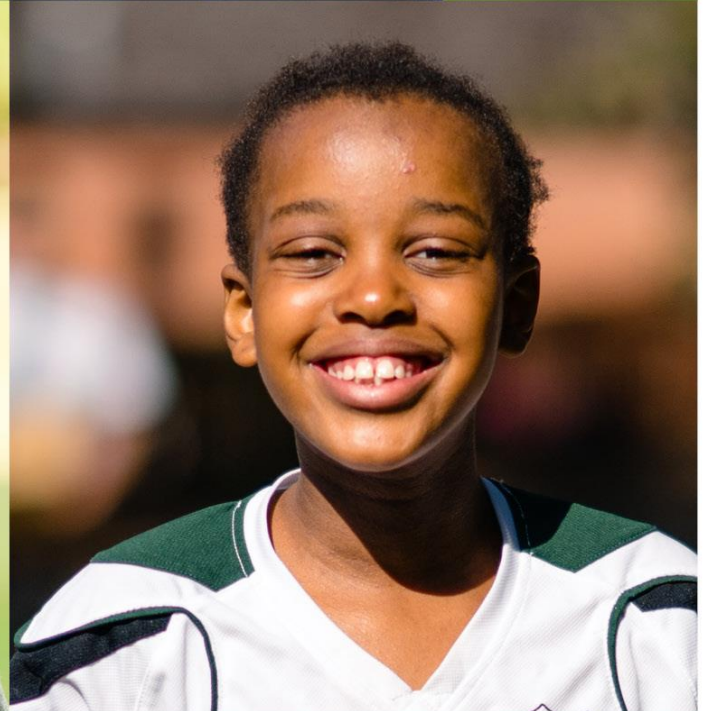




Nursery to Year 8



# Langley Prep School Parent Handbook

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## **Introduction**

This booklet is designed to accompany our prospectus and website with the aim of assisting new and current parents/guardians to become familiar with some of the routines and procedures of School life at Langley Prep School. However, should you have any further queries or should there be anything you are unsure about, the Prep Head, Head of Nursery & Pre-Prep, School Office and teaching staff are always very happy to answer your questions.

## **1. THE SCHOOL**

The three different sections of the School enjoy the same spacious 70-acre private woodland site and share a common ethos and purpose, yet each has its own distinctive character.

### **Nursery**

Seedlings	6 months – 2 years
Acorn	2 – 3 years
Oak	3 – 4 (children not going through School)

### **Pre-Prep**

Transition	3 – 4 (children going through School)
Reception (Chestnut and Willow)	4 – 5 years
Year 1 (Sycamore and Apple)	5 – 6 years
Year 2 (Cherry and Cedar)	6 – 7 years

### **Prep**

Year 3	7 – 8 years
Year 4	8 – 9 years
Year 5	9 – 10 years
Year 6	10 – 11 years
Year 7	11 – 12 years
Year 8	12 – 13 years

### **1.1. Mission statement**

The mission of Langley Prep School is to create a community of empowered learners in a family atmosphere of mutual trust and respect.

Our pupils are encouraged to make decisions for themselves, have respect for one another, display tolerance and consideration for others while gaining an appreciation of the wider natural world. With the support of all staff pupils recognise the value of their responsibility in the learning process. Within the School's 100-acre campus, our pupils have the opportunity, time and space to become independent learners and well-rounded citizens.

## **1.2. Aims**

Each pupil, whatever their ability, will be motivated to develop skills, interests and understanding through personalised, academic learning programmes and investigative hands-on experiences in the School's unique woodland environment. We aim to develop children who are resilient, independent, confident, caring and well-mannered. This takes place in a nurturing environment with a rich and broad curriculum where high levels of pastoral care are in place.

## **1.3. Equal opportunities**

Langley Prep School welcomes and values young people from all faiths or none. Encouraging each pupil's spiritual discovery and expression is an important part of our work. There is an assembly service at 8.30am on Mondays, Thursdays and alternate Fridays ranging from child led assemblies to visiting clergy and speakers.

The School is wholly opposed to discrimination on grounds of race, nationality, creed, colour or disability. The School is also committed to providing equal opportunities to all people, recognising ability comes in all shapes and sizes and that everyone's talents must be celebrated.

## **1.4. Disability statement**

In keeping with the School's policy to provide equal opportunities to all people, the School does not discriminate against people with disabilities of any kind. Indeed, we welcome all pupils, parents, employees and visitors to the School and its grounds.

The School recognises that it is impossible to offer all forms of disabled people an equal standard of education because of the nature of the site and the buildings, as well as the limitations of expertise of the teaching staff. For example, the School is best able to support children with learning difficulties and emotional problems. It is least able to support those with physical difficulties because of the suitability of the grounds and School accommodation. The School is committed to seeking ways of satisfying each individual's needs and will therefore be flexible in its approach to all issues where it is able. However, there may be occasions when the best interests of an individual cannot be met by the School because in so doing the well-being, education or employment of others would be impaired. Therefore, the School guarantees to consider each application on its own merits and to consider all options available before reaching a decision.

## **1.5. School management and structure**

Langley Prep School is a charitable trust, administered by a Board of Governors. A list of the School's Governors is included at Appendix 2 of this document. The Head of Prep is responsible for the management and organisation of the Prep School and is a member of the Independent Association of Preparatory Schools (IAPS) and the Independent Schools Association (ISA).

A Prep School Senior Management Team (SMT) aids the Head of Prep in the day to day running of the School:

- Head of Prep.
- Deputy Head Operations & Pastoral (Prep School): oversees the School's daily routine and deputises for the Head of Prep in his absence.
- Deputy Head Academic (Prep School): concerned primarily with the academic direction of the School.
- Assistant Head Teaching & Learning (Prep School): concerned primarily with the academic direction of the School.
- Head of Nursery & Pre-Prep: has overall responsibility for the Pre-Prep and Nursery (Foundation Stage) department.

A full staff list is available for viewing on the School's website. Should you require a hard copy please contact the School Office: [prepoffice@langleschool.co.uk](mailto:prepoffice@langleschool.co.uk).

The School is also supported by the Langley Leadership Team (LLT), which consists of the Headmaster of Langley, Head of Prep, Head of Nursery & Pre-Prep, the Prep and Senior School Deputy Heads, Chief Operations Officer, Head of Estates and Operations, and the Directors of Finance, HR and Marketing.

### **1.6. Health and Safety**

The School operates a Health & Safety Policy and Risk Assessments for all relevant areas of the School, including trips and visits off-site. An electronic copy is held on the School computer network. A hard copy may be obtained from the School Office upon request. The Estates Committee meets regularly and draws health & safety matters to the attention of the Head of Prep, Head of Nursery & Pre-Prep, and Governors. All staff and pupils are made aware of health & safety matters as required.

### **1.7. School Policies**

In order to protect the interests and safety of children, parents and staff, the School has a strict set of policies and procedures, to which it adheres. Langley Prep School's policies apply to ALL pupils.

The Safeguarding and Safer Recruitment policies appear on the School's website. A hard copy of all School policies are available from the School Office upon request including those covering Admissions, Behaviour, SENDA, Curriculum (including EAL), Anti-Bullying, Health & Safety, and First Aid, policies.

Details of the School's complaints procedure policy can be found on the School website.

## **1.8. Safety and security information**

For the safety of your child, the doors of the Nursery, Pre-Prep and entrance gates to the Prep School are always locked during School hours. Parents/guardians entering the School at other than the usual drop off time in the morning should enter via the **front door of the Main Hall and report to the School Office/Reception, or the entrance door of the Pre-Prep Nursery or Pre-Prep**. If remaining in the building, parents/guardians will be required to sign in and out as visitors and wear a badge or parent sticker.

At break times members of staff are on duty to supervise the pupils across the School and ratios are adhered to within the Nursery.

Parents/guardians who have collected their children at the end of their day, following the hand shake procedure, are responsible for their control and safety. This is of particular importance should parents allow children to play on the climbing frames and swings, or be left unattended in the car park. Both areas are potentially hazardous and require strict supervision. Collection from the Prep School is at the front door of the Hall for Years 3 to 6, and from the metal gates adjacent to the music block for Years 7 and 8. Vehicle traffic in the car park in front of the Hall is restricted at collection times and provides a safe point for assembly and collection. Collection for the Nursery classes is from the doors which lead to the Nursery play area at the front of the building. Collection for the Pre-Prep is at the nearest door to your child's class which leads to the Pre-Prep play area.

Parents must inform the School of the arrangements they have made if they cannot collect their child at departure time. We offer wrap around care each morning and after School. The telephone number for the main phone line is 01603 868206, options can then be selected to obtain the Nursery and Pre-Prep.

All lift sharing with other parents/guardians must be made known to the School Office or the respective Class Teachers/Form Tutors and this information is communicated to duty staff via the whiteboard outside the kitchen. All such arrangements are made privately by parents and the School bears no responsibility for their organisation and operation.

**No child will be released to anyone that our staff do not recognise and guardians must be prepared to identify themselves to the teacher in charge. In Nursery and Pre-Prep if someone different is collecting your child please provide the Class Teacher with a password.**

Pre-Prep children arriving late or departing early must be delivered to or collected from the main Reception door into Pre-Prep where one of the team will be there to meet you. Prep children must report to the School Office if arriving late or departing early.

Fire drills are recorded and practised at least termly. Weekly bell tests maintain regular checks on the alarm system, call points and emergency lighting systems are checked

systematically on a half term basis. All records are logged and inspected annually by the fire and rescue service, as well as an annual and independent fire risk assessment.

For Fire Evacuation Procedures see Appendix 6.

### **1.9. Disclosure and Barring Service (DBS)**

Enhanced DBS checks will have been made prior to any employment appointment and before anyone undertakes work at Langley Prep School.

Parents very kindly offer to assist in the running of clubs and activities from time to time and this is very much appreciated and of great value. To ensure all requirements are met, parents will be required to undergo a DBS check, the cost of which will be met by the School.

### **1.10. Trips and outings**

Outings are organised throughout the year and will appear on the School calendar. Parents will be notified if changes are made. A member of staff trained to oversee trips and visits is responsible for reviewing all documentation prior to the departure of any School trip. A hard copy of the trips and visits policy is available on request from the School Office.

Should parents agree to assist with transport on School visits and use their own private vehicles, they should ensure that they are fully covered by their insurance policies. Written consent must be obtained from parents before children will be permitted to travel in private vehicles. Seat belts must be worn at all times in cars, the School mini-bus and on coaches.

In the event of a School trip:

- Parental consent will be required and will be checked, and a list of emergency contact numbers is always taken.
- Where practicable, the location will have been visited beforehand by the School staff to ensure the children's safety and relevant risk assessments and documentation are completed.
- The School vehicles are fitted with regulation safety belts and first aid kits. Mobile phones are always taken.
- The School Office holds a copy of all trip documents and contact numbers, and should be the contact point for any questions that arise during a trip or visit. Individual arrangements are made for emergency contact in the event of overnight trips.

### **1.11. Trips transport**

The School has two mini-buses and a MPV which are used for class visits and transport to matches. A coach is hired from a local firm when it is impractical to use School transport. It is compulsory for children to wear seat belts and use booster seats, if applicable, in the MPV when travelling on School business and there must be at least one mobile telephone in each vehicle. All School vehicles carry a first aid kit and an emergency contact list.



All trips and visits are subject to a thorough planning and assessment schedule – overviewed by the School’s Educational Visits Coordinator.

Before undertaking an outing of any kind parents will be informed and permission sought. In some cases, it is necessary to make a charge to parents for an outing and written consent from parents will be obtained in advance.

Children in the Prep School are asked to inform their parents if they are selected to play for a School team. The teams are published in advance details will be available via SOCS, an online website. Transport arrangements and times are included on the team notice and the School Office also has a copy. Parents are welcome to contact the School to confirm arrangements if the need arises. Wherever possible the member of staff in charge of a trip or away fixture will inform the office in case of delay and pupils will call from the mobile where a chain of communication may be utilised.

### **1.12. Holidays**

The School website provides details of term dates and holiday periods. A copy of the calendar is sent out to all parents by the start of each term and can be downloaded from the website. Bank Holidays in term time may be a normal School day, but children may be excused from School on the Wednesday of the Royal Norfolk Show to attend the show.

### **1.13. Terms and Conditions**

Parents should make themselves aware of the School's ‘Terms and Conditions.’ The School issues these after registration, when new parents are requested to complete the acceptance form. If you wish to obtain a further copy please contact the School Office.

### **1.14. Entrance requirements and selection procedures**

Nursery & Pre-Prep: Entry into the Pre-Prep follows a ‘taster session’ where an informal assessment will be made.

Prep School: Entry to the Prep School is by assessment, a ‘taster day’ and School report. Langley Prep School is by its nature not an academically-selective School. The assessment consists of establishing where the pupil fits into the spectrum of ability of their respective Year group and consequently assists with set placements in particular. It is not to be viewed as a test to be passed or failed although the Head may, at their discretion, decide that the results indicate that a pupil may not be able to access the curriculum and/or may display unsuitable behaviour on the taster day and consequently withhold the offer of a place.

For all sections of the School, if a child already attends an educational establishment, a report will be required. This includes the provision of additional learning support. Parents of children wishing to join the School should provide the School with an Educational Psychologist’s report or any other report of this nature should one exist, before a taster day, to enable the School to have a full picture of their child.

Please also refer to the Admissions Policy for further information.

### **1.15. Scholarships**

Each year there are scholarships available for external and internal candidates of outstanding abilities. These are for Art, Music, Sport, Academia, and in exceptional circumstances, an All-Rounder which encompasses all of the aforementioned.

Based on ability, Scholarships are awarded from Year 3 upwards to children who show particular talent. Year 2 children can also sit for an academic scholarship for entry into Year 3 the following academic year. Parents who are considering their child for a scholarship should first consult their child's Class Teacher/Form Tutor who will be best placed to advise on their suitability for scholarship assessment. Scholarships involve the reduction of fees, by a certain percentage, which is retained throughout a pupil's time at Langley Prep School, subject to satisfactory progress. A scholar may also be awarded financial assistance, in the form of a bursary, if further help with fees is needed. The monetary values of the scholarships are at the discretion of the Governing Body and may vary from year to year. Detailed information about these scholarships may be obtained from the Admissions Registrar: [prepadmissions@langleschool.co.uk](mailto:prepadmissions@langleschool.co.uk).

### **1.16. Bursaries**

The aim of the bursary programme is to help children who are sufficiently able to meet the entry requirements, but would be unable to attend the School without financial assistance. Bursaries are awarded according to need and are means tested. Bursary support may also be offered to existing parents whose financial circumstances have changed.

Each year the School receives far more applications than it can fund as demand for such assistance greatly exceeds supply. There are limited funds available to provide support and as such the School cannot support all bursary applications.

Bursaries are subject to annual review and any change in personal financial information may affect the level of support available. Please contact the Director of Finance for further information: [accounts@langleschool.co.uk](mailto:accounts@langleschool.co.uk).

### **1.17. Fees**

Details of fees can be found on the School's website below. Alternatively, a copy may be obtained from the School Office. <https://langleschool.co.uk/admissions/>

### **1.18. Sibling discount**

A sibling discount is available for the second, third and fourth child in a family who are in the Pre-Prep and Prep School. Details can be obtained from our Admissions Registrar: [prepadmissions@langleschool.co.uk](mailto:prepadmissions@langleschool.co.uk).

### **1.19. Contact**

If you have any queries regarding School fees, please contact the Director of Finance via email: [accounts@langleschool.co.uk](mailto:accounts@langleschool.co.uk).

### **1.20. Methods of payment**

School fees are payable by the first day of term. You will receive an invoice showing the amount of your termly fee. This will be issued prior to the beginning of term.

We are also able to accept payment via Child Care Voucher Schemes for Nursery fees, breakfast, after School and holiday clubs and Educational & Residential Visits. Further details of which can be obtained from the Finance Department.

### **1.21. Additional Charges**

Extras: The School endeavours to publish charges for all extras at the start of the academic year. In all cases, the School will contact parents to obtain written permission for children to undertake any activity that attracts extra charges. It will be made clear then when payment will be required, either prior to the event or invoiced at the end of term.

Extra tuition: The Special Educational Needs Co-ordinator (SENDCO) arranges for additional support for those pupils who would benefit, in order to accelerate their learning. Full details can be seen on the School's website in the Reports and Policies section, or requested as a hard copy from the School Office (<https://langleschool.co.uk/reports-and-policies/>).

Music tuition fees are charged on a sessional fee basis and are paid in advance directly to the Music Teacher. Please note that if insufficient notice of absence is given for the Director of Music to rearrange the timetable, namely a period of one half term, timetabled lessons will continue to be charged. School instruments may be hired by the term.

### **1.22. School photographs**

Photographs of the whole School, as well as individual, family and team photographs are taken each year. Prints can be ordered by parents as required.

### **1.23. Insurance schemes**

The School facilitates a Personal Accident Insurance and School Fees Protection Scheme which parents may choose to participate in. The former is added automatically and you should advise the Finance Department if you do not want this insurance. Full details can be obtained from the finance department.

### **1.24. Disclaimer for the use of Images**

Parents who do not wish for images of their children to be used for marketing or promotion of the School via print and online media are able to notify the School using the form issued upon joining the School.

### **1.25. Communication (see appendix 4)**

Your first point of contact: Key Workers (for Nursery), Class Teachers (for Pre-Prep and Year 3 and 4), and Form Tutors (for Years 5 to 8) are more than happy to discuss any aspect of your child's education at Langley Prep School. Appointments to undertake such a meeting should be made directly with the teacher or through the School Office.

Regular contact: Parent information evenings, in addition to parent consultation evenings, are all further attempts to illustrate the importance the School places on the relationship between School and home.

In addition, in the Prep School, drop-in clinics are available on a weekly basis and parents are encouraged to discuss the half termly targets and exercise books with Form Tutors or Class Teachers. The timings of the drop-in clinics are printed on the termly calendar.

The School newsletter endeavours to celebrate and recognise just how much goes on in the busy life of those at the School. These newsletters are posted on the School's website and emailed directly to parents each Friday.

In addition, the School's website is updated frequently with the latest news and information, as well as providing a password protected parents' portal log-in section where information specific to parents of the School is posted. Password details may be obtained from the School Office. Social Media is a constant source of information and highlights our pupils' achievements both in and out of School.

### **1.26. School calendar**

This gives details of matches, lectures, visiting speakers, information evenings, trips, visits, outings, choir and music events, holidays and other important functions and is issued by email to parents prior to the start of each term. A hard copy is available from the School Office and the calendar is also published on the School's website: <https://langleyschool.co.uk/calendar/>.

### **1.27. Woods**

Year 5 to Year 8 pupils are allowed to play in Red Wood, and Year 3 and Year 4 pupils are allowed to play in Donkey Pen during break times. Year 3 pupils are only allowed to use the woods from the Michaelmas Half Term. The woodland trim trail, located on the edge of Red Wood, is open to all pupils.

These areas are always supervised by staff to provide exposure to carefully managed risk. Pupils are given a detailed talk about safety and care in the woods before they are permitted to play in these areas and the ropes course is only used under adult supervision.

It is the School's belief that childhood is being undermined by the growth of risk aversion and its intrusion into children's School lives. This in turn, restricts children's play and limits their freedom of movement and constrains their exploration of physical, social and virtual worlds. With a number of staff qualified to teach Forest School, the School's commitment to outdoor learning is considerable; parents are requested to inform the School should they **not** wish for their child(ren) to play in the wooded areas of the School, using the form in the admissions joining pack.

### **1.28. The School drives and one-way traffic system**

Entry into the School grounds should be made along the Main Entrance (North Drive) off the junction of Beech Avenue and The Street. Parents should leave the School by the West Drive past the sports hall towards Ringland.

Please respect the one-way system and take care when driving on the School site. Do not park your car so that it causes an obstruction or obscures the entrance to the Pre-Prep playground or the maintenance yard. We encourage reverse parking at all times. Please leave the disabled parking spaces free for those parents who need them. Children shake hands before departure and are then transferred directly into the care of their parents.

Parking at all times – but especially at peak times – should be orderly and parents are requested not to block entrance ways to the School buildings or driveways with their cars, or park in the middle of the circular drive near the Art and Music Departments. There is always the risk that a child will dart from behind or in front of a stationary car. Parents are asked not to drive across the lawns. It is particularly important in the dark winter months that pupils do not run across the car park to waiting parents risking injury as many of our smaller pupils are no higher than the grill on 4 x 4 vehicles. Please ensure you come to greet your child as they shake hands before departure.

Please think of the children. Please drive with caution and observe the speed limits. Slow down, drive safely and park neatly. Do not park in spaces dedicated for disabled use.

### **1.29. Dogs**

While most children/people love them, a dog's presence at School may lead to unfortunate accidents or present a health risk. Dogs must be kept on a lead at all times and owners must ensure their animals do not foul on the School grounds. Should your dog foul you should remove the mess immediately. The School holds up to date vaccination information of any dogs that are resident on the estate.

### **1.30. Uniform**

School uniform is the outward expression of the School's identity and it is important that all children attending Langley Prep School wear the correct School uniform. Specific detail pertaining to uniform can be found in both the Pre-Prep and Prep sections of this handbook, as well as the School website: <https://langleschool.co.uk/uniform/>.

### **1.31. Dietary requirements**

The Executive Head Chef, in association with Matron, deals with all dietary requirements and parents should address matters concerning catering directly to them.

No sweets or snacks are to be brought in from home. Birthday cakes are welcome but they must be nut-free to avoid direct or cross-contamination for allergy sufferers.

### **1.32. Health information**

You will be required to complete a Medical Record form and it is vital that the School is notified of all health-related issues before your child starts at the School.

At the start of each academic year you will be asked to complete a Medical Update form. If this form is not returned the School will assume that there are no changes. Any changes in medical conditions occurring after forms have been completed must be reported to Matron.

If there are any factors that parents sense might be contributing to a change in their child's behaviour or health it is important to let the School know.

It is essential that we hold current contact details at all times.

If any child falls ill, they are first sent or escorted to see specific staff or Matron in the Medical Room. They will contact a parent if they feel it necessary for the child to go home. The School will look after the child until a parent arrives. A designated peaceful area is available for a child who is unwell, giving them more privacy and allowing them to rest.

If your child has received any form of medication prior to coming into School this must be reported to Matron for Prep School pupils, and Class Teacher for Nursery and Pre-Prep pupils.

Should your child require prescribed medication to be administered while at School, medication should be given to Matron or Nursery/Pre-Prep Key Worker along with a completed MED 1 form. Prescribed medications must bear the child's name and pharmacist's instructions. All medications must be presented in the original container, within the expiry date and be appropriate for the child's age.

Matron has the right to refuse to administer medicine to a child if they feel at risk because of the nature of the child's illness, or the manner in which medicine has to be administered.

In such cases Matron will ask the parent to come to School to administer the medication to their child.

The School holds a very small selection of over-the-counter medications. For these to be administered by Matron, or a member of staff qualified to administer medication, parental consent must be given by completing the appropriate section of the child's medical record form.

The Medical Records Book and Medication Administration Record (MAR) are held in the Medical Room and record everything undertaken medically for all pupils. This would also include details of those children who self-medicate.

We follow guidelines provided by the Health Protection Agency. Parents are requested to keep their child at home if they are unwell. In the case of diarrhoea and/or vomiting the Health Protection Agency strongly recommends that children must not return to School until they have been **clear of any symptoms for 48 hours**. Matron must be informed of a child who contracts a contagious illness or develops any infectious disease, so that precautions can be made to avoid spread of disease. Ensure that your child is recovered from illness before returning them to School, so that infection is not passed onto others. Early return to School can delay recovery and sometimes children become unwell again and require longer periods of time away from School.

If parents discover their child has head lice, please keep the child at home and treat as soon as possible with current preparations advised from your local pharmacist. If staff notice head lice on a child, parents will be notified immediately for treatment to prevent its spread.

For more comprehensive information, please refer to the School's First Aid and Medicine Policies of which copies can be obtained from the School Office upon request.

Please note that four-year-old children should have their health check done at their local clinic or by their doctor. The Department of Health and Social Care does not conduct health checks on children in independent Schools. The School endeavours to educate children to adopt healthy lifestyles which are provided through the promotion of good eating habits and plentiful physical activity.

Parents are advised to have their children's eyes and ears checked for sight and hearing at least once during their Prep School years.

### **1.33. Injury**

In the case of potentially serious injury, the School will transfer the child to the Norfolk and Norwich University Hospital's Accident and Emergency Department as quickly as possible. This may be done by School transport or by ambulance, depending upon the nature of the injury. The School will make every effort to contact the child's parents immediately to inform

them of the situation. One or both of the parents should go to the Norfolk and Norwich University Hospital as soon as possible. A member of the School's staff will remain with the child until the parent arrives, or the child is admitted into the hospital. The School will endeavour to keep parents informed of all developments. Please note that the School is empowered to act on behalf of the child's best interests in the absence of their parents (see standard Terms and Conditions).

Children do have the right to refuse to give consent to a medical examination or treatment if they have sufficient understanding. It is the right of the practitioner to assess the child's ability to give consent.

### **1.34. Discipline**

The Behaviour Policy, which can be found on the School website, outlines the School's commitment to ensuring all pupils behave appropriately. Similarly, the Anti-Bullying policy, which is also to be found on the School's website, dovetails into the Behaviour Policy.

As a School, we promote our Positive Behaviour Code (see appendix 1); all noteworthy behavioural incidents, both negative and positive, are recorded in the Duty Log held on the School network. The Deputy Head Pastoral collates this information and uses it to identify patterns and to keep staff and parents informed.

### **1.35. Restraint and control**

The School follows Government guidelines on the use of force to control or restrain children and our staff are trained in the appropriate timing and use of force in the School environment. A copy of our Use of Force and Physical Restraint policy can be obtained from the School Office upon request.

### **1.36. Telephone**

Parents may ring the School between 08:00 and 16:30 on routine matters and 01603 868206 between 16:30 and 18:00 for the Duty Member of Staff. Outside these times an answer phone system will be in operation. Parents are kindly asked not to use their mobile phone while on the School premises.

### **1.37. Parents, Teachers, Friends Association (PTFA)**

Membership of the PTFA is automatic for all parents/guardians of current pupils in the School, current staff and Governors. There is no subscription except for external voluntary members. The purpose of the PTFA is to 'organise functions with the intention of promoting fellowship amongst parents, former pupils and the School'. Examples of popular events are the 'Quiz and Chips' evening and the whole School 'Bonfire Night.'

Activities are organised by a committee elected from the parents and staff, and run by volunteers from the rest of the School community. During recent years much has been achieved and there have been a number of very successful activities, mixing social events



with fund-raising. Musical evenings, Trinity balls, quiz nights and annual fete are just of a few of the past events. Money raised purchased items for the School for the direct benefit of the children.

The PTFA hope that all parents will enjoy these events, volunteer when able, suggest ideas for future occasions and generally use the organisation to further the enjoyment of everyone's years at Langley Prep School. For details of the committee, and email contact information for the Chair of the PTFA please see the School's website. Parents can also contact them via email: [PTFA@langleschool.co.uk](mailto:PTFA@langleschool.co.uk).

### **1.38. Parental help**

Extra adult supervision and help with transport on School outings, or match trips are always useful contributions. If you can give a talk to the pupils about a career or hobby, that may be helpful in delivering the PSHEE curriculum, please let the Head of Prep know. It is one of the ways in which parents can become more involved in the life of the School, and your support is always welcome.

### **1.39. The School day (further timings are in appendix 5)**

#### **Nursery**

Early Bird Club	08:00 - 08:30
School day	08:30 - 17:30 (snack at 15:20)
After School Care	17:30 - 18:30 (packed tea at 17:30)

#### **Pre-Prep**

Breakfast Club	07:45
Early Bird Club	08:00 - 08:30 (snack at 15:20)
School day	08:30 - 15:00
Hobbies	15:30 - 16:30
After School Care	16:30 - 18:00 (packed tea at 17:30)

#### **Prep School - Years 3 and 4**

Breakfast Club	07:45
Classroom access	08:00
School day	08:15 - 15:40
Hobbies	15:40 - 16:40

#### **Prep School - Years 5 to 8**

School day	08:15 - 16:30
Prep	16:40 (packed tea at 17:40)
Hobbies	16:40 - 17:40
After School Care	Until 18:00 (snack at 16:30)

## **2. NURSERY (ages 6 months – 4 years old)**

Situated within the extensive grounds, our purpose built rooms provide a child-friendly environment, specific to early learning needs.

Nursery sessions are flexible and parents are able to opt for their preferred combination of slot and times. The Admissions Registrar deals with all initial registrations can be contacted on 01603 868206 or [prepadmissions@langleyschool.co.uk](mailto:prepadmissions@langleyschool.co.uk).

When your child has started in Nursery, requests for changes to sessions or additional sessions should be sent to the Head of Nursery & Pre-Prep's PA via [prepreppoffice@langleyschool.co.uk](mailto:prepreppoffice@langleyschool.co.uk).

The School's commitment to outdoor learning is very much in evidence in the Nursery where 'Forest School' sessions take place each week with a specialist teacher and outdoor learning takes place daily.

### **2.1. Mission statement**

The aim of the Nursery is to provide children with the opportunity to develop physically, emotionally and intellectually, through the introduction of a structure that will gently guide them towards a full School day.

Our goal is to provide the best possible foundation for your child's education. We offer a wealth of activities and experiences, which continue within a developmental framework into the Reception Year. Full details of the curriculum can be found on the School website and is also displayed in the Acorn and Oak buildings.

The School day is carefully tailored to meet the individual needs of children at this age, allowing them to develop under the expert and caring guidance of our qualified staff. Programmes of work are designed so that children can progress and gain that all important sense of achievement. The Nursery department aims to make your child's education happy, rewarding, positive and fun.

Interests, talents and individual personalities are encouraged and children thrive through a wealth of activities. We have a comforting, secure and stimulating environment that gives your child the confidence to want to learn, to make friends and be an all-important part of our very special School. Sports day takes place in June.

The team will ensure that your child's induction into the Nursery classes suits their specific needs; this will help to make a happy and gentle transition from the home environment into Nursery. The Nursery Managers and Key Workers will be the daily point of contact within the Nursery setting with Mrs Skipper, Head of Nursery & Pre-Prep, as line manager.

## **2.2. Acorn and Oak**

Nursery children can join the Seedling class at 6 months old and will move into the Acorn class in the academic year that they turn 2, then Oaks in the academic year that they turn 3; this is usually in the year before they are due to start School.

The School follows the Early Years Foundation Framework covering all areas including general wellbeing, communication and language, physical development, literacy development, mathematical development, knowledge and understanding and creative development. The School is able to offer 15 hours of funded time for children from the term after they are 3 years old.

Children in the Nursery follow a range of activities including an early introduction to Read, Write, Inc, daily Maths investigations, Forest School, outdoor learning, music, dance, physical education, knowledge and understanding through half termly topics and the children's own interests. We also have a long term plan of topics that we introduce the children to which can be accessed through the parent portal. Children in the Acorn and Oak class are involved in the Harvest Festival, Christmas performance, dance performance, Sports Day and music performances throughout the year.

A copy of the Nursery timetable can also be found on the Parent Portal:  
<https://langleyschool.co.uk/parent-portal/>

Parents and carers are regularly invited to add to the child's educational experience through sharing their learning journeys and photographs and events that happen out of School, which children can share with their friends on their return to School. We also track the children's progress using development matters. Parents are regularly made aware of progress through consultations during the year and a two-year-old report and end of year report.

The School is an educationally inclusive School, where the achievements, attitudes and wellbeing of every pupil matter. We recognise that pupils have different educational needs and abilities. They learn and acquire knowledge in different ways and at varying rates. Accordingly, teaching provision is adapted to the individual's needs, including those with disabilities, those with special educational needs, those from all cultural backgrounds and pupils with English as an additional language.

All pupils may have special needs at different times and therefore a wide variety of strategies are used to meet these needs as they arise. Learning diversity is recognised and planned for, any barriers to learning and participation will be challenged and removed, and all pupils will be provided with equality of opportunity.

Parents will be fully involved in the education of their children and they will be fully informed when special education provision is made for their child.

Throughout the day the children are provided with healthy snacks in the form of fruit and vegetables, a healthy lunch cooked on site with two dishes to choose from, and water or milk to drink. We are a nut-free School so we kindly ask that parents do not send children into School with any foods unless this has been agreed. The catering staff cater for all allergies and parents are asked to meet with their key person to discuss requirements before starting at the School.

In the Nursery, Transition and Reception classes each child is allocated a Key Person/Class Teacher.

Children thrive from a base of loving and secure relationships. This is normally provided by a child's parents but it can be provided by a Key Person. A Key Person is a named member of staff with responsibilities for a small group of children who helps those children in the group feel safe and cared for.

This important role involves the Key Person responding sensitively to children's feelings and behaviours and meeting emotional needs by giving reassurance, such as when they are new to a setting or class, and supporting the child's wellbeing. The Key Person supports physical needs too, helping with issues like nappy changing, toileting and dressing. This person is a familiar figure who is accessible and available as a point of contact for parents and one who builds relationships with the child and parents or carers.

Records of development and care are created and shared by the Key Person, parents and the child.

Should parents need to contact the School in an emergency they should telephone 01603 868206 ext 3.

### **2.3. Our aims for your child**

- Develop the emotional, social, physical and intellectual potential of each child.
- Treat each child as a special individual with particular skills and talents.
- Build self-confidence and increase independence.
- Develop a sense of self-responsibility and an awareness of moral values.
- Encourage children to speak clearly and to develop reading and writing skills.
- Create a basic awareness of mathematics through shape, number and counting.
- Foster social skills and create awareness of other children's needs and feelings.
- Encourage self-expression.
- Build physical development through play and games.
- Encourage artistic skills, both visual and musical.
- Foster the benefits of regular exercise.
- Develop the ability to work within a group.
- Form relationships with adults outside the family.

- Ensure a smooth transition into the Reception class.
- Provide a secure, happy and stimulating environment.

#### **2.4. Preparing for the first day**

Children's needs vary, and we will discuss your child's particular requirements with you at their preliminary settling in sessions before they start in the Nursery. Try to show your child that you are confident that they will enjoy their first days, and please do not forget to emphasise that you will be back to pick them up!

It helps if you talk to your child well in advance, letting them see that you are quite happy about them going off to Nursery and that it is a normal thing that everybody goes through. Bear in mind that it will all be new to your child, so encourage familiarity by talking about all aspects of Nursery life. Remember too that the simplest of things such as going to the toilet, could be the cause of anxiety in a new environment, so please try to give your child the confidence to ask an adult for any help he or she may need.

#### **2.5. Uniform**

Children attending the Acorn and Oak class are required to wear a uniform. A detailed uniform list is available from the School Office and website:

<https://langleschool.co.uk/uniform/>.

#### **2.6. The Nursery day**

The start of the day is staggered and begins at 08:30, although children may be dropped off from 08:00 but must be pre-booked. Children are encouraged to tidy up at the end of each session and then participate in a drink of milk or water and some fruit; a most important social occasion when the children learn to share and interact. Drinking-water is always available.

Hot lunches are provided in the Prep School dining hall at 11:45. The morning children depart at 13:30.

At home time, parents are requested to wait until a member of staff comes to the door. If for any reason you are going to be late to collect your child, please telephone ahead so we can let them know and in order to avoid them becoming upset. If any other adult is collecting your child, please inform your child's teacher and the adult will be required to give a password that has been agreed in advance.

#### **2.7. Birthdays**

Children receive an individual birthday card and sticker and their birthday is celebrated in an assembly. We are happy for parents to bring in birthday cakes but **no cakes containing nuts, traces of nuts or those made in a factory where nuts are used** may be brought in to School. All cakes coming into School should be checked either by the Head of Nursery & Pre-Prep, Executive Head Chef, or Matron.

## **2.8. Extended sessions (After School Care)**

Parents pay per session to use this facility and the cost is added to the bill for the following term. The extended day runs from 17:30 to 18:00 and the children are provided with a light tea.

## **2.9. Specialist Teachers**

The Head of Prep reads to the children each week and the Head of Nursery & Pre-Prep is a regular visitor reading stories and taking singing time.

## **2.10. Teachers and parents working together**

Parental involvement is at the heart of a child's education (which begins long before they come to School), and young children need the interest and encouragement of their parents. They also need lots of practice at the new skills they are acquiring. Parents are invited to attend the induction sessions and our team are always happy to discuss any concerns with parents at a convenient time. Individual assessment documents are available for parents to view at all times and parents may also contribute to any achievements that have occurred at home.

## **2.11. Parent information evenings**

In the Prep School, parent consultation evenings are held both in the Michaelmas and Lent Terms with a full written report in the Trinity Term however, the staff are always available to talk to parents throughout the year.

## **2.12. Positive Behaviour Code**

Please support us at School by encouraging your child to:

- Be kind to other children.
- Follow the instructions of the adults in the School.
- Leave valuable or unsafe toys at home.
- Wash their hands after using the toilet.
- Tell their Key Person if there is a problem or if they feel anxious about something.

## **2.13. Health information**

(Also see the Health Information and Injury sections mentioned earlier.)

The School recognises the importance of adhering to child protection guidelines. Parents are requested to inform the School if they do not wish staff to apply sun cream onto the arms and legs of pupils in times of hot weather at break times. A letter requiring written confirmation in this regard is sent out to all parents in as a matter of course.

Nursery practitioners are qualified paediatric first aiders. In the event of a child having an accident, the child is assessed and appropriate treatment given and/or action taken. A

medical form describing the circumstances and treatment given is compiled by the first aider and this is then discussed with the parent at home time and the parent is asked to sign the form to acknowledge that they have received the information. For anything other than a minor injury the School always notifies a parent by phone after the incident.

#### **2.14. Safety and security information**

(Also see the Safety and Security Information sections mentioned earlier.)

For your child's safety the doors of the Acorn and Oak buildings are locked during School hours and the play area is fenced. There are always members of staff supervising the children during outside play. All equipment is appropriate for the age of the children.

#### **2.15. Collection time**

Children need to be collected from the main Nursery entrance where a member of staff ensures they are united with their parent/carer or authorised substitute.

The Head of Nursery & Pre-Prep deals with all daily matters and may be contacted by telephone through the School Office or via email: [headofpreprep@langleschool.co.uk](mailto:headofpreprep@langleschool.co.uk).

The Pre-Prep office can be reached via the above telephone number or by email at [preprepoffice@langleschool.co.uk](mailto:preprepoffice@langleschool.co.uk).

Entry into Pre-Prep Transition is from Nursery and, where places are limited, preference is given to pupils who have attended Langley Prep School Pre-Prep Nursery.

#### **2.16. Mobiles phones**

Mobile phones must **not** be used in the Nursery or Pre-Prep settings.

### **3. PRE-PREP (ages 4 – 7 years old)**

The Pre-Prep at Langley Prep School utilises the School's beautiful woodland setting through weekly guided Forest School sessions. The modern classrooms are purpose-built and all have interactive whiteboards. In addition, Pre-Prep has access to our state of the art Sports Hall, indoor swimming pool and extensive sports fields.

#### **3.1. Uniform**

An itemised uniform list is handed out to parents at the start of each academic year in September. Please ensure that all items of your child's School clothing and School bags are clearly labelled.

Pupils' hair should be neat and tidy with no extreme hairstyles. Pupils with long hair need to ensure that their hair is tied back and may wear navy hair elastics, hair grips or hairbands. Please refer to the uniform list on the School's website:  
<https://langleschool.co.uk/uniform/>.

Earrings must be small plain studs, in white or yellow metal. These must be removed or covered for all games lessons and sporting events. Wellington boots are to be left at School throughout the term.

Children are allowed to bring one small toy to School, which must fit in their book bag. A lost property box is kept in the Pre-Prep and all unnamed items are put there to be reclaimed.

#### **3.2. Book bags**

All children in the Pre-Prep require a book bag or a School rucksack. These are obtained from the School uniform supplier, School Blazer. Music bags are also advised for those attending individual music lessons.

#### **3.3. The School day**

School start times are staggered in the Nursery and Pre-Prep. However, children may be dropped off at their classroom from 08:00 where they will be supervised by their Class Teacher. Pre-Prep children are able to have breakfast in the Dining Hall of the Prep School at 07:45 supervised by the School's Residential Houseparent and Gap students. At 08:00 they are taken by a Gap student to their classroom. Bookings for breakfast must be made 24 hours in advance through the School Office. The cost of Breakfast Club is published on the School's fee schedule (<https://langleschool.co.uk/admissions/>). The Early Bird facility is chargeable and should also be booked via the Pre-Prep Office at [preprepoffice@langleschool.co.uk](mailto:preprepoffice@langleschool.co.uk).

The School day is divided by breaks for healthy snacks and playtimes. A lunch menu is posted in the Pre-Prep at the beginning of the week. Pre-Prep lunch is at 11:45 in the Prep



School Dining Room and the children are seated at the tables with a member of staff at each table.

The end of the School day is 15:30, however children in the Pre-Prep are most welcome to stay for Hobbies until 16:30 or for After School Club until 18:00. For those staying until 18:00, a simple tea of sandwiches with a variety of fruit is provided. A charge is made for this service and details can be obtained from the School Office or the School’s Admissions Registrar.

Breakfast in the Prep School Dining Hall	07:45 – 08:00
Early Birds	08:00 – 08:30
Start of day – teachers collect classes in playground	08:30 – 08:40
Assembly	08:45 – 09:15
Morning session 1	09:15 – 10:15
Drink/snack and playtime	10:15 – 10:45
Morning session	10:45 – 11:45
Lunch	11:45 – 12:30
Playtime	12:30 – 13:20
Registration	13:20 – 13:25
Afternoon session	13:25 – 15:30
Afternoon snack	15:20 – 15:30
Hobbies/clubs/After School Care	15:30 – 16:30
After School Care	15:30 – 17:00
After School Care Tea Time Club	17:00 – 18:00

### **3.4. Assemblies**

Morning assemblies take place at 08:45 and are part of the School day in the Pre-Prep. Pre-Prep assemblies promote awareness of other religions, encompass PSHEE issues and provide an opportunity to enhance the community life and atmosphere of the School. The Reverend from the local parish church (St. Edmund’s) takes assemblies each term, usually on alternate Tuesdays.

<b>Day</b>	<b>Assembly</b>	<b>Led by</b>
Monday	Hymn Practice	Head of Nursery & Pre-Prep
Tuesday	General	Member of staff on a rota basis
Wednesday	Special	Head of Prep
Thursday	Class assembly	Class Teacher
Friday	Showing and sharing	Deputy Head of Nursery & Pre-Prep

We believe that the most effective way of achieving our aims is to encourage and praise positive behaviour and assemblies provide one opportunity for reinforcing our underlying principles:

- Treat everyone with consideration and respect.
- Understand the difference between right and wrong.
- Be kind, polite, helpful and friendly.
- Understand that rules are to ensure everyone's safety.
- Appreciate and respect the School environment.
- Value other people, their work and opinions.
- Respect the culture and belief of others.

### **3.5. Special assemblies**

Pre-Prep children receive an individual birthday card and sticker and their birthday is celebrated in an assembly. We are happy for parents to bring in birthday cakes but **no cakes containing nuts, traces of nuts or those made in a factory where nuts are used** may be brought in to School. All cakes coming into School should be checked by the Head of Nursery & Pre-Prep.

All parents are very welcome to attend the Harvest Assembly. Norwich Food Bank is also invited to attend and are presented with the harvest boxes made by the children.

Children are informed about the meaning of Jeans for Genes day and how the money they raised through not wearing their School uniform is used by this particular charity.

### **3.6. Starting School**

Prior to starting School in the Michaelmas Term, a settling in session takes place for new Pre-Prep pupils in June so that they can familiarise themselves with their new surroundings. In addition, at the start of the Michaelmas Term there will be a meeting for parents in each Year group, where routines and expectations will be discussed and any questions answered. The day before the new School year commences all new pupils are invited to familiarise themselves with where their classroom is and where to hang their bags and coats. This provides a good opportunity to ask any last minute questions.

### **3.7. Starting in Reception**

The main aim of the first term in Reception is to introduce the children into the School environment and to settle them into the daily routine.

During the first few weeks we observe and assess the children for a baseline assessment and continue recording their development in their Profile. The morning teaching sessions are usually devoted to communication, language and literacy, mathematics and hearing each child read individually. A different topic is covered in the afternoon sessions; these include expressive arts and design, developing an understanding of the world around them and physical activities. Personal, social and emotional development is incorporated in all teaching sessions and throughout the day.

The children are encouraged to become independent and it helps to ease them into the School life. Prior to starting School, you can encourage your children to do the following unaided:

- Dress and undress, including outdoor coats.
- Put boots and shoes on the correct feet.
- Use a knife and fork.
- Flush the lavatory after use and wash hands.

### **3.8. Year 1 and 2**

Children build on their skills and experience to become independent learners. They take great pride gaining stickers and completing their sticker charts. Year 2 children enjoy additional responsibility looking after both the younger children and equipment in the playground, having the opportunity to be voted as House captains and also joining the School Council.

From Year 2 the children in Pre-Prep enjoy conversational French lessons each week. The children in Transition, Reception, Year 1 and Year 2 also enjoy a lesson in PE, Computing, Music and Swimming with Specialist Teachers.

### **3.9. Specialist Teachers**

Pre-Prep appoints specialist Teachers for weekly sessions in:

- Music – all Pre-Prep children receive a 30-minute lesson. The Music Teacher also assists our daily assemblies with their piano and guitar skills, takes hymn practice and runs the choir. In addition, there are other visiting Peripatetic Music Teachers who collect and return pupils to the Pre-Prep for individual music lessons.
- French – Class Teachers provide Year 2 children with a 20-minute French lesson.
- Swimming – a qualified swimming instructor teaches all Pre-Prep classes.
- PE – a qualified Prep School games teacher takes all children for one weekly session.

### **3.10. Sport**

All Pre-Prep children are taught swimming, athletics, ball skills, music and movement and general physical education. They use the sports hall on a regular basis.

Sports Day is in May and is followed by the School Fete, which the Prep School children and all parents attend. A sports shield is awarded at sports day for the House with the most points. There are also individual awards given for *Athlete of the Day*, *Most Improved Athlete*, and for *Sportsmanship*.

During the Trinity Term, House swimming galas takes place in Year 1 and Year 2. Although it has a competitive element, it is more an indication of how each child's swimming ability has improved. A shield is presented to the child who has made the most progress together with other awards. The Transition and Reception children have an open swimming lesson.

### **3.11. Parent consultations**

Parents are able to make contact with a member of the Pre-Prep team at any time, should they have a concern or query of any nature. If a consultation is required concerning a child there are a number of ways this is dealt with:

- The parents may speak to the teacher directly in the classroom at the start of the morning School, if the teacher is not involved with teaching.
- The parent may request a time at the end of the School day after the other children have departed.
- The parent may request an appointment at a suitable time for both parties.

Parents of children with specific learning difficulties have regular consultations to review their child's Support Plan.

### **3.12. Reports**

Parents are invited to make an appointment to see Class Teachers in the Michaelmas Term and Lent Term to discuss the progress of their children. Summary reports are sent out at the end of the Michaelmas and full reports are sent out at the end of the Trinity Term.

### **3.13. Parent information evenings**

A 'Moving Up' information evening for Year 2 parents is held in the Michaelmas Term where parents will also be able to meet Prep School staff. Year 2 children visit the Prep School and meet Year 3 staff during the Trinity Term.

### **3.14. Homework**

Every child in the Pre-Prep is given homework each day. This is usually in the form of a reading book, a shared reading activity linked to the literacy work, a phonic activity, a comprehension sheet or a Maths activity. This is sent home in the child's book bag. In the child's reading record book, the teacher comments on the child's progress and achievements and parents are encouraged to add their comments.

In addition to this, children may be asked to complete work linked to their class topic. Year 1 and Year 2 classes also supplement their homework with extra activities when appropriate.

### **3.15. After School Club – Teatime Club**

Parents book After School Care and Hobbies at the end of each term in preparation for the term ahead. The cost for this is added to the termly bill. Hobbies run from 15:30 to 16:30 and the After School Club runs from 15:30 to 18:00. If a child is not taking part in a specific Hobby they will either play outside under supervision or take part in art and craft activities.

Hobbies vary per term and some of the specialist activities on offer depend on the Year group. Activities include non-contact tag rugby, choir, recorders, dance, football, and fencing. A booklet is issued at the end of each term to parents to enable them to book Hobbies for their child for the following term.

The Pre-Prep Teatime Club runs from 16:30 to 18:00 and the children are given sandwiches, fruit and a drink. If you would like staff to listen to your child read or help with homework at this point please do let the club staff know. There is a cost for this extended session and it should be booked in advance where possible.

If a child is not collected at 18:00 they are taken to the Dining Room in the Prep School, where they will be looked after until they are collected.

### **3.16. Security**

(Also see Safety and Security information mentioned earlier.)

The School ensures that all children are kept safe and secure while they are at School and all our doors have security coded locks. Children in the Pre-Prep are never left unsupervised. Three members of staff are on duty during break times, when children enjoy their own playground areas which are both grass and hard standing. There is a range of equipment and activities for children to pursue. In the Trinity Term months, the pupils are encouraged to use the whole School grassed areas in particular.

Parents/carers must deliver children to their respective classrooms in the morning and leave them in the control of the teacher in charge. The School will then take responsibility for the children in their care until collection time.

The procedure for the collection of Pre-Prep pupils by their parents has been devised with safety and assurance in mind. School ends at 15:30. The member of staff responsible for each class takes them to one of the two main entrance doors of the Pre-Prep building, after their belongings have been collected and ensures they are united with their parents or authorised substitute. Each child is required to shake hands and say “Good afternoon” to the teacher before greeting their parent. Each child does this separately with the full attention of the member of staff. If the parent is not present, then the child will be taken to the After School Club and contact is made with the School Office to check whether they are aware of a parent’s late arrival. If not, the parent is contacted.

If a child stays for the After School Club, parents must collect children from the member of staff in charge in person at the end of the After School Club or Teatime session.

**Parents having received their children are responsible for their control and safety.** This is of particular importance should parents allow their children to play on the climbing frames and swings. Children should never be left unattended in the car park. Both areas are potentially hazardous and require strict supervision.

### **3.17. Health information**

(Also see the Health Information and Injury sections mentioned earlier.)

Day children in the Pre-Prep remain registered with the family GP. Please inform the School if your child is going to be absent and especially if he or she contracts an infectious illness. Please use the following email address: [prepabsence@langleyschool.co.uk](mailto:prepabsence@langleyschool.co.uk).

Please note that four-year old children should have their health check done at their local clinic or by their doctor. The Department of Health does not conduct health checks on children in independent Schools. The School endeavours to educate children to adopt healthy lifestyles which are provided through the promotion of good eating habits and plentiful physical activity.

In line with Child Protection guidelines all Pre-Prep parents are requested to complete a permission slip allowing staff to apply sun cream and give 'cuddles' in appropriate circumstances.

All classroom assistants are qualified paediatric first aiders. In the event of a child having an accident the child is assessed and appropriate treatment given and/or action taken. A form giving details of both circumstance and treatment is completed. The parent is requested to sign the accident form when the child goes home. For anything other than a minor injury the School always notifies a parent by phone after the incident.

### **3.18. Events**

All Pre-Prep parents and children are welcome and actively encouraged to attend the Pre-Prep and Prep School events. If children have younger siblings, parents are kindly asked to take them out of the Hall during a performance if they are disrupting the children performing.

Special events are listed on the School calendar and website. These include book weeks, new children's visits, fund raising events for charity, swimming galas, Trinity Term fete, Sports Day, open days, French breakfast, Christmas plays in Nursery and Reception, Lent Term play in Year 1, Trinity Term play in Year 2, Pre-Prep picnic, harvest festival etc.

### **3.19. Trips and outings**

(Also see Trips and outings mentioned earlier.)

When Pre-Prep children go on a School trip or outing, staff pre-visit the venue to check on health and safety aspects. The School minibuses or coaches are fitted with regulation safety belts. Permission is required by parents before the trip and strict staff/pupil ratios are observed. A fully qualified member of staff, who is paediatric first aid trained, will always accompany pupils on School trips and outings. A mobile phone and contact telephone number list is always taken.

### **3.20. House teams**

The children are assigned House teams: Crows (yellow), Hawks (red), Wrens (green), and Owls (blue). They compete in events such as Sports Day and the Bullard Cup music competition as a team and parents are warmly invited to watch on these occasions. The children earn House points for each of our core values of independence, resilience, cooperation, participation and creativity which are counted towards the whole School House points totals. The children also earn behaviour and core value tokens for their team, which are counted up half termly and announced during morning assembly. The winning House team house captains are presented with Mumbles the bear for the week, who will proudly wear the House colour t-shirt.

## **4. PREP SCHOOL (ages 7 – 13 years old)**

### **4.1. Arrival time**

Children must be in School by 08:15 each day, at which point they will be registered before going to morning assembly or Lesson 1. They may arrive earlier and are welcome to breakfast at 07:45 for a small extra charge, which will be added to the following term's bill. Please confirm breakfast bookings in advance with the School Office via [prepoffice@langleschool.co.uk](mailto:prepoffice@langleschool.co.uk).

Please observe the following:

Prior to 08:00	Children should report to staff or Matron in the Dining Room.
08:00 – 08:15	Children are able to go to their classrooms.
08:15 – 08:25	Children should report to Form Tutor/Class Teachers for registration.
Late arrivals	Children should report with a parent to the School Office.

Please notify the School Office if your child will be absent from School on any day using the following email address: [prepabsence@langleschool.co.uk](mailto:prepabsence@langleschool.co.uk)

### **4.2. Collection times – Monday to Friday:**

Years 3 – 4	The School day finishes at 15:40. If staying for a hobby, collection takes place at 16:40 or 17:40 at the end of Prep or 18:00 at the end of extended After School Care option.
Years 5 – 8	The School day finishes at 16:30 each day except Wednesdays when, if pupils are not involved in a sports match, they can go home at 15:45.

Younger brothers and sisters of children in the upper Years are always welcome to stay at School until the departure time of the older sibling (subject to appropriate late stay charges). Pupils of any age may have a packed tea at 17:40, for which a small charge is made.

Parents must collect their children from a designated member of staff on duty at 'handshake' from the metal gates near to the Music School. If parents are late, the member of staff will take those awaiting collection into Prep. Parents must then come to the front door of the School. At 17:40 and 18:00, 'handshake' will take place from the front door of the School.

### **4.3. Year structure**

Years 3 and 4 are not set, but the children may be grouped by ability for Maths and occasionally English depending on the composition of the classes. Setting starts in Year 5 and at this point pupils are taught by subject specialist teachers (see appendix 7 for rationale on sets).



#### **4.4. New pupils**

Each new child is assigned a 'shadow' – a fellow classmate who will show them around and help them settle in. This is likely to be the same pupil who shadowed them on their assessment day in School when pupils are encouraged to come for a day in the term prior to their arrival. The role of 'shadow' is an important one and pupils take this responsibility very seriously.

#### **4.5. Back to School**

Each term children should bring a pencil case containing several pencils, a glue stick, a rubber, ruler, protractor, ink pen (Year 5 and above), coloured pencils and felt tips. The School supplies exercise books. Pocket calculators are allowed from Year 6 and the School supplies a recommended model at a small additional cost. It is important that all personal possessions are clearly marked with the child's name.

#### **4.6. Kit check**

Kit checks take place regularly during each term. A checklist is sent home to place responsibility on pupils and parents for ensuring kit is correct and properly named. Pupils with unnamed kit will be required to produce a fully named kit at the next earliest opportunity. This is obviously to prevent lost property and confusion as regards which items belong to which children. Form Tutors/Class Teachers maintain a file of completed kit check forms and follow this up with letters/phone calls as necessary.

#### **4.7. Religious worship**

Langley Prep School welcomes pupils at all ages and stages and respect the beliefs of all faiths, cultures and nationalities. There is an assembly service at 08:25 on Mondays, Thursdays and alternate Fridays. The assembly always concludes with a prayer and pupils are given opportunities to reflect and consider the message contained within the assembly. Various services take place throughout the School terms and the dates of these services will be shown on the School termly calendar and website. Parents are welcome to attend services. Reverend Paul Seabrook from the local parish church (St. Edmunds) conducts regular Friday assemblies and, as our Independent Listener, has a strong involvement in School life.

#### **4.8. Leave of absence**

Parents who wish to take their children out of School for appointments or visits must have the Head's permission. Notification of arrangements must be made in writing to the Head via his PA, [prepheadspa@langleschool.co.uk](mailto:prepheadspa@langleschool.co.uk). Failure to request permission will be termed an 'unauthorised' absence. While the Head of Prep will consider all requests separately, the view is that School holidays generally extend beyond those in the state Schools and holidays should not be taken during term time. Children must report out when being

collected and report in upon return via the School Office. After office hours, parents must report in person with the child to the Head or the member of staff on duty.

Parents away from home on holiday or business must provide the School Office a number where they can be reached in case of emergency, and a local contact who is prepared to act as guardian in their absence.

#### **4.9. Pastoral care**

This is an extremely important aspect of life at Langley Prep School, for which the Head is ultimately responsible. On a daily basis this often falls to the Form Tutors/Class Teachers, with our upper four Year groups being managed by the Head of Years 5 & 6, and the Head of Years 7 & 8 respectively. The Deputy Head Operations & Pastoral (Prep School) oversees this area of the School.

- At least one of the following is always accessible at any time: The Head of Prep and the Deputy Head (Operations & Pastoral) who is also the Designated Safeguarding Lead.
- Equally approachable is the child's Form Tutor/Class Teacher, who should always be used as the first contact point with a pastoral concern, as well as other members of staff and Matron. 'Drop-in' clinics for Year 5 and above parents with their child's Form Tutor are available on a weekly basis; the details for which can be found in the termly calendar and the School website. Year 3 and 4 parents are welcome to come into classrooms either at drop off or pick up and arrange a suitable time to meet.
- Children are encouraged to feel confident and speak freely to any one of the above if they have a worry or concern, knowing that they will be listened to without prejudice and will be provided with advice or help as required. We have posters entitled "Who can Help Me" around the School to ensure all pupils are aware of our systems. For those who find it difficult to communicate with a member of staff, access is available to the School's Independent Listener (Reverend Paul Seabrook) and 'Childline' via the telephone. Our 'feelings box' is located next to the library and gives pupils an opportunity to disclose their feelings in a more anonymous way. This 'feelings box' is regularly monitored by the School's Designated Safeguarding Lead.
- The Time 4U Room, a dedicated space where pupils may go to relax or speak to a member of staff about any aspect of life is available during several break times.
- It is stressed frequently that staff should ensure channels of communication with children are always kept open and that children know that there is always an adult who will listen to them and give them time and help.
- If an allegation of abuse were to arise it must be investigated under a set procedure acceptable to the social services. The Head of Prep, the Head of Pre-Prep and the Deputy Head Operations & Pastoral (Prep School) are all qualified Designated Safeguarding Leads.

- There is a written complaints procedure available on the School website and from the School Office.

#### **4.10. Tutorial system**

Children from Year 5 to Year 8 are allotted a Form Tutor who is a member of the teaching staff. Careful consideration is given to the formation of each group and the tutor in charge. Assistant Form Tutors help with administration tasks and extend the pastoral care for each individual child.

During form time the tutor checks individual academic progress, involvement in School life, acquisition of House points and de-merit marks, general happiness and interests and provides support where necessary. Sessions with individuals are conducted outside group time when an area of concern or something more involved requires attention.

Parents are encouraged to establish contact with tutors and to discuss their child's progress as frequently as they wish. Weekly drop-in clinics are available for parents with their child's tutor and times are advertised through the School's newsletter, calendar and website. All staff are encouraged to establish a liaison with their tutor group's parents.

#### **4.11. Personal, Social and Health and Economic Education**

There is a PSHEE syllabus that tutors follow during dedicated sessions every Tuesday. Occasionally outside agencies give lectures or talks and often our classes join together as whole Year groups to discuss key issues.

#### **4.12. House points and de-merits**

The children are assigned to House teams: Crows (yellow), Hawks (red), Wrens (green), and Owls (blue). House points are given to children who display positive attitudes to learning based around the six soft skills that are at the heart of our independent learner profile: Tenacious Learner, Creative Thinker, Reflective Learner, Team player, Effective Participator and Self-Manager. De-merits are given for disappointing standards of work, poor conduct and behaviour. Excellent work and/or independent study can earn subject commendations, worth five house points for the pupil's House.

At the end of term House totals are collected and a cup awarded to the house achieving the best marks. The winning house is also rewarded with a special house supper at the end of the term.

For further details, please view the Rewards and Sanctions policy, a copy of which can be obtained from the School Office.

#### **4.13. Prefects**

All pupils in Year 8 are given a fantastic opportunity to undertake responsibility within the School. As a prefect body they share the responsibility for the welfare of younger pupils and

assist teaching staff by undertaking duties and providing a vital link between younger pupils and staff. The Head of Years 7 & 8 manages the prefect group. Weekly meetings are held and minutes displayed for teaching staff information.

Prefect duties include supporting break duty staff, lining up children for assembly in the morning and for meals. They also undertake duties on other special occasions. They keep a watchful eye on children, ensuring that they are playing sensibly, and fulfil other prescribed responsibilities.

It goes without saying that prefects may not punish other children, but instead refer children who have misbehaved to a member of staff on duty. Prefects are expected to set an example at all times. Pupils that are identified as working particularly effectively as a prefect are considered for the role of Senior Prefect.

MATES is an exciting mentoring programme at Langley Prep School which pairs selected Year 8 Prefects with the new entrants to the Prep School at Year 3. Each Prefect is paired with one or a small number of Year 3 pupils and given training on how to deal with questions that may come up, within sessions run by the School's Designated Safeguarding Lead and Year 3 Form Tutors. Having a mentor at this point makes a big difference to the ease with which our new entrants settle into the Prep School way of life. The added bonus of a friendly face at the very top of the School, to whom they can turn for the answers to general questions, or to help with a specific problem is a big help at a time when going from the oldest in the Pre-Prep to being the youngest in the Prep School.

#### **4.14. Healthy lifestyle**

Langley Prep School has been awarded the National Healthy Schools Status which promotes the link between good health, behaviour and achievement. To ensure that children learn to adopt a healthy lifestyle, the School offers each child a well-balanced and nutritious diet, good physical activity and sufficient rest and time to play.

#### **4.15. School meals**

The School Business Manager, in conjunction with the Executive Head Chef, is in charge of all domestic arrangements at the School and all catering/dietary requirements for children must be addressed to the Executive Head Chef or Matron in writing. Great care is taken to ensure the children are provided with wholesome food and a healthy diet. Vegetarians and specific diets are catered for and children are encouraged to 'try' all the meals.

Meals tend to be formal in nature. Children sit at allocated tables according to age, and at lunch time a member of staff is placed at the head of each table. This encourages a 'family feel' at meal times and is greatly valued by all. Grace is said after lunch and tea.

Lunch is served at 12:25 (Years 5 and 6) and 13:05 (Years 3, 4, 7 and 8) and packed teas are available at 17:40. Pupils may attend breakfast at 07:45 and packed tea at 17:40 for a

small extra charge per meal. here is also a drink and snack for each child at morning break and 16:30 if they are staying for Hobbies or prep.

The catering department staff are a dedicated team who cook meals freshly each day and use seasonal vegetables and fruit as much as possible. A sample menu chart and further details can be found on the Parent Portal on the School website. The weekly menu is displayed outside the kitchen and copies of the menus, which rotate every three weeks, are emailed to parents at the beginning of each Term.

#### **4.16. School uniform**

An itemised uniform list is handed out to parents at the start of each academic year in September. Please ensure that all items of your child's School clothing and School bags are clearly labelled. All clothes must be marked with nametapes. A kit checklist is distributed each term for parents and pupils to sign when all items are named and checked to be in good condition. Form Tutors are responsible for the collation and checking of these forms each term.

Pupils' hair should be neat and tidy with no extreme hairstyles. Pupils with long hair need to ensure that their hair is tied back and may wear navy hair elastics, hair grips or hairbands. Please refer to the School uniform list for further details of which copies are available on the School's website.

Earrings must be small plain studs, in white or yellow metal. These must be removed or covered for all games lessons and sporting events.

Blazers should be worn when arriving and departing from School and should be placed on the child's peg before assembly and subsequently picked up before departure. In the winter, when the weather dictates, pupils may leave their blazer at School and travel in their School coat.

Boiler suits are worn for Design Technology, at break times and at other times to protect clothing and, while this may appear antiquated, this arrangement has been in operation successfully for almost a century!

Shoes must be black, laced, buckled or Velcro and should be cleaned and polished regularly. Girls should not wear slip-on shoes or shoes with a prominent heel.

A full uniform list can be found on the School's website. Off-the-shelf shirts, blouses, trousers and skirts should not be worn and that School Blazer and Tylers are the designated providers of the School's uniform.

#### **4.17. Reporting procedures**

Parents are provided with one annual interim report, one annual end of year full report, and we also run two parents' evenings per year group:

##### **Michaelmas**

First half term: Year 3 and 4 Parents' evening / Years 5 to 8 interim

Second half term: Year 3 and 3 interim / Year 5 to 8 Parents' evening

##### **Lent**

First half term: Year 3 and 4 Parents' evening

Second half term: Years 5 to 8 Parents' evening

##### **Trinity**

Second half term: All Years full report

Interim reports contain two strands: Knowledge and Subject Specific Skills / Soft Skills. Each subject teacher reports on both strands with the colour coded system below.

Knowledge and Subject Specific Skills are specific to individual subjects and identify the child's attainment in key areas in that subject.

<b>Emerging</b>	<b>Evolving</b>	<b>Expected</b>	<b>Exceeding</b>	<b>Exceptional</b>
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Soft Skills identify how the child demonstrates competence and consistency in the PSB core skills which relate closely to our independent learner profile: Creative Thinker, Tenacious Learner, Effective Participator, Reflective Learner, Self-Manager, Team-Player, Leadership, Positive Learning Behaviour.

<b>Rarely</b>	<b>Sometimes</b>	<b>Usually</b>	<b>Often</b>	<b>Always</b>
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Full reports follow exactly the same format as interim reports but subject teachers add a short personalised comment on the child's progress and strengths in the subject and also give a clear target for improvement.

Games reports are issued termly. Please refer to the School Office for the School policy on Assessment and Reporting if you require further details.

#### **4.18. Examinations**

Pupils in Years 3, 5 and 7 sit a cognitive ability test (CAT4) in September and all pupils sit a standardised reading and spelling test at the start of the academic Year. No revision is necessary. These tests help us to track progress across the academic Year.

**Year 3 – 5** Progress Test in English, Maths, and Science, NGST (Spelling test), NGRT (Reading test) + normal Core Assessments (CAs) in other subjects in lesson time.

**Year 6** Progress Test in English, Maths, and Science, NGST (Spelling test), NGRT (Reading test) + final Core Assessments (CAs) in all eight

subjects covering the whole syllabus from Year 6; two or three rooms in the main School, two Core Assessments per day.

**Year 7** Progress Test in English, and Maths, NGST (Spelling test), NGRT (Reading test); summer examinations in all eight subjects; all examinations taken in the Sports Hall.

**Year 8** November mocks in the Sports Hall in all eight examinable subjects (tailored to Senior School entrance requirements and scholarship attempts); no March mocks; Progress Test in English, Maths, and Science (which assesses the progress made in Years 7 and 8), NGST (Spelling test), NGRT (Reading test); summer examinations in the Sports Hall in Maths, English, Science and French + PSPQ (independent research project) in History and Geography so no examination but includes a presentation + normal Core Assessments (CAs) in Latin and RS.

A structured programme of end of unit tests called Core Assessments is in place across all subjects in Years 3 to 8. More details can be obtained from the Heads of Department. Please refer to the School Office for the policy on Assessment and Reporting if you require further details.

#### **4.19. Sports and Hobbies**

Games takes place on three afternoons a week. Main games for each term are as follows:

Michaelmas	Rugby and Hockey
Lent Term	Hockey, Netball and Cross-Country
Trinity Term	Cricket and Athletics

Swimming tuition in PE and regular competitive galas take place throughout the year. Other sports and activities, many of which are available as a Hobby and some also take place as inter School fixtures, include: swimming, tennis, table tennis, dancing, football, karate and canoeing.

Parents must inform Matron or Form Tutor/Class Teacher if a child is off games because of illness or injury. These pupils are recorded on the whiteboard outside the kitchen and supervised by a duty member of staff.

Sports Day and the swimming gala are House competitions. Sports Day takes place toward the end of the Trinity Term and the intra-school swimming gala is held in the Lent Term. Both events are advertised in the School calendar and on the School website. Parent support is welcomed.

Matches take place on most Wednesdays and occasionally on other days of the week during games lessons. The School tries to run as many teams as possible to ensure the

maximum number of pupils are able to represent the School at a level commensurate with their ability.

A wide variety of co-curricular activities are offered. Not all children excel at the traditional games or develop at the same rate. The opportunity for them to be involved in alternative sporting activities, Hobbies or enterprises is encouraged and there is a huge variety of activities on offer. There is every effort made to encompass as wide a range of Hobbies as possible. A booklet is issued at the end of each term to parents to enable them to book Hobbies for their child for the following term.

#### **4.20. Special events**

Norfolk is largely an agricultural community and many children have families directly involved with farming. The Royal Norfolk Show is regarded as having educational importance, so the School has traditionally allowed pupils the day off to attend the first day. It is, however, a statutory School day for children not attending the Show.

Every year the School produces a play, pantomime and/or musical. It is hoped that many of the children throughout the School will be on stage and notification of the event will appear in the School calendar and website. Rehearsals are held after School as part of the hobby programme.

The end of the School year is marked with a guest speaker who presents cups, trophies and awards for the pupils whose attainment, effort and progress are recognised to be at the highest level. This is held in the Sports Hall. It is an opportunity to celebrate the School Year and is a popular event. An invitation is sent to all parents early in the Trinity Term. A smaller version of this is the Final Assembly, which is a culmination of each term and is held on the final day in Big School.

The Bullard Cup is a House based musical competition in the Trinity Term, where Houses perform as individuals, ensembles and whole groups, including staff, in front of guest adjudicators. Both Pre-Prep and Prep pupils take part. Support is welcomed and details can be found in the School calendar.

Concerts and Soirees are held at least half-termly throughout the School year. These events provide a showcase of the pupils taking individual and ensemble musical tuition at the School. They are family events and are advertised each year in the calendar, the website and the newsletter.

Our annual Carol Service is also a showcase of our Senior Choir and is held toward the end of the Michaelmas Term. This is an event for the whole family and every effort is made to ensure there is space for the entire School to come together.



## **APPENDIX 1**

### **Positive Behaviour Code**

#### **Behaviour that affects good manners**

We choose to:

- Be polite at all times
- Show good table manners
- Show respect to others
- Be helpful and be a good role model at all times
- Be honest and trustworthy

#### **Behaviour that affects friendship**

We choose to:

- Include others in all that we do
- Be tolerant of others and their differences
- Think before we speak
- Be kind and thoughtful to everyone
- Support our friends and peers through good and bad times

#### **Behaviour that affects wellbeing around School**

We choose to:

- Radiate positivity
- Walk around School
- Eat healthily
- Look after our belongings and keep them tidy
- Respect our environment
- Be smart and presentable at all times
- Share our problems with the appropriate adults around us

#### **Behaviour that affects the way we learn**

We choose to:

- Try our best and persevere at all times
- Listen when our teacher and others are talking
- Put our hand up in class to give everybody a chance to speak
- Arrive promptly and be equipped for lessons
- Complete the work set to the best of our ability and allow others to do the same

## **APPENDIX 2**

### **School Governors**

Mr Duncan Anderson Brown

Mr Julian Barnwell

Mr Stephen Brown

Mrs Rachel Buxton

Mr Peter Cargill

Dr Simon Fox

Mr Jonathan Hook

Mr John Miller

Dr Hannah Nearney

Mr Mat Newnham

Lt Col Mark Nicholas MBE DL

Mrs Caroline Pain

Mr David Stanbridge

Mr Zak Virgin

Dr Ian Young

Co-opted Governors: Dr Simon Fox

Contact with members of the Governing Body can be made via the Clerk to Governors, Mrs Bev Barnshaw via [headmasterspa@langleschool.co.uk](mailto:headmasterspa@langleschool.co.uk) / 01508 520210.

## APPENDIX 3

### Useful addresses

We play many away fixtures during the year, and parents are encouraged to attend. Tea is often served by the host School for both children and parents.

Beeston Hall, West Runton, Cromer, Norfolk, NR27 9NQ. 01263 837324.

Glebe House School, 2 Cromer Road, Hunstanton, PE36 6HW. 01485 532809.

Town Close School, Ipswich Road, Norwich, NR2 2LR. 01603 620180. Town Close use various locations for their fixtures, **please check beforehand**. Their main playing fields are located off the Newmarket Road roundabout next to Notcutts Garden Centre.

Gresham's School, Cromer Road, Holt, NR25 6EA. 01263 712227. The Prep School is located at the Town end of the Cromer Road.

Old Buckenham Hall, Brettenham Park, Ipswich, Suffolk, IP7 7PH. 01449 740252. **Not at Old Buckenham but near Lavenham.**

Norwich School, The Close, Norwich NR1 4DQ. 01603 623194. Some of their fixtures take place at The Close, others take place at the playing fields which are located at Beeston Hyrne, North Walsham Road, next to Norwich Rugby Club.

Norwich High School, Eaton Grove, 95 Newmarket Road, NR2 2HU. 01603 453265.

Riddlesworth Hall, Diss, Norfolk, IP22 2TA. 01953 681246.

South Lee School, Nowton Road, Bury ST Edmunds, Suffolk, IP33 2BT. 01284 754654.

Framlingham College Prep, Brandeston Hall, Suffolk, IP13 7AH. 01728 685331.

Barnardiston Hall, Near Haverhill, Suffolk, CB9 7TG. 01440 786316.

Saint Felix Prep School, Southwold, Suffolk, IP18 6SD. 01502 722175.

Langley Senior School, Langley Park, Loddon, NR14 6BJ. 01508 520210.

Finborough, The Hall, Great Finborough, Stowmarket, Suffolk, IP14 3EF. 01449 773600.

Wymondham College, Wymondham, NR18 9SZ. 01953 609000.

Wisbech Grammar, North Brink, Wisbech, Cambridgeshire, PE13 1JX. 01945 583631.

## **APPENDIX 4**

General information about the School's communications channels for parents/guardians and pupils. Certain areas are also referred on the School website.

### **School Office**

01603 868206 / [prepoffice@langleyschool.co.uk](mailto:prepoffice@langleyschool.co.uk) / [prepabsence@langleyschool.co.uk](mailto:prepabsence@langleyschool.co.uk)

The School Office is for general enquiries (including enquiries about Hobbies), and to report when your child is unable to attend School and will be picked up at a different time and/or by someone else as well, as for appointments with a member of staff.

All pupils must sign out when being collected and report in upon return via the School Office. After office hours, parents must report in person with the child to the Head of Prep or the member of staff on duty. Parents away from home on holiday or business while their child(ren) is/are in School, must provide the School with a contact number where they can be reached in case of emergency.

Parents may ring the School between 08:00 and 17:00 on routine matters on 01603 868206. Outside these times an answer phone system will be in operation or in case of emergency parents may call on 01603 868218. Parents can also leave notes for the School Secretary outside these hours in the tray provided outside the office. This tray is checked daily by the School Secretary.

Parents who wish to take their children out of School for appointments, visits or holidays must have the Head's permission. Requests must be made in writing to the Head of Prep via his PA or via email: [prepheadspa@langleyschool.co.uk](mailto:prepheadspa@langleyschool.co.uk).

### **Termly calendar**

Each term, a calendar is sent by email to all parents, which provides an overview of all School events and fixtures for that particular term. Changes and additions that are made to this calendar during the term itself are communicated via email and School notice boards. Details of this calendar can also be viewed on the School's website calendar page which is the most reliable means of being up-to-date.

### **White notice boards**

There are white notice boards in Nursery and Pre-Prep, which will highlight any particular information for parents to be aware of for a particular week/forthcoming event as well as general notes.

The Prep School has a white notice board which is used for the same purpose and this is situated by the metal entrance gate adjacent to the music/art block.

### **Music notice board**

Situated on stone wall under the covered way near the music/art block.

### **Parents' board**

Situated on the stone wall under the covered way near the Music/Art block. Parents can post business/personal information leaflets here.

### **Sports notices board**

This is situated on wall outside Matron's room. Team lists for weekly fixtures are posted on here together with other sports department information.

### **House display boards**

The Prep School has four houses – Crows, Owls, Hawks and Wrens. Each house has a notice board and these are situated in the Dining Hall.

### **Excellent work display boards**

These are situated on the walls near the School Office and Inner Hall. Excellent pieces of work created by pupils are displayed on these boards – these are changed and updated throughout the academic year.

### **Weekly email newsletters**

Each week, a newsletter highlighting School events etc. that have taken place as well as news regarding forthcoming events and changes to the School calendar is sent out via email to all parents. Twice weekly emails to parents also contain information of interest and details of items posted on the School's website.

### **Form Tutors and Class Teachers**

The first point of contact for pastoral, academic and general matters pertaining your child. Appointments can be made via email (please refer to the Parent Portal on the School website for details) or through the School Office.

### **Years 3 to 8**

During form time (class time for Years 3 and 4) the Form Tutor/Class Teacher checks individual academic process, involvement in School life, acquisition of house points and de-merit marks, general happiness and interests and provides support where necessary. Parents are encouraged to establish contact with Form Tutors/Class Teachers and to discuss their child's progress as frequently as they wish, particularly using the Drop-in clinics – see details below.

Form Tutors/Class Teachers/Assistant Form Tutors will refer matters where necessary to the appropriate member of the SMT.

Drop-in clinics with Form Tutors are available as follows (no appointment required) in your child's form room or classroom:

Mondays 08:30 Year 7 and 8  
Thursdays 08:30 Year 5 and 6

Learning Support appointments are available on Thursdays and Fridays 08:00 to 08:30. Please email [shearn@langleschool.co.uk](mailto:shearn@langleschool.co.uk) to arrange.

Parents are encouraged to liaise directly with their child's Class Teacher in Years 3 to 4 on a daily basis.

### **Senior Management Team (Prep)**

The SMT aid the Head of Prep in the day to day running of the School:

**Prep Head** Mike Crossley is responsible for the management and organisation of the School and is a member of the Independent Association of Preparatory Schools (IAPS).

**Deputy Head Operations & Pastoral (Prep School)** Mr Ed Wood is responsible for the School's daily routines and procedures, pastoral care and deputises in the Head's absence.

**Deputy Head Academic (Prep School)** Miss Sarah Menegaz is responsible for all academic matters such as Senior Schools, scholarships, prep, setting, and syllabus/curriculum matters.

**Assistant Deputy Head Teaching & Learning (Prep School)** Mr Ross Hamilton is responsible for higher learning potential provision, annual standardised assessments, and assists the Deputy Head Academic.

**Head of Nursery & Pre-Prep** Mrs Allison Skipper has overall responsibility for the Pre-Prep and the Nursery Foundation Stage.

**Chief Operations Officer** Mrs Lisa Green line manages all the key non-teaching personnel.

Additionally, qualified Safeguarding Leads are Mr Edward Wood (Deputy Head Operations & Pastoral), Mr Mike Crossley (Prep Head), Allison Skipper (Head of Nursery & Pre-Prep) and Meganne Smith (EYFS Practitioner).

### **School fees and financial questions**

Parents who have any questions relating to the payment of fees, bursary applications and any other financial matters should contact the Finance Team via email: [accounts@langleschool.co.uk](mailto:accounts@langleschool.co.uk).

### **Matron**

Mrs Elaine Ives – School Matron.

Mrs Beverley Greeves – Assistant Matron.

Updates to medical records should be handed in to Matron.

**Medical Room:** 01603 865648

### **Mobile phones**

Pupils are not allowed mobile phones in School unless under the direct supervision of a member of staff. Mobile phones are not necessary and pupils are always encouraged to speak to a member of staff or the School Office if there is ever a need to call home with concerns or messages. Any mobiles deemed necessary by parents, for example for a child using School transport, should be handed in on arrival so that the School is always aware of any exceptions to the 'no mobile' rule.

### **Parents' Forum Group**

The aim of the Parents' Forum Group is to act as a sounding board for feedback/communication on School events and information evenings. In addition, it also exists to identify opportunities for further enhancement of the School's communication channels. Year group representatives (from Reception to Year 8) can be contacted via email (details are published on the School's website in the password protected Parent portal section – password details can be obtained from the School Office). Please note that this group does **not** deal with specific educational matters relating to your child.

### **Parent, Teacher, Friends Association (PTFA)**

The PTFA aim is to organise functions that promote fellowship among parents, current and former pupils and the School in a friendly social atmosphere. Activities are organised by a committee elected from the parents and staff, and run by these members and other volunteers from the School community mixing social events with fund-raising. Through this, the PTFA provides funds for facilities that are outside the scope of pure education and to direct benefit of all the children.

The PTFA hope that all parents will enjoy their events, volunteer when able, suggest ideas for future occasions and generally use the organisation to further the enjoyment of everyone's years at Langley Prep School.

The PTFA can be contacted via email: [ptfa@taverhamhall.co.uk](mailto:ptfa@taverhamhall.co.uk).

### **Coffee Mornings for parents**

All Langley parents are welcome to come to the Outer Hall of the Prep School on a Monday and Thursday morning where coffee and tea are provided from 08:15 to 09:30. Many parents use this as an opportunity to catch up with other parents.

### **Sport for parents**

All year round but during term time only, the School provides a free Football session for all parents and former pupils of the School. The session is in the Sports Hall between 17:00 and 18:00 every Friday afternoon in term time.

### **Feelings box**

This box is situated near the entry into the School's library. Pupils can post any of their feelings/thoughts in this box, which is regularly monitored by the School's Designated Safeguarding Lead.

### **Additional communication channels**

Each form elects a member for each of the following forums to take part in half-termly meetings:

**School Council (Prep):** Sport is always on the agenda and other items may vary from charities to carbon footprint and all are generated by the Council Members and the School community. The purpose of the Council is to allow the pupils the opportunity to take ownership of their School; to help to shape the direction in which we move and to feed back and forward with information to the wider community. Minutes and agendas are displayed on the notice board in Big School.

**School Council (Pre- Prep):** The purpose of the Pre-Prep Council is to allow the pupils the opportunity to take ownership of their School and discuss ways of making it better. Representatives bring ideas from their own classes to half-termly meetings run by Mrs Sayer. Minutes and agendas are displayed on the notice board by the Pre-Prep Reception.

**Catering Committee:** The Food Committee gives the pupils an opportunity to discuss any ideas and issues related to food at the School. The Executive Head Chef will be present and minutes and agendas are displayed on the notice board outside the kitchen.



## **APPENDIX 5**

### **Prep School day**

#### **Monday, Tuesday, Thursday and Friday**

07:45	Breakfast
08:00	Pupils allowed to form rooms
08:15	Pupils to Form Tutors for Registration
08:25	Assembly
09:00 – 09:40	Lesson 1
09:45 – 10:25	Lesson 2
10:25 – 10:55	Break
10:55 – 11:35	Lesson 3
11:40 – 12:20	Lesson 4
12:25 – 13:05	Lesson 5 – Years 3, 4, 7 and 8 / lunch – Year 5 and 6
13:05 – 13:45	Lunch – Years 3, 4, 7 and 8 / lesson 5 – Year 5 and 6
13:45 - 14:15	Lunch break
14:15 – 14:55	Lesson 6
15:00 – 15:40	Lesson 7
15:40	Year 3 and 4 handshake
15:45 – 16:25	Lesson 8
15:40 – 16:40	Year 3 and 4 Hobbies
16:30 – 16:40	Handshake Y5 - 8 / snack for those in Hobbies and prep
16:40 – 17:40	Prep and Year 5 to 8 Hobbies
17:40 – 18:00	After School care

#### **Wednesday**

07:45	Breakfast
08:00	Pupils allowed to form rooms
08:15	Pupils to form tutors for Registration
08:25 – 09:00	Lesson 1
09:05 – 09:40	Lesson 2
09:45 – 10:20	Lesson 3
10:20 – 10:50	Break
10:50 – 11:25	Lesson 4
11:30 – 12:05	Lesson 5
12:10 – 12:45	Lesson 6
12:45 – 13:15	Catch up and Year 5 and 6 lunch
13:15 – 13:45	Catch up – Year 5 and 6 – and lunch
13:45 – 14:15	Lunch break
14:15 – 14:55	Lesson 7 / Games Years 5 to 8

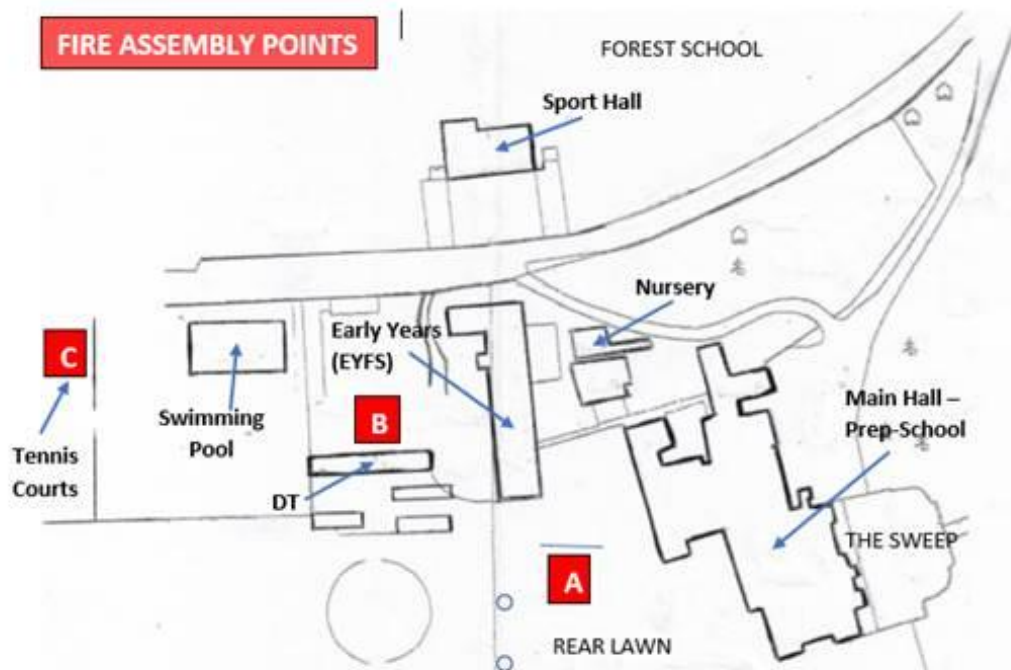
15:00 – 15:40	Lesson 8 / Games Years 5 to 8
15:40	Handshake Years 3 to 8
15:40 – 16:40	Hobbies Years 3 and 4 / supervision Years 5 to 8
16:30 – 16:40	Handshake / snack for those in Hobbies and prep
16:40 – 17:40	Prep
17:40 – 18:00	After School care

## APPENDIX 6

### Fire Evacuation Procedure

On hearing the fire alarm, leave the building by the nearest safe exit, and assemble on the prefect's lawn at the rear of the Main Hall.

Fire Assembly Point = A



## **APPENDIX 7**

### **Academic setting**

Pupils are set by prior attainment in academic subjects from Year 5 onwards. In non-academic subjects, pupils are taught in parallel groups following the same programme of study, which is differentiated to cater for the needs of all individuals.

Our flexible approach to setting allows us to fulfil our academic aims. Setting allows us to personalise the learning effectively, helping each child to reach their potential through differentiation and to work in an environment in which they feel confident to strive to achieve their very best.

Setting, rather than streaming (which does not take into account subject specific ability) allows pupils to be in different sets for different subjects and allows them to make progress commensurate with their ability.

Setting does not solely rely on a set of examination results and the key factor is identifying the way that each pupil learns. This is undertaken through teacher formative and summative assessment, discussions with the whole staff, a consideration of preferred learning styles, pace of learning and confidence levels. For example, a pupil may thrive on being the top pupil in Development set compared to the bottom pupil in Express set.

Sets are reviewed on a regular basis and movement between sets is possible and regularly encouraged.

It is a common misconception that setting limits the potential of children by adopting a fixed mind-set. We do not impose a ceiling on our pupils' achievements. The constant message that we convey to them through our assemblies and academic ethos is that 'Conanti Dabitur', *through effort, we succeed*. Success is not given to some and refused to others. Success is based on hard work, openness to new learning, courage and perseverance. All pupils are encouraged to adopt a growth mind-set and they are pushed to achieve their personal best irrespective of which set they are in. Setting does not determine learning goals, nor does it stop pupils for having access to the same depth of study. The approach to learning is slightly different and the smaller Progress sets offer more opportunities for consolidation and additional support with TAs assisting and ensuring that those who need extending are also catered for.

Senior Schools never require any information regarding set placement in their transfer forms. The only disadvantage is the negative stigma that is sometimes wrongly associated with being in the lower set.

“Setting works as long as students can move between sets and you are providing a different educational experience in the top and more academically-challenged groups”. Rod MacKinnon, Head of Prep of Bristol Grammar School.

“In a fixed mind-set students believe their basic abilities, their intelligence, their talents, are just fixed traits. They have a certain amount and that’s that, and then their goal becomes to look smart all the time and never look dumb. In a growth mind-set students understand that their talents and abilities can be developed through effort, good teaching and persistence. They don’t necessarily think everyone’s the same or anyone can be Einstein, but they believe everyone can get smarter if they work at it.” Professor Carol Dweck, author of Mindset: The New Psychology of Success.

Updated October 2020