EYFS will be kept for at least three years.
- The School will provide Ofsted and ISI with a written record of all complaints made during any specified period, and the action which was taken as a result of the complaint, on request.

Contact Details

Ofsted Piccadilly Gate Store Street Manchester M1 2WD	Independent Schools' Inspectorate (ISI) CAP House 9-12 Long Lane London EC1A 9HA
Telephone: 0300 123 1231 (enquiries) 0300 123 4666 (complaints)	Telephone: 020 7600 0100

VEXATIOUS COMPLAINTS

Where the School considers the complainant to have behaved in an unreasonable or vexatious manner when raising and/or pursuing concerns, the School may take further action in order to protect its employees.

CHARITIES

Throughout the School year we support charities that help children in other countries, animals in the wild, as well as local charities. The children help to organise the events and are informed how their money helps to improve the lives of other people and animals. We publicise our charities on the School website.

COLLECTIVE WORSHIP

The Croft Preparatory School complies with the requirements of the 1988 Reform Act regarding Collective Worship.

Designated by the DfE as a School of Christian Character, Christian Assemblies are held on Tuesday and Wednesday in Prep and Tuesday and Thursday in Pre-Prep. Children of every denomination are accepted into the School, and we study the major world faiths as part of the Religious Education curriculum. Children go on a number of visits to places of worship of other faiths to extend their knowledge.

On Mondays, Year One and Year Two children join the Prep children for Headmaster's Assembly in the Theatre. Reception attendance at this assembly is phased in each Summer term.

Years Three to Six have joint assemblies on Tuesdays and Wednesdays with regular Hymn Practice on Fridays. Year One and Year Two have a joint assembly on Tuesday and Hymn Practice on Wednesday. On Thursdays, members of Prep Staff visit Year One and Two Assemblies, as a means of building relationships. There is also a celebration assembly for Years One and Two on a Friday. Visiting Clergy from local churches are also invited in to take Assemblies. Year Two to Year Six lead Form assemblies on Fridays throughout the year, parents are welcomed to these.

Little Crofters (Butterflies, Frogs, Ducks and Rabbits) children join in daily prayer at lunchtime. Prayers are said at lunchtime in the Dining Room for Reception to Year Six.

In our assemblies we celebrate Harvest Festival, Christmas and Easter. Parents are welcome at these assemblies, including the Christingle Service for Reception, Year One and Year 2 pupils, and the Christmas Carol Service for Prep Pupils.

DATA PROTECTION

The Croft Preparatory School is registered with the Information Commissioners Office (ICO) as a Data Controller of personal data.

During the course of the School's daily activities, personal data about staff, pupils, parents and third parties is collected, stored and processed. This personal data is sometimes sensitive in nature. The data is used in the ways outlined in the Privacy Notice.

All staff have a part to play in ensuring the school is compliant with its legal obligations under the Data Protection Act 2018 (DPA), incorporating the General Data Protection Regulation (GDPR), and those who are involved in the processing of personal data are obliged to comply with the procedures outlined in this policy. This policy may be amended at any time. Any update will be communicated via the normal school channels.

The Data Protection & Retention policy, available on the school website, sets out the School's expectations and procedures with respect to processing any personal data we collect from data subjects (e.g., including parents, pupils and employees). Please refer to this policy or contact Stuart Morris with any queries.

GOVERNING COMMITTEE

Governors' Strategic View

Governors help to decide the school's strategy for improvement so that our pupils learn most effectively and achieve the highest standards. The Governors help set, and keep under review, the broad framework within which the school operates. Governors are involved in formulating and reviewing policies, and drawing up and monitoring the school development plan.

Supportive Challenging

This challenge comes from monitoring and evaluating the school's effectiveness. This can be achieved through:

- Formal Learning Walks
- Looking at data
- Attending events
- Talking to staff and pupils
- Receiving reports from the Headmaster and other leaders at Governors' meetings.

Honest, impartial feedback from Governors can be helpful for the Headmaster and staff. The Governors are a diverse group of individuals with years of collective experience from a wide range of backgrounds. This outside knowledge and expertise can be invaluable in providing the Headmaster and staff with advice, information and occasionally a fresh perspective.

Accountability

Governors are responsible for ensuring the highest quality education throughout the school. To do this they have the right and responsibility to discuss, question, and refine proposals, whilst always respecting the professional roles of the Headmaster and other staff. The Governors are in turn accountable to parents and the wider community for its actions and the school's overall performance. Governors are volunteers but being a voluntary role does not mean it is not delivered in a professional manner. Being a governor is a commitment and involves a significant amount of time preparing for and attending meetings, and visiting school.

THE CROFT PARENTS' ASSOCIATION

The Croft Parents' Association (CPA) consists of parent representatives drawn from each year group in the School. They arrange School functions and fundraise for "extras" for the children. They also help to integrate new parents and pupils into the school. The committee meets several times a year.

There is a Nearly New Uniform Shop (NNUS) at the School, run by the Croft Parents' Association. The Shop is open during term time every Wednesday 8.45am – 9.15am.

EXAMINATIONS

Periodically your child will sit examinations. In addition to Nationally Standardised Tests, we set internal examinations, and your child may also sit entrance examinations for a secondary school place. Whilst we are always happy to discuss your child's results, examination papers remain confidential. No member of staff is permitted to show **any** examination paper to parents.

EXTRA CURRICULAR ACTIVITIES

A list is available at the beginning of each term.

EXTREME & SEVERE WEATHER

Where possible, it is the policy of the School to remain open, subject to the safety of our pupils and staff. **The school's website will contain up to date information.**

In Preparation

If heavy snow is forecast, a warning will be sent out to parents by email and placed on the school website.

Will the School run as normal on these days?

In the event that the School is operating with a smaller number of staff, the teachers available will organise a programme of events on a daily basis.

Upon arrival at School in extreme weather

Pupils should go to the following locations:

Prep children	- Theatre
Years Reception, 1 & 2	- Theatre
Little Crofters	- normal classrooms

Pupil Footwear

Parents are asked to ensure that pupils coming into school in snowy conditions arrive in boots and wellies, and bring their school shoes to change into. This ensures they remain warm and dry in school, with the option to explore the snow during break times, where it is safe and appropriate to do so.

What happens if there is a need to close early?

Once the school is open, we will aim to remain open until the end of the school day. In the event of extreme weather, or loss of services during the day, we will immediately announce an early closing on the School website, and contact parents to inform them. As the number of pupils remaining decreases, the children still awaiting collect will be taken to the Theatre and await collection from there.

FAQs

Q. I have a long journey home; can I collect my child early?

A. **Yes. Please ensure you sign your child out of school.**

Q. Will you still run Late Duty and Prep?

A. **We will run late duty for Pre-Prep and Early Years pupils with siblings in Years 3 – 6.**

Q. Will Wraparound be provided?

A. **Yes, if it is safe for pupils and staff to remain on site.**

Q. If my child does not attend due to extreme weather, how will their absence be recorded?

A. **The absence will be recorded as AUTHORISED.**

ONLINE and GUIDANCE FOR INTERNET USE

The online world is integral to how children stay in touch with their friends, and access to the internet is now available like never before. However, there are inherent risks associated with new technologies, and it is essential for young people and their parents to understand how to reduce these risks.

At The Croft School we are committed to online safety. Online safety relates not only to the internet but other ways in which young people communicate using electronic media, e.g., mobile phones. It means ensuring that children and young people are protected from harm and supported to achieve the maximum benefit from new and developing technologies without risk to themselves or others. The aim of promoting online safety is to protect young people from the adverse consequences of access or use of electronic media. The Croft School has an Online Safety Committee, a robust Online Safety policy (accessible on the School's website) and an Online Safety Coordinator. Online safety also features as one of our whole school aims: To embed online safety as part of the culture of The Croft School to include pupils, parents and staff.

In practical terms online safety is promoted throughout the school in several ways including an annual 'Safer Internet Day', through our School Assemblies, part of our PSHE and Computing curriculums and regular online safety talks for parents. As parents, you play a fundamental role in this aspect of their education. To stay up to date with further information and advice, please visit the Parent's Zone on our school website www.croftschool.co.uk and follow the online safety links to find information on:

- What are the risks posed to your child online?
- What can you do to protect your child?
- Where can you go if you are concerned?

To help you and your family stay safe online, there are some simple steps below that you can follow to achieve this.

- CEOP** has been working with social networking sites such as Facebook, BEBO, MSN and other major providers to put internet safety advice at the fingertips of your child, through the ClickCEOP application.
- Facebook Users: Visit www.facebook.com/clickceop to add the 'ClickCEOP' app to your profile and ask your children to do the same. The app is free and easy to use, and gives you immediate access to internet safety advice as well as being able to report any suspicions to CEOP. If you become a 'friend' of the page, CEOP will invite you to their free online safety surgeries and send you updates. By clicking on 'Add the App' on the left hand side of their Facebook page, you can add the 'ClickCEOP' button to your profile.

- MSN & BEBO Users: Look for the ClickCEOP icon on the side of every profile page. It is a default setting and provides immediate access to internet safety advice and allows you to report any suspicions.
- Web Browsers: If you use Firefox, Internet Explorer 8 or Google Chrome, you can customise your browser, enabling users to see the ClickCEOP button, regardless of which website you are on.

By following the guidance above, you can help protect your child to ensure they are enjoying the internet safely.

*Insafe is a European network of Awareness Centres promoting safe, responsible use of the Internet and mobile devices to young people. It is co-funded by the [Safer Internet Programme](#).

**The Child Exploitation and Online Protection (CEOP) Centre is the UK's national child protection agency (visit www.ceop.police.uk for more information).

We have an Internet Acceptable Use Policy, which we ask parents and pupils to sign during Year 2 and an Internet Acceptable Use Policy which we ask parents and pupils to sign when the children transfer to Year 3, or join the School in older year groups.

HOLIDAY ACTIVITIES (age 4 upwards) (third party-providers)

Details will be made available during each term preceding the holiday.

LIBRARY

"Stories make you think and dream; books make you want to ask questions." Michael Morpurgo

Our libraries are a vital resource for our children's learning and for the enhancement of Reading for Pleasure which has a hugely beneficial impact on their progress and achievement throughout their time in the school. Both of our libraries are accessible to all the children and staff at The Croft and are open during normal school hours. The libraries are located one in Pre-Prep, the other in Prep, and each class from Little Crofters Pre-School to Year 4 has a timetabled library session every week. For all Prep children (Years 3 to 6), the Library is open at lunch times on Mondays, Wednesdays and Fridays when children can borrow, renew or return books or simply sit and enjoy some quiet reading time. Once a week, Prep children are also welcomed into the Library at lunch time to enjoy 'Tales on a Tuesday' where a member of staff reads aloud.

The libraries offer a wide range of age-appropriate fiction and non-fiction resources, and children are encouraged to borrow a broad selection of literature. There is a computerised library management system, Librosoft, and children from Reception upwards are taught to use a scanner to return and borrow books, under appropriate supervision. In Years 5 and 6, children are encouraged to become Librarians which involves helping other children to find and choose books, giving recommendations, and helping to keep the Library and its books well organised. They are guided and supported in their role by a member of staff.

All classrooms also have a small fiction collection from which children are encouraged to browse and read.

Borrowing periods for the Libraries:

- Pre-Prep – The children borrow a book to take and share at home on a weekly basis. They may borrow one book at a time and all books should be returned at the end of each term.
- Prep – We recognise that as children get older and begin to access more challenging texts, they often need longer to complete a book. We therefore recommend a three-week borrowing period (although children may renew books if they need to) and, as in Pre-Prep, children may borrow one book at a time. Library books should be returned at the end of each term.

Lost or damaged books – Inevitably, from time to time books are mislaid or damaged. In these instances, parents will be asked to supply a replacement copy.

MARK READING

Mark Reading (Years 3-6) is held at the end of every term for the awarding of Core value awards, Star Cups, Sports Awards, Colours, Drama Certificates and Competition Prizes. There are summaries of the term's sporting events and a brief résumé of various curricular activities covered during the Term. Parents are welcome to attend.

POLICIES

We would like to draw your attention to some of the Policies and key documents available for you to read on our website, and in particular the Safeguarding and Child Protection policy. All School policies are located at

<https://www.croftschool.co.uk/page/?title=Documents+%26amp%3B+Policies&pid=12>

We can also provide hard copies if required

1. Safeguarding & Child Protection Policy
2. Admissions Policy
3. Good Behaviour Policy
4. SEND Policy
5. Curriculum Policy Statement
6. Anti-Bullying Policy
7. Educational Visits Policy
8. Particulars of the School's academic performance during the preceding School year
9. The number of complaints registered under the formal procedure during the preceding School year
10. Staff Qualifications
11. Equal Opportunities Policies
12. Health & Safety Policy
13. Late Collection Policy
14. Missing Child Policy
15. Communications Policy (to follow)

PRIZE DAY

Prize Day is held at the end of the Summer Term. Annual awards are presented to children from Year 2 upwards by the guest speaker. There are Core Value Awards made to children in Years 1 - 6 and Subject Prizes. All Year 6 Parents are welcome to attend.

There is naturally an emphasis on the children leaving from Year 6.

Afterwards Year 6 children accompany their parents to tea in the Dining Room.

SCHOLARSHIPS

The School offers scholarships for boys and girls aged 6/7 years (School Year 2). The examination takes place in March of the Lent Term in Year 2 and is applicable from Year 3 – Year 6, provided there is no obvious negligence to the recipients' school work. All applicants sit an examination, and are interviewed, and members of teaching staff are consulted. No advice will be given regarding the examination content, but we do urge parents to consult their child's Class Teacher regarding their suitability to sit the Scholarship Examination. The awards are up to a maximum of 50% of the School's Fees. The School is looking for children of excellent academic ability. The Scholarship Examination will only be open to external candidates where there are places available within the Year Group. If members of staff feel there is a sustained decline in the standard of work, parents will be contacted in order to try and rectify the situation, prior to the award being withdrawn.

BURSARIES

Bursaries are available for children from 5 – 11 years of age and are based on financial need – determined by a parental means testing assessment. If you require further information about bursaries, please contact Mr Barney Thornton at office@croftschool.co.uk or 01789 293 795.

SCHOOL FACILITIES

- The School stands in 30 acres of playing fields bordered by the Cross-Country course. There are Football, Rugby, Hockey and Rounders pitches, an all-weather Cricket wicket, a cricket square, practice nets, a pavilion, Tennis and Netball courts
- Mundell Court includes:
 - State of the art music space
 - Bespoke Science and Technology Rooms
 - Computer Suite
 - PSHE Room (Personal, Social and Health Education), connected to two Maths Rooms
- Five large playgrounds
- Conservation area, housing Forest School and log cabin
- Theatre - used for assemblies, musical and dramatic productions, large meetings and social events
- Sports Hall - provides facilities for indoor Games, club meetings etc.
- Two Libraries
- Early Years & Pre-Prep indoor open areas - used for assemblies, PE, Music and Movement; wet playtimes, etc.
- Early Years Outdoor Classrooms
- Peripatetic individual practice rooms
- Gymnasium
- Art Studio & Design Room
- Geology Museum
- Dining Room
- Train Shed
- Swimming Pool

SLEEP GUIDELINES

We have, over the years, been asked for guidelines as to how much sleep a child should have. This of course varies from child to child but a child who is overtired can play up at bed time, asking their parents to watch 'one more programme' or play 'one more computer game'. The next morning they wake up tired again, and the vicious cycle continues, meaning the child will not be able to achieve their full potential at school.

We have, therefore, included the following information taken from Great Ormond Street Hospital's guidance on children's sleep hygiene requirements:

Your child's age	Recommended sleep time in 24 hours
Infants 4 to 12 months	12 to 16 hours including naps
Children 1 to 2 years	11 to 14 hours including naps
Children 3 to 5 years	10 to 13 hours including naps
Children 6 to 12 years	9 to 12 hours

GAMES PROGRAMME AND SPORTS FIXTURES

Timetabled Games lessons and Sports Fixtures form part of the compulsory curriculum for Years 1-6.

In Years 3-6, pupils have two games afternoons per week; Years 5 and 6 on a Monday and Wednesday and Years 3 and 4 on a Tuesday and Thursday. In Years 1 and 2, pupils have a single lesson of Games per week lasting 1 hour.

Due to the physical nature of sport, if there is an exceptional reason why a pupil may not be able to participate in the Games programme and/or in sports fixtures, such as medical reasons, parents/carers must inform the relevant Head of PE and Games (Boys)/Head of PE and Games (Girls) by email via the school office. The school assumes that all pupils can participate unless informed otherwise.

Overview of Sports Fixtures

We hope pupils will relish the opportunity to represent the school, and if a pupil is selected for a team, either inter-school or inter-house, the school expects that they will participate in the fixture.

We aim to provide an opportunity for all children at The Croft Preparatory School to participate in an inter-school fixture by the end of Year 6. When organising fixtures, the Head of PE and Games (Boys) and Head of PE and Games (Girls) seek to arrange matches, within a 50-minute travel radius, for a range of age groups and abilities in a variety of sports, ensuring that fixtures do not encroach too much on the children's all round education or family time, and that all children get the opportunity, throughout the term, to compete for a team place and practice their skills and game play together.

The School's Procedure for Sports Fixtures

All information relating to sports fixtures can be found on the School Sports Website – SOCS, which is available at <http://sport.croftschool.co.uk>.

The School's procedure for sports fixtures can be found in the Sports Fixtures Policy.

The Croft Preparatory School prides itself on following the advice stated by the Incorporated Association of Prep Schools (IAPS) on how to ensure sport is enjoyed by all. The School's expectations for coaches, officials, spectators and competitors at all sport events can be found below:

IAPS SPORTS HANDBOOK

EXTRACTS FROM THE NATIONAL COACHING FOUNDATION GUIDELINES

1. PLAYERS' GUIDELINES

It isn't whether you win or lose, but how you play the game (adapted from Grantland Rice)

- Play for the "fun of it", not just to please your parents or coach.
- Where rules apply, try to understand them and stick to them.
- Accept decisions; let your captain or coach ask any necessary questions.
- Control your temper – no shouting, breaking rackets, throwing bats or other equipment.
- Be a good sport. Cheer all good play, whether your team's or your opponents'.
- Remember the aim of the game is to have fun, to improve your skills and to feel good.
- Don't show off or always try to get the most points or penalties.
- Work equally hard for yourself and your team – your team's performance will benefit and so will your own.
- Treat all players as you would like to be treated. Don't bully or take unfair advantage of any player.
- Co-operate with your coach, team-mates and opponents – without them you don't have a game.

2. COACH'S GUIDELINES

The successful coach invests more in the well-being and interests of the players than in their win-loss record

- Be reasonable in your demands on children's and young people's time, energy and enthusiasm – they need other interests.
- Children play for fun and enjoyment, and winning is only part of this. Never ridicule or shout at the children for making mistakes or losing a competition.
- Make a personal commitment to keep yourself informed on sound coaching principles and the principles of children's growth and development.
- Group players according to age, height, skill and physical maturity where appropriate.
- The scheduling and length of practice times and competitions should take into consideration the maturity level of the children.
- Avoid over-playing the talented players. The "just-average" players need and deserve equal time. Be sensitive to the less talented.
- Ensure equipment and facilities meet safety standards and are appropriate to the age and ability of the players.

- Teach your players that rules of the game and mutual agreements which no one should evade or break.
- Develop respect for the ability of opponents, as well as for the judgement of officials and opposing coaches.

3. PARENTS' GUIDELINES

Children develop differently, at different rates and react differently to the same pressures.

- Don't force an unwilling child to participate in sport; he or she is not playing to satisfy your ambitions.
- Children and young people are involved in organised sport for their enjoyment – not yours.
- Encourage your child always to play by the rules.
- Teach your child that effort and teamwork are as important as victory so that the result of each game is accepted without undue disappointment.
- Turn defeat into victory by helping your child work towards skill improvement and a positive sporting attitude. Never ridicule or shout at your child for making a mistake or losing a competition.
- Children learn best by example. Applaud good play by your team and by members of the opposing team.
- Don't question publicly the officials' judgement and never their honesty.
- Support all efforts to remove verbal and physical abuse from children's sporting activities.
- Recognise the value and importance of coaches. They give their time and resources to provide guidance for your child. Set an example by being friendly to the parents of the opposition!
- Emphasise enjoyment and fun.
- Praise and reinforce effort and improvement.

4. SPECTATORS' GUIDELINES

Children at play are not professional entertainers.

- Children play organised sport for their own fun. They are not there to entertain you, and they are **NOT** miniature adults or professional sportsmen and women.
- Don't harass or swear at players, coaches or officials.
- Applaud good play by your own and the visiting team. Show respect for your team's opponents. Without them there would be no game.
- Never ridicule or scold a child for making a mistake during a competition.
- Condemn the use of violence in all forms.
- Respect the officials' decisions.
- Encourage players always to play by the rules.
- Relax and enjoy the game whether your team wins or not.

STREAMING

At The Croft, we teach pupils in 'sets' for Maths and for Phonics and Grammar, beginning informally at the end of-Year 1, up to and including Year 4. In Years 5 and 6 pupils are assigned to one of four sets per year band, for Maths and for English, according to confidence and processing ability.

Pupils are reviewed on a termly basis, and pupils may be moved, one way or the other, according to ability.

We do not 'stream' across the curriculum at The Croft. The pupils may be mixed from one year to the next to allow for changes in class dynamics. Traditionally, we have mixed Reception Classes and again when they enter Year 3 and pupils have remained in their new Class (Years 3 and 4) or Form (Years 5 and 6) for the remainder of their time at The Croft. However, we reserve the right to mix the classes at the end of every year if we deem it beneficial to the pupils. We believe it is preparing them for life, the world of work and important social interaction: one can choose one's friends, but not always one's work colleagues, and it is a valuable attribute to be able to get along with most, if not all, people.

SCHOOL OUTINGS

These are generally organised by Head of Departments or year group staff and authorised by Faculty Heads, and are usually added to the following term's invoice. Whenever possible these are included in the school calendar or the half term letter. A French trip takes place each year and pupils in Years 5 and 6 have Outward Bound experiences annually and a Skiing Trip biennially.

Should a School Trip have a limited quantity of places available, a process of random selection will be adopted. For any pupil who returns the relevant paperwork prior to the published deadline, their name will be placed "in a hat" and selected randomly until all places are filled. Other trips with particular conditions will be subject to an appropriate process.

Schools must take into account the associated health and safety/insurance requirements involving the use of minibuses and the use of private cars by teaching staff, learning assistants, parents and any other voluntary helpers on school trips, etc. To ensure that the School fulfils its duty of care, it is essential that we verify that individuals are legally compliant to drive, and that their vehicles are roadworthy.

SCHOOL TERMS

The School year consists of 35 weeks. Each Term the School Calendar contains the dates for the next three Terms. The calendar is made available on our website www.croftschool.co.uk

MICHAELMAS TERM EVENTS

- Year 6 Optional Examination Preparation Week
- Nearly New Uniform Shop
- Entrance Examinations for Independent Secondary Schools
- Open Morning
- Harvest Festival Service and Sale (Years 1 – 6) (proceeds to support child at Goodwill Children's Village in Southern India)
- Swimming (Reception, Years 1 and 2)
- Reception Phonics and Reading Meetings for Parents, incorporating EYFS explanation
- Harvest soup made in Reception and shared with Parents
- South Warwickshire 11+ examinations (these are taken externally with external invigilation)
- Young Explorers' Leadership Camp (Year 5)
- Parents' Consultation Evenings
- ABRSM, Guildhall and Trinity Music Examinations
- Individual school photographs
- Advent Service
- Assessments: (Years 1 – 6)
- Christmas plays (Little Crofters Pre-School, Reception, Years 1 & 2)
- Christmas at The Croft
- Mark Reading

- Christmas Lunch
- End of Term Carol Service in the Theatre for Years 3 – Year 6
- End of Term Christingle Service in the Theatre for Reception – Year 2
- Activity Morning for Little Crofters to Year 2 children

LENT TERM EVENTS

- Swimming (Reception, Years 1 and 2)
- Cross-Country Races (Years 1 and 2)
- Cross-Country Races (Years 3 – 6)
- Open Morning with pupils in Year 6 acting as Tour Guides
- Entrance Examinations for Independent Secondary Schools
- World Book Day Celebrations
- ABRSM, Guildhall and Trinity Music Examinations
- Assessments: (Years 1-6)
- Croft Parents' Association Social Fund Raising Evening
- Parents' Consultation Evenings
- Years 3/4 Drama Performance
- Evening Talk for Year 5 Parents re 11+ examination, etc.
- Mark Reading
- End of Term Service in the Theatre (Reception to Year 6)
- Biennial Secondary Schools Evening

LENT HOLIDAY EVENTS

- French Trip for Year 6 – limited to 40 places
- Biennial Ski Trip for Years 5 & 6. Limited numbers dependant on Staff/Pupil ratios determined by Ski Travel Company

SUMMER TERM EVENTS

- Swimming (Reception, Years 1 and 2)
- Shakespeare's Birthday Celebrations (Procession and Country Dancing)
- PGL Residential Trip (Year 6)
- Team and Class photographs
- Whole School photograph – biennially
- Sports' Days
- School Examinations and Assessments: (Years 1 – 6)
- Parents' Consultation Evenings
- Reception – Year 2 Fairytale Concert
- ABRSM, Guildhall and Trinity Music Examinations
- Little Crofters to Year 6 Reception Evenings and Welcome Programme
- 'Class Move'/Induction Morning
- Year 6 Summer Show
- Years 3-6 Summer Concert
- Sam Thornton Day
- Prize Day
- Mark Reading
- End of Term Service in the Theatre (Reception to Year 6)

Pupils are expected to attend School functions throughout the year

Parents coming into School for events are welcome to take private photographs of their children, but, in line with GDPR, they must not transfer these photographs electronically, by email, Facebook, etc., if these photographs feature children other than their own.

Section 2 Health & Safety

FIRE ALARMS

- There are regular fire drill practices for the whole school and there are trained fire marshals to assist with the safe evacuation of children and staff.
- Pupils, staff and all visitors must make their way to the primary assembly points, when the fire alarms are activated. The assembly point is by the Flag Poles in the Castle Car Park.

HEAD LICE

- Parents are asked to be vigilant in checking and treating their children's hair for head lice.
- Hair that touches shoulders, should be tied back.

ILLNESS AND ABSENCE

Parents should telephone or email the School Office on the first morning that a child is absent for any reason, and provide a written letter/email on return to school. In the event of a contagious or infectious illness, it is important to inform the School as soon as a diagnosis is confirmed. Please do not send a child into school part way through the day for extra-curricular activities.

INJURY/ILLNESS AT SCHOOL

Please do not send a child to school who is ill. They will not be able to cope with the school day and may spread sickness to others. This includes, as far as practicable, not bringing your child onto the school site to collect/drop off other children. If your child has been sick or experienced vomiting or diarrhoea, they may only return to School 48 hours after the last episode. Any child who does any damage to limb(s), requiring protective support and/or needs to use crutches whilst at School, must contact the School Office before coming to School. For the safety and well-being of the child, we may be unable to accept injured pupils back into School until appropriate arrangements have been put in place. The School may require additional medical information (e.g., a letter from the GP or hospital providing details of the injury etc.) and a risk assessment will need to be completed by the School Nurse, and communicated to relevant staff. We would aim to have these arrangements in place within 24 hours; however more serious injuries, e.g., broken limbs, may require additional time.

Pupils attending School with an injury, or pupils who are excused games for any reason, generally remain in the Courtyard Playground at Mid-Morning break and Lunch break. During scheduled Games and PE Lessons, these pupils will observe. Some of these lesson may be outside and suitable clothing will therefore be required. Should the weather be deemed unsuitable by the Heads of Games for children to observe the lesson outside, arrangements will be made by the Deputy Headmaster for them to be occupied and looked after inside.

Any child who has an accident or feels ill at school, is seen by the School Nurse or a qualified first aider for assessment. The child's parents/carers may also be contacted if appropriate, in line with our procedures. An ambulance will be called if there is a serious injury, and where this occurs, the parents will be informed immediately. It is essential that we have an emergency telephone number and a completed, up to date medical form and, where appropriate, health care plan for all pupils. Parents must inform the School of any changes to this information as soon as practicable.

MEDICATION

The School requires parents/carers to complete a Health Care Plan for their child on entry to the School and to update it annually thereafter. This will enable the School to maintain an up to date record of children's allergies, details of medication taken on a regular basis (for example, asthma inhalers) and past/present medical conditions. Our Pupil Health & Medical Care Policy provides up-to-date information on the arrangements in School for the administration of medication and use of asthma inhalers and EpiPens. It can be found on the Croft School website within the 'About Us/Documents & Policies' tab.

MONEY AND VALUABLES

Money should only be brought into School when it is required for a specific purpose. Please send it in a sealed envelope with the child's name, class and the purpose of the money written on the outside of the envelope. This should be given to the Class or Form Teacher as soon as possible. Children should not bring valuable items into School.

SECURITY – LITTLE CROFTERS & LITTLE CROFTERS PRE-SCHOOL

- The Little Crofters doors are locked or staffed at all times
- Parents must use the doorbells or attract the attention of a member of staff to gain admittance
- Children must be collected from the staff on duty in the classrooms

SECURITY – RECEPTION & PRE-PREP

- Staff are on duty in the classroom & playground from 8.25am
- The bell for the start of the school day rings at 8.45am
- At the end of the day children should be collected from the doors to the Covered Areas
- **Children may never walk to the car parks without an adult**
- Children who are not collected on time will be taken to Late Duty (3.30pm - 4.05pm)
- Children who have not been collected by 4.05pm will be sent to the Main Office where they will be supervised until collected or taken to Wraparound Care where an additional charge may be levied

SECURITY – PREP

- Staff are on duty in the playground from 8.25am. Any child left unsupervised in School before this, will be sent to the Main Office where they will be supervised until collected by a Senior Member of staff.
- Children in Year 6 assemble near the adventure playground
- Children in Year 5 assemble in the clocktower playground
- Children in Years 3 & 4 assemble in the courtyard playground
- Children then line up outside their classrooms and are admitted by their class teachers
- At the end of the day, Years 3 and 4 wait to be collected in the courtyard playground, under the supervision of the member of staff on duty
- At the end of the day, Years 5 and 6 wait to be collected in the clock tower playground, under the supervision of the member of staff on duty
- **Children may never walk to the car parks without an adult**
- Children who are not collected on time will be taken into Prep and must remain there until 4.30pm
- Children who have not been collected by 4.30pm will be sent to the Main Office where they will be supervised until collected or taken to Wraparound Care where an additional charge may be levied

SUN AWARENESS

- Parents are required to apply sun cream before school to last for 12 hours, unless pupils have a specific medical condition which requires a meeting with parents, requesting permission from the School Nurse for sun cream application during the School day.
- If deemed necessary by the School Nurse, teachers of Little Crofters & Little Crofters Pre-School pupils will apply sun cream to children, provided the sun cream Declaration form has been returned to the Class Teacher along with a named, original container of sun block. Pupils in Years Reception – Year 6 may apply their own sun cream
- A choice of Legionnaire or Baseball cap is obligatory within Prep
- 'Legionnaire' hats, available from the School's outfitters, are obligatory within Early Years and Pre-Prep
- Children are encouraged to drink plenty of water, especially during hot weather, and parents are advised to provide a plastic unspillable bottle for pupils use
- Children are encouraged to make effective use of shaded areas during playtime

TRANSPORT

Only reputable local firms, which operate coaches fitted with safety belts, are booked for School outings.

VISITORS AND PARENTS

All visitors to the School must report first to the Main School Office, where they are required to sign in and out. The School has a legal obligation to provide duty of care for the safety, well-being and security of any person on the premises, and therefore important health & safety and safeguarding information is provided at the point of arrival for visitors to read and confirm.

Section 3 Administration

SCHOOL OFFICE

The School Office is open from 8.00am to 5.00pm in term time.

Telephone Number
E-mail
Web

01789 293795
office@croftschool.co.uk
www.croftschool.co.uk

Prep

Head of Admissions/Administration
Executive Assistant to the Headmaster & The Board of Directors
Administrative Assistant
Administrative Assistant
Receptionist

Mrs S Jeffcoate
Ms L O'Shea
Mrs A Hickman
Mrs J Martin
Mrs S Spurling

Finance

Mrs J McKenna
Direct line 01789 203834

FINANCE

- Requests for payment of School fees are emailed well in advance of each term. School Fees are due on or before the first day of term.

- The School cannot refund, nor make any reduction in fees for absence. However, an optional School Fees Refund Scheme is available through Marsh Education Practice. (Claim forms are available in the School Offices.)
- All pupils are opted in to the Pupils' Personal Accident Insurance Scheme, through Marsh Education Practice. Further information is available on the school website at <https://www.croftschool.co.uk/page/?title=School+Fees&pid=37>.
- School fees may be paid by monthly instalments – details are available on school website.
- A full term's notice is required prior to the withdrawal of a pupil, or the discontinuance of an optional subject, otherwise the fees for the ensuing term will be charged.
- Parents wishing to take their children out of school for a prolonged absence of a term or more, will have to pay all fees due to hold their child's place. We have a duty to notify the Local Education Authority of any such request.

Section 4 Communication between Home and School

- An Open Morning for prospective parents is held in the Michaelmas, Lent and Summer Terms. Current parents are most welcome to attend.
- The Croft School Handbook is available on our website www.croftschool.co.uk. Any major changes are notified to parents.
- A Termly Calendar, listing important dates and events, is published on the school website. This is updated frequently.
- The regular news update – *Croft Communiqué* – provides general information and is emailed directly to parents. Letters of a more strategic nature, from the Headmaster, are always sent separately.
- There is a letter from the Headmaster prior to each Half-Term Holiday, to keep you up to date with School events, initiatives and progress.
- It is the School's wish to communicate as much as possible by email. Parents supplying email addresses will receive routine letters and School Fees by this method. We will also send reminders about events occurring in School via email or via the Parent Portal.
- Individual members of Staff may communicate with parents via email, using only the School email address office@croftschool.co.uk. Such communication will be administered in the same way as other written correspondence. The End of Term and days leading up to Half-Term Holidays are incredibly busy times for pupils and Staff alike. Not only must we ensure work is all completed and assessed, but there are also many events scheduled for these periods. Thus we would respectfully ask parents not to contact teaching Staff at these times, apart from any emergencies. If parents do wish to express a concern, we hope they understand that we will deal with this at the start of the next Half/Term when all colleagues are assembled together again.
- Parents wishing to communicate with Mr Cook, should contact his Executive Assistant, Ms O'Shea, with an outline of their concern. Mr Cook may then decide a colleague is the most appropriate person to deal with the concern. If the matter is extremely confidential, please write or email to Mr Cook in the first instance. Mr Cook will not be able to see any parent without first having an idea of their concerns.
- Should circumstances, such as bad weather, force the closure of the School, we will contact parents via email and put a notice on the school website.

- A Little Crofters, Pre-School & Reception Induction Morning is held during the Summer Term to prepare children for the new school year. Prior to this, parents are invited to an evening talk with their child's class teacher.
- An introduction to Years 1, 2, 3, 4 and 5 for parents and children of Years Reception, 1, 2, 3 and 4 takes place during the Summer Term, in preparation for the Michaelmas Term.
- Parents' Information Afternoons and Evenings take place throughout the School Year and are detailed in the termly calendars. Topics such as the teaching of Reading, Mathematics, National Curriculum Tests, the move to the next year group or future secondary schools may be discussed. Additionally, we hold 'Pastoral Matters' workshops 3 times per year and all parents are invited to attend.
- Parents' Evenings are arranged at key points of the year for parents to discuss their child's progress with members of staff. Dates are printed in the termly calendars and Key School Dates. Early Years and Pre-Prep Parents' Evenings take place in the Child's Classroom and each appointment is for 10 minutes duration. Years 3 and 4 appointments are for 10 minutes' duration and take place in the Dining Room. Years 5 and 6 have 5 minute appointments with individual subject teachers and take place in Year 6 Form Rooms in Mundell Court. If parents need a longer meeting for a specific concern, they should book at another mutually convenient time. A bell will be rung every 5 minutes to remind parents of the end of their allotted time. Please help us keep to time. We notify parents when Sign Up sheets will be available via the Parent Portal. Parents are given the choice of virtual appointments or person to person appointments to discuss their child's progress. Children are not allowed to attend Parents' Evenings.
- Examination and Assessment Papers. Occasionally, concerned Parents may request to see a completed examination paper, especially if they perceive that their child has not lived up to expectation. Examination and Assessment papers are confidential documents and it is School Policy that Staff do not show any examination paper to Parents. Members of Staff will provide feedback to ensure that parents are made aware of concepts that the child has not grasped and mistakes to which the child is prone.
- There are reports at key points of the year which are published on the Parent Portal.
- Mr Cook discusses each Prep pupil's report with them personally prior to it being shared with Parents.
- Please do not believe everything you hear, especially in the Car Park, on WhatsApp or when attending social functions. They may have misheard or misunderstood something they may have been told. They may have heard something from an unreliable source or drawn an incorrect conclusion from insufficient evidence. Please do not hesitate to come and talk to us about any concerns you may have. We favour seeing parents individually, not collectively, as parents usually have different concerns, even if they are connected to the same issue. Equally, we always think that parents and schools should agree the following: you promise not to believe everything that your children tell you about school and we promise not to believe everything they tell us about home. Please trust us! We have huge and amazing amounts of experience and expertise between us, and ability to ensure that we really do know what is best for your child(ren).