

bravely | faithfully | happily
fortiter | fideliter | feliciter

Handbook for Parents 2016-17



St. Aubyn's School

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Introduction

This handbook is designed to supply parents with information about the procedures and routines that we have at St. Aubyn's School. Please read it carefully before September and then refer to it throughout the year. Please note that occasionally our procedures and routines can change during the course of the year and we will inform parents of such changes in advance.

Pastoral and organisational arrangements for each part of the School are detailed in the Departmental sections.

Curriculum arrangements and details of assessment, reporting and parents' meetings are detailed in the Curriculum Directory, which all parents receive at the start of the Christmas term.

Mission Statement

Our motto from 1884 still describes our approach to children, to learning and to teaching today:

Fortiter, Fideliter, Feliciter – Bravely, Faithfully, Happily

We are committed to the academic and all-round development of every child in the School.

Our aim is that each child becomes:

- A self-confident, independent, inquiring learner
- A considerate, moral, versatile individual
- A sociable, responsible, tolerant citizen

To achieve this, we work together to provide a learning environment characterised by:

- High aspirations and clear expectations
- A broad, balanced, well-resourced curriculum
- Responsiveness to each individual's talents and needs

Policies, Procedures and Plans

All of the policies, procedures and plans listed below apply across the School, including the Early Years Foundation Stage (EYFS). They can be found on our website.

Admissions

- Registration and Admissions Procedures
- Behaviour
- Anti-Bullying
- Behaviour Management

Child Protection (Safeguarding)

- E-Safety
- Lost Child
- Physical Contact with Pupils
- Pupil Sanctions Record
- Safeguarding Child Protection
- Safer Recruitment
- Staff Code of Conduct
- Supervision
- Visiting Speaker

Curriculum

- Additional Learning
- Assessment
- Curriculum
- Homework
- Marking
- More Able
- Presentation of Work
- SEN Information Report
- Teaching and Learning

Early Years Foundation (EYFS) Stage Specific

- EYFS Code of Conduct
- EYFS Pupil Supervision
- EYFS Staff Supervision

Health & Safety

- Accessibility
- Data Protection
- Disability
- Disaster on Trips
- Educational Visits
- Fire Safety
- First Aid
- Health & Safety
- Infection Control
- Medicines
- Minibus

Employment Policies and Procedures

- Complaints
- Equal Opportunities for Pupils
- Equal Opportunities for Staff
- Instrumental Tuition
- Recording and Responding to Racist Remarks and Incidents
- Whistleblowing

Plans

- School Improvement Plan
- School Travel Plan

Whole School Information

- History of the School
- Governing Body
- Religion
- Teaching Staff
- Office
- Parking
- Bursar
- Absence
- Personal Appearance
- Personal Possessions
- Discipline
- Newsletters, Calendar & Magazine
- Catering
- Smoking
- Pets
- Concerns and Complaints
- St. Aubyn's School Society (SASS)
- Computer Use
- Library

History of the School

St. Aubyn's, founded in January 1884 by James Crump BA, is one of the oldest schools of its type in the country. It was originally sited in Woodford Green and in 1893 moved to premises on the site of the present Hawkey Hall. In 1919 the School was relocated to its current site in Bunces Lane, with a temporary relocation to Cumbria during the Second World War.

In 1922, Colonel WH Colley took over the School and in 1951 his son, Mr Harold Colley, joined the staff. Harold took over as Headmaster in 1967 and in 1975 the School became a registered charity, St. Aubyn's (Woodford Green) School Trust. Harold retired in 1993 to be succeeded by Mr Gordon James MA (Oxon) who retired in August 2013. The current Headmaster is Mr Leonard Blom BEd (Hons) BA NPQH.

We are always grateful for any information, memorabilia etc, relating to our past.

<http://www.staubyns.com/history>

Governing Body

St. Aubyn's (Woodford Green) School Trust is both a registered charity (No. 270143) and a company limited by guarantee registered in England and Wales (No. 1218766). We are, therefore, accountable both to the Charity Commission and to Companies House. The Governors are both Trustees of the charity and Directors of the company. They are self-electing and are not employees of the School; neither do they receive any remuneration from the company.

All income is spent on developing the resources and facilities for the benefit of all pupils. There is a continuing commitment by Governors to maintain a fully resourced well-staffed school, offering excellent modern facilities and small teaching groups and classes.

A list of the current members of the Governing body can be found on the Chair of Governors' page on our website: <http://www.staubyns.com/chair-of-governors>

School Governors can be contacted by calling the Clerk to the Governors, Mrs Foakes, on 020 8504 1577 or by email at: bursar@staubyns.com

Religion

The School has a broad, Christian non-denominational ethos and welcomes families from all faiths or religions. The RE curriculum is consistent with this approach; Christian but inclusive of other faiths.

Teaching Staff

All teaching staff are fully trained and qualified, as set out in the regulations of the Department for Education, and all Nursery Nurses are qualified (NNEB or equivalent). A list of teaching staff and their qualifications can be found on our website.

Department staff lists and email contact information can be found in the Department sections of this handbook.

Office

The office is open from 8:00am to 5:00pm on school days and from 9:00am to 1:00pm during the holidays, apart from two weeks at Christmas. Messages for any child (Nursery, Pre Prep, Middle or Senior) or member of staff may be given to the office by telephone 0208 504 1577 and will then be passed on. Appointments with the Headmaster and other members of staff can be arranged through the office.

Please ensure the office has up-to-date contact details that will enable us to reach you during the day, if necessary. Any changes should be put in writing and forwarded to the office. They can then inform the relevant staff. We look forward to seeing you throughout the year.

Email: office@staubyns.com

Parking

Bunces Lane is one way from the New Road to the High Road. Cars must not stop or park on the zigzag yellow lines across the entrance. At the start and end of the day parents may use the Woodford High Road side of the car park at Salway Church, on the corner of Forest Approach and the High Road. The church elders have requested that parents who use this car park should enter and exit from the High Road only. We ask parents not to drive through or park in The Roses or at The Cricketers public house. Care should also be taken to ensure that you do not park across the driveway of any of the local properties. If the parents or carers of a particular pupil persist in ignoring parking advice, then the School reserves the right to withdraw that child's place at the School.

To ensure the safety of children, parents are not permitted to drive into the grounds at any time before 5:15pm when the staff car park is open for parents. Please do not block the exit of any cars already in place.

Bursar

The Bursar's responsibilities include fee collection, accounting, catering, maintenance and general administration. Any matter relating to fees or any of these areas should be directed to the Bursar, who is available to discuss these matters and to offer advice. Fees are payable in advance on or before the first day of each new term. The Governors reserve the right to alter fees from time to time and will usually give a term's notice of any such alterations. Full details of our terms and conditions can be found in the School Contract which can be accessed from our website: <http://www.staubyns.com/bursar>

Absence

If a child is absent from school because of ill health, or for any other reason, parents must telephone the office every day that their child is absent. Following the child's return to school, their parent must provide the class teacher with a letter stating the reason for the absence. It is important to adhere to this formal procedure.

If a child is ill for a prolonged period of time, please keep us up to date with the current situation. Notification is required immediately in the case of any infectious disease.

Parents are required, when possible, to give prior notice if their son/daughter is to be absent for any reason known in advance. This can be done by a note/email to the teacher or a phone call to the office.

Any request for absence, apart from illness or medical appointments, must be made in writing to the Headmaster. It is important to realise that such requests are exceptional and must be made on very good grounds. Absence will not be authorised unless this is the case. Holidays should not be taken in term time.

Personal Appearance

It is important for each child to be smart, clean and tidy for school. The Headmaster reserves the right to advise any child to stay within bounds over such matters as haircuts and personal appearance. See Uniform section for more information.

Personal Possessions

All items of property, i.e. pencils, pencil cases, rulers etc, must be clearly labelled with your child's name. Watches should be engraved. Children are not allowed to bring valuables or significant sums of money to school. Electronic gadgets and games are not allowed unless special permission has been given (e.g. for an outing). Buying, selling or swapping of toys, possessions etc is strictly forbidden, as this leads to all sorts of misunderstandings.

Pupils are not permitted to carry mobile phones. Special arrangements are in place for Senior pupils and apply in those instances where a mobile phone is required for the journey to and/or from school.

Discipline

Discipline is one aspect of pastoral care. The key to good discipline is to emphasise and reward good work and behaviour and to develop self-discipline. This is very much dependent upon the individual child, not least in the Early Years Foundation Stage when children really are learning how to behave. A range of sanctions and rewards is used. Details of these can be found in the Departmental sections of this Handbook.

The Headmaster reserves the right to request the suspension of any child who has committed any grave breach of rules, or the removal of any child who is unable to fit in at school, either for reasons of behaviour or academic performance.

Newsletters, Calendar & Magazine

A weekly Early Years Foundation Stage (EYFS) Newsletter and the Head's Weekly Newsletter will be emailed to parents. These are an important way of keeping parents informed. The newsletters are also available on the website, which is updated regularly with upcoming events and news: <http://www.staubyns.com/newsletters>

A calendar is produced each term and a copy is given to every pupil. This should be taken home for the family as it includes dates and times of all the term's events such as concerts, matches, parents' evenings, Sports Day and so on. The calendar also lists the regular co-curricular activities and is a handy reference guide with telephone numbers for the office, After School Club and the sports hall. It is also available on the website: <http://www.staubyns.com/term-calender->

A magazine is issued annually, usually during the Christmas Term. It is a chronicle of events over the previous academic year and has contributions from both children and staff.

Catering

Breakfast is available from 7:50am for pupils with parents and then from 8:00am for unaccompanied pupils until 8:25am daily, but not on the last day of the Christmas term. Payment is made directly to the catering staff. Parents/guardians are also welcome at breakfast time and must accompany any pupils from Pre Prep.

The charge for lunch is included in school fees. All pupils from Nursery to Year 8 are required to have lunch at school (except for the Nursery pupils that leave at 12 noon) and most dietary requirements are catered for. Teachers and/or lunchtime supervisors are on hand to supervise at lunchtime.

Catering is contracted out to a specialist firm and we work closely with them to ensure that meals are nutritious and varied. The weekly menu is available on the website: <http://www.staubyns.com/catering>

Afternoon tea is available free of charge in the dining hall. Pre Prep pupils are welcome from 3:30pm until 4:00pm, but must be accompanied and supervised at all times by a parent or guardian. Afternoon tea must not be taken out of the dining hall. Please be aware that the dining hall will be closed for tea when used for other functions.

On your child's birthday, you may send in individual wrapped chocolate treats for the other children in the class. These will be given out at home time. Food containing nuts should never come into school, due to nut allergies. Unfortunately, we cannot accept cakes or other similar items, as so many children have allergies.

Parents of new pupils are required to complete a questionnaire detailing their child's dietary requirements and return it before their child joins the School. Mrs Clark, the Catering Manager, is available to discuss any matters relating to your child's diet. She may be contacted via the office or via email (catering@staubyns.com).

Smoking

No one is permitted to smoke or use e-cigarettes anywhere on the School site.

Pets

For Health & Safety reasons parents and pupils are not permitted to bring pets onto the site, with the exception of guide dogs for the blind. Please do not leave dogs unattended outside the gates.

Concerns and Complaints

Our procedure on the handling of concerns and complaints is as follows and this has been adopted by the Governing Body of the School:

1. Our aim is to ensure that a concern or complaint is managed sympathetically, efficiently and at the appropriate level, and resolved as soon as possible. To do so is good practice, it is fair to those concerned and it helps to promote parents' and pupils' confidence in our ability to safeguard and promote welfare. We will try to resolve every concern or complaint in a positive way with the aim of putting right a matter which may have gone wrong and, where necessary, reviewing our systems and procedures in light of the circumstances.
2. There is a written complaints procedure which will be reviewed regularly and adjusted where necessary. This is available on the website and in hard copy from the office. Separate procedures apply if a pupil has been expelled or asked to leave or if a child protection issue has arisen.
3. The procedure takes account of Regulation 7 of the Education (Independent Schools Standards) (England) Regulations 2003.
4. Parents should note that records regarding concerns or complaints received are available via the office.
5. EYFS complaints should be referred to OFSTED.

St. Aubyn's School Society (SASS)

SASS is our parents' group. It does much to cement good relationships between school and home. The SASS AGM is held early in the Christmas Term and there are several social and other functions throughout the year. The SASS committee works tirelessly on behalf of the School and is always looking for fundraising ideas and volunteers. One such enterprise is the second hand uniform shop which is staffed by committee members. Opening hours are as advertised in the calendar. Funds raised by SASS provide extra items of equipment and resources for the benefit of children at the School.

<http://www.staubyns.com/st-aubyns-school-society--sass->

Computer Use

There is a network of computers and tablets with internet access and a set of rules has been formulated for the advice of pupils and parents. The E-Safety Policy can be viewed in the Policies and Procedures section of our website.

Library

The library is situated in the Colley Centre and is used throughout the day – before registration, during class time, lunch time and after school. Pupils must follow the Code of Conduct, detailed below, whenever they make use of this facility.

Pupils may use the library from 3:30pm to 5:00pm but they must be accompanied by their parent or guardian. Early Years' pupils are encouraged to come to read a story with their parent or guardian at the end of the day. Mobile phones should be switched off or on silent in the library. Please note: in order to maintain an effective quiet study atmosphere, visitor numbers during the after school session are restricted. In addition, in order to facilitate the completion of homework, computers are available for use by Pre Prep pupils between 3:30 – 4:10pm and Middle and Senior pupils between 4:15 – 4:55pm. We request that parents and guardians sit with their children to ensure they are focused.

The library enables pupils to use information independently and effectively, promotes reading, enhances learning and supports teaching throughout the School. It will create opportunities for pupils to develop their self-confidence, self-respect and a sense of responsibility.

Pupil Code of Conduct

- 1) Enter the library in a quiet and calm manner
- 2) Always walk, never run
- 3) Speak quietly
- 4) Treat the books carefully and put them back where you found them
- 5) Ask permission from the Librarian before using a computer
- 6) Use the library for reading, borrowing, browsing, research and study
- 7) Show respect for other users by being polite at all times
- 8) Do not bring food or drink into the library.

Loan Allowances

Pre Prep children are allowed one item with their class and one item with their parents after school for a period of one week. For Middle and Senior pupils the allowance is two items for two weeks.

Pupils are also able to borrow ebooks from the library. All pupils may borrow two ebooks at a time for a period of two weeks. Log in details are available from the Librarian.

Overdue Books

Overdue notices will be issued to pupils or their parents on a regular basis. Pupils with an overdue book may not borrow any items until the book is returned, unless permission is given by the Librarian. If the book is still outstanding after three notices have been issued, an invoice will be sent home requesting the cost of the replacement book. Failing this, the cost of the replacement book will be added to the fees invoice by the Finance Department. Fines are not charged to pupils for overdue books.

Lost Books

If a pupil has reported a book lost, then that pupil will be given a period of time before the Librarian will ask for the cost of replacement. This will allow for the possibility that the book might be found. In the event that the pupil is still unable to find the book, then the pupil will be asked for the cost of replacement and invoiced appropriately.

<http://www.staubyns.com/library>

Pre Prep - The Nursery

- Welcome to Pre Prep
- Welcome to the Nursery
- The Nursery Team
- The Nursery Day
- Catering
- Developing good social behaviour
- Toileting
- Helping your child get ready for Nursery
- Partnership with Parents

<http://www.staubyns.com/pre-prep>

Welcome to Pre Prep

Welcome to St. Aubyn's Pre Prep Department which comprises Nursery, Reception, Year 1 and Year 2. This section of the handbook provides you with a wealth of information regarding the pedagogy and routines within the Nursery. While many of your queries will be addressed, this should be regarded as the beginning of a positive partnership between your family, the Pre Prep staff and myself. We would like to inspire a healthy collaboration where you are active participants in your child's learning alongside the class teacher.

We will endeavour to provide your child with a learning environment, which is nurturing, engaging and challenging. Together we will encourage their intrinsic motivation and inquisitive spirit, as well as promoting an attitude of excellence, from the early stages of their learning journey.

Best regards
Jennifer Butcher
Assistant Headteacher (Head of Pre Prep)
j.butcher@staubyns.com

Welcome to the Nursery

Welcome to the Nursery. We hope you and your child enjoy your time with us as we encourage and celebrate their learning and development together.

The Nursery Team

Each class has a teacher, who will be your initial contact if you have any concerns about your child's well-being. Each class also has a nursery nurse and a teaching assistant. When joining the Nursery, your child is allocated a key person to ensure that they have a smooth introduction to their daily routine. This person will monitor and record your child's progress on a daily basis.

The Nursery Day

The nursery day begins at 9.00am, but supervision is available from 8.45am. When your child arrives the class teacher will greet them at the entrance. Members of the team will take them into the Nursery and settle them down into the daily routine. If your child is in Before School Club (BSC), a member of BSC staff will accompany them to the nursery before 9.00am.

All children must be in school by 9.00am so that they can gain the maximum benefit from the activities. Children will be marked late in the register if they arrive after 9.00am. Lots of fun learning takes place throughout the day so it is important that the children become used to regular and punctual attendance.

Staff focus at the start of the day is on settling the children in to ensure they start the day on a good note. It is possible for you to pass on information via email or letter to the class teacher.

The morning session ends at midday when some pupils will go home and the others will go for lunch.

The nursery day ends at 3:15pm. Please be prompt when collecting your child at home time. Children can become distressed if they have to wait when the other children have been collected. If your child has not been collected by 3:30pm they will be taken to After School Club (ASC). There is a charge for this service. Children booked into After School Club will be taken to the Club by a member of ASC staff.

At the start of the year you will be asked for a security password. For the safety of your child, we will only hand them over to a person aged 16 or over for whom we are aware has permission or we will ask them for the password.

If your child is unable to attend Nursery because of illness, please contact the office to confirm his or her absence. A written note with the reason for absence and a parent's signature are also required.

If your child is upset when left at school, a quick goodbye is always best. Experience has shown that the parents' distress usually lasts longer than the child's! If you are worried, a telephone call will normally reassure you.

Children can react to changes in their routines at home and at school so we would appreciate that we are informed if there are any significant changes in your child's life or routine.

Catering

A fruit snack is provided in the morning and the children have the option of water or milk to drink.

Lunch is supervised by nursery staff and lunchtime supervisors. All children are given the opportunity to try different foods. We do encourage good table manners and independent eating with a knife and fork. Water is provided to accompany lunch and is also available throughout the day.

The children who attend until 3:15pm have a second snack and a drink in the afternoon. These drinks are monitored to ensure children have enough to drink throughout the day.

For further details related to lunch, dietary restrictions etc please see the Catering section in 'Whole School Information'.

Developing good social behaviour

We do not condone verbal or physical bullying or any other behaviour that may cause distress. Caring and considerate behaviour for others is promoted at all times and is a focus within our Personal, Social and Emotional Development (PSED) curriculum.

Should there be any concern over incidents of this nature, please contact your child's teacher. A copy of our Anti-Bullying Policy can be found on the website. Copies of our Complaints policy and our Equal Opportunities policies can also be found on the website. Please do read these documents and familiarise yourself with them.

Toileting

It is our expectation that the children are **fully toilet trained** and able to attend to their own personal needs. However, we do understand that the occasional 'accident' may occur, particularly whilst settling in and we will always do our best to deal with these 'accidents' in a discreet manner. To avoid embarrassment, please encourage your child to ask for help in the event that they do have an 'accident'. It should be noted that it is not practical for children to be accompanied at every visit to the toilet. All children are required to keep a spare change of uniform and underwear at school in a PE bag (see Uniform section).

Helping your child get ready for Nursery

Give them confidence. A child who feels confident about going to school will do better than a child who feels nervous. You want your child to go to school thinking this is going to be a good thing to do and to feel happy about the adventure.

Make sure that your child can build relationships. That means socialising with children of the same age, older children and, of course, adults.

Encourage your child to have these basic skills.

Go to the toilet and wash their hands afterwards by themselves. Feed themselves using a knife and fork, without help. Dress themselves. Blow their nose. Put on their coat and fasten it up. Ask for help, but not all of the time! Be polite; say please and thank you when necessary.

Do not be worried.

Children pick up on your anxiety; so if you are worried, they will be. Children are rarely upset in school. They do, however, need to know that you are going home or to work and that you will be back promptly for them later. If your child is attending After School Club, ensure that they and their teacher know in advance.

Questions to ask yourself.

Can your child be understood? Can they share? Can they make simple decisions?

Practical things you can do to help.

Play lots of games so that their communication skills improve; this will also aid their concentration.

Read your child lots of stories and tell stories from the pictures in the book.

Make books a pleasure, not a chore.

Do not buy reading scheme books.

Talk to your child about daily activities and their immediate environment.

Remember that learning should be fun and that children learn a great deal through play and by copying role models.

Using the advice given in this section will help us to help your child enjoy their time at school and to make it a pleasurable time to reflect upon.

Partnership with Parents

Early in the Christmas Term, we hold an Information Meeting to discuss our routines and procedures. Details of parents' meetings throughout the year are given in the Curriculum Directory.

Information is usually sent out by email but hard copy letters will be sent by satchel post if a reply slip is required from parents.

Our partnership is the key to enabling your child to reach his/her full potential. We ask that any changes in circumstance that may affect your child should be shared as soon as possible. Staff are often available to speak with parents at the end of the day.

Instructions for emailing staff

- Please avoid sending long emails to staff; arrange a meeting instead
- Abusive emails to staff will not be considered
- Requests for absence and daily absence messages should be sent to the administrative staff in the office (office@staubyns.com)
- Medical emails should be directed to the medical staff (nurse@staubyns.com), not to teaching staff
- Please do not expect a response to emails during holidays or weekends
- Staff are advised not to look at their emails after 6:00pm on school days
- It is the School's responsibility to ensure the positive welfare of all of its staff

Nursery Staff List:

Mrs Butcher (Head of Pre Prep)
j.butcher@staubyns.com

Mrs Solanki (Nursery Teacher)
m.solanki@staubyns.com

Miss Rhodes (Nursery Teacher)
s.rhodes@staubyns.com

Ms Lang-Daly (Head of Additional Learning)
p.lang-daly@staubyns.com

Miss Mumford (Music Teacher)
c.mumford@staubyns.com

Ms Gurova (French Teacher)
e.gurova@staubyns.com

Mrs Manton (Nursery Nurse)

Miss Murphy (Nursery Nurse)

Miss Yatchenko (Teaching Assistant)

Mrs Whittingham (Teaching Assistant)

Miss Rossi (Teaching Assistant)

Mrs Goddard (Teaching Assistant)

Pre Prep

Reception Years 1 & 2

- Welcome
- Organisation
- The Pre Prep Day
- Registration and Absence
- Equipment
- Rewards, Sanctions and Privileges
- School Council and Responsibilities
- Catering
- Co-Curricular Activities
- Developing good social behaviour
- Partnership with Parents

<http://www.staubyns.com/pre-prep>

Welcome

Welcome to St. Aubyn's Pre Prep Department. This section of the handbook provides you with a wealth of information regarding the pedagogy and routines in Reception, Year 1 and Year 2. While many of your queries will be addressed, this should be regarded as the beginning of a positive partnership between your family, the Pre Prep staff and myself. We would like to inspire a healthy collaboration where you are active participants in your child's learning alongside the class teacher.

We will endeavour to provide your child with a learning environment, which is nurturing, engaging and challenging. Together we will encourage their intrinsic motivation and inquisitive spirit, as well as promoting an attitude of excellence, from the early stages of their learning journey.

Best regards
Jennifer Butcher
Assistant Headteacher (Head of Pre Prep)
j.butcher@staubyns.com

Organisation

There are three classes in Reception, three in Year 1 and three in Year 2. The class teacher is responsible for your child's pastoral care and academic development and is, therefore, the first point of contact if you wish to discuss your child's progress.

The Department is ably supported by a number of teaching assistants, who work alongside the teachers and children. Various staff supervise lunch times, ensuring good links and transition between the playground and classrooms.

The Pre Prep School Day

A member of staff is on duty from 8:35am. Year 1 and 2 parents need to remain with their children on the hardcourt behind the PAC until the bell is rung at 8:40am, when children line up on their class line. When the children are lined up they should wait for the Head of Pre Prep's instructions and then parents should leave the hardcourt. Reception children should be taken straight to their classroom at 8:45am. If your child is in Before School Club (BSC), a member of BSC staff will accompany them to their class (Reception) or line (Year 1 and 2). On wet days children will be allowed into the Pre Prep building from 8:35am. The Pre Prep day commences at 8:45am.

All children have a morning and lunchtime playtime. Reception children also have an afternoon playtime. During these times the children are supervised by teachers and lunchtime supervisors. Teaching staff also supervise the children when they are eating their lunch in the dining hall.

The school day finishes at 3:15pm for Reception children and at 3:30pm for Years 1 and 2. Please be prompt when collecting your child at home time. Children can become distressed if they have to wait when the other children have been collected. Your child will be taken to the After School Club (ASC) if not collected within 15 minutes of the end of the school day. There is a charge for this service. Children booked into ASC will be taken there by a member of ASC staff.

At the start of the year Reception parents will be asked for a security password. For the safety of your child, we will only hand them over to a person aged 16 or over for whom we are aware has permission or we will ask them for the password. If Year 1 & 2 parents want their child to be collected by someone else (aged 16 or above) we will need to know well in advance to avoid any confusion. You can call the office or leave a note in your child's homework diary.

Registration and Absence

Registration takes place as soon as the children are in class. A child will be marked as late in the register if they arrive after 8:50am. If you arrive after 8:50am you should report to the office with your child to register them before dropping them off at their class.

If your child is not able to attend because of illness, please contact the office to confirm their absence. A written note with the reason for absence and a parent's signature are also required.

If your child needs to leave the premises for an appointment during the day, please inform the office and the class teacher in advance. You should collect your child from the office reception. Please accompany your child back to the office reception when they return.

Equipment

It is important that children are prepared for lessons. Year 1 and 2 pupils will need two pencil cases filled with the equipment listed below; one to be left in school and the other to be kept at home. All equipment needs to be labelled and replaced when lost or used up and pencil cases should be checked every half term.

- 3 Writing pencils
- Erasers
- Coloured pencils (not felt pens)
- Sharpener
- 30 cm rigid ruler
- Glue stick
- A4 plastic wallet

Children should not bring in scissors as these will be supplied by the class teacher when required.

All pupils in Year 1 and Year 2 are expected to bring their reading book, reading record book and homework diary into school every day. Children in Reception will, as the Christmas Term progresses, need to remember their word tins and homework.

Children should wear their uniform to school on PE days. They will be informed of which days to bring in their PE kit and will change in their classrooms. Pupils who participate in Ballet or instrumental lessons must remember to bring in their appropriate kit or their instruments and music books. All equipment must be clearly named.

Every child is encouraged to have a bottle of drinking water to keep in their classroom. These bottles should have a safety valve to eliminate spillage and should be clearly named. They should be taken home daily to be refilled.

Rewards, Sanctions And Privileges

Every opportunity is taken to praise and recognise success and effort through:

- verbal praise
- stickers and positive comments
- certificates in weekly 'Good Work' assemblies
- displaying work on the Achievement Board
- certificates at the end of each term

Pupils are expected to behave well in class and on the playground and exercise good behaviour towards their peers by following the '10 Promises'. Children are given 'Golden Time' at the end of the week to celebrate their achievement for keeping to the 10 Promises. The 10 Promises are:-

- We treat others as we would have them treat us.
- We are peacemakers.
- We believe in forgiving others.
- We are truthful and honest, especially with ourselves.
- We share.
- We don't gossip, judge or criticise others.
- We are patient and tolerant.
- We are kind and helpful.
- We listen carefully to each other.
- We do our best to be our best.

Within class, if a child breaks one of the 10 Promises, the class teacher gives a warning. If the behaviour continues the child loses a minute of Golden Time. By the end of the week any minutes lost result in a child sitting out of Golden Time for that period. Behaviour deemed more serious in or out of the classroom, e.g. kicking or hitting, etc results in an automatic loss of 5 minutes of Golden Time and/or loss of playground time. The Head of Pre Prep will discuss the situation with both the child and their parents.

If a child continues to display poor or inappropriate behaviour, they will meet with the Headmaster. Parents will continue to be informed.

School Council and Responsibilities

All pupils in Year 1 and Year 2 have the opportunity to put their names forward to be a Council member. Elected members will attend Council meetings with the Council mentor. The members meet throughout the year to discuss issues raised by their class. Minutes are taken, displayed and discussed with the class.

The Eco Committee is a sub group of the Council which meets to plan ways to improve the school environment.

Catering

The School encourages healthy eating and the children can bring small pieces of fruit and vegetables to be eaten at playtime.

Lunch is supervised by Pre Prep staff and lunchtime supervisors. All children are given the opportunity to try different foods. We do encourage good table manners and independent eating with a knife and fork. Water is provided to accompany lunch and is also available throughout the day.

For further details related to lunch, dietary restrictions etc please see the Catering section in 'Whole School Information'.

Co-Curricular Activities

Please see page 31 for details of co-curricular activities.

Developing good social behaviour

We actively encourage positive social behaviour within the classroom and during playtime.

We do not condone verbal or physical bullying, or any other behaviour towards another child which is intended to cause distress. Care and consideration for others are important parts of our social and moral development curriculum. Many of these areas are highlighted in assemblies as well as in lessons.

'Circle Time' and 'Golden Time' are two of the ways we reinforce acceptable behaviour, along with discussions in class and with the Council. Children are also taught the '10 Promises' as reminders of appropriate positive behaviour.

The children are initially encouraged to use the '3 strike' rule to try and resolve problems themselves. Should there be any concern over incidents involving other children, please contact your child's class teacher. A copy of our Anti-Bullying Policy can be found on the website. This gives a clear definition of bullying and the School's approach to dealing with any such incidents.

Partnership With Parents

Our partnership is the key to enabling your child to reach his/her full potential. Early in the Christmas Term, we hold an Information Meeting to discuss our routines and procedures. Details of parents' evenings throughout the year are given in the Curriculum Directory.

Parents are encouraged to become involved in the life of the School in various ways, as a child's education is only complete when it is shared. Parents are invited to attend many events and functions throughout the year such as assemblies, concerts and Sports Day. Information is usually sent out by email but hard copy letters will be sent by satchel post if a reply slip is required. Reading record books and homework diaries also provide sources of communication between parents and teachers. Please ensure that you check your child's satchel daily.

Good communication between home and school is essential to support a pupil's development and learning. The class teacher should be the first point of contact for all pastoral and academic inquiries. The office should be contacted directly for all administrative inquiries. We ask that any changes in circumstance that may affect your child should be shared as soon as possible. Staff are available to speak with parents at the end of the day.

Given reasonable notice, parents can normally see staff at a mutually convenient time before or after school. Please be aware that staff are responsible for their class from 8:45 am and, therefore, will be unable to enter into any lengthy discussions as school begins. It is best to see the Head of Pre Prep or put your concerns in writing via your child's homework diary or reading record book (Reception). These are checked on a daily basis and offer a quick and readily accessible method for communication between staff and parents. In addition, staff can be contacted by leaving a message with the office or via our email system.

Instructions for emailing staff

- Please avoid sending long emails to staff; arrange a meeting instead
- Abusive emails to staff will not be considered
- Requests for absence and daily absence messages should be sent to the administrative staff in the office (office@staubyns.com)
- Medical emails should be directed to the medical staff (nurse@staubyns.com), not to teaching staff
- Please do not expect a response to emails during holidays or weekends
- Staff are advised not to look at their emails after 6:00pm on school days
- It is the School's responsibility to ensure the positive welfare of all of its staff

Pre Prep Staff List:

Mrs Butcher (Head of Pre Prep)
j.butcher@staubyns.com

Miss Mockford (RDM)
d.mockford@staubyns.com

Mrs Sheikh (RHM maternity cover for Mrs Murray)
n.sheikh@staubyns.com

Mrs Litherland (RSL)
s.litherland@staubyns.com

Mrs Wells (IBW)
b.wells@staubyns.com

Mrs MacNeil (ICM)
c.macneil@staubyns.com

Mrs Khankhara (IRK)
r.khankhara@staubyns.com

Mr. Markham (2AM)
a.markham@staubyns.com

Mrs Knowles (2MK)
m.knowles@staubyns.com

Miss Hannan (2TH)
t.hannan@staubyns.com

Miss Evison (Music)
c.evison@staubyns.com

Ms Gurova (French Teacher)
e.gurova@staubyns.com

Mr. Harnwell (PE)
l.harnwell@staubyns.com

Ms Lang-Daly (Head of Additional Learning)
p.lang-daly@staubyns.com

Miss Morgan (PE)
s.morgan@staubyns.com

Miss Mumford (Music)
c.mumford@staubyns.com

Miss Prestifilippo (Drama)
j.prestifilippo@staubyns.com

Mr Townson (Computing (ICT))
w.townson@staubyns.com

Miss Tulloch (Director of Music)
d.tulloch@staubyns.com

Mrs Ayrton (Teaching Assistant)

Mrs Bassi (Teaching Assistant)

Mrs Fothergill (Teaching Assistant)

Miss Harris (Teaching Assistant)

Mrs Mower (Nursery Nurse)

Mrs Parker (Teaching Assistant)

Mrs Gold (Teaching Assistant)

Miss Tuncbilek (Teaching Assistant)

Middle School

Years 3, 4 & 5

- Welcome
- Middle School Organisation
- The Middle School Day
- Classroom Equipment
- Expectations
- Rewards and Sanctions
- Activities
- Partnership with Parents

<http://www.staubyns.com/middle-school>

Welcome

Welcome to the Middle School. The information in this section will, hopefully answer most of your questions about Middle School life. This should be viewed as the beginning of your relationship with the Middle School Staff. I would like to encourage you to be proactive in your child's education and to work in partnership with your child's class teacher.

Together with the Middle School staff, I will work positively to ensure that your child's educational experience at St. Aubyn's is positive, challenging, fun, exciting and successful.

Best wishes

Mrs Porter
Assistant Headteacher (Head of Middle School)
c.porter@staubyns.com

Middle School Organisation

Each year group has three parallel classes. Classes are taught by specialist teachers for design and technology, French, Computing (ICT), music, drama, dance, PE/games. All other subjects are taught by the class teacher.

The Middle School Day

Pupils can arrive in School from 8:00am when there is a duty teacher in the playground and the dining hall opens to serve breakfast. Before school starts, pupils should store their PE/games bags in the bag room, which is accessed from the Middle School playground. The bell is rung at 8:40am at which time the children line up in their class groups at the allocated point. The school day begins at 8:40am. The children will be collected by their class teacher and taken to their classroom. We would generally encourage parents to leave the playground as soon as the children line up. On wet days children will be allowed into their classrooms from 8:00am.

Registration is between 8:40am and 8:50am. Children are deemed to be late if they arrive after 8:50am. Pupils arriving late to morning registration must report directly to the office to sign in before going to their classroom. If this does not happen, the office staff will assume that the pupil is absent and will phone home accordingly. In the event of the class being elsewhere, e.g. assembly, games etc, late children should either report to Mrs Porter's office, or to a Year 4 teacher whose class is situated near Mrs Porter's office. If a member of staff cannot be found, children should return to the office.

Lessons start at 8:50am. Punctuality is important as class teachers need to give out information and organise the day's activities. Children who are late can often miss important information and disrupt the class.

If your child is not able to attend school because of illness, please contact the office to confirm his or her absence.

There will be times when you need to see the class teacher. Staff are very keen to work in partnership with you and to address your queries and concerns. The beginning of the day is a busy time for staff. Unless a problem is urgent, we advise parents to leave a message at the office so that the teacher can contact you to arrange an appointment. Alternatively, you may wish to send a note with the child, write in their planner or email the teacher. This will enable the class teacher to address the problem, clear of other distractions.

During morning break, Middle School children are allowed to eat their snacks in the playground. These snacks should be fresh fruit and vegetable pieces. Chewing gum, bubble gum, chocolate, cereal bars and nuts are not allowed. Sweets and chocolate are permitted for special occasions, e.g. birthdays, with the permission of the class teacher, and will be given out at the end of the day. All sweets and chocolates should be nut-free and should be taken home and not eaten in school. Please check with the class teacher as some pupils do suffer from food allergies.

We recognise the need for children to have access to drinking water throughout the day. Therefore, we ask all children to bring in a non-spill bottle, filled with water (no other type of drink please). Class teachers will ensure that children know where to store and refill their bottles.

Lunchtime is an important part of the day and we want children to have a positive dining experience. Each class is taken to lunch by their teacher who joins them to eat in the dining hall. Lunchtime is also supervised by other staff in the dining hall and on the playground. Menus are displayed on a weekly basis on the website. If you have concerns about your child's dietary needs, please contact Mrs Clark, the Catering Manager (catering@staubyns.com).

The teaching day finishes at 4:00pm. Year 3 pupils will be escorted to the Pre Prep playground to be dismissed individually by their class teacher. Year 4 and 5 pupils should assemble in the Middle School playground. Children who are attending the After School Club (ASC) or other activities will be collected from the hardcourt by the appropriate staff at the end of the school day. There are duty teachers in the playground supervising the children from 4:00pm until 4:15pm. If you want your child to be collected by someone else (aged 16 or above), we will need to know well in advance to avoid any confusion. You can call the office or leave a note in your child's homework diary. If the person collecting your child is more than 15 minutes late, your child will be placed in the ASC at 4:15pm and they will be supervised by the ASC staff. If this should happen a charge will be made.

Classroom Equipment

It is important that children are prepared for their lessons. Every pupil should bring a pencil case filled with the equipment listed below. All equipment needs to be labelled and replaced when lost or used up and pencil cases should be checked every week. The school council run a weekly stationery shop for pupils to buy replacements.

3 Writing pencils
Erasers
Handwriting pens (when awarded their pen licence)
Colour pencils
30 cm rigid ruler
Sharpener
Protractor (Year 5)
Glue stick
Calculator

Children should not bring compasses or scissors to school as, when required, these will be supplied by the class teacher.

Pupils are always expected to bring their PE/games kit to the appropriate lesson. In the event of a pupil being injured or ill, they must still bring their PE/games kit. A note from home should explain their injury/illness to help PE staff plan modified activities.

Rucksacks and Sports Bags

Pupils should take their sports bags to the bag room before the start of the day. For PE, dance and swimming lessons the small House PE bag should be used. Larger sports bags should only be used for games lessons and activities if required. Large cricket bags should be taken to the bag shed in the corner of the field in the Summer Term.

All bags should be labelled with the pupil's name and class.

Rucksacks should be taken into class.

Mobile Phones and Electronic Items and Possessions of Value

Mobile phones and items of personal and/or financial value, including all electronic items, should not be brought into school. Middle School pupils do not need mobile phones as they are dropped off and collected by an adult. If they need to contact parents, the class teacher will arrange this.

Expectations

Pupils are expected to arrive punctually to all lessons. They should enter the room quietly, standing behind their desk and wait for the teacher to give instructions for the day. They are expected to be organised and have the appropriate books and equipment for all lessons.

During lessons, pupils are expected to exercise self-discipline. They are expected to raise their hand in order to ask to speak. They should not call out unless authorised to by a teacher. Pupils are expected to listen to both questions and answers.

Pupils will be encouraged to take pride in their work and they will be encouraged to know themselves whether or not it is neat. A neat and well-organised diary should be kept and taken to all lessons.

All work should be laid out using 'DUMTUMS':

Date, Underline, Miss A Line, Title, Underline, Miss A Line, Start Work

Rewards and Sanctions

Rewards

We recognise the benefits of positive reinforcement through praise and support. We ensure that children are given the opportunity to succeed. We praise and highlight the successes of children by awarding:

- certificates for project work or for simple achievements, e.g. good manners;
- house points for good or improved work, effort and good behaviour;
- stickers to encourage progress;
- merit badges at weekly assemblies to reflect individual progress;
- times tables ambassador awards;
- merit, progress and achievement certificates at the end of each term;
- prizes at the end of year Prize Giving.

We also display work on the Achievement Board and acknowledge success on the 'Star Pupil' board.

Sanctions

Children who misbehave or are disruptive will be reprimanded by their class teacher. This may include repeating work or spending some time under supervision, to finish work or to reflect on their behaviour. Class teachers will inform parents of continued misbehaviour. Continuation of poor work, missed homework or inappropriate behaviour may result in the child being referred to the Head of Middle School. If there is no improvement, parents are notified and a meeting will be arranged with the class teacher initially, then with the Head of Middle School, to discuss how the situation could be improved. If the situation does not improve the Headmaster is informed so that he can take appropriate action.

Activities

Houses

Every child is a member of a House and is issued with a house badge at the start of Year 3. Replacement house badges are available from the school council stationery shop (open weekly) at a cost of 50p. These are part of the uniform. Throughout the year there are a variety of activities to encourage children to work as a member of their House. In Year 5 House Captains and Vice-Captains are elected.

On an individual basis children contribute to their Houses by earning points and by taking part in events, e.g. quizzes and sports events. Each week the totals are announced and, at the end of each term, a Cup is awarded to the House which collects the most house points.

School Council

A Middle School Council is elected to allow the children to have a voice in the running of the School. Each class has a representative, who is elected annually. Year 5 House Captains and Vice Captains represent the Year 5 classes. The Council meets on a fortnightly basis and is supported by a member of staff. Each Council member reports back to their peers and canvasses for ideas and suggestions on what improvements they would like to see in the Middle School. It is also an opportunity for all pupils to discuss any difficulties they may be experiencing in a supportive environment. The Council also organises fund-raising events throughout the year.

Charities

Children are encouraged to think positively and constructively about the importance of charities. Fundraising activities are organised throughout the year.

Co-Curricular Activities

Please see page 31 for details of co-curricular activities.

Partnership with Parents

Good communication between home and school is essential to support a pupil's development and learning. The class teacher should be the first point of contact for all pastoral and academic inquiries. The office should be contacted directly for all administrative inquiries. Information from the School or class teacher is usually sent out by email but letters will be sent by satchel post if a reply slip is required from parents.

Class teachers can be contacted via the pupil homework diary. It is checked on a daily basis and offers a quick and readily accessible method for communication between staff and parents. In addition to this, staff can be contacted by leaving a message with the office or via our email system.

Instructions for emailing staff

- Please avoid sending long emails to staff; arrange a meeting instead
- Abusive emails to staff will not be considered
- Requests for absence and daily absence messages should be sent to the administrative staff in the school office (office@staubyns.com)
- Medical emails should be directed to the medical staff (nurse@staubyns.com), not to teaching staff
- Please do not expect a response to emails during school holidays or weekends
- Staff are advised not to look at their emails after 6:00pm on school days
- It is the School's responsibility to ensure the positive welfare of all of its staff

Middle School Staff List:

Mrs Porter (Head of Middle School)
c.porter@staubyns.com

3CH Miss Holman
c.holman@staubyns.com

3NL Mrs Luscombe
n.luscombe@staubyns.com

3NS Mrs Spence
n.spence@staubyns.com

4MG Mr. Glover
m.glover@staubyns.com

4HS Mrs Shamim
h.shamim@staubyns.com

4JA Mrs Adamson
j.adamson@staubyns.com

5AM Miss McGetrick
a.mcgetrick@staubyns.com

5SY Mrs Yamaguchi
s.yamaguchi@staubyns.com

5VC Mrs Camp
v.camp@staubyns.com

Mr Bayntun (Director of PE & Games)
g.bayntun@staubyns.com

Mme Goodey (French)
l.goodey@staubyns.com

Ms Lang-Daly (Head of Additional Learning)
p.lang-daly@staubyns.com

Miss Morgan (PE)
s.morgan@staubyns.com

Miss Rush (Head of Art/DT)
j.rush@staubyns.com

Mr Shute (Deputy Head, Games)
m.shute@staubyns.com

Mr Townson (Computing (ICT))
w.townson@staubyns.com

Miss Tulloch (Director of Music)
d.tulloch@staubyns.com

Miss Prestifilippo (Drama and dance)
j.prestifilippo@staubyns.com

Miss Evison (Music)
c.evison@staubyns.com

Mr. Harnwell (Games)
l.harnwell@staubyns.com

Senior School

Years 6, 7 & 8

- Welcome
- Senior School Organisation
- The Senior School Day
- Equipment, Phones and Lockers
- Expectations
- Rewards, Sanctions and Privileges
- Pupil Voice and Responsibility
- Activities
- Partnership with Parents

<http://www.staubyns.com/senior-school>

Welcome

Welcome to the Senior School. This section of the handbook is designed to supply Senior School pupils and their parents with information about the organisation and pastoral arrangements of the Senior Department of St. Aubyn's School.

Miss Dundon (BA Hons, PGCE)
Assistant Headteacher (Head of Senior School and English)
s.dundon@staubyns.com

Senior School Organisation

Teaching and Tutor Groups

There are five classes in the Senior School: three Year 6 classes, one Year 7 class and one Year 8 class. Each class has a form tutor who meets with them for registration and tutorials. Pupils are taught in these classes by specialist teachers for each subject.

Tutors

6TM	Miss Morris	SR4
6FG	Miss Gamble	science lab
6SM	Miss Morgan	SR5
7WT	Mr Townson	SR6
8SS	Mrs Slade	SR3

The form tutor is an essential link between home and school and should be the first point of contact with the school regarding your child's academic, pastoral progress and welfare.

Setting

In Year 6, pupils are placed in sets for mathematics. They are also taught English in their maths sets. These sets are reviewed each half term and, after due consultation with the staff concerned, pupils may be moved from one set to another.

In Year 7 and 8 pupils are taught in split class sets, according to ability, in maths and English. As with Year 6, these sets are reviewed half termly.

The Senior School Day

There is a teacher on duty in the playground from 8:00am. A bell is rung at 8:40am at which time the children go to registration in their tutor groups. On wet days children will be allowed into their classrooms from 8:00am.

Registration is between 8:40am and 8:50am. Children are deemed to be late if they arrive at school after 8:50am. Pupils arriving late to morning registration must report directly to the office to sign in before going to their first lesson. If this does not happen, the office staff will assume that the pupil is absent and will phone home accordingly. Lessons start at 8:50am. Punctuality is important as form tutors need to give out information and organise the day's activities. Children who are late can often miss important information and disrupt the class.

If your child is not able to attend school because of illness, please contact the office to confirm his or her absence each day.

During morning break, pupils are allowed to eat fresh fruit which is provided. Sweets and chocolate are only allowed for special occasions e.g. birthdays, with the permission of the form tutor. All sweets and chocolates should be nut-free. Please check with the form tutor as some pupils do suffer from food allergies.

Lunchtime is supervised by staff in the dining hall and on the playground. Menus are displayed on a weekly basis on the website. If you have concerns about your child's dietary needs, please contact Mrs Clark, the Catering Manager (catering@staubyns.com).

The teaching day finishes at 4:00pm. Children who are attending the After School Club (ASC) or co-curricular activities should go straight to them without delay. There are staff on duty in the playground supervising the pupils from 4:00pm until 4:15pm. At 4:15pm, any pupils who have not been collected will be placed in the ASC, where they will be supervised until they are collected. There is a charge for this service.

Senior pupils are allowed to make their own way home if parents have given written permission in advance

Equipment, Phones and Lockers

Essential Equipment

Pens (blue and red), transparent 30cm ruler, pencils, eraser, sharpener, coloured pencils, 360 protractor, calculator and a pair of compasses. These should be carried in a pencil case. Pupils are expected to have these items at the relevant lessons. Pupils are always expected to bring their PE/games kit to the appropriate lesson. In the event of a pupil being injured or ill, they must still bring their PE/games kit. A note from home should explain their injury/illness to help PE staff plan modified activities.

Lockers and Bags

Each pupil in the Senior School is allocated a locker. On the first day of the new year each child should bring a combination padlock to school for their locker. Please ensure that they have set the code prior to this time. Lockers must be kept locked. Bags should either remain with pupils during lesson time, or otherwise be kept in their lockers. Sports bags should only be brought in to school on PE/games days.

Mobile Phones

Parents may give permission for children to bring mobile phones, but we do insist certain guidelines are followed:

1. Phones should only be brought in to school if a child travels to or from school on their own.
2. Phones must be posted into the 'Phone Box' when the bell goes at 8:40am and should be collected promptly at 4:00pm.
3. Phones should not be taken on trips or fixtures unless permission has been given by the organising member of staff.
4. On NO ACCOUNT should pupils keep phones with them during the day. If such an incident occurs, phones will be retained by the Head of Seniors. Parents will then need to collect the phone at a mutually convenient time.
5. Phones are not to be used on the school grounds. This includes taking photographs, videos, making calls and sending text messages.

Electronic Items and Possessions of Value

Items of personal and/or financial value, like Ipods, should not be brought into school. Pupils are not permitted to wear 'smart' watches in school. On the rare occasion that this is necessary or has been done accidentally, the pupil should hand the item in to their tutor and collect it at the end of the day.

Expectations

1. All pupils are expected to carry a reading book and reading record at all times.
2. Pupils are expected to be organised for the day and have the appropriate books and equipment for all lessons.
3. Pupils are expected to arrive punctually to all lessons. They should enter the room quietly, get out what is needed, sit down quietly and wait for the lesson to start.
4. During lessons pupils are expected to exercise self-discipline. They are expected to raise their hands in order to ask to speak. They should not call out unless authorised to by a teacher. Pupils are expected to listen to both questions and answers.
5. Pupils are encouraged to take pride in their work and they will be encouraged to know themselves whether or not it is neat. A neat and well-organised planner should be kept and taken to all lessons.
6. All work should have a title, the date and an objective. This should be underlined unless otherwise specified. All written work should be completed in blue ink except for maths work, which is completed in pencil.
7. Senior pupils are expected to appreciate their position in the School and demonstrate to other pupils, staff and their family's high standards in dress, social skills (manners and behaviour), sport and academic achievement.
8. All pupils are expected to use their own initiative to pursue independent learning.

Rewards & Sanctions

Rewards

Throughout the Senior School, staff use verbal praise, 'house points' and comments in books to reward pupils for appropriate effort, behaviour, attitude and work.

Sanctions

Behavioural:

If a pupil, after due warning, continues to break a particular school rule, the following sanctions apply:

- The first instance of a misdemeanour is seen as a warning and the tutor will speak to the pupil concerned regarding the incident. A form tutor may keep a pupil for an after school detention to reflect on their conduct.
- On the second recording of a misdemeanour, the Head of the Senior School speaks to the pupil and, if necessary, an after school detention is given.
- On the third occasion, the Headmaster speaks to the pupil. Parents will continue to be informed. Either at this stage, or if there is any subsequent similar misdemeanour, a pupil may be required to attend a Headmaster's detention. This is an extremely serious matter.
- The Headmaster reserves the right to suspend or expel any pupil for persistent or extreme misconduct. Families have the right to appeal to a sub-committee of the Governing Body.

Academic

- If a pupil regularly presents inadequate prep or poor classwork and/or is displaying an uncooperative attitude in a particular subject, the teacher in charge will administer appropriate sanctions. The pupil may be required to attend a session after school to catch up on work.
- If similar problems persist, the teacher will refer the matter to the pupil's tutor who will endeavour to assist. If there is no improvement they will refer the matter to the Head of the Senior School. At this stage the pupil may be placed on 'report' to monitor behaviour in each of their lessons. They may also be put into an after school detention.

Parents will be informed and involved at each stage.

Pupil Voice and Responsibility

All Senior pupils are expected to act in a mature fashion and to become responsible for themselves, especially in their organisational skills.

Young Managers

All Year 8 pupils take part in the Young Managers' Scheme as part of their PSHCE Programme. Each pupil applies for a position within the school. They have to undertake an interview with the member of staff who oversees that position. If they are successful, they then have to fulfil the job specifications throughout the year. They can be removed from the position if they do not fulfil the required duties, as happens in the real world.

Senior School Council

The Senior School Council has its own constitution and is overseen by a member of staff. All pupils have the opportunity to put their name forward to be a Council member. They present their manifesto to their peers and then take part in a secret ballot to elect two representatives from each tutor group. Council officers are appointed from these representatives.

Activities

Houses

Every child is a member of a House. Throughout the year, there are a variety of activities to encourage children to work as a member of their House. Captains and Vice-Captains are chosen by staff.

On an individual basis, children contribute to their Houses by earning points and by taking part in events, e.g. design competitions and sports events. Each week the points totals are announced and, at the end of each term, a Cup is awarded to the House which collects the most points.

Charities

Children are encouraged to think positively and constructively about the importance of charities. Fund-raising activities are organised throughout the year.

Co-Curricular Activities

Please see page 31 for details of co-curricular activities.

Partnership with Parents

Good communication between home and school is essential to support a pupil's development and learning. The form tutor should be the first point of contact for all pastoral and academic inquiries. The office should be contacted directly for all administrative inquiries. Information from the School or class teacher is usually sent out by email, but letters will be sent by satchel post if a reply slip is required from parents. Form tutors and subject teachers can be contacted via the pupil planner. It is checked regularly by tutors and offers a quick and accessible method for communication between staff and parents. In addition to the planner, staff can be contacted by leaving a message with the office.

Instructions for emailing staff

- Please avoid sending long emails to staff; arrange a meeting instead
- Abusive emails to staff will not be considered
- Requests for absence and daily absence messages should be sent to the administrative staff in the school office (office@staubyns.com)
- Medical emails should be directed to the medical staff (nurse@staubyns.com), not to teaching staff
- Please do not expect a response to emails during school holidays or weekends
- Staff are advised not to look at their emails after 6:00pm on school days
- It is the School's responsibility to ensure the positive welfare of all of its staff

Senior School Staff List:

Miss Dundon (Head of Senior School/English)
s.dundon@staubyns.com

6FG Miss Gamble (Head of Science)
f.gamble@staubyns.com

6SM Miss Morgan (Head of Geography/Girls' Games)
s.morgan@staubyns.com

6TM Miss Morris (maths and English)
t.morris@staubyns.com

7WT Mr Townson (Computing (ICT))
w.townson@staubyns.com

8SS Mrs Slade (Head of Maths)
s.slade@staubyns.com

Mr Bayntun (Director of PE & Games)
g.bayntun@staubyns.com

Mr Cameron (Head of Latin and R.E)
a.cameron@staubyns.com

Mme Goodey (French)
l.goodey@staubyns.com

Ms Lang-Daly (Head of Additional Learning)
p.lang-daly@staubyns.com

Mrs Merrington (History)
j.merrington@staubyns.com

Miss Rush (Head of Art & DT)
j.rush@staubyns.com

Miss Tulloch (Director of Music)
d.tulloch@staubyns.com

Mr Shute (Deputy Head & Games)
m.shute@staubyns.com

Miss Wear (Deputy Head Curriculum & English)
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Miss Prestifilippo (Drama)
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Co-Curricular Activities

- Introduction
- Representing the School
- Sport
- Performing Arts
- Houses

Introduction

The School offers a wide range of co-curricular activities after school, for children from Years 2 to 8. These activities are listed in the calendar each term. Most activities are voluntary and open to all, but some are by selection and invitation. Forms to apply for co-curricular activities are sent home by hard copy and email during the previous term. Parents need to ensure that they complete and return the forms before the end of term. Timings and locations for activities are provided on the form.

Places are limited but we should be able to give every child at least one activity. If an activity is oversubscribed, pupils who do not get a place will have priority the following term over those who did. Final lists are emailed to parents and staff before the start of term so that the activities can begin on the first day of term.

Please note that late applications will not be processed because the lists and registers that are produced become important documents that we use to ensure that pupils are in the correct place after school. Constantly updating the lists and registers results in confusion amongst teachers and office staff about which ones are accurate and can lead to situations that compromise children's safety.

Pupils will need to be collected at the end of the session from the correct place. For sports activities, collection is always from downstairs in the sports hall entrance and for most music activities, collection is from the PAC. For all other activities pupils will be brought to the playground for collection. You will be notified if there are any changes to the collection venues. Please note that pupils not collected on time will be put into After School Club, for which there is a charge.

Please do not sign your child up for an activity if they do not want to do it or cannot commit to it each week. It is good for the children to understand that these activities require regular commitment from themselves and from the teachers in order to work well. If a child is unable to attend an activity, a parent should communicate this to the office staff, the class teacher and the staff member running the activity. Otherwise the office will call home to establish the child's whereabouts when they do not turn up.

Activities that involve external instructors require a payment. Separate letters will go out to you if you select these activities.

Representing the School

Parental support for activities is much appreciated. Participating in, for instance, a choir, team or play, represents a real commitment. At times it will need to take priority over other out-of-school activities and wider family arrangements. If such support is not forthcoming, it can devalue the experience for everyone else involved. If your child is chosen for a particular event, he/she is expected to participate.

The School undertakes to inform families of times and dates as far in advance as possible, and in writing. If there are questions, either individual staff or the office will respond as soon as practicable. Sometimes short notice is inevitable, e.g. if a team is involved in a cup run or extra rehearsals prove to be essential. Nor is it possible to anticipate all the vagaries of the weather and the traffic. If any group is delayed, every attempt will be made to keep parents informed. That said, families are expected to collect children at the time indicated in any information sheet. The calendar is also a useful point of reference for future planning.

Inevitably there are some exceptional circumstances, e.g. a family wedding, which may conflict with school commitments. If your child is unable to participate in a school activity in such circumstances, please let us know as soon as possible, and in writing rather than relying simply upon your child to tell the relevant member of staff. This allows us to make alternative arrangements and inform other children and families as soon as possible.

Our aim is for all children to enjoy and thrive upon participation in School activities. If you have any questions about these matters, please contact the relevant member of staff.

Sport

The School offers a full and varied PE/games curriculum for all pupils. This includes children's participation in internal house matches and Games lessons to promote involvement in team sports. Children are generally very positive about PE/games and are keen to do as well as possible.

The major sports played are football, cricket, rugby, hockey, netball and rounders, with teams from U9 to U13. The teams play regular fixtures with other schools and the standard of play is usually high. We also compete with other schools at cross-country, athletics and swimming. A child may represent the School in one particular sport or several, depending on his/her talents and abilities.

Weekly fixture lists and sports activities are posted on the website homepage and on the PE Department's notice board, which is located in the playground.

Squads for teams are chosen on ability and practices may take place outside the normal school day. Assessment is based on measurable performance in PE/games activities and the combined professional judgement of relevant staff, who often provide activities in their own time.

Children's performance is reviewed constantly in normal lessons and in squad practices. There is never a "closed shop" with regard to any team squad.

Additional factors need to be considered with regard to a child's participation in a squad and/or team. For instance it may not be wise for an individual child to miss lessons, which can happen on occasion. A child may become overstretched with regard to co-curricular commitments. All children need to show an appropriate level of maturity and the right attitude to participate and to represent the School. It may be that an individual child needs a little more time to mature.

Parents are generally very supportive of their child's participation in squads and teams and rightly positive about their child's ability and performance. Children often participate in activities outside school. It is important to note that the general standard of inter-school sport is very high. As a school, we have some very able young sportsmen and women here, who may also be involved in competitive sport at a high level outside school. At "A" team level, we simply choose the best team available for any given sport. It would be unfair on the rest of the team and the individual concerned to include a player simply to "give him/her a game". We run as many other teams as practicable in order to give many children the chance to represent the School.

Our main aim is for each child to enjoy sport and to achieve as much as possible in relation to his/her abilities, including individual and team games. If you have any individual questions about team selection, please discuss these initially with the Director of PE/games. If you have a concern that you feel has not been addressed, then the next step is to refer to our Concerns and Complaints procedure.

<http://www.staubyns.com/sport-page>

Performing Arts

The School has a purpose built Performing Arts Centre (PAC) and a Performance Studio on site.

Music

All pupils participate in music lessons from Nursery through to Year 8. Music is taught as a practical subject and underpins much of the co-curricular work. We believe that music should be accessible to all pupils, no matter their faith or musical ability. Children are encouraged to listen to both classical and popular music with a critical ear.

We have a thriving Music Department with one full time Director of Music, two part time teachers of music and 15 visiting peripatetic instrumental teachers, teaching a wide range of instruments to pupils from Year 2.

Located at the back of the Performing Arts Centre, the Music Department consists of a music classroom and four practice rooms which are always buzzing with activity. We are dedicated to encouraging as many children as possible to be involved in music making.

We have devised a Music Awards Scheme for pupils where individual achievements, successes, hard work and contribution to the musical life of the School are rewarded.

Full details of the scheme and information about individual music tuition can be obtained from the Director of Music, or by attending one of our instrumental demonstrations. Dates and times for these demonstrations are published in the calendar. Alternatively, you can contact the Music Department via the office. All letters should be for the attention of the Director of Music.

There is a full program of co-curricular activities with an orchestra, string group, two choirs, brass group, African drumming group and guitar group.

Throughout the year pupils perform in a variety of musical events, including a church service, termly concerts, instrumental concerts, assemblies, house singing competition and local festivals. These are published in the calendar. There are a number of other music related trips, events and competitions held during the year.

Drama

All children have the opportunity to participate in Drama lessons and events. These events could be a class play to support an assembly, a particular area of learning, a departmental play, or a full scale production involving one or more School Departments. Dates and times of performances are published in the calendar.

Senior pupils enjoy theatre visits to the West End and local productions.

Dance

Dance is taught as part of the PE Curriculum in Pre Prep and Middle School. Class dances also feature in the Middle School plays. Children from Reception to Year 8 can take part in ballet lessons. These are held after school and are delivered by an external teacher. There is an extra charge for these lessons. Reception children will be invited to participate in ballet during the Christmas Term.

<http://www.staubyns.com/performing-arts>

Houses

There are four Houses throughout the School – Grove, Hayton, School and York. Each pupil is assigned to a House upon entry to the School. Pupils have the opportunity to represent their Houses in academic, sporting and other activities from Year 3 upwards. In addition to earning Points pupils will get involved in competitions in various sports, singing, engineering, public speaking, dance, tug of war, conkers and the annual inter-house quiz.

All pupils, regardless of ability or gender, are encouraged to take part in all activities. Some pupils hold positions of responsibility within their House.

Health / Medical Matters

- Welcome
- Nurse and First Aiders
- Health Questionnaires
- Illness and Treatment
- Administration of Medicine
- Health Screening
- Asthma
- Head Lice
- Communicable Diseases
- Diarrhoea and Vomiting
- Sun Protection
- Cold Weather
- Spare Clothes
- Conclusion

Welcome

Our aims are to keep children as healthy as possible whilst at school and to enable a child to attend school if he/she has a medical condition. These aims are achieved by promoting good health, preventing illness and accidents and treating ill health and injury where appropriate, thus restoring health and alleviating suffering.

Nurse and First Aiders

We have a full time nurse who is available from 8:30am – 5:00pm. In her absence, several first aiders are able to treat minor illness and injury occurring at school.

Health Questionnaires

Each family completes a health questionnaire before a child starts at St. Aubyn's. This enables us to care for a child appropriately if he/she should have medical needs or conditions. The questionnaire is confidential and kept by the nurse. It is important to complete it fully, including telephone numbers and emergency contact numbers. It is the family's responsibility to notify the school of any changes in these contacts. It is also important to let the nurse know if a child's health status/condition changes.

Illness and Treatment

During a child's time at school he/she may become unwell or injured. Where possible we will treat the child, enabling them to stay in school. Simple over-the-counter medicines such as Calpol, antiseptic cream or cough linctus can be administered by the nurse, but this requires a parent's written permission. A consent slip is incorporated into the health questionnaire and must be completed if you wish your child to receive such medicines. In the case of EYFS pupils, non-prescription medicines can only be given if parental consent is obtained on the day the non-prescription medicine is to be administered. If you have given your child medicine before the start of school, please let us know. It is sometimes difficult to get an accurate history from a child and if the parents are also unavailable for contact, we would not want to risk giving an overdose.

When a child becomes too unwell to remain in class we ask the parents to collect him/her as soon as possible. We do not have the facilities to care for an ill child for long periods of time. St. Aubyn's is a large site and the nurse is responsible for the whole school. The medical room is therefore not 'manned' at all times during the day.

If your child is unwell before the start of school or has a temperature, please do not send him/her in. An ill child feels miserable and is unable to concentrate and, therefore, does not benefit from being at school. Also, by not resting adequately, the recovery from illness may be prolonged. If a child with an infection attends school, there is a high risk that this will be passed on to classmates and/or teaching staff.

In the event of an illness or injury requiring further treatment such as at an Accident and Emergency Department, the parents will be contacted and asked to take the child to hospital. This is the parents' responsibility as parental permission will be required by hospital staff for treatment to be carried out and an ill or injured child may be distressed, needing to be with his/her parents. In an emergency, an ambulance will be called.

Administration of Medicine

A child may require a specific medicine whilst at school, e.g. antibiotics, eczema cream or asthma medication, and the nurse is able to administer such medication.

Any medicine brought into school must be given to the nurse by the parents/guardian and an 'Administration of Medicine' form completed. We have a legal duty to record the date, dose, time, batch number, expiry date, supplier and manufacturer of any medicine given at school, and the completion of this form enables us to comply with this duty.

If you are dropping your child off early and are unable to see the nurse, please send a covering letter on the first day of the course of medicine, stating clearly the dose required and the time it should be administered. You will be asked to complete a form at the end of the day. If you are unable to speak directly to the nurse at the beginning of the day, it would be advisable to telephone during the morning. There have been occasions when children have forgotten to pass medicines to her until the end of the day and subsequently that day's dosage has been missed completely.

Any medicine brought into school must be collected by the parent/carer before 4:30pm from the medical room. Any medicine not collected before 4:30pm will be stored in the medical room overnight. Alternatively, it is possible for parents/carers to collect medicines until 6:00pm by asking After School Club staff to access the Medical Room.

Please do not rely on your child to remember to collect the medicine at the end of the day. It is a busy time and children often forget. The nurse is unable to return medicines to the child's classroom at the end of the day.

All medicines must be clearly labelled and in the original container. Please do not send tablets to school in envelopes or cut out of a pack. The original container will bear the expiry date and batch number.

Pupils in the Senior School and some Year 5 pupils may take responsibility for their own asthma inhalers, whilst for Pre Prep and other Middle School children, the inhalers are kept in each child's classroom and are easily accessible. On no account should any other medicine be left in satchels or kept by pupils themselves. Correct storage of medicines is essential, and some may require refrigeration. All medicines must be kept safely away from other children.

The nurse may refuse, at her discretion, to administer a medicine. This could be because it is out of date, prescribed for another person, not normally available in the UK, unlabelled etc. The parents will be informed.

Health Screening

All children at school are offered periodic health screening at age 5, and again at ages 7- 8 and 11. The aim of this health screening is to promote good health, including care of teeth and healthy eating, and to identify any health problems that may affect their education, e.g. hearing or visual problems. This screening is optional and comprises height and weight monitoring, a hearing test, vision screening, urine test and a general chat about their health. Any health problems identified will be explained to parents and referred to the child's own GP.

Asthma

Asthma is a growing problem amongst school children. About one in seven children of primary school age has asthma.

The best way of taking asthma medicines is to inhale them. There are many different devices to help children use their inhalers but, whichever type they use, treatment must be given immediately to prevent a severe attack. We encourage older pupils in the Middle and Senior Schools to take responsibility for their own inhalers as they are moving from room to room for different lessons and need to have their inhaler 'on hand'. It is essential, therefore, that they remember to bring the inhaler to school each day.

Asthma medication and each child should have their own supply in school.

Inhalers for Pre Prep and Middle School children are kept in the child's classroom in a clearly identified and accessible 'asthma box'. This box is taken to any location when the child is involved in an activity away from the classroom, e.g. sports field, sports hall, swimming pool, school trips (some Middle School classes also have an 'asthma box' when it is felt that a child is as yet unable to take responsibility for his/her inhaler). Inhalers are not kept in the Medical Room (unless a parent wishes to send in an additional inhaler), as the room is locked when the nurse is not in her office.

Head Lice

Head lice are tiny insects, roughly the size of a match head when fully grown. They are an increasing problem in the UK. Around 4 million people, mostly children, have head lice every year. They are difficult to detect even on close examination and can camouflage themselves to the colour of a person's hair. They only live for around 40 days but during this time can lay hundreds of eggs in one head of hair. 'Nits' are the empty egg cases which are attached to the hair and turn white after the lice hatch out. Head lice cannot jump, fly or swim from one head to another, but they can climb very quickly from head to head, especially when children put their heads together during play. Head lice are not fussy about hair length or condition. Clean hair is no protection.

A good way to 'screen' for head lice is to comb out well-conditioned hair with a detection comb. If you should find your child has head lice, it is important to start treatment straight away. There are two options: combing or chemicals. Further advice about both options and about prevention can be obtained from the nurse.

If your child is found to have head lice at school, you will be informed and asked to start treatment as soon as possible.

Communicable Diseases

From time to time children contract infectious diseases such as chicken pox, impetigo, conjunctivitis etc. If an infectious disease is suspected, the parents will be contacted and asked to collect their child from school. Specific illnesses have specific exclusion times from school and St. Aubyn's follows the Public Health England guidelines. If you suspect your child has an illness, please do not bring your child to school. Ring either your GP or the nurse for advice.

Diarrhoea and Vomiting

Any child who has been absent with diarrhoea and/or vomiting, should not return to school until he/she feels well, has had no episodes of diarrhoea or vomiting for at least 48 hours and is able to eat and drink normally without symptoms re-occurring.

Sun Protection

In moderation the sun is good for us. We need it to produce Vitamin D for healthy teeth and bones, and UV light will improve some skin conditions such as acne, eczema and psoriasis. However, over exposure can cause potential harm and we need to ensure that children are adequately protected. St. Aubyn's School has a regulation sun hat which is available from the uniform suppliers (see Uniform section). It is designed to protect the face, head and neck and we would urge all children to have one and to keep it at school for those days when needed. Senior pupils may wear a plain navy or white sun hat.

Please apply a high protection sun cream/block in the morning when required. This, combined with a sun hat, should provide adequate protection.

Cold Weather

Unless it is raining heavily, children are expected to play outside during break times. Their winter hat should be worn as children lose a lot of heat through their heads.

Spare Clothes

A limited amount of spare clothing is kept in the medical room in case of 'accidents'. If your child borrows any clothing we would ask you to wash and return it as soon as possible to ensure that there is always spare clothing available. Any old outgrown uniform, (tights, pants etc) that is not suitable for the shop can be put to good use in the medical room. All donations are gratefully received.

Conclusion

Please follow the guidelines and by all means contact me for further information or advice. By working together, we will promote the physical, mental and social well-being of each child.

nurse@staubyns.com

Before and After School Clubs

- Welcome
- Aims
- Contact Information
- Admission and Fees
- Before School Club (BSC)
- After School Club (ASC)
- Items of Value
- Daily Routines
- Catering
- First Aid
- Collection
- Summary

<http://www.staubyns.com/before-and-after-school-clubs>

Welcome

The Before and After School Clubs (BASC) are specifically designed to enable children to be cared for in a safe, positive and enjoyable environment at the beginning and end of the school day. The clubs were set up as part of the School's commitment to improving the availability of childcare for working parents.

This section of the handbook contains information relevant to the clubs and how they operate. If you have any other questions or queries regarding the BASC, please see a member of staff, who will be happy to help.

The BASC are managed by Mrs Yeo (NVQ3 in Early Years Care and Education, Level 3 Diploma in Early Years Practice). Mrs Georgiou (NVQ3 in Childcare and Learning Development) is the Assistant Manager, and six other staff help run the sessions. The majority of BASC staff have NVQ2 in Childcare and Learning Development, or equivalent.

Mrs Yeo (BASC Manager)
asc@staubyns.com

Aims

- To provide a safe and caring environment for children.
- To ensure that their physical and social needs are met.
- To provide different activities than those that occur within the school day.
- To provide equal opportunities for children regardless of race, culture, gender, family grouping, language, or disability.
- To promote a good working relationship between parents, children and staff.

Contact Information

Nursery and Pre Prep – 07826 867912

Middle and Year 6 – 07939 227550

Alternative number from 5:00 – 5:55 pm

Tel: 020 8504 1577 (* 271)

Email: asc@staubyns.com

All parents/carers complete contact, medical and dietary information forms before their child starts school. Please note that contact details for a 3rd emergency contact person are essential. Parents/carers should inform the office in writing when there is a change to this information.

Admissions & Fees

Parents/carers must book their child into the Before School Club (BSC) and/or ASC (ASC) half-termly in advance. Registers will then be set up for that half term. Booking forms are emailed to all parents. They are also available from the BASC page on the School website, the office and from the BASC. Payment should be included with the booking form(s). If payments are persistently late we reserve the right to refuse admission to both BASC.

Before School Club (BSC)

The BSC is available for Nursery and Pre Prep children every day.

It may be possible to book a pupil into BSC on the morning that you would like your child to attend. This will depend on whether there is a space available after bookings are accounted for. Obviously such ad hoc bookings cannot be guaranteed.

The BSC is open from 8.00am. Parents/carers need to wait until this time before entering. They must accompany children to the BSC and sign the register when they arrive. Pupils cannot be signed in by anyone under 16 years of age.

After School Club (ASC)

The ASC is available for all pupils every day except for the last day of each term.

Late bookings (after 12:30pm on the day) are discouraged as they can result in inadequate staff/pupil ratios. Consequently, attempts to make late bookings may have to be declined if an ASC is full to capacity. In this circumstance, parents will need to make alternative arrangements, such as arranging for a friend or relative to collect their child from school.

The following table outlines the location and times for each ASC.

	Location	Time
Nursery & Reception	BASC Room 1	3:15 – 6:00pm
Years 1 & 2	BASC Room 2	3:30 – 6:00pm
Years 3 - 8	Dining hall	4:00 – 6:00pm

Please note that we charge a flat rate for ASC because we have to pay staff to attend the whole session. An hourly rate is not practical as we would need to pay for a larger number of staff to attend split sessions.

If your child is attending a school or Community sports hall activity, sports fixture or another School event during some of the time that they are booked into an ASC session the ASC staff will need to know. This can be done by completing the relevant section of the booking form. ASC staff will then make suitable arrangements for this to happen.

Please advise Mrs Yeo at asc@staubyns.com or f.yeo@staubyns.com of any changes regarding the collection of your child when your child is booked into the ASC. This includes any arrangements you have made for another adult to collect your child from ASC.

If you wish to cancel an ASC booking, please notify the office or email asc@staubyns.com by 12:30pm on the day, otherwise the full fee will be payable and no credit will be given in lieu of that day.

Because there is pressure for places, please be realistic with regards to bookings. If ASC is booked and then regularly cancelled, in effect another child may be denied a place unnecessarily.

Pupils who are not collected from school within 15 minutes of the end of the day will be taken to ASC. This also applies to children who are not collected from activities that take place after school, like choir and sports fixtures. Parents will be charged for this service.

Items of value

We request that children do not bring in items of value to the BASC.

Daily Routines

Nursery/Reception

- 3:15pm Children are collected from their class, hands washed, register taken and tea served.
- 3:30pm Setting up activities for play.
- 5:30 - 5:55pm Tidy up time and quiet activities.

Years 1 & 2

- 3:30pm Children are collected from the Pre Prep building, hands washed, register taken and tea served.
- 4:00pm Quiet time
- 4:15pm Play activities.
- 5:30 - 5:55pm Tidy up time and quiet activities.

Middle and Senior School

4:00pm	Middle School pupils are registered at the Hardcourt and are taken to the dining hall. Senior School pupils should go straight to the dining hall.
4:15pm	Children wash their hands and help themselves to tea.
4:15pm - 5:00pm	Play activities
5:00pm - 5:45pm	Children engage themselves in quiet homework based activities. If they do not have homework, a quiet activity, such as reading or a word search is offered. Y3 15min task and 10 mins reading Y4 30 min task and 10 mins reading Y5 40 min task Y6 - 8 40+ min task
5:45pm	Clear away. Coats and bags are collected.
5:55pm	All children from both clubs will be taken to the dining hall foyer for collection.

Catering

In BSC a breakfast of cereal, toast, and milk or juice is available between 8:00 and 8:30am and juice. ASC provides children with a variety of filled sandwiches (ham, jam, cheese, butter), chopped fruit and cordial.

Information about allergies, medical needs and/or dietary requirements is on file. Please feel free to discuss any concerns with staff.

First Aid

The majority of staff are qualified first aiders and are able to deal with minor injuries/illnesses that arise. If your child has been involved in an accident, staff will record it. You will be informed and given an appropriate injury slip.

BASC staff may contact you if they feel that the injury/illness is significant. In the event of a serious injury/illness staff will call 999 for an ambulance and will try to contact you immediately. Once again, this highlights the importance of keeping contact records up-to-date by informing us of any change as soon as possible.

Collection

ASC ends at 6:00pm and children must be collected by this time. 6:00pm is the end of a very long day for children and they should not be in school any later.

The adult collecting a child should be their parent/carer or another responsible adult approved by their parent/carer. This other person must be an emergency contact recorded on the child's record or someone the staff have been informed of. Upon collection, they should clearly print their name (to avoid confusion about who collected a child), collection time and sign their name in the appropriate sections of the register. We will not allow adults take a child from ASC unless we have been informed by their parent to do so.

If you are likely to be late collecting your child please call before 5:55pm:

Nursery/Pre Prep – 07826 867912 or 02085041577 *271 (between 5:00pm and 5:55pm)

Middle and Seniors – 07939227550

We would be grateful if you would add the relevant number(s) to your phone's memory.

Nursery and Pre Prep children who are not collected by 6:00pm will be taken to join any remaining children from the Middle/Senior ASC in the dining hall, where they will be looked after by a designated member of the ASC team.

Late collection will result in a £20 charge. If a child is collected late three times in half a term, parents will need to make alternative childcare arrangements.

When a child is not collected by 6:00pm every effort will be made to contact the parent(s), carer(s) and emergency contact(s) if we have not heard from them. It is vital that all possible contact numbers are provided to the office.

If no contact is made by 6:45pm the Head or another member of SMT will be contacted. Staff will continue to be responsible for trying to contact the parent(s), carer(s), emergency contact(s) and to keep relevant people updated about the situation. Social Services will be called for advice if all else fails.

Summary

The BASC settings are happy and safe environments. The routines of the sessions help the children to eat, play and relax in informal settings which differ from those of the school day. The sessions are popular and we aim to make them enjoyable experiences for all.

Mrs F Yeo (BASC Manager)
asc@staubyns.com

Uniform

- Dress Code and Uniform
- Nursery Uniform List
- Reception Uniform List
- Year 1 and 2 Uniform List
- Middle School Uniform List
- Senior School Uniform List

Dress Code and Uniform

Pupils should be dressed smartly in full school uniform both at School and on their journeys to and from School. Shirts and blouses should be tucked in at all times. Any uniform or kit that becomes shabby should be replaced or repaired. Shoelaces should be kept securely tied at all times. This is not just for appearance; it is also a health and safety issue. All uniform and kit must be named clearly. Coats are to be worn outside, not in the classroom and buildings.

All the requirements of the following uniform and kit lists apply. Only official PE/games kit may be worn in PE/games. Pupils must change out of games kit before going home, (unless a member of staff grants specific permission). If permission is granted or when leaving an after school sports event, pupils should wear either full school tracksuit or cricket whites and blazer

Pupils may only wear a pair of small ear studs. No other jewellery or make up of any sort is allowed. There should be no extremes of hairstyle. Hair that is long enough should be tied back securely at all times with black or dark blue bands.

Parents of Middle and Senior School pupils should encourage them to take some responsibility for their uniform. This includes taking home their kitbags and sporting equipment at the end of each school day. Pupils should not leave kit in school overnight.

All lost items that are named will be returned to the pupil. All lost items that are not named will be placed in lost property boxes, so pupils and parents may look for items.

Lost property boxes are found in:

Pre Prep – Year 1 and 2 building lobby

Middle School – Year 4 block

Senior School – Upstairs locker room

Sports kit – Sports hall

All regulation design uniform is obtainable from:

Forest Casuals
144 High Rd
Loughton
Essex IG10 4BE
020 8508 2848

<http://www.forestcasualwear.co.uk/acatalog/St-Aubyn-s.html>

This family run company has been in Loughton for over 40 years and they supply many local schools. There is plenty of parking near to their shop.

Second-hand uniform is available from the school shop, which is run by SASS and is open between 3:30 – 4:00pm every Wednesday and occasional Saturdays, which are noted in the Calendar.

Nursery and Reception: It is also useful to add another method of identification to coats, perhaps a coloured ribbon in the coat hook near the neck. Children do find this useful when trying to find their own coat in the initial weeks of the new year.

Nursery Uniform List

Regulation design items are presented in bold font and need to be purchased from Forest Casuals.

Items required from the start of the year

(The first 4 items need to be sent into school with your child on their first day)

1. **Book bag** – with either a **gosling or duckling logo depending on the class allocated** (It is advisable to put a distinguishing feature, such as a key ring, on this bag to help your child to be able to recognise their own)
2. **PE bag in House colours:** Grove - blue, Hayton – yellow, School - red, York - green
(All children must keep a full change of uniform and underwear in this bag, which will be kept in school)
3. **Navy pac-a-mac** (to be kept in school)
4. **Summer hat** (to be kept in school)
5. Shoes - Plain black leather with Velcro (not patent or suede). No boots or flashing lights
6. Hair bands, ribbons (girls) - navy or black

Summer Uniform - 1st half of Christmas Term and whole Summer Term

Girls	Boys
Navy and white Summer dress	Mid grey shorts (no cargo pockets)
Navy cardigan	Maroon polo shirt
Socks - Plain white 'ankle' without frills	Navy pullover
	Navy knee-high banded socks

Winter Uniform - 2nd half of Christmas Term and whole Lent Term

Girls	Boys
Mid grey box pleat skirt	Mid grey trousers (no cargo pockets)
Maroon polo shirt	Maroon polo shirt
Navy cardigan	Navy pullover
Coat	Coat
Scarf, winter hat, gloves - plain navy	Scarf, winter hat, gloves - plain navy
Tights - plain navy or navy knee-high banded socks	Navy knee-high banded socks or short navy socks

PE Kit (Christmas and Lent Terms) - to be worn only on specified PE days

Navy jogging bottoms, maroon polo shirt, navy sweatshirt

Black Velcro plimsolls worn with short navy socks (plimsolls are worn only on PE days)

In the Summer Term only, children are required to wear **White PE T-shirt with House crest**, white cotton shorts, and white ankle socks for PE days

Reception Uniform List

Regulation design items are presented in bold font and need to be purchased from Forest Casuals.

Items required from the start of the year

(The first 4 items need to be sent into school with your child on their first day)

1. **Book bag** (It is advisable to put a distinguishing feature, such as a key ring, on this bag to help your child to be able to recognise their own)
2. PE Kit - **PE bag in House Colours** (Grove - blue, Hayton – yellow, School - red, York – green) containing black Velcro plimsolls, plain white cotton shorts, **White PE T-Shirt with House crest**, white ankle socks, **navy jogging bottoms** and **navy sweatshirt**. Children will change into kit in school on PE days.
3. **Navy pac-a-mac** (to be kept in school)
4. **Summer hat** (to be kept in school)
5. Shoes - plain black leather with Velcro (not patent or suede). No boots or flashing lights.
6. Hair bands, ribbons - navy or black

Summer Uniform - 1st half of Christmas Term and whole Summer Term

Girls	Boys
Navy and white Summer dress	Mid grey shorts (no cargo pockets)
Navy cardigan	Maroon polo shirt
Socks - Plain white 'ankle' or knee-high socks without frills	Navy pullover
	Navy knee-high banded socks

Winter Uniform - 2nd half of Christmas Term and whole Lent Term

Girls	Boys
Mid grey box pleat skirt	Mid grey trousers (no cargo pockets)
Maroon polo shirt	Maroon polo shirt
Navy cardigan	Navy pullover
Coat	Coat
Scarf, winter hat, gloves - plain navy	Scarf, winter hat, gloves - plain navy
Tights - plain navy or navy knee-high banded socks	Navy knee-high banded socks or short navy socks

Years 1 & 2 Uniform List

Regulation design items are presented in bold font and need to be purchased from Forest Casuals.

Items required from the start of the year

(The first 4 items need to be sent into school with your child on their first day)

1. **Document Bag**
2. PE Kit - **PE bag in House colours** (Grove - blue, Hayton – yellow, School - red, York – green) containing plain white trainers (no flashing lights or wheels), plain white cotton shorts, **White PE T-Shirt with House crest**, white ankle socks, **navy jogging bottoms** and **navy sweatshirt**. The PE kit will stay in school and children will change into kit in School on PE days.
3. **Navy pac-a-mac** (to be kept in school)
4. **Summer hat** (to be kept in school)
5. Shoes - plain black leather with Velcro (not patent or suede). No boots or flashing lights.
6. Hair bands, ribbons - navy or black

Summer Uniform - 1st half of Christmas Term and whole Summer Term

Girls	Boys
Blazer	Blazer and tie
Navy and white Summer dress	White shirt (short sleeved)
Navy cardigan	Mid grey shorts (no cargo pockets)
Socks - plain white 'ankle' or knee-high socks without frills	Pullover
	Navy knee-high banded socks

Winter Uniform - 2nd half of Christmas Term and whole Lent Term

Girls	Boys
Blazer	Blazer and tie
Blouse - white, open necked (not collared)	White long sleeved shirt
Mid grey box pleat skirt	Long mid grey trousers (no cargo pockets)
Navy cardigan	Pullover
Coat	Coat
Scarf, winter hat, gloves - plain navy	Scarf, winter hat, gloves - plain navy
Tights - plain navy or navy knee-high banded socks	Short navy socks or navy knee-high banded socks

Middle School (Years 3 – 5) Girl's Uniform List

Regulation design items are presented in bold font and need to be purchased from Forest Casuals.

All Year Round

Blazer	Navy cardigan
Navy pac-a-mac (to be kept in school)	Rucksack
Blouse - white, open (not collared)	Hair bands, ribbons necked - navy or black
Shoes – plain black leather (not patent or suede). No boots or flashing lights.	

Summer Uniform - 1st half of Christmas Term and whole Summer Term

Summer hat	Summer dress
Socks - plain white 'ankle' or knee-high, no frills	

Winter Uniform - 2nd half of Christmas Term and whole Lent Term

Mid grey skirt	Tights - plain navy or navy knee-high banded socks
Coat, Scarf, Winter hat, Gloves - plain navy	

PE/Games (Initialled by Forest Casuals)

PE/swimming bag in House colours	Games bag
Tracksuit	Games shirt
Games skort	PE T-shirt (with House crest)
PE/games trainers - plain black or white	Cotton shorts – plain white
Socks – plain white ankle without frills	Socks - plain navy long
Shin pads	Gum shield
Swimming costume, hat, towel, goggles (optional)	

The PE Department issue specific kit lists before the start of each term.

Middle School (Years 3 – 5) Boy's Uniform List

Regulation design items are presented in bold font and need to be purchased from Forest Casuals.

All Year Round

Blazer	Pullover
Tie	Rucksack
Navy pac-a-mac (to be kept in school)	White shirt (short sleeved in Summer)

Shoes - plain black leather (not patent or suede). No boots or flashing lights.

Summer Uniform - 1st half of Christmas Term and whole Summer Term

Summer hat	Navy knee-high socks
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Mid grey shorts (no cargo pockets) for Year 3 & 4.
Year 5 can wear long mid grey trousers or shorts (no cargo pockets on either)

Winter Uniform - 2nd half of Christmas Term and whole Lent Term

Coat, Scarf, winter hat, gloves - plain navy	Navy knee-high banded socks or short navy socks
Long mid grey trousers (no cargo pockets)	

PE/Games

PE/swimming bag in House colours	Tracksuit
Games shirt	Games shorts
PE T-shirt (with House crest)	Studded football boots
PE/games trainers - plain black or white	Cotton shorts – plain white
PE socks – plain white ankle	Games socks - plain navy long
Shin pads	Gum shield
Towel	Games bag
Swimming costume, hat, towel, goggles (optional)	
Cricket (Summer Term) – St. Aubyn's cricket shirt , trousers, box/pants, additional protective cricket gear for team players to be advised	
Black plimsolls (not trainers) for Dance lessons (Year 3 Christmas Term, Year 4 Summer Term and Year 5 Lent Term)	

The PE Department issue specific kit lists before the start of each term.

Senior School (Years 6 – 8) Girls Uniform List

Regulation design items are presented in bold font and need to be purchased from Forest Casuals.

All Year Round

Blazer	Navy cardigan
Rucksack	Hair bands, ribbons - navy or black
Blouse - white, open necked (not collared)	
Shoes - plain black leather (not patent or suede). No boots.	

Summer Uniform - 1st half of Christmas Term and whole Summer Term

Socks - plain white 'ankle' or knee-high, no frills

Winter Uniform - 2nd half of Christmas Term and whole Lent Term

Mid grey skirt
knee-high banded socks

Tights - plain navy or navy

Coat, Scarf, Winter hat, Gloves - plain navy

PE/Games (Initialled by Forest Casuals)

PE/Swimming bag in House colours	Games bag
Tracksuit	Games shirt
Games skort	PE T-shirt (with House crest)
PE trainers - plain black or white	Cotton shorts – plain white
Socks – plain white ankle without frills	Socks - plain navy long
Shin pads	Gum shield

The PE Department issues specific kit lists before the start of each term.

Senior School (Years 6 – 8) Boys Uniform List

Regulation design items are presented in bold font and need to be purchased from Forest Casuals.

All Year Round

Blazer	Pullover
Coat (when required)	
Tie	Rucksack
White shirt (short sleeved in Summer)	
Shoes - plain black leather (not patent or suede). No boots.	
Navy knee-high banded socks or short navy socks	Long mid grey trousers

Winter Uniform - 2nd half of Christmas Term and whole Lent Term

Scarf, winter hat, gloves - plain navy

PE/Games (Initialled by Forest Casuals)

PE/Swimming bag in House colours
Tracksuit

Games shirt	Games shorts
PE T-shirt (with House crest)	Studded football boots
PE/Games trainers - plain black or white	Cotton shorts – plain white
PE Socks – plain white ankle	Games Socks - plain navy long
Shin pads	Gum shield
Towel	Games bag

Cricket (Summer Term) – **St. Aubyn's cricket shirt**, trousers, box/pants, additional protective cricket gear for team players to be advised

The PE Department issues specific kit lists before the start of each term.

bravely | faithfully | happily
fortiter | fideliter | feliciter

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