



Warwick
Preparatory
School

Parent Handbook 2020 - 2021

QUICK REFERENCE

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N – Y6 Fri): 07774 495904
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Contents

Part 1: Introduction.....	5
1.1 Warwick Independent Schools Foundation	5
1.2 Warwick Preparatory School.....	5
1.3 History of the school.....	6
1.4 Independent Association of Preparatory Schools	7
1.5 School Statement of Ethos	7
1.6 Aims.....	8
1.7 School development plan.....	9
1.8 Parental involvement.....	9
1.9 Functions, events and sporting fixtures	10
1.10 Parents' Association – WPSA.....	10
1.11 The Landor Association	10
Part 2: People, Places, Contacts and Routines	11
2.1 Contacting the School.....	11
2.2 Points of contact.....	11
2.3 Contact information – Warwick Preparatory School.....	11
2.4 Contact information – Warwick Independent Schools Foundation	13
2.5 Governors.....	14
2.6 Senior Leadership Team.....	15
2.7 Staff	15
2.8 Structure of the school	15
2.9 School hours	15
2.10 Geography of the school.....	16
2.11 Other facilities.....	16
2.12 Term dates	17
2.13 Pupil absence.....	17
2.14 Communication	17
2.15 Parent to parent communication	19
2.16 School records	19
2.17 School photographs	19
2.18 Statutory information and school policies	19
2.19 Complaints policy	20
2.20 Equal opportunities	20
2.21 General Data Protection Regulation (GDPR).....	20
Part 3: School Day and Catering.....	21
3.1 Structure of the school day	21
3.2 Before and after school care.....	22
3.3 Access to the school site - morning drop off and locations (see Appendix A).....	24
3.4 Access to the school site - collection arrangements and locations (see Appendix A).....	24
3.5 School Bus Service	26

3.6	Healthy eating, snacks and lunches.....	26
3.7	Sweets.....	27
3.8	Birthday Treats.....	27
Part 4:	Academics.....	28
4.1	Teaching and learning	28
4.2	The curriculum	28
4.3	Learning Journeys.....	29
4.4	Special Educational Needs and Disability (SEND)	29
4.5	Gifted and talented.....	30
4.6	English as an Additional Language (EAL)	30
4.7	Setting	31
4.8	Homework	31
4.9	Assessment.....	33
4.10	Marking.....	33
4.11	Written reports.....	34
4.12	Parent/teacher meetings.....	34
4.13	Future schools.....	34
4.14	Computers to enhance learning.....	35
Part 5:	Sport, Music and Activities	36
5.1	Music.....	36
5.2	Sport.....	37
5.3	Swimming.....	37
5.4	Curriculum swimming lessons	38
5.5	Optional extra swimming lessons	38
5.6	Squad swimming.....	39
5.7	Home and away fixtures	39
5.8	Holiday activities	40
Part 6:	Pastoral Care and Behaviour Pastoral Care.....	41
6.1	Pastoral Care	41
6.2	Fair rules	41
6.4	Assemblies	42
6.5	House system	42
6.6	Pupil responsibilities.....	43
6.7	School Council	43
6.8	School charities.....	43
6.9	Behaviour, discipline and manners.....	43
6.10	Rewards and sanctions.....	44
6.11	Support systems	45
6.12	Anti-bullying.....	45
6.13	Exclusion.....	45
Part 7:	Medical.....	46
7.1	General medical information.....	46
7.2	School medicals	46
7.3	Bumps and grazes	46
7.4	Communicable diseases and illness.....	47

7.5	Allergies and Epipens	47
7.6	Asthma	48
7.7	Other Medical Needs	48
7.8	Medicine	48
7.9	Head lice.....	49
7.10	Verrucae.....	50
Part 8: Safeguarding, Health and Safety		51
8.1	Child protection and safeguarding	51
8.2	Prevent Duty.....	51
8.3	Visiting Speakers in School	52
8.4	Suitability of staff	52
8.5	Health & Safety	52
8.6	Risk assessments	52
8.7	Site security.....	53
8.8	Pupil safety.....	53
8.9	Fire evacuation and limited movement procedures.....	53
8.10	Vehicular access and traffic regulations	53
8.11	Pedal cycles	54
8.12	Play equipment, playground areas and supervision.....	54
8.13	Educational visits and trips	54
8.14	Hired transport.....	55
8.15	Snow.....	56
8.16	Hot weather.....	56
8.17	Pupil restraint	57
8.18	Use of Images	57
8.19	CCTV.....	58
8.20	Dogs	59
Part 9: Uniform, Equipment and Possessions		60
9.1	Damage or loss of property.....	60
9.2	Dress and appearance.....	60
9.3	Uniform – supplier	60
9.4	Uniform – footwear.....	61
9.5	Uniform – regulations	61
9.6	Warwick Sports	61
9.7	Essential items	62
9.8	Mouth Guards.....	62
9.9	Mobile phones.....	63
9.10	Tablets and Kindles.....	63
9.11	Money.....	63
9.12	Toys, games and valuables	63

Appendix A Map of Warwick Preparatory School

Welcome

Warwick Prep is an exceptionally busy school and this Parent Handbook seeks to unravel all the mysteries of how it operates so that you, as parents, can best understand how the school works and so help your child to make the most of what the school has to offer them.

You can download it from the parents' area on the school website as a fully searchable pdf. If you require a hard copy, please ask at the School Office.

However, you choose to access the information, I hope you find the handbook a useful practical guide to the school. Please let us know if there are any omissions that you think we could helpfully add to it in future editions.

Part 1: Introduction

1.1 Warwick Independent Schools Foundation

1.1.1 Warwick Independent Schools Foundation is the Governing Body for our schools consisting of King's High School with Warwick Preparatory School and Warwick School. Each provides outstanding, all-round education for boys and girls aged 3-18, which enables every pupil to maximise their potential. The success of the schools is attributed to the excellence of staff and a focus on the all-round development of the individual child.

1.1.2 The Foundation schools are located on the same site making the management of our support services, visits between schools and joint activities easy to accomplish. The Foundation offices are located in the Warwick School building on the Myton Road.

1.1.3 The Foundation supports the schools and governors to attain excellence in education and school life by providing central management for facilities, finance, health and safety, human resources, governance and commercial services.

1.2 Warwick Preparatory School

1.2.1 Warwick Preparatory School is situated on the Banbury Road in Warwick, a few minutes' walk from the historic town centre of Warwick and within a skillful longbow shot of Warwick Castle. It occupies a fine site with exceptional facilities which include a sports hall, a hall/gymnasium, specialist teaching areas for Science, Art, Design and Technology, as well as a computing room, various computer stations in teaching areas and networked provision across the school. Our brand new, state of the art Music School opens this year, with opportunities for our children to make music in world class facilities. There is a very well stocked, modern library at the heart of the school and this is managed by our school librarian. Pre-Prep children also have their own small library within the Lower School. Our links with the two senior schools within the Foundation give us access to many superior facilities including a swimming pool, some 40 acres of grounds, a professional standard theatre venue (Bridge House Theatre at Warwick School), Warwick Hall and the Bridge Sports Centre as well as AstroTurfs and brand new netball and tennis courts.

1.2.2 The school has a long-standing reputation for having a very friendly, family atmosphere, where children can enjoy their childhood, develop a love of learning and become confident, creative and independent young people. The development of each individual child's talents and interests lie at the heart of the education we provide, and we are keen to ensure that this remains a strong feature of the school.

- 1.2.3 The Pre-Prep (Nursery to Year 2) at Warwick Prep includes girls and boys. Many children start life at Warwick Prep in the year in which they turn four years old. Boys and girls join our Nursery classes in which the Head of Nursery is supported by a number of Teaching Assistants (including Room Leaders); each child is allocated a Room Leader and Key Worker who oversees their educational experiences and pastoral well-being. In Pre-Prep there are four classes in each year of up to a usual maximum of 20 pupils in each class. The teachers are supported by a team of Teaching Assistants, giving full-time support in each class.
- 1.2.4 All the boys leave us at the end of Year 2, moving on to Warwick Junior School on the other side of the campus. Transfer is not automatic but is based on ongoing assessment of each boy's progress, potential and attitude during their time at Warwick Prep. Parents are kept informed about progress throughout the Pre-Prep.
- 1.2.5 In the Prep Department, there are two forms in Years 3 and three forms in Years 4, 5 and 6. In order to ensure the very best for our pupils, each Year 3 class is supported by a Teaching Assistant and from Year 4 upwards, selected lessons are supported by Teaching Assistants with many lessons split into smaller teaching groups.
- 1.2.6 In Year 6, the girls move to our senior school, King's High School, having been offered places in the spring term of Year 5. Again, transfer is not automatic but is based on ongoing assessment of each girl's progress, potential and attitude during their time at Warwick Prep. Parents are kept informed about progress throughout the Prep.

1.3 History of the school

- 1.3.1 The evolution of the Foundation schools as we know them today can be tracked back through an illustrious history which goes back over 1000 years. In 914, Ethelfleda, the daughter of King Alfred the Great, founded a school for boys in Warwick. This was a Grammar School until 1545 when King Henry VIII abolished the old religious establishment but granted most of its assets back to the town in the form of his Charity and renamed the Grammar School "The King's New School".
- 1.3.2 In 1875 the King's Schools Foundation was set up and instead of just one grammar school for boys, another boys' school, specialising in more modern subjects, and a secondary school for girls were established. In 1879 the Grammar School was re-housed in purpose-built accommodation along the Myton Road and a secondary school for girls (King's High) was set up in Landor House. The King's High School for Girls soon felt the need to cater for younger pupils, so in 1887 a 'Kindergarten' class was established as a department in the main school.
- 1.3.3 Girls and a few boys were admitted from around the age of five and were taught in small classes until they were old enough to join the main school. At the age of seven, most of the boys transferred to the Junior Department of Warwick School, as they still do today.
- 1.3.4 What is now known as Warwick Prep was eventually created as an independent establishment as a result of the 1944 Education Act. Although it remained in the same buildings, adjacent to King's High School, the school was independently administered until 1966 when the Headmistress retired and once again the school became part of the Warwick (King's) Schools Foundation.

- I.3.5 In 1971 a serious fire in the premises in The Butts hastened a planned move to the Bridge Field site on the Banbury Road. (This fire destroyed many of the school archives.)
- I.3.6 The original emblem of the newly independent prep school in 1945 was of a squirrel; gathering acorns from the oak tree was a symbol for a young child gathering knowledge. The badge later evolved in 1994 to include a portcullis to link the school with the other two schools in the same foundation. September 2019 saw the launch of our new crest with King's High School. The oak leaves and portcullis continue to feature, alongside the ilex and mulberry leaves from King's High. A crown completes our new crest. The squirrel continues to be a part of our Pre-Prep crest.
- I.3.7 In 2016, the Foundation announced its exciting vision for 2020 which aims to enhance and develop the educational experience for every pupil in the Warwick Independent Schools Foundation. Pupils have long benefited from a close collaborative relationship between the schools and this project brings them all together on one interlinking and green campus. In September 2019, King's High School moved from its Smith Street location to new purpose-built school buildings on the Myton Road campus, joining Warwick School and Warwick Preparatory School.
- I.3.8 The project includes a new main King's High School building, a substantial new music building shared between King's and Warwick Prep, new play spaces for Warwick Prep, improvements and extension to the Bridge Sports Centre and a new shared Sixth Form Centre, including a first-class Careers Zone. Sports facilities will be enhanced whilst a masterplan for the entire site has seen the creation of linked green spaces and courtyards to foster a tranquil and welcoming environment. All traffic is now directed to the perimeter of the site, with improved parking provision, to establish a safe and pedestrianised centre for our pupils.
- I.3.9 This programme represents a major investment in all the schools which will strengthen them individually, provide equality of opportunity for boys and girls of all ages and facilitate the collaborative opportunities uniquely available to a family of schools such as ours.

I.4 Independent Association of Preparatory Schools

- I.4.1 The Headmistress is a member of the Independent Association of Preparatory Schools (www.iaps.org.uk). IAPS is the professional association for Heads of the leading 600 independent preparatory schools in the UK and worldwide and exists to support Heads as they strive to create excellent standards in education and care.

I.5 School Statement of Ethos

- I.5.1 We place great emphasis on a broad and inclusive education, in a nurturing and supportive environment, whilst striving for excellence in all that we do.
- I.5.2 In celebrating each girl and boy for the unique qualities they bring to our community, we encourage them to explore and develop their interests, gain confidence in themselves and in their abilities, and seize the rich opportunities life offers.
- I.5.3 We seek to prepare all our boys and girls for a life of learning and fulfilment, and for the fast-changing world of the 21st century as responsible, active, and compassionate global citizens.

1.5.4 In all that they do, we encourage our children to 'Aspire, Achieve, Enjoy', and to be the best that they can be.

1.5.5 *Statement of Religious Ethos:*

Founded on Christian principles, we welcome pupils of all faiths and none. King's High School and Warwick Preparatory School are committed to enhancing the contribution we can make to society as a whole, and, in embracing diversity, to equal opportunities for all.

1.6 Aims

1.6.1 Scholarship - To foster a love of learning, intellectual curiosity, independence of thought, and effective learning habits.

1.6.2 Environment - To provide a safe, stimulating and supportive school environment, where each pupil can feel inspired, challenged and valued.

1.6.3 Community - To foster a vibrant school community, built on trust and respect, and instill a sense of social responsibility.

1.6.4 Character - To develop resilience and confidence, and to inculcate integrity

1.6.5 To achieve these aims the school will:

- Maintain a well ordered and supportive community in which every child can feel secure, grow in self-confidence and find their own voice.
- Offer breadth, balance and challenge in all aspects of education: intellectual, aesthetic, physical, moral and spiritual.
- Encourage individuality, initiative, creativity, independence and enquiry.
- Inspire a positive and committed attitude to learning.
- Promote respect for others and encourage responsible behaviour and attitudes within a Christian ethos.

1.6.6 In setting out to achieve our aims we recognise that:

- Children need to be stimulated, challenged, enthused and positively guided.
- Children develop at different rates and have different interests and expectations. They possess different skills, adopt different learning techniques, come from different backgrounds and hold different standards and beliefs, yet have common needs.
- Children tend to make most progress within an environment in which their strengths are recognised, valued and nourished and in which they feel confident, happy and secure.
- All children deserve an equal opportunity in life.
- A school community needs to function successfully and effectively as a whole to be of most benefit to each and every child.
- Within the Christian ethos of the school, we want children of all denominations and faiths to feel welcomed, have their beliefs respected and the spiritual and cultural breadth which they bring to the community, appreciated.
- Good relationships and communication between Warwick Prep and parents is an integral part in the successful provision of a good education.
- The outcome of a good education will equip young people not only for work but also for leisure and pleasure. Whilst ensuring that the core of the curriculum is designed to raise all children's skills in literacy, numeracy and scientific enquiry, the promotion of a broad education, encompassing the creative, physical, moral, spiritual, cultural, emotional as well as intellectual aspects, will be of benefit to all children both now and in adult life.

- Efficient leadership, management and wise governance are essential to the creation of an environment in which children can learn effectively.

1.7 School development plan

- 1.7.1 The school has a development plan which is drawn up in conjunction with the school development plan for King's High. It is drawn up by the Head of King's High in conjunction with the Headmistress of Warwick Prep and is approved and monitored by governors.

1.8 Parental involvement

- 1.8.1 At Warwick Prep we understand and appreciate that children grow and develop into confident young people when home and school work successfully in partnership. We encourage a healthy and helpful dialogue on both sides and hope that through this, parents feel fully involved in their daughter or son's education. We share information with parents that should help you to feel knowledgeable about aspects of the teaching, learning, curriculum enrichment and pastoral care, as well as information that relates specifically to your child.
- 1.8.2 Each child's well-being is paramount to their happiness. Please let us know if you think anything is concerning your daughter or son, however trivial it may seem and whether the source is at school or at home. We will then be able to work with you to give the right kind of support and encouragement.
- 1.8.3 It is important to let us know of any changes, large or small, in family circumstances, for instance: illness or bereavement; separation, divorce or remarriage; births or moving to a new house. Do also let us know about things which might not seem worth mentioning, but which might still be unsettling – a pet's illness, your change of job, etc.
- 1.8.4 If you or your child are worried, please talk to us as early as possible. All staff at the school are very experienced in helping young children and will, of course, discuss fully with you the best course of action to take. We may wish to encourage your child to deal with the situation independently or with quiet support from the Form Teacher or someone else.
- 1.8.5 We employ the services of an independent counsellor who can work with children and parents where the school and family agree this could have a positive impact on a pupil or with regard to a certain situation.
- 1.8.6 We pride ourselves on responding to parental communication quickly. During the working week parents who contact staff during the school day should normally expect a response to be made within 24 hours of their initial call or direct email. Where we are able to resolve any issues within this timescale, we will, but where we cannot (or seek information from others in order to respond) we will indicate when you can expect further communication or follow-up. Parents should be aware that for queries or messages that are more immediate, the address parents@warwickprep.com should be used, or a telephone call made directly to the school office as teaching staff are often unable to take calls or respond to emails during the school day, as they are busy with the children.
- 1.8.7 We regard the privacy of the children and their parents as extremely important. All information you give us is treated sensitively and we will discuss with you how widely to circulate it. We never release the addresses and telephone numbers of parents or staff without prior permission. Further information explaining how and why we collect personal

information and what we do with it is contained within the Foundation's 'Privacy Notice for Pupils and Parents', available on our website (see the 'Information – Policies' section).

1.9 Functions, events and sporting fixtures

1.9.1 Parents are cordially invited to support a wide range of school events, functions and activities, including concerts, presentations and productions, sports days, awards evening etc. This includes school fixtures, both at home and away; we very much welcome the encouragement which parental support brings to our teams. All such events appear on the termly calendar.

1.10 Parents' Association – WPSA

1.10.1 Each parent or guardian is automatically a member of the Warwick Preparatory School Association during the time a child is in the school. A modest fee for the school year is automatically included in the spring term school fee account. This has the dual function of covering administrative costs and enhancing the Association's funds. As a registered charity, WPSA is able to claim gift aid, so parents are actively advised to complete a Gift Aid form.

1.10.2 The aims of the Association are principally to advance the education of pupils in the school, in particular by:

- developing effective relationships between the staff, parents and others associated with the school, and
- engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

1.10.3 It also organises the 'Nearly-New Uniform Shop'.

1.10.4 The Association is not only social in character, but undertakes to organise a variety of fund-raising events, for example Middle and Upper School discos, Lower School film nights and Easter egg hunts plus parents' Quiz nights, Welcome Back Coffee Mornings and Summer Balls. In recent years, it has contributed funds to purchase a variety of equipment including a Mud Kitchen for Nursery, playground equipment, after school care items, sunflowers for pupils to plant and grow, merit and house badges, an outside reading chair, archery equipment, and various bids from the children's School Council. In addition, significant contributions have been made to gymnastics equipment and most notably in excess of £25,000 towards the new play spaces created for all children from Nursery through to Year 6. The Association regularly raises money for charities, for example Macmillan Cancer Relief and the House Charities.

1.10.5 The Association's activities are managed by an elected committee, including the Headmistress (as President).

1.10.6 Any parents who are interested in becoming involved with WPSA should make contact via email on wpsa@warwickprep.com.

1.10.7 Other email contact for WPSA can be made through wpsauniform@warwickprep.com

1.11 The Lander Association

1.11.1 In May 2017, the Lander Association was launched, with the single aim of bringing together all who hold Warwick Prep and King's High dear: past and present staff, governors, parents, pupils, and Parents Associations, working together for the common good'.

Part 2: People, Places, Contacts and Routines

2.1 Contacting the School

- 21.1 The school is always happy to discuss any issues with you, no matter how small. Parents may either approach staff informally at the beginning or end of each day (particularly with small issues regarding day to day business) or make an appointment via the school office to see a member of staff.

2.2 Points of contact

- 221 In the first instance, academic or pastoral issues relating to children are normally dealt with by your child's Form Teacher. Academic issues relating to certain subject areas may be discussed with subject teachers (where a pupil is not taught by the Form Teacher for a specific subject) or Heads of Department. A list of the names of Heads of Department is published in the staff directory on the website.
- 222 The Head of Pre-Prep or Head of Prep will also be happy to facilitate any more significant issues relating to academic or pastoral welfare.
- 223 Information regarding transition either to Warwick Junior School or King's High School can be discussed with any member of the leadership team, but normally in the first instance with the Head of Pre-Prep or Head of Prep.
- 224 The Head and Deputy Head are of course available to discuss any issues or concerns which are deemed appropriate. Appointments to see the Head should be made through the Executive Assistant to the Head by first contacting the school office. Parents who wish to make an appointment to see the Deputy Head may make direct contact via the email address shown in section 2.3.13 or through the school office.
- 225 Any communication with administrative staff can be made, in the first instance, by making contact with staff in the school office who will be able to direct you to the correct person.

2.3 Contact information – Warwick Preparatory School

- 23.1 Full postal address: Warwick Preparatory School
Banbury Road
Warwick
CV34 PL
- 23.2 The school office telephone: 01926 491545
From 7.45am to 5.00pm Monday to Thursday and
7.45am to 4.30pm Friday (term-time), this line offers
parents a range of options to direct parents to the
correct person, and also transfers to answerphone.
This number can therefore be used to leave a message
(if for example your child is unwell and unable to attend
school).
The answer-phone messages are checked, by office
staff, first thing in the morning (7.45am).

During some weeks during the school holidays the office is open for reduced hours, normally 9.00am – 1.00pm weekdays.

Parents who need to contact After School Care after 5pm may do so by contacting the appropriate 'after-school' mobile – 07437 951476 (Nursery and Reception) or 07774 495904 (Year 1 upwards).

- 2.3.2 Email: parents@warwickprep.com (general enquiries)
- 2.3.3 iSAMS Parent Portal: <https://parents.warwickprep.com/>
- 2.3.4 Virtual Activities Environment: <http://mychq.net/warwickprep>
- 2.3.5 Website address: www.warwickprep.com
- 2.3.6 The school has a number of useful email contacts that parents may use (see sections 2.3.7 - 2.3.16). Please note that during holiday times when the office is manned, the only email addresses we can guarantee to check regularly is parents@warwickprep.com and so this is the best contact to use.
- 2.3.7 Although email can be a quick and easy form of communication, there is nothing like a face to face conversation. For this reason, we would strongly encourage parents not to use electronic communication to the preclusion of verbal liaison. We also ask that parents make a telephone call to the office regarding any actions that require immediate attention or are emergencies.
- 2.3.8 parents@warwickprep.com - This address goes straight through to the school office and is checked several times each day, and daily during some school holiday periods. Parents should contact the school office using this email address for any matters which require a quick response or are related to pupil absence, late collection, after school care or to share other general information. This address can also be used to contact staff directly, should the need arise, as it will be forwarded to the correct member of staff. Teachers may also be contacted directly through their email address but please bear in mind that due to teaching commitments, these will only be checked from time to time during the school day and should not be used for matters that need a quick response.
- 2.3.9 admissions@warwickprep.com – All enquiries relating to the admissions process and availability of places should be sent to this address.
- 2.3.10 marketing@warwickprep.com – Enquiries about Open Days and other promotional activities, events and publications can be made to our Marketing Department through this address.
- 2.3.11 squirrelnews@warwickprep.com – please email any out of school pupil achievements through to this email address for publication in our e-newsletter.
- 2.3.12 nurse@warwickprep.com – The School Nurse (term time only) can be contacted with regard to any medical information of which we should be aware, or other health issues relating to your daughter or son's welfare. For an immediate response in case of emergency however, a telephone call would usually be best.

- 2.3.13 d.ward@warwickprep.com and g.smeeton@warwickprep.com - Mrs Deborah Ward, the Head of Prep (Middle and Upper School) or Mrs Gill Smeeton, the Head of Pre-Prep (Nursery Reception and Lower School) can be contacted with regard to any issues relating to pastoral care or welfare, day to day queries/concerns relating to individual pupils or as a point of contact (normally after the Form Teacher) with regard to academic issues. The Heads of Prep and Pre-Prep are always willing and happy to hold preliminary discussions relating to future schools.
- 2.3.14 deputy@warwickprep.com - Mrs Dee Alder is the Deputy Head and can be contacted regarding any academic matters (including co-curricular provision) or in the absence of the Head.
- 2.3.15 head@warwickprep.com - Mrs Hellen Dodsworth can be contacted directly through this email address on any matter which parents feel they would like to refer to her. However, parents are asked to pay heed to the clear lines of responsibility set out above and, where appropriate, email other staff in the first instance. Any notification of withdrawal from the school should be made in writing and addressed to the Head in accordance with the terms and conditions signed by parents when accepting a place at the school. This email address is managed by the Executive Assistant to the Head, Miss Caroline Taylor.
- 2.3.16 wpsa@warwickprep.com - This address is forwarded to the WPSA chair who will respond or ensure your email is passed on to the correct person.
- 2.3.17 wpsauniform@warwickprep.com can be used to contact the uniform team.

2.4 Contact information – Warwick Independent Schools Foundation

- 2.4.1 Warwick Independent Schools Foundation is a company, limited by guarantee and registered in England, company number 4252305.
- 2.4.2 The Foundation is a registered charity. Registered charity no: 1088057.
- 2.4.3 Registered office: Warwick Independent Schools Foundation
Warwick School
Myton Road
Warwick
CV34 6PP
- 2.4.4 The Foundation Finance Department 01926 735400 (general enquiries)
Fee accounts and all other financial matters are dealt with by the Foundation Office's finance department. For all queries and enquiries about fees, billing and other financial matters, please contact billing@warwickschools.co.uk or (01926) 735414.
- 2.4.5 Email: governors@warwickschools.co.uk (general enquires – e-mail will reach Mrs A Hopkins, PA to the Foundation Secretary) Details about the Foundation Governing Body can be found on the Warwick Prep website.

2.5 Governors

2.5.1 The Foundation has one Governing Body for its schools, which is made up from elected and nominated governors. Warwick School and King's High School each have their own committee. Matters relating to Warwick Prep School are considered by the King's High School governors. More information on the Foundation's governance structure can be found in our published Annual Accounts.

2.5.2 Foundation Chairman: Mr D B Stevens
Vice-Chairman: Dr A D Cocker

King's High & Warwick Prep School Committee Chair: Mrs S Austin
Warwick School Committee Chair: Mr A C Firth

Committee Chairs:
Finance & Regulatory Mrs M B Ashe
Education Mr T H Keyes
Resources & Estates (Health & Safety) Mrs P A Snape

Governors:

Mrs M B Ashe
Mrs S M Austin
Dr A D Cocker
Mr T Cox
Mr A C Firth
Mr C R Gibbons
Cllr Mrs M-A Grainger
Prof D R Griffin
Mr R M B Griffiths (Vice-Chairman of Warwick School)
Mr T H Keyes
Mrs C A I Sawdon
Mrs P A Snape
Mr D B Stevens
Mr J N Wallis
D R A Weeks
Mrs A Wilson – Child Protection

Governor Vacancy

Ex-officio: Mr T Cox, Lord Lieutenant of Warwickshire

Foundation Secretary/Clerk to the Governors: Mr S T Jones, FCMA

2.5.3 Parents who wish to make contact with the Foundation Chairman, or King's High & Warwick Prep School Committee Chair may do so through the Clerk to the Governors, Mr S T Jones, who can be contacted via his PA, Mrs A Hopkins, on 01926 735472 or a.hopkins@warwickschools.co.uk.

2.5.4 If you would like to contact any member of the governing body by post, please use the Foundation's registered office detailed in section 2.4.3.

2.6 Senior Leadership Team

2.6.1 The following staff hold senior positions in the school and form the Senior Leadership Team.

Headmistress:

Mrs Hellen Dodsworth, BA Hons, QTS, NPQH

Deputy Head:

Mrs Dee Alder, B.Ed Hons, NPQSL

Head of Prep:

Mrs Deborah Ward, BA Hons, PGCE, NPQH

Head of Pre-Prep:

Mrs Gill Smeeton, BSc Hons, QTS

Director of Studies:

Mrs Julie Johnson, BA Hons, PGCE, COGE

Director of External Relations:

Mrs Charlotte Graham, BA Hons

2.7 Staff

2.7.1 A staff list is published on the school website and normally updated on a termly basis.

2.8 Structure of the school

2.8.1 Pre-Prep

Early Years Foundation Stage

Nursery (3-4 year olds)

3 parallel co-ed groups

Reception (4-5 year olds)

4 parallel co-ed

classes Lower School

Year 1 (5-6 year olds)

4 parallel co-ed classes

Year 2 (6-7 year olds)

4 parallel co-ed classes

2.8.2 Prep

Middle School

Year 3 (7-8 year olds)

2 parallel classes of girls

Year 4 (8-9 year olds)

3 parallel classes of girls

Upper School

Year 5 (9-10 year olds)

3 parallel classes of girls

Year 6 (10-11 year olds)

3 parallel classes of girls

2.9 School hours

2.9.1 The school office is open Monday to Thursday, 7.45am until 5.00pm and Friday, 7.45am until 4.30pm.

2.9.2 The school site is open to pupils 7.45am – 5.45pm.

2.9.3 The school day officially runs from:

- 8.15am (with registration at 8.40am) until 3.30pm for Nursery pupils. Government funded morning sessions run from 8.30am until 11.30am. Children who attend morning sessions are expected to stay until 12.45pm (from the Spring Term).
- 8.40am until 3.30pm for Reception and Lower School pupils
- 8.40am until 3.45pm for Middle and Upper School pupils (children are brought in from the playground at 8.35am)

2.9.4 Extended day provision is available for all pupils until 5.45pm on each school day (refer to section 3.2), with the exception of the last day of the autumn and summer terms. In addition, there is no extended day facility for EYFS children (Nursery and Reception pupils) at the

start of the autumn term, when they are allocated a staggered start across the first few days. All children are expected to have been handed back to the care of parents by 5.45pm each day.

2.9.5 After School Care for Nursery and Reception children takes place in the Nursery building (Monday to Thursday). For children from Year 1 upwards (and for Nursery and Reception children on a Friday) it takes place in the main school and is based in the Open Area (for more information refer to section 3.2)

2.9.6 On each day of the school term, at least one member of the Senior Leadership Team is on site at the end of the day until the last pupil has been handed back to the care of his/her parents. If children are collected after 5.45pm, late collection charges will apply.

2.10 Geography of the school

2.10.1 A map of the school is included in Appendix A. The map includes references to exit points from which children are dismissed at the end of the school day, or where parents may enter the building when dropping off children in the morning (refer to sections 3.3 and 3.4).

2.10.2 There are a number of entry and exit points in the school which have specific names.

- The main entrance is used for access to the school office and is located on the Banbury Road side of the building.
- The Playground is to the rear of the Prep building. Access can be gained by walking on pathways around either side of the building.
- *The Foyer door* is the entrance to the school dining room and hall from the Banbury Road playground.
- *The Hogan Centre* (named after Mrs Hogan a former Headmistress), is the block nearest the Nursery and houses Science, Art & Design, Design & Technology and Year 6 form rooms and changing room.
- *The Open Area*, is the large area located between the Lower School and Middle School, where younger children congregate for assemblies and where some after school supervision takes place (Monday to Friday for Year 1 children upwards, and Friday, for Nursery and Reception children too).
- *The Smalley Nursery* (named after Miss Smalley a former Headmistress), is the Nursery building. After school care for children in Nursery and Reception is based in the Nursery from Monday to Thursday each week.
- *The Allibon Centre* (named after a former Deputy Headmistress Miss Allibon), is the block housing IT and Year 5 form rooms.

2.11 Other facilities

2.11.1 Warwick Prep often holds events at other locations across the Foundation campus and within the immediate vicinity.

- *The Bridge Sports Centre* is the sports hall on the right of the school drive and is shared with King's High School.
- *The Bridge House Theatre* is the theatre next to Warwick Prep and Warwick Hall.
- *Warwick Hall* is located opposite Warwick Prep and is used by all schools in the Foundation.
- *Warwick School Chapel* is part of Warwick School. The Chapel is used for the Year 2 Christmas Carol Service and on other occasions in the school year.
- *The Collegiate Church of St Mary, Warwick*, is used by the school for larger Carol Services.

- *Warwick School Pool* is used for curriculum and optional swimming lessons and for squad swimming training sessions (refer to section 5.3 - 5.6).

2.12 Term dates

- 2.12.1 Term dates for each academic year are normally published well in advance. Term dates are published on the school website.

2.13 Pupil absence

- 2.13.1 Parents should seek to avoid taking their child out of school during term time and ensure they attend school regularly and punctually.
- 2.13.2 Requests for children to be absent from school should be made directly to the Headmistress by completing a Request for Absence Form which is downloadable from the website (parent protected page). These can either be emailed to parents@warwickprep.com or sent as a hard copy in to school. Requests for absence during term time are not encouraged as they are disruptive to both your child and the activities within the school. The Headmistress reserves the right to not authorise absence from school in term time and any absence taken will be categorised as unauthorised. Requests for holidays in term time are not routinely authorised.
- 2.13.3 Wherever possible, requests for absence should be made at least 5 working days prior to the first day of absence.
- 2.13.4 If children are away in term time, the school does not normally set any work for them to complete, though individual cases may be discussed with the relevant Form Teacher.
- 2.13.5 The school monitors attendance carefully and will contact parents if there is concern that attendance is falling below what are considered to be acceptable levels.

2.14 Communication

- 2.14.1 The school works hard to ensure that parents are well informed about school life.
- 2.14.2 *Calendar* – A calendar of termly events is published at the beginning of each term. The school also has an electronic calendar which is available on the school website and downloadable directly onto mobile devices. The electronic calendar normally goes ‘live’ towards the end of the previous term.
- 2.14.3 *Newsletters and letters* – We use letters and an e-newsletter, ‘Squirrel News’, to notify you of upcoming events as well as report on pupil and school successes and important events in the life of the school. As far as possible, we aim to send all letters and newsletters via email each Friday although there may be occasions when letters need to be sent on other days of the week. Occasionally, hard copies of letters are required so parents are asked to check their child’s book carrier or rucksack on a weekly basis. Where letters require a response, parents will usually be asked to complete an online form. On joining the school, parents are asked to provide at least two e-mail contact addresses. All parents are reminded to notify the school office of any changes to these which occur so that school records can be amended accordingly.

- 2.14.4 *Consent, Co-curricular activities and After School Care bookings* – Consent for day visits, consent for sporting fixtures and bookings for After School Care and termly Activity choices are managed electronically through the school's Virtual Activities Environment, CHQ. Parents use the same login details as used for iSAMS Parent Portal. More detail can be found on the Co-curricular page on our website www.warwickprep.com.
- 2.14.5 *Warwick Prep Life* – the school publishes 'Warwick Prep Life' termly. This publication is normally available at the end of each term and includes contributions from all areas of the school, covering all aspects of school life. Year 6 pupil editors are selected termly, and the girls contribute articles and ideas to each edition. All parents automatically receive a copy of this publication.
- 2.14.6 *Website* – the web address of the school website is www.warwickprep.com. All parents are advised to visit the site regularly in order to keep up to date with the latest school news and events.
- 2.14.7 *iSAMS Parent Portal* – communications such as school reports, letters to parents, policies and handbooks are uploaded to the iSAMS Parent Portal. The portal provides direct links to CHQ and online forms to update contact and medical information. Parents receive an email to register an account on joining the school. These login details can also be used to access CHQ and Parents' Evening Bookings system.
- 2.14.8 *E-mail and Text messaging* – the school uses e-mail and a text messaging service to inform parents of information or changes at short notice or to remind parents about certain events or activities. All parents are therefore requested to ensure that, should an e-mail address or mobile telephone number be changed, the staff in the school office are notified so that school records can be amended accordingly.
- 2.14.9 *Social Media* – the school uses a range of social media including Facebook (@WarwickPrep), Twitter (@WarwickPrep, @WPS_Head, @WPS_Music_Dept @WPS_Sport @WPS_Trips), Instagram.com/warwickprep, to which parents are encouraged to sign up: Like us, Join us, Follow us, Add us, Watch us...
- 2.14.10 *Planners* – pupils from Reception upwards have a school Planner. The Planner is not only used to record reading but also for any other general home/school communication between parents and Form Teacher (such as simple day to day messages). In Middle and Upper School, the pupils also have a school Planner that is used to record their homework and record weekly reading. In addition, there is a section each week where messages between home and school can be made. All parents should note, however, that communication relating to after school care (refer to section 3.2) should be made through the school's Virtual Activities Environment or, as a last resort, through the school office (via telephone). If your child is to go home at 3.30pm (Reception and Lower School) or 3.45pm (Middle and Upper School) with someone other than a parent, a note can be put in the Planner. If your child is to go home with someone other than a parent at any other time (or will be collected from after school care) then please advise the school office who will ensure the information reaches the relevant member of staff dismissing your child.
- 2.14.11 *Nursery children* do not have a contact book, as we very much encourage verbal communication with the Nursery Room Leader or Key Worker, at drop off and pick up.
- 2.14.12 *Open Events* – Regularly throughout the year, we hold open events when parents and close family members are invited to come and look around the school. These events take place on a Saturday in the Autumn and Spring Terms. Parents are able to wander freely or have

a tour guide to take them around the school. Parents of prospective pupils are also able to look around the school on an 'Open Afternoon '.

2.15 Parent to parent communication

- 215.1 To facilitate parent to parent links and communication, WPSA appoints Class Representatives who co-ordinate activities such as coffee mornings and social evenings. Class representatives keep in touch with parents to notify them of school activities and events, usually via WhatsApp using a contact list which has been compiled at the beginning of the academic year.
- 215.2 All parents are asked to respect the confidential nature of any information provided by WPSA representatives and not use parents' contact details for any form of business communication database.

2.16 School records

- 216.1 A confidential information sheet requesting medical information, general preferences and permissions is sent out to new parents for completion and return. Existing parents are asked annually to provide updated details only if they have changed.
- 216.2 Any parent who wishes to change permissions for their child during the school year should contact the school office by letter or email to parents@warwickprep.com and a member of the admin team will update records accordingly and ensure relevant staff are informed. The school cannot accept responsibility for any changes to pupils' circumstances of which the school is not formally advised.
- 216.3 During the school year, any changes in address, contact numbers or other personal circumstances of which we should be aware should be communicated to the school office as above, so that records can be amended accordingly. The updating of mobile telephone numbers and email addresses is particularly important as we use these methods of communication for our emailing and texting service (see section 2.14.7) and for school correspondence.

2.17 School photographs

- 217.1 Annually, early in the autumn term, individual school portrait photographs are taken of each pupil in the school. Joint sibling photographs are also taken.
- 217.2 Upper school sports team photos, Orchestra and Choir photos are taken biannually.

2.18 Statutory information and school policies

- 218.1 The Foundation and school have a number of policies in place, which cover all aspects of the business (school level and Foundation level), school life, employee and pupil welfare, health and safety etc. The Foundation Child Protection and Safeguarding Policy is downloadable from the school website (www.warwickprep.com). Other statutory information and policies which must be available to all parents are available from the school office upon request. A list of the policies available can be found on the school website <http://www.warwickprep.com/School-and-Foundation-Policies>.

2.18.1 All policies are reviewed regularly, and many are monitored by Foundation governors.

2.19 Complaints policy

2.19.1 The Foundation has a Complaints Policy in place; it is available on request.

2.19.2 With regard to day to day queries, the first point of contact for any parent should be the Form Teacher. If there is a more serious concern, then the Head of Pre-Prep or Head of Prep should be contacted. We very much hope that any issues or queries can be dealt with through these channels quickly.

2.19.3 However, if parents have a serious concern or complaint against the school, the school will endeavour to do all that it can to deal with the complaint fairly and quickly in accordance with the process laid out in the Foundation's Complaints Policy.

2.20 Equal opportunities

2.20.1 Promoting equal opportunities is fundamental to the aims and ethos of Warwick Preparatory School. We welcome applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. We concentrate on educating the individual and providing a comfortable and welcoming atmosphere where each individual feels valued and can flourish.

2.20.2 Warwick Preparatory School is committed to equal treatment for all, regardless of race, ethnicity, religion, sexual orientation, disability, learning difficulty, social background or other protected characteristic. We are an academically selective school for new entrants from Year 3 onwards and we believe that the educational experience can only be enriched if children are exposed to as wide a range of cultural experiences as possible whilst they are developing.

2.20.3 The Foundation and the school welcomes staff and children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected. At present, our physical facilities for the disabled are limited. We will, however, do all that is reasonable to ensure that the school's culture, policies and procedures are made accessible to children who have disabilities, and to comply with our legal and moral responsibilities under equality legislation to accommodate the needs of applicants and pupils who have disabilities for which, after reasonable adjustments, we can cater adequately.

2.20.4 The Foundation has a range of HR policies in place which reflect the expectations of current legislation.

2.21 General Data Protection Regulation (GDPR)

For information regarding how we use your data and your children's information, please see our Privacy Notices on our website – www.warwickprep.com/School-and-Foundation-Policies

Part 3: School Day and Catering

3.1 Structure of the school day

3.1.1 Parents of nursery age children are able to opt into sessions, the requirements for which may be changed termly (or after half term in the autumn term once parents have seen how their daughter or son settles in), but are subject to availability. A form requesting session changes will be emailed to parents well in advance of each new term (spring and summer); parents requesting a session change after October half term are required to make contact with the school office independently and will be directed to the correct person in charge of Nursery sessions.

3.1.2 The minimum attendance requirement in Nursery is five mornings from 8.30am until 11.30am, in the Autumn Term and 8.30am - 12.45pm in the Spring and Summer Terms. Full morning sessions, which include lunch, are available from 8.30am until 12.45pm. Full day sessions run from 8.30am until 3.30pm and are inclusive of lunch.

3.1.3 Nursery day

7.45am	Arrival from this time
8.30am	Registration and formal start of the day (start of nursery funding period)
11.30am	End of nursery funding period (part time morning children are dismissed - Autumn Term only)
11.45am	Lunch / story time / playtime
12.45pm	Collection of children going home after lunch
12.50pm	Registration
1.00pm	Afternoon session
3.30pm	Home
3.50pm	After School Care starts (Mon – Thu based in the Nursery, Fri – based in the Open Area)
5.45pm	After School Care ends

3.1.4 Reception day

7.45am	Arrival from this time
8.40am	Registration / Assembly / Activities / Form Time
9.20am	Lessons
10.20am	Break
10.40am	Lessons
11.55am	Lunch + break
1.10pm	Registration
1.15pm	Lessons
3.30pm	Home
3.45pm	After school activities (normal start time)
3.50pm	After School Care starts (Mon – Thu based in the Nursery, Fri – based in the Open Area)
5.45pm	After School Care ends

3.1.5 Lower School day

7.45am	Arrival from this time
8.40am	Registration / Assembly / Activities / Form Time
9.20am	Lessons
10.20am	Break

10.40am	Lessons
12.10pm	Lunch + break
1.10pm	Registration
1.15pm	Lessons
3.30pm	Home
3.45pm	After school activities (normal start time) 3.50pm
	After School Care starts (based in the open area)
5.45pm	After School Care ends

3.1.6 Middle and Upper School day

7.45am	Arrival from this time
8.40am	Registration / Assembly / Form Time
9.20am	Lessons
10.20am	Break
10.40am	Lessons
12.40pm	Lunch + break
1.40pm	Registration
1.45pm	Lessons
3.45pm	Home
4.00pm	After School Care starts (based in the open area) / after school activities (normal start time)
5.45pm	After School Care ends

3.2 Before and after school care

32.1 After school care is available to all children until 5.45pm and takes place in the Nursery (EYFS children – Nursery & Reception) and in the Open Area (Year 1 to Year 6), commencing at 3.50pm. There are four types of after school care:

- Short Session (up until 4.25pm) at which children are supervised, can take part in free play activities and are offered either a biscuit or fruit.
- Long Session (after school care provision which extends beyond 4.25pm (incurring an additional cost) at which children are given a light tea (in the dining room). This supervision time also includes structured free play activities and, weather permitting, outside play.
- Pre-club supervision at which pupils who attend a club which starts significantly later than other clubs are supervised and given a light tea, before they go off for their club. The cost of pre-club supervision is built into the cost of the activity.
- Following club session at which pupils who have attended a club (but whose parents cannot collect them immediately after the activity) are supervised until 5.45pm. Parents who require this facility must make a booking in the usual way.

32.2 Parents who book their child in for a full after school care session should be aware that their daughter or son will require an evening meal on his/her return home as the food available is only designed to sustain the children through to their evening meal.

32.3 Middle and Upper School children who are booked into a full session of after school care are able to take advantage of a 30-minute homework session, although parents should be aware it is not a homework tutoring time. Girls have access to computers and are able to complete their homework in a quiet environment.

32.4 Children who would normally attend an activity or club which is not taking place due to a planned cancellation will be looked after by the after-school care team until they are collected. Parents should note that in such instances, and where notification of the club cancellation has been widely publicised in advance, normal after school charges will be incurred and parents will be asked to sign to accept these upon collection of their child. Where it has not been possible to give advance notification (for example due to a late club cancellation) no

charge will be made until 5.10pm. The after-activity care charge will be levied in the usual way.

- 3.25 Bookings for after school care must be made in advance to enable staffing levels and catering requirements to be met. Bookings should be made through CHQ, the Warwick Prep Virtual Activities Environment. Parents may book one-off sessions on an *ad hoc* basis or for regular sessions (e.g. every Thursday), termly bookings can be made. Parents are required to make bookings before 1.00pm on the day that care is required.
- 3.26 In the event of a situation arising after 1.00pm resulting in the need for an ASC booking, parents are asked to telephone the school office on 01926 491545. The school accepts that circumstances will arise from time to time which mean a late booking cannot be avoided. However, it strongly discourages routine late bookings which can be very disruptive to the children and make it more difficult for the school to manage practicalities surrounding after school care.
- 3.29 Please note that parents should not communicate after school care arrangements directly with the Form Teacher, as all documentation and lists are centrally managed through the Virtual Activities Environment and by the school office.
- 3.2.10 In extreme circumstances and the unlikely event of being unable to collect your child by 5.45pm, parents are asked to call the school office no later than 5.00pm (Monday to Thursday, 4.30pm on a Friday) or After School Care mobile 07774 495904 or 07437 951476 (EYFS) to indicate their estimated arrival time. The school has procedures and guidelines in place to manage any children who are not collected. Any child not collected will be supervised until collected. No child will ever be left alone.
- 3.2.11 The school charges a levy for late collection after 5.45pm.
- 3.2.12 The charges for after school care are listed on the website, including the levy for late collection.
- 3.2.13 Parents are asked to use the intercom system at Door B to collect their child from After School Care. A member of the ASC team will bring your child to the veranda where parents are asked to wait. Parents are not permitted to enter the playground at the rear of the school to access After School Care.
- 3.2.14 Pupils who are based in the Nursery After School Care (Nursery and Reception children from Monday – Thursday), can be collected any time from 3.50pm until 5.45pm. Collection is from the main Nursery door. Parents may park in the spaces close to the Nursery

3.3 Access to the school site - morning drop off and locations (see Appendix A)

- 3.3.1 Access to the Prep School carpark can be gained via the Banbury Road or the Myton Road. The through-road allows for two-way traffic entering or leaving via either point.
- 3.3.2 Children can be dropped off from 7.45am. We request that parents do not leave their child unattended before this time as we cannot accept responsibility for children on the school site before 7.45am. Under no circumstances should children enter the school building before this time.
- 3.3.3 Registration takes place between 8.40am and 8.50am. Pupils arriving in school after this time will be recorded as late on the register. Persistent lateness causes embarrassment for the child and can often mean that important information given to the class by the Form Teacher is missed.
- 3.3.4 Any children in Reception or above arriving at school after 8.40am should be delivered to the school office so that they can be signed in. Parents of Nursery children should ring the Nursery doorbell for attention.
- 3.3.5 *Nursery children* - Children in Nursery can be dropped at the Nursery building front entrance from 7.45am.
- 3.3.6 *Reception children* - Between 7.45am and 8.30am, Reception children are supervised on the Reception playground. When the weather is inclement, Reception children will be supervised in the Open Area. Parents are required to escort their child around the Prep building to the Reception playground at the back of the school where they can sign their child in.
- 3.3.7 All children will be required to enter the playground at the back of the Prep school by walking around either side of the building. There are several gates which can be accessed. Supervision is available from 7:45am; children are not permitted in the playground until staff are on duty. If the weather is inclement, Lower School pupils should enter the Open Area via Door B, under the veranda, at the front of the building. Middle and Upper School girls should enter the Dining Room via the Foyer Doors at the front of the building.

3.4 Access to the school site - collection arrangements and locations (see Appendix A)

- 3.4.1 Parents should notify Form Teachers (or telephone the school office) if their child is to be collected by anyone other than a parent. Please be aware that we will not release children into the care of older siblings unless they are of Sixth Form age (16 years or over), or written parental consent is received in advance of collection. We are also unable to refuse collection by a parent, unless there is a court order in place.
- 3.4.2 Only girls in Year 3 and upwards will be given permission to leave school unaccompanied to walk to Warwick School or King's High School if a written request is received. These can be emailed to parents@warwickprep.com
- 3.4.3 We strongly encourage all pupils who walk to or from school to wear appropriate high visibility clothing so that during the latter part of the Autumn Term and the beginning of the Spring Term (when the hours of daylight are reduced) children may be seen in the dark.
- 3.4.4 Any children not collected by 4.00pm are taken to After School Care and the appropriate charge will be made to parents.
- 3.4.5 The parents of any child in the school may book their daughter or son in for After School Care which runs from 3.50pm (refer to section 3.2). Lower School children are supervised in their class until this time.

- 3.4.6 Parents with more than one child in the school should collect the youngest child first and then move 'up the school' collecting the oldest child last.
- 3.4.7 *Nursery children* – Collection times from Nursery are 11.30am (Autumn Term only), 12.45pm or 3.30pm. You should collect your child from the main entrance of the Nursery building at 11.30am, 12.45pm or 3.30pm. When collecting your child, you are asked to wait outside, as the children will be dismissed in their coat and with their belongings directly to the care of the person collecting them. Parents who have children with other siblings in school are requested always to collect their Nursery child first, before moving to subsequent year groups. At 3.45pm any child who has not been collected will be taken to the dining room for tea with the After School Care team. They will remain in ASC until they are collected.
- 3.4.8 *Reception children* – Collection time is 3:30pm. REK and RHE children are dismissed from Door B (on the Banbury Road side). REB and RHS children are dismissed from Door J (on the Reception playground side). At 3:45pm any child who has not been collected will be taken to the dining room for tea with the After School Care team. They will remain in ASC until they are collected.
- 3.4.9 *Year 1 children* – Collection time is 3.30pm. 1HD and 1SA pupils are dismissed from the Lower School open area, doors K and L respectively (on the Reception playground side), class 1JF from door A (on the Banbury Road playground side) and 1JB from door M, to the side of the Reception playground.
- 3.4.10 *Year 2 children* – Collection time is 3.30pm. Children in the Year 2 classrooms located on the ground floor, 2JA and 2AD, are dismissed from the doors which lead directly from their classrooms to the canopy area, doors D and E respectively (on the Banbury Road playground side). 2JW children will be dismissed via Door Q (the old Entrance) and 2ES will be dismissed from Door N (the Brown doors). Both open up on to the new playground.
- 3.4.10 *Year 3 children* – Collection time is 3.45pm. Year 3 pupils are dismissed from the doors which lead directly from their classrooms to the canopy area, doors F and G respectively (on the Banbury Road side).
- 3.4.11 *Year 4 children* – Collection time is 3.45pm. Children in 4JB, located on the Banbury Road side of the main building, is dismissed from the door which leads directly from their classroom to the canopy area, door H. 4LG, is dismissed from via the old entrance – Door Q, and 4CM will exit from Door R (below the clock) both located at the rear of the Prep building.
- 3.4.12 *Year 5 children* – Collection time is 3.45pm. All Year 5 children are dismissed from the Foyer Door (on the Banbury Road side).
- 3.4.13 *Year 6 children* – Collection time is 3.45pm. All Year 6 children are dismissed from the Hogan Centre door.
- 3.4.14 No Form classes will be dismissed through the Main Entrance.
- 3.4.15 *After school clubs* – Children who participate in after school clubs are dismissed from a range of exit doors in order to avoid congestion at any one single door. The designated collection times and dismissal points are positioned at exit points around the school.
- 3.4.16 *Dismissal after home/away fixtures* – The parental consent form for matches always indicates the time and place for collection, so parents are advised to read this carefully.

3.5 School Bus Service

- 35.1 Warwick Independent Schools Foundation provides a safe, convenient and environmentally friendly means of transport for our pupils from Year 3 upwards. The 10 routes offered cover a 30-mile radius and arrive in school at approximately 8:25am each morning. The buses depart

at 4:15pm each afternoon and in addition, there is a small number of late buses which depart at 5:45pm. The girls are escorted by a member of staff at the end of the day and seen safely onto their buses. For further information, please visit: www.warwickschooltransport.co.uk If you need any further help, please email Mrs Ward (Head of Prep) d.ward@warwickprep.com

3.6 Healthy eating, snacks and lunches

- 361 The school has its own catering team which provides a well-balanced and nutritious meal every day of the school term.
- 362 Lunch menus are located in classrooms and are posted on the website. There is a good range of choice, with a hot meal, salad bar and vegetarian meal available each day. Children also have a choice of puddings, including fresh fruit. All children are expected to eat the school lunch and there is no provision for children to bring their own packed lunch.
- 363 All children are expected to eat the school lunch and there is no provision for children to bring their own packed lunch.
- 364 For educational visits and other off-site activities that require a child to miss his/her normal school lunch, packed lunches are provided. When a packed lunch is provided by school, the cost is slightly higher than the cost of producing a normal school meal so there is also a nominal cost as a contribution towards the additional expense of lunch (included in the overall cost of the educational visit). The packed lunch normally includes a sandwich, drink, packet of crisps, sweet treat and piece of fruit. The content of the lunch is adjusted to reflect the age of the children and the activities they are involved with on their outing (for example should extra sustenance be required for a very physical day).
- 365 The school is able to cater for children with special / medical / dietary requirements. Parents should indicate special / medical / dietary requirements on the Confidential Medical Permissions & Conditions sheet that is updated annually. The Head of Pre-Prep and Head of Prep will always be happy to talk with any parent about special dietary requirements for their child.
- 366 At lunchtimes, pupils are supervised by a combination of Prep School staff, two Senior lunchtime supervisors and lunchtime supervisors employed by the school.
- 367 *Breaktime provisions* – Mid-morning fruit / is provided by school for children. In addition, children may also bring a small, healthy snack from home. This may include a carbohydrate boost, such as a biscuit. It is important that products do not contain nuts as a number of children within the school have severe nut allergies. Crisps, sweets and chocolate bars are not considered healthy, and so parents are asked to refrain from sending such snacks into school. Parents may also choose for their child to have milk at school. This is centrally run by a company called 'Cool Milk'. All registration and payment for milk through this service is carried out by parents through their internet site at www.coolmilk.com.
- 368 *Drinking water* – All children have access to water through water dispensers located at various positions around the school. Parents may also purchase orthodontic-friendly crested Warwick Prep water bottles from the school, or may provide a water bottle from home, if preferred. Parents are responsible for cleaning their own child's water bottle regularly.

3.7 Sweets

- 37.1 Pupils are not allowed to bring sweets into school except to celebrate a special occasion such as a birthday (refer to section 3.8). Please remember not to include any sweets that contain nuts – many variety boxes of chocolates do. Chewing gum and bubble gum are strictly forbidden both in school, at any co-curricular event or on school trips.

3.8 Birthday Treats - Nut Aware School

- 38.1 We are very happy for children to bring a year group or class treat (such as cakes, biscuits or sweets) into school on their birthday. We ask that all treats are individually wrapped so that they can be easily distributed at the end of the day. We ask that birthday treats are not consumed until children are in the care of their parents. In this way, parents have ultimate responsibility for deciding whether or not they wish their child to consume the treat.
- 38.2 We do have a number of children with severe nut allergies in school, so any birthday treats sent into school should be nut-free so as to reduce the risk of anaphylactic shock.

Part 4: Academics

4.1 Teaching and learning

- 4.1.1 Teaching and learning are central to the purpose of our school. They are the means through which we offer a curriculum which is broad and balanced. The focus of this teaching and learning has the emphasis on learning outcomes as the real measure of effective teaching.
- 4.1.2 Teaching and learning lay the foundations for the whole curriculum, both formal and informal. At Warwick Prep we are committed to using the best practices and tools for the education and the development of learning and lifestyle skills of our pupils. As educators, we aspire to deliver a rich, varied and challenging curriculum to the pupils in our care.
- 4.1.3 The quality of teaching and learning throughout the school is closely monitored by the Head and Deputy Head, along with Heads of Departments. Lesson observations, monitoring of work, departmental evaluations and staff appraisals all provide evidence for judging the quality of teaching and learning.

4.2 The Curriculum

- 4.2.1 The curriculum at Warwick Prep is carefully planned and designed to ensure children are introduced to the academic world in a style that is both stimulating and fun. As an IAPS school, we pride ourselves on the breadth as well as the depth of the curriculum we offer. We aim to engage, excite and challenge our pupils to provide them with a wide range of skills that will embed in them a life-long love of learning.
- 4.2.2 *Fundamental British Values* - Built into our curriculum are teaching and learning experiences which promote fundamental British Values. The DfE recently reinforced the need 'to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.' The Government set out its definition of British values in the Prevent Strategy. From 1 July 2015, all schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent duty. For more information, please go to <https://www.gov.uk/government/publications/prevent-duty-guidance>.
- 4.2.3 As a school we believe and vigorously support the view that all children should be protected from radicalisation and extremism. Radicalisation is the process by which people come to support terrorism and extremism, and in some cases, participate in terrorist groups. Extremism is the vocal or active opposition to fundamental British values. We actively promote British values and make sure that our safeguarding arrangements protect our children, meeting all statutory and other government requirements. At Warwick Prep, we actively promote British values through the curriculum as well as through non-curricular lessons and experiences. These experiences include promoting fundamental British values through the spiritual, moral, social and cultural development of all our pupils.
- 4.2.4 *Early Years' Foundation Stage* - Nursery and Reception classes form the Early Years' Foundation Stage. The Warwick Prep School follows the Statutory Framework which includes seven areas of learning. The three prime areas, are:
- Communication and language
 - Physical development
 - Personal, social and emotional development
- In addition, children will be supported in four specific areas, through which the three prime areas will be strengthened and applied. The specific areas are:
- Literacy

- Mathematics
- Understanding the world
- Expressive arts and design

4.2.5 These areas of learning are all linked through an inter-disciplinary topic approach. The staff ensure that there is a balance between child-initiated and adult-directed activities and that the curriculum is differentiated to meet the needs of individual children at different stages of their development. The importance of interactive and social play as the child's natural way of making sense of his or her world is intrinsic to our teaching approach.

4.2.6 *Key Stage 1 (Years 1 & 2)* - Our Year 1 and Year 2 curriculum successfully builds on the foundations of the early years' teaching. Although we maintain the inter-disciplinary approach in the teaching of some subjects, others are taught discretely. Most subjects are taught in mixed ability groups by the Form Teacher, although there is specialist support in many subject areas. Throughout the week, children have lessons in History, Geography, Religious Education, Computing (which includes aspects of Information, Communication, Technology), French, Drama, Art, Design Technology, PE (including swimming), Games, PSHEE (Personal, Social, Health and Economic Education) as well as English, Mathematics and Science. Within Year 1 and Year 2, children are nurtured and encouraged to be more independent, have confidence and self-belief in what they do, as well as learn that hard work, commitment and determination are rewarded.

4.2.7 *Key Stage 2 (Years 3 - 6)* - In the Prep School, our children are given ample opportunity to show individuality, initiative, creativity and enquiry through the wide range of different teaching styles and activities that they are exposed to. Within the school week, they have lessons in History, Geography, Religious Education, Modern Foreign Languages, Computing (which includes aspects of Information, Communication, Technology), Art, Design Technology, PE, Games, PSHEE (Personal, Social Health and Economic Education) as well as English, Mathematics and Science. In Year 3 & 4, pupils also swim regularly and have a timetabled Drama lesson. In Years 5 & 6 STEAM (Science, Technology, Engineering, Arts, Mathematics) is added to the curriculum. As well as being academically prepared for the next stage of their education, opportunities for the girls to be responsible citizens, understand truth, fairness, show responsibility and develop leadership skills are embedded within the teaching that takes place both inside and outside the classroom.

4.3 Learning Journeys

4.3.1 At the beginning of term, each year group receives a 'Learning Journey' which outlines the planned curriculum coverage as well as useful information specifically linked to the term ahead. These documents are posted on the website and Parent Portal so copies can be downloaded if required.

4.4 Special Educational Needs and Disability (SEND)

4.4.1 At Warwick Preparatory School, we recognise the importance of meeting the individual learning needs of pupils and aim to ensure that appropriate measures are put in place so that pupils with a special educational need or disability are not disadvantaged. The duty not to

discriminate against pupils with a special educational needs or disability covers all aspects of school life, including co-curricular activities, educational visits and school trips.

4.4.2 We have regard for the Special Educational Needs Code of Practice and through careful monitoring and assessment aim to ensure that the needs of pupils are understood so that access to a broad and balanced curriculum is made possible. Varying degrees of support are offered to help pupils develop to the best of their ability. These include:

- Carefully differentiated work.
- Strategies and direction for Form Teachers and subject specialists to support pupils with SEND.
- In-class observations for groups and individuals followed by recommendations.
- Group interventions run by Teaching Assistants.
- Specialist teaching through individual or group withdrawal support.
- Focused individual support directly linked to outside agency involvement such as an Educational Psychologist's Report or Speech and Language Therapist's Report.
- Formal assessments and tracking of progress.
- Provision of specialist resources.

4.4.3 Many of these support methods are organised through the creation of Individual Education Plans (IEPs) which target specific needs. The views of teachers, parents and pupils are taken into account when setting and reviewing targets.

4.4.4 We understand the importance of regular contact with parents at all stages so that pupils' needs are clear and can be supported both at home and school consistently, and appropriately.

4.4.5 Issues relating to Special Educational Needs and Individual Education Plans (IEPs) should be discussed with the SENCO who can be contacted via the school office (refer to section 2.3).

4.5 Gifted and Talented

4.5.1 The school does not hold a specific register for gifted and talented pupils as many of our pupils demonstrate high ability across a range of curriculum areas. All Teachers and Heads of Departments endeavour to ensure that the needs of children who demonstrate significant ability in subject areas are fostered and nurtured in order to assist them in the further development of the attributes they have.

4.5.2 We recognise that some pupils have specific strengths (in fields of music, sport, art or other creative arts) and others may show high academic attainment and be good 'all-rounders'.

4.5.3 In working with high ability pupils, we recognise the importance of ensuring suitable challenges are provided inside the normal classroom environment. In addition, older pupils may be invited to clubs like STEMillions or Marvelous Minds that promote academic challenge.

4.6 English as an Additional Language (EAL)

4.6.1 As stated in the Admissions Policy, children who do not have English as their first language are welcome at Warwick Prep. The school has a list of pupils with EAL.

4.6.2 We recognise the importance of meeting the individual learning needs of pupils for whom English is an additional language and, through careful monitoring and assessment, aim to ensure that the needs of such pupils are understood, to allow them to access a broad and balanced curriculum. Various measures are implemented to help pupils integrate within the

normal classroom environment as quickly as possible. This includes support within the classroom, support outside the classroom (with an IEP), use of specific resources, differentiation, advice to parents and liaison with appropriate professionals as required.

- 4.6.3 EAL provision is considered part of the wider curriculum and there is no charge made to parents for additional support.

4.7 Setting

- 4.7.1 Although most lessons are taught with the children in mixed ability groups, setting does take place in Mathematics from Year 4 upwards and English from Year 5 upwards.
- 4.7.2 The structure of the setting groups is at the discretion of the school and reviewed annually in order to determine the best structure for each cohort of pupils, as well as staffing requirements, as outlined in the Setting Policy document.
- 4.7.3 Whenever setting takes place there is much discussion between Heads of Departments and Form Teachers who know the children. There are many factors that are taken into consideration when placing children into sets. It is always the intention to try and place every child in the 'right' set: for some this is obvious but for others it is a finer judgement about where the child is most likely to thrive.
- 4.7.4 Setting can be a sensitive issue with the children and so it is important to take account of the possible effect on each child's view of their ability in the subject. We tend not to draw unnecessary attention to it by constant references to 'Set 1' or 'Set 2', instead referring to each group by the teacher's name.
- 4.7.5 Each child's progress is continually assessed and monitored and movement between sets does take place as and when necessary. There is always flexibility and we always liaise with parents prior to making a set change. However, the final decision about which set a child is placed in always rests with the school.

4.8 Homework

- 4.8.1 We believe that homework plays an important part in the development of each child's learning and, consequently, we use homework:
- To support the school's aims in fostering a wide range of skills and characteristics which pupils need to prepare themselves for a life in the 21st century.
 - To consolidate, reinforce and extend knowledge and skills developed within the classroom.
 - To prepare for further learning.
 - To encourage children to develop the confidence, skills and motivation to study independently.
 - To encourage individuality, initiative, creativity, independence and enquiry.
 - To exploit the resources of the home setting and help parents to feel involved in their child's learning.

- To help parents feel involved in their child's learning.

- 4.8.2 Homework is set in each area of the school.
- 4.8.3 *Reading* - All children are expected to practice reading (or in Reception, reading related activities) regularly (each night, where possible). From Reception to Year 6, any communication relating to reading that is carried out at home or school (or in Reception, activities such as phonics, letters, sounds, word building, games etc.) should be recorded in the Planner/Reading Record. Parents of children in Upper School are expected to hear their child read aloud at least once a week and should initial the Planner/Reading Record to indicate this has been done.
- 4.8.4 *Recording homework* – In Reception, Year 1 and Year 2 staff write the homework into each child's Planner. Sometimes in Year 2, children are encouraged to record their own weekend homework. From Year 3 upwards, children are expected to record all their own homework (although to start with, there is great teacher support in doing this). Should you find your child is not recording his or her homework either regularly or coherently, do please mention this to your child's Form Teacher.
- 4.8.5 *Frequency* - In the lower part of the school, homework expectations vary according to the children's stages of development. Formal homework is set, although there is an element of flexibility if your child is particularly tired one evening or has an occasional reason whereby homework could not be completed. Parents are kept informed of the different homework expectations for each term through information in the Learning Journey (refer to section 4.3) and their child's planner.
- 4.8.6 In Middle School, the girls have a set homework timetable which runs across a two-week period. This is listed in each child's individual Planner. The time allocation given to each year group for homework for each school night is proportionate to the age of the children.
- 4.8.7 In Upper School, the girls also have a two weekly homework schedule, but there is greater flexibility which allows the pupils to develop time management skills and so juggle the homework expectations in line with their other commitments such as fixtures, after school activities etc. On occasion though, some homework may be requested for the following day.
- 4.8.8 In the Middle and Upper School, the pupils enjoy a 'Project Fortnight' most terms. During this time the normal homework timetable is disbanded so that the girls may work on a specific project that is set – it may be Humanities or Science based or related to topic work. The pupils are given clear guidance from teaching staff who set the work, but the opportunity to create something unique and special helps to promote a pupil's individuality, creativity and initiative. Reading and spelling practice should continue during Project Fortnight. Project Fortnight runs throughout Middle School, and in Year 5, runs in the autumn and spring terms and for Year 6 in the autumn term. One of the Project Fortnight themes for Year 3 – 5, will be based on developing their 'Skills for Life'.
- 4.8.9 Every pupil in Middle and Upper School is provided with a Planner (homework diary) at the start of the academic year and is expected to record homework in it.

4.8.10 Where there are genuine problems concerning homework, parents are asked to jot a note in their child's Planner which can then be shown to the class or subject teacher. Bigger issues relating to homework should initially be raised with the Form Teacher.

4.9 Assessment

4.9.1 Assessment provides a framework in which educational objectives may be set and pupils' progress recorded, monitored and evaluated so that learning across all curriculum areas and all age ranges can be strengthened further.

4.9.2 Assessment is a way of monitoring progress, evidenced through data and at Warwick Prep, we believe that assessment strategies should be meaningful, purposeful and manageable; assessment should encourage pupils to take responsibility for their learning so that they have pride in their work and are continually encouraged to move their learning forward to the next stage.

4.9.3 Assessment of pupils is ongoing and takes place on a daily basis in every lesson taught. Verbal discussion with pupils, as well as marking, provides near instant feedback on work. We endeavour to use this type of assessment to provide 'assessment for learning' to enable pupils to understand how they can move forward from that particular point.

4.9.4 Formal assessments also take place. All pupils have *informal tests* (such as regular spelling and multiplication tables tests, French vocabulary tests), as well as more formal assessments at various points in the year. In Key Stage 1 and 2, there are formal assessment weeks throughout the school year. These focus on the core subjects of Mathematics and English (Reading Comprehension, Spellings and independent writing).

4.9.5 Parents are given regular feedback as to their child's progress and where appropriate, some test results are issued directly to parents. Where test results are issued, we aim to provide parents with detailed information that explains how to interpret the data issued, but staff are always happy and willing to explain further; indeed, we would actively encourage parents to ask if they are unsure or seek further clarification.

4.9.6 Teaching staff meet regularly to discuss children's progress and attainment levels, and this includes looking at recent formal assessment data. From such discussions any action can be taken in order to support or extend individuals, to ensure all our pupils receive the best, most appropriate educational experience.

4.10 Marking

4.10.1 Pupils' work is regularly marked by staff with reference to our marking codes. Marking is considered extremely important at Warwick Prep as it:

- Helps teachers to monitor children's progress and to diagnose what has not been understood.
- Provides helpful feedback to children so that:
 - their needs are identified, and we can discuss with them what they find difficult;
 - their achievements are recognised thus giving encouragement and building confidence;
 - their areas of weakness are highlighted, and strategies put in place to help them improve.
- Assists staff when planning further lessons.

4.11 Written reports

- 4.11.1 Reporting to parents includes both formal written reports as well as parent/teacher consultations. In addition, parents may always request to see a member of staff about any aspect of their child's work at a time that is mutually convenient.
- 4.11.2 Formal reports are issued at the end of the autumn term and the end of the summer term. The report at the end of the academic year is a summary and review of the year, whilst the autumn term report is a briefer progress report. These are made available to parents through iSAMS Parent Portal. For 2020 - 2021, the autumn report will reflect the previous years' work as well as progress during the autumn term. The summer term report will be a progress report.
- 4.11.3 Children should be able to take encouragement from the positive comments and achievements made in their report as well as being clear about any targets for improvement.

4.12 Parent/teacher meetings

- 4.12.1 These take place at strategic periods in each academic year. Parents have the opportunity to meet with their child's Form Teacher as well as specialist teachers. In most year groups, two parent/teacher consultations take place each year.
- 4.12.2 Parents are notified well in advance of parent/teacher meetings and are always encouraged to use this opportunity to meet and talk to staff.
- 4.12.3 The Head, Deputy Head, Head of Prep and Head of Pre-Prep are always available to talk to parents at parent/teacher meetings.
- 4.12.4 In addition to parent/teacher meetings, induction meetings are held towards the end of the summer term. These meetings enable parents to meet with their child's new Form Teacher and learn about changes that take place as their child progresses through the school to the next year group.
- 4.12.5 Parents are actively encouraged to make appointments to see their child's Form Teacher, subject teacher or Heads of Departments to talk through any problems or concerns relating to their child as soon as they arise.

4.13 Future schools

- 4.13.1 At the end of Year 2, the vast majority of boys move on to Warwick Junior School.
- 4.13.2 Parents of Year 2 boys are invited to a meeting at Warwick Junior School where the transfer arrangements are explained, and you have the opportunity to meet with key staff and look around the Junior School and all that it has to offer. The Head of Pre-Prep and Head are always happy to offer more specific advice to parents as required.
- 4.13.3 After Year 2, the girls continue through the Prep School to Year 6. The vast majority of girls move on to King's High.
- 4.13.4 A number of parents may also wish to make subject specialist scholarship applications for King's High School entry. Heads of Department are always happy to advise and support parents and girls through this process, giving guidance for applications, portfolios, auditions and interviews. Academic scholarships are normally awarded to pupils from their examination performance, so parents are not expected to make applications for these.

4.14 Computers to enhance learning

- 4.14.1 The school is well-resourced with computing facilities. Every pupil from Nursery upwards has supervised access to interactive whiteboards and computers. There are computer stations in every teaching area, as well as a dedicated Computer suite, and further workstations in the Open Area and in the Middle and Upper School library. The pupils regularly use iPads and Learnpads (tablet computers) across a range of lessons.
- 4.14.2 Computing is a fundamental part of each child's education. The school plays an important part in shaping each child's education so that individuals understand the benefits of IT and how it can be used to empower them in their work, leisure and play. In addition, Warwick Prep is committed to ensuring pupils are made aware of the dangers associated with information communication technology in all aspects of their everyday life, both at home and at school.
- 4.14.3 All children from Reception upwards have access to the school's computer network. Each class is provided with a user name and pupils are able to log on to the network to access information in their user area.
- 4.14.4 In Year 1, the pupils are introduced to the internet and email. Before any child is able to use the internet, his/her attention will be drawn to the e-Safety Agreement (see section 4.14.5). Copies of this are displayed in the school's main IT teaching areas. Teachers regularly remind pupils about appropriate internet and email rules. The information contained in the school's e-Safety Agreement and the school's e-Safety Policy explains how the school has put in place safeguards to avoid the potential problems that unrestricted internet access can give rise to. All internet and email traffic is monitored by the Foundation IT support team.
- 4.14.5 Copies of the school's e-Safety Policy and e-Safety Agreement are available from the school office upon request. Children in Lower School are asked for a parental signature on the child's behalf, whilst children in Middle and Upper School sign for themselves alongside a parental signature. The children in Middle and Upper School also have a copy of the e-Safety Agreement in their Planner.

Part 5: Sport, Music and Activities

5.1 Music

- 5.1.1 Music plays a full and important role in the school and in the development of all pupils in our care. The school recognises that the expressive arts can help a child to reach and achieve his or her academic peak, as well as exercising teamwork and nurturing emotional intelligence.
- 5.1.2 The department is led by the Director of Music, who works closely with the Artistic Director (Warwick Prep and King's High) who is responsible for the provision of music across the 3 – 18 age range.
- 5.1.3 All children in the school are taught by specialist music staff. Children experience a feast of musical activities not only through curriculum lessons but also through the wider curriculum.
- 5.1.4 The music department is supported by a team of instrumental teachers who come into Warwick Prep to teach children on a one-to-one basis, as part of the school's peripatetic music provision. In order to give pupils a head start in their musical development, there is a String Project in Year 2 and in the later part of the summer term in Year 1. Children can start individual instrumental lessons from Year 2 and singing lessons from Year 3. Children who receive individual instrumental lessons receive on average, ten lessons per term (30 lessons per academic year). The cost of individual instrumental lessons is added to your school fee account in advance.
- 5.1.5 Pupils who wish to start music lessons are required to complete the necessary paperwork which can be obtained from the school office. Notice periods for withdrawal of lessons is as detailed in the school's Terms and Conditions and is one term.
- 5.1.6 The school has a number of instruments that are available for parents to hire during the first year in which their child participates in instrumental lessons. The Director of Music will happily discuss hire arrangements and hire agreements with any parent who is interested in taking advantage of this scheme. The cost of hiring an instrument is added to your school fee account in arrears.
- 5.1.7 At regular points within the academic year the school enters children for external music examinations. The cost of taking external music examinations is added to the fee account. Results are issued to children individually and then highlights are published within the school community.
- 5.1.8 A host of different co-curricular music groups run throughout the school week – some before school, some during lunchtimes and some after school. The music department also joins with other departments in the school to produce a number of musical productions each year.
- 5.1.9 The Director of Music will be happy to talk to any parents about the musical opportunities for their child within the school.

5.2 Sport

- 5.2.1 Sport at Warwick Prep is a very important feature of the school. Children are encouraged to work as team players as well as achieve individual targets and goals. The school has had recent successes in a number of different regional and national sporting events, although as a school, we are keen to promote a sport-for-all ethos, and for this reason, field a number of different ability teams in each competitive team sport we play.
- 5.2.2 The department is led by the Director of Sport, who works closely with the Director of Sport (Warwick Prep and King's High) who is responsible for the provision of sport across the 3 – 18 age range.
- 5.2.3 In the summer term each year, all pupils in the school are involved in a sports day to which parents are warmly invited.
- 5.2.4 All children are expected to participate fully in the school's PE and Games programme. Should a pupil feel unwell or have a slight injury, then a suitable activity will be found, to ensure an appropriate level of participation, so children will still need their PE kit in school.
- 5.2.5 The physical activities programme for children in Nursery and Reception is integrated into their weekly timetable. For Nursery children it is delivered by the Nursery staff, but for Reception children, specialist PE teachers lead their sessions, together with input from Form Teachers and Teaching Assistants.
- 5.2.6 As children progress through the school they have the opportunity to experience a wide variety of sporting activities including; dance, gymnastics, netball, hockey, football, tag rugby, cross country, swimming, fitness, athletics, cricket and tennis.
- 5.2.7 Warwick Prep benefits from use of the Bridge Sports Centre which is shared with King's High as well as other top-quality sporting facilities in the Myton Road campus.
- 5.2.8 Sports kit is sent home regularly for washing. Swimming kit is always sent home on the day of the swimming lesson and should be returned to school on the next day that your child is expecting to swim.

5.3 Swimming

- 5.3.1 Swimming is considered an important life skill and for this reason, pupils from Year 1 to Year 4 are able to enjoy curriculum swimming lessons as part of the PE and Games programme. In addition, there are a number of optional swimming activities available to enable pupils to swim right through their time at Warwick Prep.
- 5.3.2 For early morning swimming, Lower School Parents are able to 'drop and go' as all changing, and teaching is supervised. A 'walking bus service' back to the Prep School is provided for pupils who have swimming lessons before school. On a Thursday afternoon, parents of Middle and Upper School girls who take part in optional swimming should collect their daughter from the swimming pool at the end of the session. Girls are taken across to the swimming pool by Warwick Prep staff.
- 5.3.3 Girls should wear a plain royal blue or navy coloured swimming costume and boys, plain royal blue or navy coloured swimming trunks. Whilst requesting 'plain' a small crest / logo such as Speedo is fine. Boys must have trunks or swimming shorts not 'Bermuda style' swimwear. All pupils (boys and girls) are expected to wear a swimming hat. Whilst swimming costumes and swimming trunks can be purchased from high street retailers, swimming hats must be purchased from Schoolblazer (see section 9.3). Parents should ensure that all items are named.

5.4 Curriculum swimming lessons

- 5.4.1 Throughout the school year, Lower School pupils have a term of weekly swimming lessons at Warwick School pool on Monday afternoons. The lessons work in rotation so that each class swims for one term. Advanced notice of when the children are swimming is given to parents. The cost of lessons is included in the school fees as they form part of the physical educational programme.
- 5.4.2 Year 3 and Year 4 have curriculum lessons on a Thursday afternoon. Year 3 swim in the autumn term and first half of the spring term and Year 4 in the second half of the spring term and in the summer term.

5.5 Optional extra swimming lessons

- 5.5.1 For optional extra swimming lessons, children should be signed up for one term at a time, through our Virtual Activities Environment at the same time that parents are asked to sign up for the following term's clubs. Fees are charged in arrears and are incorporated in the school fee account. The commitment is for the complete term and any missed sessions due to illness or attending other fixtures cannot be refunded.
- 5.5.2 Parents of pupils in Lower School may pay for their child to have optional extra swimming lessons provided by the school throughout the year, even when their child has curriculum swimming lessons.
- 5.5.3 Year 1 and Year 2 – optional extra lessons for pupils of all abilities take place before school on Wednesday and Thursday at Warwick School pool. Lessons run throughout the year and the classes assigned to each day and time are published well in advance.
- 5.5.4 Parents of pupils in Middle School may pay for their child to have optional extra swimming lessons provided by the school at the times in the school calendar when their child is not taking part in curriculum swimming lessons. These lessons take place on a Thursday from 4.00pm-4.45pm.
- 5.5.5 Pupils in Year 5 and Year 6 have the option of signing into optional swimming lessons all year round as they do not take part in any form of curriculum swimming. These lessons take place on a Thursday from 4.00pm-4.45pm.
- 5.5.6 In order to ensure appropriate staffing levels, it is not possible for parents to book into optional extra swimming lessons part way through a term.

5.6 Squad swimming

- 5.6.1 Compulsory squad training lessons for older girls take place at Warwick School swimming pool on a Friday from 8.00am until 8.50am and an optional session takes place on a Monday from 4.00pm until 5.00pm. Pupils are selected for the squad on a termly basis through timed swimming trials. Eight pupils from each of the three year groups Year 4 to Year 6 are then invited to attend on Mondays and Fridays.
- 5.6.2 Girls who have been successful in the Year 3 trials will train either on Monday or Wednesday. The four A team girls are invited to attend the Monday session from 4pm until 5pm and the four B team girls are invited to attend training on Wednesday mornings from 8am until 8.45am. Acceptance of this invitation is optional, though attendance is strongly encouraged so that girls can be fully prepared for representative swimming galas. There is no charge made for squad swimmers.
- 5.6.3 For the Friday session, parents are responsible for ensuring their child arrives at the swimming pool in good time for the start of the squad training session and girls are then walked over to

the Prep School by their teachers, after the training session has concluded. Friday sessions sometimes include 15 minutes' land training before the pool session, but parents are advised of this in good time.

- 5.6.4 Girls from Years 4, 5 and 6 who have narrowly missed out on a place in the swim squad, can attend a development squad on Wednesday mornings from 8.00am until 8.45am. This is available to two girls from each year-group and gives them the opportunity to continue progressing their swimming skills from the squad coaches.

5.7 Home and away fixtures

- 5.7.1 Pupils enjoy a host of fixtures, tournaments and galas against a number of local and regional schools. A full list of sporting activities is found in the calendar each term and is published on the school website.
- 5.7.2 Teams are selected by the member of staff who runs the team in consultation with the Director of Sport. Once teams are chosen, a team sheet is displayed on the school notice board. Most pupils are excited at the prospect of representing the school and feel proud and honoured to have been chosen. Nevertheless, it is important to stress that being chosen for the school team is a school commitment from which pupils are released neither lightly nor at short notice. Once a pupil has been chosen to represent the school in a team, parents will receive an email through the school's Virtual Activities Environment requesting consent for their daughter to participate in the fixture. A pupil may not be able to participate in the fixture if electronic consent is not received before the deadline provided.
- 5.7.3 During the year there are fixtures for netball, hockey, football, cross country running, swimming, tennis, cricket and gymnastics. The staff in the PE department aim to put a variety of fixtures in the calendar to allow as many girls as possible to represent the school in sport. Some fixtures require the strongest teams to ensure a fair and competitive game with our opposition, and other fixtures can allow some flexibility with selection. Girls' progress is constantly monitored in clubs, lessons and matches so, should girls show improvement, there is no barrier to representing the school in a higher team.
- 5.7.4 We ask parents to respect the PE department's decisions with regard to team selection. In Upper School, we aim to arrange fixtures so that all girls will play in at least one competitive match where they represent the school.
- 5.7.5 In the event of a fixture being cancelled, a text message will be sent to parents.
- 5.7.6 Results and information about all sporting fixtures are communicated to parents through the newsletters and on Twitter @WPS_Sport.
- 5.7.7 All pupils who play in matches for the school are expected to wear full clean kit.
- 5.7.8 For most sporting fixtures, pupils travel to and from matches on transport arranged by the school, although on some occasions parents are asked to provide transport for their daughter. Supporting parents are required to make their own way to the fixture. At the end of an away fixture, supporting parents may take their child straight home from the away venue, but should always notify the teacher in charge of the fixture that they are doing so.
- 5.7.9 We are keen to welcome support from parents for matches both home and away.
- 5.7.10 In order to ensure a positive and healthy competitive attitude towards matches, we do ask that all parents who support their child follow these simple guidelines
- Support, praise and encourage every participant;
 - Show good sportsmanship when losing or winning;
 - Respect umpires' decisions and encourage the girls to do the same;

- Remember that the pupils play for a variety of reasons: to take part and experience competitive sport, for fun, with the aim of winning;
- Remain outside the field of play and away from the sidelines to ensure the participants from both teams don't feel intimidated;
- Let the PE staff coach the pupils where appropriate and not confuse or stress the players by shouting instructions from the sidelines.

57.11 As an IAPS school we have also adopted the IAPS Code of Practice for coaches, match officials, pupils, parents and spectators. A copy is downloadable from the parent section of the school website. All spectators are expected to abide by these rules in the spirit of team enjoyment.

5.8 Holiday activities

58.1 Warwick School runs a wide ranging programme of holiday clubs and courses open to pupils from all schools, including Warwick Prep. Holiday courses provide flexibility to parents who work both part time and full time and are a fun way to experience new or favourite activities in a stunning environment with experienced coaches. Provision is available to children from Reception age upwards in the major school holidays and is held at Warwick School, which is very convenient for using the swimming pool and climbing wall. A number of Prep school parents take advantage of the extensive day care provision that is on hand and feedback from children and parents alike, is always very positive. Further information and booking forms can be found on www.warwickschool.org/community. Alternatively, parents may contact the Director of Community Activities, Mr D Partridge, on 01926 735473 or d.partridge@warwickschools.co.uk

Part 6: Pastoral Care and Behaviour Pastoral Care

6.1 Pastoral Care

- 6.1.1 From Nursery to Year 6, each class has a member of staff who is pastorally responsible for the children in that class. The Form Teacher is there to keep an eye on the general well-being of your child, to promote a positive atmosphere within the group, and to deal with any organisational, emotional, educational or behavioural problems that may arise. If there is any problem that you wish to discuss with regard to your daughter or son, the Form Teacher will normally be the first person to whom you turn.
- 6.1.2 As well as the Form Teacher, there are many other members of the school community who are interested in your child's general welfare. The Head of Pre-Prep and the Head of Prep have overall responsibility for the welfare of children in their respective departments. In addition, all members of staff are ready to assist where needed. However, perhaps most important are the children themselves; they look after one another, and the senior girls are encouraged to offer help and let the staff know if they see a younger child that is troubled.
- 6.1.3 Children are discussed regularly at Pre-Prep and Prep meetings and at Pupil Progress meetings. Such meetings provide the opportunity for pastoral as well as academic needs to be shared and discussed with staff.

6.2 Fair rules

- 6.2.1 At Warwick Prep, we want pupils to live and work with others in the spirit of co-operation and friendship. In order to promote this ethos, pupils are expected to abide by the 'Fair Rules' that are visible as a notice board in the playground and as individual signs placed around the school. These key rules have been drawn up by both staff and pupils to provide consistent boundaries across the school and help pupils to aspire to positive relationships, good attitudes and excellent behaviour. Staff reward the children with stickers that directly pertain to the fair rule they have demonstrated.
- 6.2.2 The 'Fair Rules' are published on the school website (see the 'About Us' section).

6.3 Assemblies

- 6.3.1 Basing our assemblies firmly within a Christian ethos, the children are encouraged to reflect, evaluate and assimilate through stories (biblical and secular) and teachings related to everyday life, inspiring individuals, events, values and morals. Whole school assemblies take place regularly, as well as individual EYFS, Pre-Prep and Prep assemblies within each week.
- 6.3.2 Assemblies are used to celebrate pupils' individual successes (both in and out of school) as well as celebrate achievements in other fields of school life.

6.4 House system

- 6.4.1 On entering Nursery all children are assigned to a House. Houses help to create a structure for friendly and enthusiastic competition in a number of areas of school life and through a number of Inter-House sporting events.
- 6.4.2 There are four Houses, named after the four families of the Earls of Warwick during the past 1000 years:

- Beaumont – blue
- Dudley – yellow
- Greville – green
- Rich – red

6.4.3 All Teachers, Teaching Assistants, Nursery Nurses and specialist staff with the exception of the Head, Deputy Head, Head of Pre-Prep and Head of Prep are linked to a House.

6.4.4 All children from Reception upwards are able to earn points for their House. Points are awarded for a range of teaching and learning activities, as well as pastoral activities, such as hard work, effort, manners and kind acts. Once awarded, the child is given a coloured token, matching that of their House, which they place into their House collection box. A display board is also located in the foyer area, detailing the previous week's winners and total number of weekly points and rolling number of house points for the term.

6.4.5 Each week in assembly the winning house is announced, and the weekly cup is awarded to the House Captain & Vice House Captain in the Prep Department. In the final week of term, the overall House competition winners are presented with the termly cup and the children in that House are rewarded with a special treat. The House shield is also awarded annually, at the final assembly of the year, to the House with the most points for the whole academic year.

6.5 Pupil responsibilities

6.5.1 All pupils in Year 6 have the opportunity to take on some responsibility across the school. At some stage during their final year each Year 6 pupil is linked to a class as a School Representative and before the start of school each day, assists the Form Teacher by carrying out small tasks.

6.5.2 In addition to this role, some pupils are also invited to take on more senior responsibilities such as Head Girl and Deputy Head Girl, Music Captain, Drama Captain, Art Captain and Sports Captain. In addition to these key roles, there are other sporting and music roles too. These pupils are chosen by staff and pupils and remain in post for the whole academic year.

6.5.3 Each term a House Captain and Vice House Captain are chosen to head up each House. Year 6 pupils who are keen to be considered for the post are invited to give hustings to the electorate.

6.5.4 Year 5 and 6 girls can apply to be a 'Digital Leader' and work with Mrs Drury to promote e-safety.

6.5.5 Year 5 librarians are also selected to support Mrs Gardner in the running of the school library.

6.5.6 The pupils in Year 5 are invited to apply in writing for the post of Play Leader to support Mrs Mitchell (Senior Lunchtime Supervisor) with our Reception children at lunchtime. Their role is to teach the children an array of fun playground games.

6.5.7 The pupils in Year 6 are also invited to apply for the post of Warwick Prep Life Magazine Editor. At the start of each term any pupil who is interested in the post is asked to apply in writing. The chosen editors are then given the chance to write articles, interview teachers,

staff and pupils and contribute to the final magazine which is published at the end of each term.

6.5.8 All Year 6 pupils are expected to act as good role models to the younger pupils, set good examples of behaviour, manners and appearance and offer support to fellow pupils wherever required.

6.5.9 Children from Reception through to Year 6 form part of a Food Council that works with the school's Catering Manager and Chefs to review the menus.

6.6 School Council

6.6.1 The school has a School Council which acts as a 'voice' for children. The Head of PSHEE is responsible for the running and management of the School Council. A child from each Year 1 and 2 form is selected by their form teacher to represent their form and children from Year 3 upwards elect a School Councillor from each form. The School Councillors remain in office for the academic year. The Head Girl and Deputy Head Girl automatically sit on the School Council, taking on the roles of Chair and Secretary. Meetings take place regularly throughout each academic year. The School Council normally takes a lead role in organising charity days and events, and often leads the school in assemblies on such days.

6.7 Eco-Committee

6.7.1 Eco Amigos (renamed by the girls) are pupils from Years 3-6 who meet every week to learn about environmental issues and work together to raise awareness across the school. They are focusing on completing the seven steps to achieving Eco School status and support Lower School pupils to take on initiatives such as Energy Police monitoring lights being turned off when a classroom is not in use.

6.8 School charities

6.8.1 Warwick Prep has a much-valued reputation for supporting a wide range of charities, both locally and further afield. Through the dedication, hard work and commitment of pupils and their families, the school is renowned for raising considerable sums of money which make a real difference. Many varied fundraising events take place each year organised by the school's Charities Coordinator. Children and staff gain much pleasure and enjoyment from involving themselves fully in raising money as a whole school or hosting a house charity event. One of the many highlights of the year is the Squirrels' Market which is organised and run by the Year 6 pupils with proceeds raised being donated to the nominated House charities.

6.8.2 Some of the charities and charity events that the school has supported recently include Comic Relief and Sport Relief, Children in Need, Warwick District Food Bank, The Children's Society, Warwick Hospital, and the African Sisters of St. Mary (in conjunction with Warwick School Chapel). We have also raised money to hold an afternoon tea for guests from local care homes. In addition, the school will often hold individual fundraising events in response to unexpected natural disasters, and if we are made aware of any charity work that pupils do outside of school, it is always acknowledged.

6.9 Behaviour, discipline and manners

6.9.1 The school has a Behaviour Policy in place; it is available for parents if requested.

6.9.2 The Headmistress has overall responsibility for maintaining discipline within the school, but the Heads of Pre-Prep and Prep have day to day responsibility for the implementation of the

Behaviour Policy.

- 6.93 Effective and positive behaviour management is crucial to the success and quality of teaching and learning that takes place in any school. At Warwick Prep, we understand that the best strategy for promoting good behaviour management relates to five simple actions. By ensuring pupils are aware of these, we believe we will get the best from them, and help them to understand and appreciate the importance of behaving as good citizens.
- 6.94 All pupils should therefore:
- Know who is in charge at any particular point in the day.
 - Understand what the Fair Rules are (refer to section 6.2).
 - Be led to distinguish right from wrong and to be responsible for their own actions.
 - Seek fairness and consistency from all staff in the application of the rules.
 - Understand the rewards in place for meeting the rules and the sanctions in place for breaking the rules.
- 6.95 Children are expected to exhibit good and courteous manners towards each other, staff and their environment at all times. Pupils are encouraged to be considerate and sensitive to those around them and treat others as they would wish themselves to be treated. We expect pupils to say good morning or afternoon to staff at the end of each lesson, and when being dismissed at the end of the school day. As staff acknowledge children when passing them in the corridor, we expect children to acknowledge staff by saying hello or good morning/afternoon. We encourage eye contact when children talk to adults and promote an environment whereby children automatically say please and thank you as second nature.
- 6.96 In Lower School, children's good manners are rewarded with stickers, Special Praise and other methods listed in the Rewards section (refer to section 6.9).

6.10 Rewards and sanctions

- 6.10.1 The school has a clear system in place for rewarding and sanctioning pupils as required. We acknowledge that all activities relating to rewards and sanctions should be consistent and proportionate to the activity or behaviour displayed, and staff are all aware of the Behaviour Policy from which guidance is sought. The policy is regularly reviewed.
- 6.10.2 *Rewards* - At Warwick Preparatory School we believe that praise is the most effective way of rewarding effort and appropriate behaviour. The school rewards children in many different ways including; stickers, stamps, positive comments (verbal and written), House points, visits to members of the Senior Leadership Team for further praise, Pre-Prep 'Special Praise', certificates, letters home, acknowledgement of success or achievements in assemblies, newsletters, awards and prizes etc. For exceptional work or achievement, a Deputy Head's Award or Head's Commendation may be awarded.
- 6.10.3 *Sanctions* - Where sanctions are necessary, pupils themselves will not be criticised or reprimanded, but their behaviour or actions will be. Staff will always ensure that pupils understand why a sanction has been imposed and why they have been reprimanded for the behaviour displayed. The school imposes sanctions at different levels (proportionate to the offence carried out) including: verbal warning, discussion between staff member and pupil, 'time out' or limited loss of playtime, confiscation of property, 'Think Bubble' reminder to remind the child of expected behaviours, Oops/Reflection cards, visit to members of the Senior Leadership Team, temporary withdrawal of responsibility, implementation of Report card, withdrawal from a school fixture or educational visit, letter to parents, implementation of Exclusion Policy.

6.11 Support systems

- 6.11.1 The school has a number of techniques for behaviour/academic management, but strategies tend to be devised individually where the need is apparent.
- 6.11.2 When children are in need of support to manage their behaviour or academic affairs, effective programmes to help address their problems will be drawn up in liaison with parents and the pupil's Form Teacher. Where appropriate, the Head of Pre-Prep / Head of Prep / Deputy Head / Headmistress will be directly involved in the intervention strategies implemented to support the pupil.

6.12 Anti-bullying

- 6.12.1 The school has a suite of documents and policies which relate to the welfare, health and safety of pupils in the school. The Anti-bullying Policy is just one of these documents; it is available on the school website.
- 6.12.2 At Warwick Prep our aim is that staff, children and parents work together to create a happy, caring learning environment in line with our 'Fair Rules' and pastoral care strategies. It is also our aim to make the school one in which bullying has no place and to have a whole school approach to ensuring safety, security, openness and confidence.
- 6.12.3 The ethos of the school helps to instill mutual respect for the whole school community, but in addition, a number of strategies and preventative measures have been put in place in order to minimise bullying. Pupils are supervised at all times, including break and lunchtimes and after school. Supervision levels are high on the playground and at lunchtime, and secluded areas of the school are minimal.
- 6.12.4 If bullying does occur, then children are taught that they must tell an adult they trust, and they must have confidence that the incident will be dealt with promptly and effectively. The school's policy promotes this belief.

6.13 Exclusion

- 6.13.1 The Foundation has an Expulsion, Removal and Review Policy in place; it is available from the school office upon request.

Part 7: Medical

7.1 General medical information

- 7.1.1 At all times when there are pupils on the school site, there is at least one qualified first aider who can be called upon in case of emergency. In addition, the school nurse, is employed between 10:00 – 15:00 every day in term-time. A number of staff, including all TAs who work with EYFS pupils, hold first aid at work or paediatric first aid qualifications.
- 7.1.2 All children are expected to be registered with their own doctor and dentist.
- 7.1.3 In cases of an emergency, the school will always attempt to contact the parents first, but if the case is urgent enough and necessitates emergency medical attention, an ambulance will be called.
- 7.1.4 Upon entry to the school, and then annually, a Confidential Medical Permissions & Conditions form is sent electronically. This is used to gather up-to-date information on your child's health and medical status, and to enable the school to keep accurate, up to date records. In addition, the form asks parents of children in Year 1 upwards to provide the school with blanket consent to issue basic medication as required (e.g.: paracetamol, anti-histamine medicine etc.). Should there be changes to your child's general health or medical condition during the course of an academic year, please inform the school of all necessary details; this should be in writing, although any parent can of course speak with or email the nurses, nurse@warwickprep.com at any time (refer to section 2.3.11).

7.2 School medicals

- 7.2.1 On entry to Reception (4+) or during their first year in the school (if the child is older) all pupils are offered, and are recommended to have, a school medical. Parents are invited to attend, although this is not compulsory as children can always be accompanied by a member of staff. The medicals are carried out by doctors linked to Priory Medical Centre, Warwick, but are organised and overseen by the school nurse. Feedback on any issues raised is given directly to the parents of those children affected, as soon as possible. The charge for the medical is added to the fee bill in arrears.
- 7.2.2 Routine hearing tests are carried out during Year 1 (5+) or during the child's first year in the school, if entry is in a higher year group. Parents are not expected to attend these appointments, but feedback on any issues raised is given directly to the parents of those children affected, as soon as possible. There is no cost to parents for these tests.

7.3 Bumps and grazes

- 7.3.1 From time to time children do receive bumps and grazes when they are running around at playtime and many of these are dealt with by a member of staff on duty. Any injury that requires more attention is dealt with by one of the nurses, or one of the school's first aiders, who can administer the necessary treatment. If a child receives a bump to the head, face injury or an injury that should be reported to parents and that requires treatment by the school nurse or a first aider, a Warwick Preparatory accident/illness/incident form is completed. In the event of a minor head injury where the child shows no adverse symptoms, a courtesy text and/or note home will be sent to inform parents. When collecting your child, you will be asked to sign this and be given a copy to take home. The School Nurse, your child's Form Teacher or another member of staff will inform you immediately if any injury is more serious in nature or necessitates an ambulance to be called.

7.4 Communicable diseases and illness

7.4.1 On the first day of absence from school due to illness, contact with the school should be made by 10.00am. Alternatively a message can be left on the school's answer-phone (01926 491545 between 5.00pm and 8.00am, or an email sent to parents@warwickprep.com). All unauthorised absences are followed up on the day of absence unless a message has been received. On your child's return there is no need to write a note if you have already made formal contact with the school.

7.4.2 If your child becomes unwell at school and after assessment, is required to be collected you will receive a telephone call from a member of staff. Please note that all children who are collected during the school day should be collected from the school office area at the front of school.

7.4.3 Warwick Prep follows the Public Health England "Guidance on infection control in schools and other childcare settings"
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/353953/Guidance_on_infection_control_in_schools_11_Sept.pdf

This information summarises the recommended exclusion periods from school for various infectious diseases and complaints and we ask all parents to follow this guidance so that we are able to protect other pupils and employees from unnecessary exposure to infection and unnecessary risk. A link to the guidance is also available in the Medical section of the Secure Parents' Area of our website.

7.4.4 Where a child has had sickness or diarrhoea, parents are requested to collect their child at the earliest opportunity and to keep them off school until the child is fully free of symptoms of illness. In most cases, sickness and diarrhoea is caused by some kind of infection which is likely to be contagious. It is therefore imperative that the child is kept at home for **at least 48 hours** after the last episode of vomiting or diarrhoea. In reality, this will mean that your child will need to be off school for the following two days. However, if a child returns to school and still appears to be unwell, parents will be called back to collect their child. We follow these precautions so that sick children are able to recover at home and in order to minimise the risk of other pupils and members of staff becoming unwell as a result of the spread of an infection.

7.4.5 If, on return to school, your child is unable to take part in games/swimming or any other school activity, a letter or message should be written explaining the reason your child is not able to participate.

7.4.6 Further information can be sought online from the Warwickshire Schools Health Directory.

7.5 Allergies and Epipens

7.5.1 Upon notifying the school that your child has an allergy, you will be asked to complete an Allergy Contract.

7.5.2 If your child has an EpiPen, parents should ensure that 2 EpiPens are in school on the first day of each term, and that the EpiPen provided is in date. If there is reason to use an EpiPen in school, staff will automatically dial 999 as a precaution. Should a child leave the premises on a school trip/sporting fixture, the child's EpiPen will be packed in a first aid bag and taken off site by the member of staff responsible for the trip/fixture. All EpiPens are kept in the medical room and are accessible to all members of staff. A large number of staff are trained in the use of EpiPens regularly.

7.6 Asthma

7.6.1 If your child suffers from asthma, you will be asked to complete a section on the general medical form identifying the severity of your child's condition, triggers and information on any medication of which we should be aware. On this form parents may also indicate whether or not they wish their child to keep their own inhaler.

7.6.2 Inhalers and spacers that are not kept by children are kept in relevant departments and are accessible to all members of staff. Parents should keep the school fully informed of any changes to their child's condition or medication.

7.6.3 The school is now legally allowed to hold emergency reliever asthma inhalers. These can only be given to children whose parents have declared their child has asthma (or is prescribed a blue inhaler) and ONLY if the emergency inhaler consent form has been completed. It is still a requirement that all asthmatic children have their own working inhaler in school at all times.

7.7 Other Medical Needs

7.7.1 Where a pupil has other medical needs, one of our school nurses will work with parents in order to discuss and decide how best we are able to cater for any specific adjustments that need to be made. Where appropriate, this will also include discussions with senior members of staff or the Head and the affected child's form teacher.

7.7.2 For children who have temporary medical needs (e.g.: such as broken limbs), cases will be assessed individually to decide how the school can manage the safe inclusion of the pupil within normal school activities. Where appropriate, risk assessments will be drawn up, and parents will be asked to provide the school with as much information as possible to help in this process, as well as sign the completed document.

7.7.3 If a child attends school with a splint / cast / crutches / sling they must notify school in advance if possible or attend the school office on the first morning and a new injury form must be completed. A risk assessment can then be completed.

7.8 Medicine

7.8.1 If medicine needs to be brought to school in order to complete a course of treatment, staff will aim to give medication as instructed, but, should it be vital that medication is taken at precise times, it may not be appropriate for your child to be in school.

7.8.2 If medication is to be given in school, it is important that parents follow these simple requests:

- A parent or accompanying adult must hand over the medicine to the Form Teacher or Nursery Nurse / Teaching Assistant (if your child is in Early Years or Lower School), or in Middle or Upper School, the Form Teacher or a member of the office team. Please do not send medicine to school in your child's school bag for your child to hand over to an adult.
- A Medication Form MUST be completed (available from the school office, or downloadable from the school website), detailing the name of drug to be given, dose

required, duration and reason for medication and any allergies. A parent/guardian's name and dated signature must also be given.

- The name of the dispensing pharmacy and child should be visible on the container (for prescribed medicines) or the medicine should be in its original packaging, displaying the prescription label clearly marked with the child's name.
- If parents fail to comply, the school will not be able to administer medication to the child.

- 7.8.3 The Foundation has a Medicine Policy which is available to parents on request.
- 7.8.4 When medication is given to a child in school, a form will be completed which will be sent home with the child at the end of the day.
- 7.8.5 At the end of the school day, parents are responsible for ensuring that any medication brought into school is collected and taken home. If your child is attending a club or after school care, it may be that you need to collect the medicine from reception.
- 7.8.6 At the beginning of each academic year an electronic medical permissions sheet is sent out to parents, requesting consent for the administration of basic first aid medicines (such as Anthisan cream and paracetamol etc.). Parents who wish to change permissions for their child part way through the year are asked to inform the school in writing, either via the school office or the School Nurses (nurse@warwickprep.com).

7.9 Head lice

- 7.9.1 It is almost inevitable that from time to time, children suffer from head lice, especially in the primary years. Parents are asked to notify the school immediately if they become aware that their child has head lice, and to commence treatment (wet combing method is the best) without delay. If a child does have head lice, all parents within that child's class will automatically receive a letter informing them of this and explaining how treatment should be carried out should eggs or lice be found.
- 7.9.2 One of the most important preventative methods in reducing transfer from one pupil to another is ensuring that all long hair is tied back (see section 9.2.3) so that contact with other pupils' hair is minimal.
- 7.9.3 We recommend that all parents check their child's hair regularly, preferably weekly by following the 'wet comb method'. Further advice on this can be found at www.nhschoices.co.uk.
- 7.9.4 If there appears to be a recurring and persistent problem of head lice within a specific class or year group, parents will be notified and are asked to check carefully for head lice that evening and over the following few days. Should head lice be found, the school should be notified, and the recommended procedure carried out to ensure that the problem is dealt with.
- 7.9.5 Prior to a residential trip, all parents are reminded of the need to check their child's hair as normally the girls spend 5 days living and working in close proximity to each other.
- 7.9.6 The school nurses are happy to advise any parents (on an individual basis) who find their child has a recurring problem. Although head lice are not of themselves a serious health issue, they can be uncomfortable and distressing for children and families and the school wishes to do what it can to reduce the problem.

7.10 Verrucae

- 7.10.1 The Foundation requests that parents of children with verrucae adhere to the following guidelines (which are in accordance with the NHS, NICE and the ASA).
- 7.10.2 Children with a verruca / verrucae may only swim if the affected area is covered with either a verruca-sock or waterproof plaster. The affected area should remain covered when using the changing rooms, showers and when walking around the poolside.

Where a verruca / verrucae has been medically treated, there is no need for the affected area to be covered in the water, but in the changing rooms and poolside the treated area should not come into contact with the ground. In such instances, flip-flops or other appropriate poolside footwear should be used until the affected area is completely

Part 8: Safeguarding, Health and Safety

8.1 Child protection and safeguarding

- 8.1.1 The school is obliged to follow clear guidance, and laws in relation to the welfare of children about whom there may be concern. Under the Education Act 2002 (Section 175) and Keeping Children Safe in Education 2020, all schools must make arrangements to safeguard and promote the welfare of children. Parents should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent, and where possible, seek their consent to a referral to social care. This will only be done where such discussion will not place the child at increased risk of significant harm.
- 8.1.2 The school will seek advice from social care (Warwickshire Children's Safeguarding Board – WCBS) when there is a reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded.
- 8.1.3 Where any referrals are made, parents should appreciate that the designated Safeguarding Lead for child protection was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.
- 8.1.4 Parents will normally be consulted and their consent obtained before any referral is made to an outside agency, however, staff cannot guarantee to consult parents first, or to keep children's concerns confidential if a referral must be made to the appropriate agencies in order to safeguard the child's welfare.
- 8.1.5 Staff who observe injuries which appear to be non-accidental, or who are told anything significant by a child, must report their concerns to the designated member of staff for child protection. School staff do not, however, carry out investigations into whether children have been abused. That is a matter for specialist agencies.
- 8.1.6 The Head of Prep is the Designated Safeguarding Lead (DSL) and the Head of Pre-Prep is the Deputy designated Safeguarding Lead. The Headmistress and Deputy Head are also trained as a Safeguarding Leads.
- 8.1.7 The Foundation has a Child Protection and Safeguarding Policy in place; it is available on the school website.

8.2 Prevent Duty

- 8.2.1 Prevent is a government strategy designed to stop people becoming terrorists or supporting terrorist or extremist causes. The Prevent strategy covers all types of terrorism and extremism, including the extreme right wing, violent Islamist groups and other causes.
- 8.2.2 All schools have a duty to safeguard children from radicalisation and extremism. At Warwick Prep we all have a responsibility to protect children from extremist and violent views the same way we protect them from drugs or gang violence. Importantly, we can provide a safe place for pupils to discuss these issues so they better understand how to protect themselves.

8.3 Visiting Speakers in School

83.1 At Warwick Prep we understand the importance of visitors and external agencies to enrich the experiences of our children. In order to comply with the 'Prevent' agenda, as required by regulation, the school ensures that all visiting speakers are vetted appropriately. The school is also committed, as required by regulation, to ensuring that it does not promote political views in any form. In order to comply with the 'Prevent' agenda and safeguard our children the school will ensure that all visiting speakers are vetted appropriately.

8.4 Suitability of staff

84.1 Parents can feel confident that careful and thorough procedures are in place to ensure that all Foundation employees and volunteers are suitable to work with children. The school operates safer recruitment practices and follows the ISI appointment procedure as laid out in the ISI regulatory requirements, as well as following guidelines issued by the Disclosure and Barring Service (formerly known as the Criminal Records Bureau) and the guidelines as set out in the Keeping Children Safe in Education document 2014. This includes carrying out appropriate checks against all members of staff who may be employed by the Foundation, all volunteers, and all persons who work with the children.

84.2 The Head, Deputy Head, Head of Prep and Head of Pre-Prep have all received training from Warwickshire Children's Safeguarding Board in safer recruitment practices.

8.5 Health & Safety

85.1 The Foundation Head of Health & Safety, Miss G Miller, is responsible for overseeing all health and safety issues within the Foundation and the school. Miss Miller works alongside the Deputy Head, who is responsible for immediate health and safety provision within the Prep School.

85.2 The school has a Health & Safety Committee that meets termly with the purpose of:

- Providing an effective forum to discuss and resolve issues and make arrangements that could affect the health, safety and welfare of staff, pupils or visitors.
- Acting as a focal point for the resolution of issues brought by employees and determination of improvements for health and safety.

85.3 Any parent who has a health or safety concern should raise this with any member of the Senior Leadership Team. If the matter is urgent it will be dealt with immediately, in consultation with the Headmistress; if less urgent, it will be discussed at Senior Leadership level and if appropriate passed on to the Health & Safety Committee.

85.4 The Foundation has a number of Health & Safety Policies which are available on request. The main Health & Safety Policy is available on request.

8.6 Risk assessments

86.1 A risk assessment is the systematic identification of hazards associated with an activity and the evaluation of the risk associated with those hazards. All risk assessments drawn up are manageable, proportional, suitable and sufficient, and are working documents that are subject to change as and when required.

862 The school has a number of risk assessments in place relating to many different aspects of school life such as physical classroom areas, specialist equipment, sporting activities, co-curricular activities, playground space and equipment, trips and visits etc.

863 All risk assessments are reviewed regularly.

8.7 Site security

871 Every effort is made to ensure the safety of all our children and employees. All entry and exit points to the school are coded. All doors that are locked from the outside, do open from the inside, in case of emergency.

872 All visitors or parents wishing to access the school (with the exception of normal drop off and collection) are asked to enter the buildings via the main school office entrance, and to report to the school office. All visitors to the site are required to sign in and out.

873 Parents reporting directly to the Nursery should ring the doorbell at the side of the main Nursery entry door.

874 At the beginning and end of the school day, all open doors into the main building are manned by staff.

875 The site is covered by CCTV.

8.8 Pupil safety

881 In the highly unlikely event of a child going missing from the school site, or whilst on a school trip, the school has procedures in place in order to ensure the child's quick and safe return to effective supervision as soon as possible. In the event of a child going missing, parents would be notified as soon as possible, in accordance with the school's Missing Child Policy.

8.9 Fire evacuation and limited movement procedures

891 The school has a fire policy in place. The site and buildings are designated no smoking areas.

892 The fire alarm is tested regularly, in line with current regulations, and children and employees engage in regular fire evacuation processes.

893 Should an occasion arise when pupils and staff need to remain indoors, the school has a system to indicate this. All children and employees are made aware of this system and practice regularly.

8.10 Vehicular access and traffic regulations

8101 The site is extremely busy at the start and end of the day. All parents are requested to abide by traffic calming measures and be extremely vigilant so as not to cause accidents. Speed limits of **5 mph** in and around the Warwick Preparatory School site should be adhered to, and all road users should be aware that there are a number of children moving around the site at these busy times. All road users are requested to take extra care, particularly when reversing.

- 8I02 Care should be taken when leaving or joining the site via the Banbury Road as there is a busy cycle path which shares the footpath. There have been a number of reports which indicate drivers do not always exhibit due vigilance. Please be sure to do so for the safety of Foundation pupils, families and the general public.
- 8I03 Due to the limited amount of parking spaces in the school grounds, all parents are asked to drop off and collect children as quickly as possible in order that other parents may park and to maintain the flow of traffic.
- 8I04 In the morning, parents dropping off by car are responsible for their child's safety until they enter a supervised area (refer to section 3.3).
- 8I05 In the afternoon, children will be dismissed to parents from the designated areas (refer to section 3.4). Once pupils have been dismissed into the care of an adult, the school cannot accept responsibility for the supervision of children, so parents are asked to be extremely vigilant at this time and take care of their child as the site is very busy.

8.11 Pedal cycles

- 8I11 Some pupils cycle to school (normally with an adult). The school has a cycle park opposite the Nursery where bicycles can be left. The site can become very busy during key drop off and pick up times, so all cyclists are asked to dismount their bike, as they arrive on site, and 'walk their wheels' on safe pedestrian pathways. All cyclists are advised to wear recommended cycle, safety helmets and high visibility clothing.
- 8I12 Cycle racks can be found behind the Reception classes between the Prep building and Bridge Sports Centre and at various places across the site.

8.12 Play equipment, playground areas and supervision

- 8I21 All areas of the school in which the children play are regularly checked.
- 8I22 All play equipment conforms to the appropriate British Standards Institute. Equipment is appropriate for the ages of the children (and stages of their physical development) who use them, and children are always supervised when using such equipment. All playground equipment conforms to relevant safety regulations and is checked and monitored annually and maintained accordingly.
- 8I23 Parents are asked to refrain from letting their child play on outside play equipment whilst waiting for morning drop off, or immediately after afternoon collection. There are strict guidelines for the age and size of pupils who should use the equipment, and the number of pupils on each structure should also be carefully monitored. Parents who allow their child to play on outdoor equipment belonging to the school do so at their own risk.
- 8I24 Supervision levels before school, during the school day and after school are closely monitored by the Senior Leadership Team, and adjustments are made to staffing ratios as required.

8.13 Educational visits and trips

- 8I31 We believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each visit/trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-work, others extend pupils' knowledge of the world;

the common factor is that they all make an essential contribution to our children's development and education in the broadest sense of the word.

- 8I32 Each educational visit/trip that takes place is organised by a Group Leader, assisted by a Deputy Group Leader. All visits and trips require approval by the Head and the Educational Visits' Co-ordinator is responsible for ensuring all planning and documentation is carried out in line with the Foundation Educational Visits' Policy and supplementary Prep School procedures.
- 8I33 The dates of all educational visits and trips are published on the school calendar, and parents should make a note of these dates. Children in every year group have the opportunity to participate in a range of educational visits.
- 8I34 Parental consent is sought for almost all (see section 8.13.5) events that take children out of school. Two to three weeks prior to a visit/trip, the educational visits/trips parental consent forms are issued via CHQ (our Virtual Activities Environment) requesting permission for your daughter or son to be taken off site and acknowledging the trip cost.
- 8I35 Blanket consent (Year 1 children upwards) is requested annually to enable pupils to visit events / take part in activities at Warwick School, King's High School and St Mary's Church, Warwick, within the hours of a normal school day. This also covers 'local studies' visits (e.g. to St Nicholas' Park) which normally only last for a couple of hours in the school day, and for older girls, trips to other regional schools (to attend an educational activity) where there is no cost incurred. A separate risk assessment for local study trips is always completed prior to departure. Where a local study trip is planned, parents will still be informed.
- 8I36 Most visits and trips are chargeable, particularly where there is a cost for admission to the event and where transport or additional staffing levels need to be included. Parents are advised of charges in advance, and costs are added to termly fee accounts.
- 8I37 For residential visits an additional charge is made per pupil to cover the Foundations travel policy insurance premium. Payment structures for residential trips are detailed to parents when committing to a trip. Payment structures detail the point at which monies for residential trips will not be refunded. All parents are asked to note that deposits are non-refundable from the point of sign-up.
- 8I38 At some stage during the autumn term, deposits will be requested for the Year 4, Year 5 and Year 6 residential trips. Further payment for each trip will be made prior to the departure date and confirmed to parents by the Group Leader.
- 8I39 All trips are conducted with the utmost care for the safety of the children and individual risk assessments are drawn up for each visit or trip, considering staffing ratios, venue, cohort, individual medical / dietary / special needs and any site-specific hazards that could potentially cause danger.

8.14 Hired transport

- 8I41 Any vehicles hired for use by the school have seat belts fitted.
- 8I42 Johnsons Coach & Bus Travel Company is used for the majority of coach bookings made by the school. Johnsons is a member of the Guild of Coach Operators which represents over twenty of the United Kingdom's top coach companies. Membership is only open to coach

operators who can demonstrate the highest standards in their operations, and Johnsons Coach & Bus Travel have been members since 2003. The company is also Coach Marque accredited; the only universally recognised kite mark of quality in the UK coach industry. Further information can be obtained by visiting their website www.johnsonskoaches.co.uk.

8.143 Where Johnsons coaches are not available, other reputable coach companies are used, and confirmation of the following are requested:

- the provision and required use of seat belts;
- appropriate DBS checks are in place (although pupils will never be left in sole care of a driver);
- proper insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

8.15 Snow

8.151 In the event of snow, the school and Foundation will do all it can to minimise disruption to pupils' education by remaining open. However, the health and safety of the pupils, parents and employees is paramount, and where it is deemed unsafe to open the school then it will be closed. Notification about whether the school is open or closed will be made to all staff and parents as soon as possible on the day in question and normally by 07:00. The best place to check is the school's website (www.warwickprep.com) If a decision to close the school is made this will be communicated to parents as soon as possible via a text message.

8.152 The Foundation Schools will make a joint decision to close and only in exceptional circumstances will there be any deviation from this. The Foundation is able to make a decision that is independent from any decision made by Warwickshire County Council, so parents are always advised to check the website for the most up to date information.

8.153 If the school does remain open, then parents should make a decision as to whether or not it is safe to make the journey to school. Where parents believe the risk of travel is too great, pupils may remain at home but please contact the school (via telephone or email) to notify us that your daughter or son will not be present.

8.154 Where weather conditions deteriorate during the school day and the safest option for all is an early school closure (a decision being made by the Heads), information will be communicated to parents as soon as possible. This will be via text message and website update and a message on the school's answerphone. Under such circumstances, parents should endeavor to make their way to school as soon as possible in order to collect their child. However, children will always be carefully supervised, fed and watered until parents are able to make the journey to school.

8.16 Hot weather

8.161 The school recognises that children have delicate skin which can be easily damaged by the sun's UV rays and will take steps to ensure pupils are protected from the harmful effects of the sun as much as possible. As a school we will aim to raise awareness of the damage the sun can cause, as well as take active measures to reduce the risk to children in our care.

8.162 Before children come to school in hot, sunny weather, parents are advised to apply a long lasting, high factor sun cream to their child's skin as staff are not able to apply sun cream to

children's skin. For those children who are fair skinned and may need to reapply cream during the day, we ask that a small, named bottle of cream is provided. We will encourage the children to reapply a small amount of lotion to key areas before lunch ensuring protection during lunchtime play and indeed afternoon games lessons. This will be for their face, neck and arms. This is not replacing the first full application of the day which is put on at home. We will not be able to do this in school.

- 8163 In addition, the school has put the following measures in place to help protect children from the sun and help prevent dehydration:
- All children are encouraged to wear a sun hat during outside playtime/games lessons in the summer.
 - On sports' days in the warmer months, children will, as far as possible, be sheltered from the sun and kept in the shade.
 - All children have access to drinking water throughout the school day, and for sporting activities during the warmer months are encouraged to take their water bottles outside.

8.17 Pupil restraint

- 8171 In line with Section 93 of the Education and Inspections Act 2006, any use of physical force or restraint against pupils will be carried out and documented in accordance with the relevant guidance and the school's Restraint Policy which is available on request from the school office.
- 8172 The school recognises that it is always unlawful to use force as a punishment as this would fall within the definition of corporal punishment, abolished by Section 548 of the Education Act 1996. Children will not be punished within the school by any form of hitting, slapping, shaking or other degrading treatment. Neither will staff be patronising or use sarcastic or disparaging nicknames or language.
- 8173 Further information on corporal punishment and pupil restraint can be found in the Behaviour Policy.

8.18 Use of Images

- 8181 The Foundation has a policy on the use of images photographing and filming pupils, which is drawn to the attention of parents upon their child's entry to the school. A full copy of the policy can be obtained from the school office.
- 8182 At Warwick Prep, we recognise that we have a responsibility for ensuring the welfare and safety of children and young people. Within school, we use photographs and film for a number of reasons. The main purpose is to celebrate achievements and promote the school. Photographs are used on display boards, plasma screens, in printed material such as the prospectus, newsletters, articles in the press, school blogs, on the school's social media sites and on the school website, e.g. photographs of pupils learning, sports teams and members of the cast of school productions.
- 8183 Photographs may also be used to record the learning journals of pupils. Film is generally used to help with learning, e.g., role plays and is sometimes used on our blogs and social media sites. Photographs and film will only be recorded and stored on school owned equipment (or recorded and then downloaded from authorised personal equipment).

- 8.184 Additionally, your child's image may be used outside of the school setting. Common instances may involve promotion of the school to the local community or in competitions. *Note: your child's photo will not be used in major public display promotions such as on billboards, without additional consent being sought.*
- 8.185 Individual photos of pupils are taken at various stages for internal identification and records. They would not be shown to anyone outside the school, except in appropriately serious circumstances.
- 8.186 Many parents like to have a copy of a photograph taken by school of their child performing for example in a sporting match or in a concert. Where this is available, access to the photographs will only be provided with a password. Where the event is being filmed/photographed by a commercial operator, the images will only be available to be purchased through the password protected website.
- 8.187 In order to comply with the Data Protection Act 1998, a lawful basis is required before capturing images of a child and, in accordance with our Use of Images policy, consent has been attained when the acceptance form of the terms and conditions was signed. A parent may wish to withdraw consent at any time and a written letter should be sent to the Headmistress to this effect and requesting an acknowledgement of the letter.
- 8.188 Parents who do not wish their child's photo to be used in accordance with the policy guidelines should write a letter to the Headmistress withdrawing their consent.
- 8.189 We recognise that parents want to capture lasting reminders/mementos of their children's participation in school events and are happy to support this. However, the development of digital photo photography and the common practice of sharing images via social networking sites present additional challenges for schools in terms of granting permission for parents to record images.
- 8.1810 The school expects that parents will only take photographs in school of their own child or children only, as some parents do not wish their child to be photographed. It is important for parents to be sensitive to other people and not cause interruption or disruption to concerts, performances and events and ensure children are not distracted from giving their best performances after months of practice and preparation.
- 8.1811 The school expects that parents will only use photographs and videos for their own private use and for example where photographs of children singing or performing in a group or team sport event are taken, they will not publish or upload any images of other children onto any websites or social networking sites. This is in order to respect the rights of other parents not to have images of their children published or distributed without their knowledge or consent. In addition, the name of the school should not be placed alongside any such images.
- 8.1812 Images taken by the media and for publication in local newspapers are subject to separate regulations outside the remit of the school.

8.19 CCTV

- 8.19.1 The Foundation premises are covered by CCTV. A CCTV Policy is in place which covers legal requirements and meets Data Protection legislation.

8.20 Dogs

820.1 Due to the risk of infection from *Toxascaris leonina* and the general nuisance caused by fouling, the exercising of dogs in the school grounds is strictly prohibited. Parents dropping/collecting children from school are requested not to allow their dogs out of vehicles. Guide dogs are, of course, exempt.

Part 9: Uniform, Equipment and Possessions

9.1 Damage or loss of property

- 9.1.1 Where loss or damage is caused to school property or equipment through a pupil's negligence or wanton act, the full cost of the repair or replacement will be charged to the individual concerned. It is the parents' responsibility to insure against loss or damage to personal effects.

9.2 Dress and appearance

- 9.2.1 All pupils are expected to arrive at school and depart from school in school uniform unless permission has been granted not to.
- 9.2.2 Great emphasis is placed upon tidiness and neatness of children as part of their development: for example, all children should arrive at school with clean shoes, clean shirts and shirts tucked into their skirt/trousers. Missing buttons on blazers/cardigans should be sewn back on.
- 9.2.3 Children are encouraged to take pride in their appearance. Hair styles should remain neat and smart. Hair should remain its natural colour. For reasons of health & safety and to prevent the spread of head lice, once hair reaches shoulder length (or if naturally very thick), it must be tied back with blue, white, brown or black accessories (available as an option from www.schoolblazer.com). The girls may wear blue or pink hair accessories to match the summer dresses. Pupils are not permitted to wear any jewellery (see section 9.2.4), but children from Year 1 upwards, may wear a wristwatch. No make-up is allowed, and nail varnish is strictly forbidden.
- 9.2.4 Pupils are not permitted to wear earrings. This includes at the beginning of the autumn term, after the long summer break when pupils may have had their ears pierced during the break. Parents should ensure the period of time between piercing and taking the earrings out does not run into the new school term. Parents who send their child into school with earrings will be contacted and asked to remove them. The wearing of earrings prohibits girls from taking part in various activities, including all PE and Games lessons. In order to ensure a consistent approach across the school, we are not able to make exception to this rule.
- 9.2.5 Children should be aware that their hat and cap are compulsory items of uniform and should always be worn with their school blazer. The cap and hat do not need to be worn in the summer term, if the children opt not to wear their blazer.

9.3 Uniform – supplier

- 9.3.1 Schoolblazer.com is the official uniform supplier to Warwick Preparatory School. As a web-based supplier, Schoolblazer.com gives parents the convenience of shopping when they choose, and from wherever they are.
- 9.3.2 Schoolblazer can be contacted through email (customerservices@schoolblazer.com), or their helpline. The helpline is open Monday-Friday 9.00am to 8.00pm and Saturday 9.00am to 5.30pm 0333 7000 703.

- 9.3.3 In the unlikely event of an item being out of stock, this item can still be ordered and will be despatched as soon as it comes back into stock. Schoolblazer only charges for items on despatch.
- 9.3.4 Schoolblazer has a very useful FAQ page on their website, which we encourage parents to visit: <https://www.schoolblazer.com/faq>
- 9.3.5 The Warwick Preparatory School Association (WPSA) runs nearly new uniform sales on a regular basis throughout the year. Parents are given good notice of uniform take-in and sale dates. Dates for these sales are published in the school calendar and in the WPSA section of the school website.
- 9.3.6 Through the nearly new uniform shop, sample uniform garments in different sizes are held. This try-on service is available to all parents who wish their child to try different uniform sizes, prior to buying directly from schoolblazer.com. Parents are able to avail themselves of this service at any time when a uniform shop runs. For one off try-ons, a request can be sent to WPSAuniform@warwickprep.com and a member of the WPSA uniform team will respond.
- 9.3.7 Uniform lists can be downloaded from the website.

9.4 Uniform – footwear

- 9.4.1 All pupils are expected to wear appropriate black, leather shoes for school. Black trainer-style shoes, slip-ons or open-toed shoes are not permitted, and neither are shoes with flashing lights.
- 9.4.2 Should a pupil need to wear a particular shoe for medically-approved reasons either on a short-term or long-term basis, parents should get in touch with the Head of Pre-Prep or Head of Prep as appropriate.

9.5 Uniform – regulations

- 9.5.1 Normally, summer uniform is worn from the beginning of the summer term (April) until the half-term of the autumn term (October). Winter uniform is worn at all other times. However, during the first half of the autumn and summer terms, pupils may choose to wear either summer or winter uniform.
- 9.5.2 All clothing, including socks, footwear and sports kit, must be clearly marked with the owner's name. Items of lost property can only be returned to the owner if we know to whom they belong.
- 9.5.3 A full list of all current school uniform can be found on the school website.

9.6 Warwick Sports

- 9.6.1 A 10% discount is available to pupils at Warwick Prep, Warwick School and King's High when making purchases from Warwick Sports, a specialist sports shop in the town centre. More information can be found at: www.warwickssportsshop.co.uk.

9.7 Essential items

9.7.1 All children are provided with the necessary text books and exercise books.

9.7.2 Each year, parents will be informed of items that are required for the different year groups and offered the opportunity to purchase these items prior to the start of the school year. These currently include:

- Tabard and waterproof jump suit (Nursery, Reception)
- School book-carrier (Nursery, Reception, Year 1, Year 2)
- School rucksack (Year 3, Year 4, Year 5, Year 6)
- Large (500ml) water bottle (Year 3, Year 4, Year 5, Year 6)
- Small (300ml) water bottle (Reception, Year 1, Year 2)
- Sports duffle bag (Year 3, Year 4, Year 5, Year 6) Optional
- Large PE drawstring bag (Year 3, Year 4, Year 5, Year 6)

9.7.3 Other optional items that may be purchased through the school include:

- Small School kit bag (All year groups)
- Large School kit bag (Year 1, Year 2)
- Fuchsia pink sports sweatshirt (Year 5, Year 6)
- School pencil case (Year 3, Year 4, Year 5, Year 6)
- Music bag (Year 3, Year 4, Year 5, Year 6)
- Replacement cap for water bottle (All year groups except Nursery)
- Branded Certificate Folders
- Premium Umbrella (Adult use only)
- Orange/ Blue Cecilia Mugs
- Cloth bag

9.7.4 Parents who wish to order the items at any other time of the school year, may do so via the school office or by downloading the Order forms for essential items are downloadable from the uniform page of the school website.

9.7.5 All writing and colouring equipment is provided for children in Nursery, Reception and Lower School. Children from Year 3 upwards require the following items, which should be provided from home and may be purchased from any retailer:

- Small pencil case for stationery items
- Pencils, eraser, 30cm ruler, pencil sharpener
- Colouring pencils / crayons
- Once a pen license is awarded, children may use a writing pen containing blue ink

9.7.6 Parents should note that the children do not require a great array of pens and pencils in several pencil cases! This simply causes distraction to the children and causes angst if items are misplaced.

9.8 Mouth Guards

9.8.1 Girls from Year 3 upwards require a mouth guard. At the end of the summer term and beginning of the autumn term, the school arranges for OPRO to come into school to take impressions and then supply a mouth guard. Parents receive an information leaflet about this can book online at www.opro.com.

9.8.2 Parents may prefer to order a gum shield through their own dentist, which is of course, fine. There is no obligation to order through OPRO. Parents of new children who start at the school in the autumn term will have to order their mouth guard through their own dentist as the annual OPRO visit will already have taken place. Pupils require their mouth guard from the first day of the autumn term.

9.9 Mobile phones

9.9.1 Pupils are not permitted to have mobile phones in school, or on school trips or visits. If, however, a pupil requires a mobile phone in school for some reason (perhaps relating to an older pupil making an independent journey home), then the phone should be passed to the school office as the pupil enters school and collected at the end of school upon dismissal. If the pupil is staying for After School Care (ASC), the pupil should collect it from the school office at the normal end of day and it should be passed to the ASC supervisor and collected prior to departure from the school site.

9.10 Tablets and Kindles

9.10.1 Pupils are not permitted to have tablets or kindles in school or on school trips or visits. Parents are asked to respect this.

9.11 Money

9.11.1 Children are discouraged from bringing money into school. Should money be required for any reason it must be in a sealed envelope or named purse stating the child's name and form and the purpose of the money. It should be handed to the appropriate member of staff or Form Teacher upon arrival.

9.12 Toys, games and valuables

9.12.1 Pupils should not bring any expensive or precious games or toys to school. Anything that is brought into school must be clearly named and is the responsibility of the child concerned.

9.12.2 The school cannot accept any responsibility for any toys or games that are brought onto the premises and lost or broken.

APPENDIX A – MAP OF WARWICK PREPARATORY SCHOOL – showing entry and exit doors labelled A – M



Warwick Preparatory School

