

bravely faithfully happily  
fortiter fideliter feliciter

# Handbook for Parents 2021-22



St. Aubyn's School

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# Introduction

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

The Risk Assessment and Action Plan regarding COVID, if required, can be found at the bottom of the policies page on the School website.

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

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

# Mission Statement

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

Fortiter, Fideliter, Feliciter – Bravely, Faithfully, Happily

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

Our aim is that each child becomes:

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

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

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

# Policies, Procedures and Plans

All of the policies, procedures and plans listed below apply across the School, including the Early Years Foundation Stage (EYFS). They can be found on the Policies page of our website, <https://staubyns.com/about/policies/>

## Admissions

- Admissions Policy and Procedure
- Data Protection Policy
- Privacy Notice

## Behaviour Policies

- Anti-bullying Policy
- Behaviour Management Policy

## Child Protection (Safeguarding) Policies and Procedures

- Acceptable use of IT for Pupils
- Child Protection and Safeguarding Policy and Procedures
- Lost Child Procedure
- Online Safety Policy
- Physical Contact with Pupils Policy and Procedures
- Pupil Sanctions Record Policy
- Racist Remarks Response Procedure
- Safer Recruitment Policy
- Staff Code of Conduct Policy
- Supervision Policy
- Visitor Policy

## Complaints Procedures

- Parental Complaints Policy and Procedures

## Curriculum Policies and Procedures

- Additional Learning Policy
- Assessment Policy
- Curriculum Policy
- Homework Policy
- Marking and Feedback Policy
- Most Able Policy
- PSHE including RSE Policy
- Remote Learning Policy
- Teaching and Learning Policy

## EYFS Policies

- EYFS Staff Supervision Policy

## Health and Safety Policies and Procedures

- Critical Incident Policy
- Educational Visits Procedures
- Fire Safety Policy
- First Aid Policy
- Health and Safety Policy
- Infection Control Policy
- Medical Conditions Policy
- Minibus Policy and Procedures
- Risk Assessment Policy

## Human Resources Policies

- Disability Policy
- Equal Opportunities Policy for Pupils
- Equal Opportunities Policy for Staff
- Newly Qualified Teacher (NQT) Policy
- Staff Social Media Policy
- Staff Communications Policy
- Staff IT Acceptable Use Policy
- Whistleblowing Policy and Procedures

## Plans

- Accessibility Plan
- School Improvement Plan 2021

# Whole School Information

- History of the School
- Governing Body
- Religion
- Office
- Map of the School
- Parking
- Bursar
- Absence
- Personal Appearance
- Personal Possessions
- Discipline
- Newsletters, Calendar and Magazine
- Photographs of Pupils
- Catering
- Safeguarding and Child Protection
- St. Aubyn's School Social (SASS) Group
- Computer Use
- Social Media
- Smoking
- Pets
- Concerns and Complaints
- Trips
- Library

## History of the School

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

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

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

## Governing Body

St. Aubyn's (Woodford Green) School Trust is both a registered charity (No. 270143) and a company limited by guarantee registered in England and Wales (No. 1218766). We are, therefore, accountable both to the Charity Commission and to Companies House. The Governors are both Trustees of the charity and Directors of the company.

They are self-electing and are not employees of the School; neither do they receive any remuneration from the company.

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

A list of the current members of the Governing body can be found on the Governors' page on our website.

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

## Religion

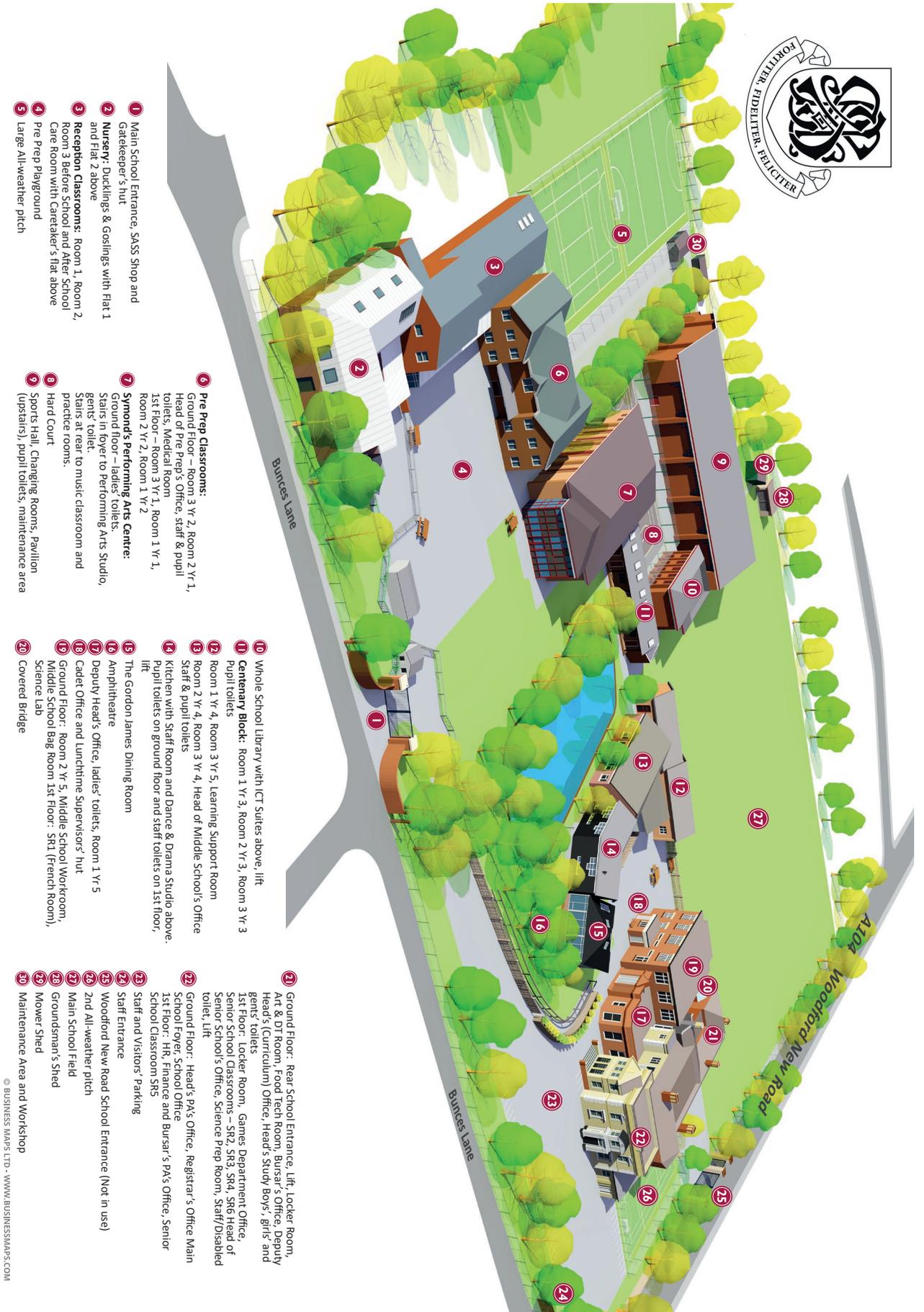
The School has a broad, Christian non-denominational ethos and welcomes families from all faiths or religions. The RE curriculum is consistent with this approach; Christian but inclusive of other faiths.

## Office

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

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

Email: [school@staubyns.com](mailto:school@staubyns.com)



- 1 Main School Entrance, SASS Shop and Gatekeeper's hut
- 2 Nursery: Ducklings & Goslings with Flat 1 and Flat 2 above
- 3 Reception Classrooms: Room 1, Room 2, Room 3 Before School and After School Care Room with Caretaker's Flat above
- 4 Pre-Prep Playground
- 5 Large All-weather pitch
- 6 Pre-Prep Classrooms:  
Ground Floor – Room 3 Yr 2, Room 2 Yr 1, Head of Pre-Prep's Office, staff & pupil toilets, Medical Room  
1st Floor – Room 3 Yr 1, Room 1 Yr 1, Room 2 Yr 2, Room 1 Yr 2
- 7 Symonds's Performing Arts Centre:  
Ground Floor – Ladies toilets, Stairs in foyer to Performing Arts Studio, gens' toilet.  
Stairs at rear to music classroom and practice rooms.  
Hard court
- 8 Sports Hall, Changing Rooms, Pavilion (upstairs), pupil toilets, maintenance area
- 9
- 10 Whole School Library with ICT Suites above, lift
- 11 Centenary Block: Room 1 Yr 3, Room 2 Yr 3, Room 3 Yr 3  
Pupil toilets
- 12 Room 1 Yr 4, Room 3 Yr 5, Learning Support Room
- 13 Room 2 Yr 4, Room 3 Yr 4, Head of Middle School's Office  
Staff & pupil toilets
- 14 Kitchen with Staff Room and Dance & Drama Studio above.  
Pupil toilets on ground floor and staff toilets on 1st floor, lift
- 15 The Gordon James Dining Room
- 16 Amphitheatre
- 17 Deputy Head's Office, ladies' toilets, Room 1 Yr 5
- 18 Cadet Office and Lunchtime Supervisors' hut
- 19 Ground Floor: Room 2 Yr 5, Middle School Workroom, Middle School Bag Room 1st Floor: SRI (French Room), Science Lab
- 20 Covered Bridge
- 21 Ground Floor: Rear School Entrance, Lift, Locker Room, Art & DT Room, Food Tech Room, Bursar's Office, Deputy Head's (Curriculum) Office, Head's Study Boys', girls' and gens' toilets  
1st Floor: Locker Room, Games Department Office  
Senior School Classrooms – SR2, SR3, SR4, SR6/Head of Senior School's Office, Science Prep Room, Staff/Disabled toilet, Lift
- 22 Ground Floor: Head's PA's Office, Registrar's Office Main School Foyer, School Office  
1st Floor: HR, Finance and Bursar's PA's Office, Senior School Classroom SFS
- 23 Staff and Visitors' Parking
- 24 Staff Entrance
- 25 Woodford New Road School Entrance (Not in use)
- 26 2nd All-weather pitch
- 27 Main School Field
- 28 Groundsman's Shed
- 29 Mower Shed
- 30 Maintenance Area and Workshop

## Parking

Parents are encouraged to park away from School and walk in (Park and Stride). Parents are advised not to walk down Bunces Lane from Woodford New Road, as the only pavement is between the main School gate and Woodford High Road. It is safer to walk down Empress Avenue and around. Bunces Lane is one way from the New Road to the High Road.

At the start and end of the day, parents may use the Woodford High Road side of the car park at Salway Church, on the corner of Forest Approach and the High Road. The church elders have requested that parents who use this car park should enter and exit from the High Road only.

### **We ask parents not to drive through or park in The Roses, Physicals Gym or The Cricketers public house.**

Care should also be taken to ensure that you do not park across the driveway of any of the local properties.

If the parents or carers of a particular pupil persist in ignoring parking advice, then the School reserves the right to withdraw that child's place at the School.

The transport page on the Parents' section of the School website has details of how to purchase a cheap permit for parking in the nearby Derby Road public car park at school drop-off and pick up times.

To ensure the safety of children, parents are not permitted to drive into the grounds unless permission is given from the Head for a specific event.

## Bursar

The Bursar's responsibilities include fee collection, accounting, catering, maintenance and general administration. Any matter relating to fees or any of these areas should be directed to the Bursar, who is available to discuss these matters and to offer advice. Fees are payable in advance on or before the first day of each new term. The Governors reserve the right to alter fees from time to time and will usually give a term's notice of any such alterations. The bursar can be contacted at [bursar@staubyns.com](mailto:bursar@staubyns.com)

## Absence

If a child is absent from school because of ill health, or for any other reason, parents must contact the office before 9:00am by phone or email ([school@staubyns.com](mailto:school@staubyns.com)) each day that their child is absent. If a child is ill for a prolonged period of time, please keep us up to date with the current situation. Notification is required immediately in the case of any infectious condition.

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

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

## Personal Appearance

It is important for each child to be smart, clean and tidy for school. The Headmaster reserves the right to advise any child to stay within bounds over such matters as haircuts and personal appearance. See Uniform section (page 41) for more information.

## Personal Possessions

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

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

'Smart' watches and heart/health data trackers are not permitted (unless they are needed for medical support).

## Discipline

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

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

## Newsletters, Calendar and Magazine

The Headmaster's weekly newsletter will be emailed to parents each Friday. This is an important way of keeping parents informed. The newsletter is also uploaded to the website each Friday in term time.

A calendar is produced each term. It includes dates and times of all the events planned for the term such as concerts, matches, parents' evenings, sports day etc. The calendar also lists the regular co-curricular activities and is a handy reference guide with telephone numbers for the office, Before and After School Care (BASC) and the Sports Hall. It is emailed home to parents at the start of term and the event section is also available on our website, <https://staubyns.com/whats-on/calendar/>

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

## Photographs of Pupils

Photographs or images of pupils are included in the newsletters, magazine and in the School's promotional material such as the prospectus, social media pages and website. Parents who do not want their child's photograph or image to appear in any of the School's promotional material must make sure their child knows this and must write to the Headmaster requesting an acknowledgement of their letter.

Parents are asked not to photograph/film during plays, assemblies as it can be distracting for other audience members, the staff and pupils. Photo opportunities will be given afterwards.

## Catering

Breakfast is available from 8:00am for Middle and Senior pupils until 8:25am daily, but not on the last day of the Christmas Term. Payment is made directly to the catering staff.

During morning break, all pupils are provided with fresh fruit to eat.

The charge for lunch is included in school fees. All pupils from Nursery to Year 8 are required to have lunch at school (except for those Nursery pupils that leave at 12 noon in the Christmas term). Teachers, learning support assistants and/or lunchtime supervisors are on hand to supervise the children at lunchtime. Catering is contracted out to a specialist firm and we work closely with them to ensure that meals are nutritious and varied. The weekly menu is available on the website, <https://staubyns.com/school-life/catering/>

Between 3:20 and 4:00pm afternoon tea is provided in the Dining Hall for parents of Pre Prep children who have to wait to collect their other child(ren) from Middle and/or Senior School. Alternatively they can wait in the Pre Prep playground but should not walk around the site as lessons are on until 4:00pm. Please be aware that the Dining Hall will be closed for tea when it is needed for other functions. Parents must take responsibility for ensuring that their child(ren) are correctly supervised and are not running around and/or disturbing the caterers and fellow patrons.

The Dining hall will remain open from 4:00 to 4:50pm for parents/carers of Middle/Senior pupils to wait in if they are collecting their children from after school activities. Parents/carers need to leave the Dining Hall by 4:50pm to allow After School Care pupils in. For safeguarding reasons we ask that parents stay in the correct place and do not walk around the site.

Only food and drinks provided by, or purchased from, the contract caterers may be consumed in the Dining Hall. This is to avoid any cross contamination which may cause problems for pupils with specific food allergies.

Parents of new pupils are required to complete a questionnaire detailing their child's dietary requirements and return it before their child joins the School. The Chef Manager is available to discuss any matters relating to your child's diet and can be contacted via the office.

Individually wrapped sweets and chocolates are permitted for special occasions, e.g. birthdays, with the permission of the class teacher/form tutor (Senior School), and will be given out at the end of the day. All sweets and chocolates should be nut-free and should be taken home to be eaten. Please check with the class teacher/form tutor as some pupils do suffer from food allergies.

### Safeguarding and Child protection

Safeguarding is the process of protecting children (and adults) to provide safe and effective care. This includes all procedures designed to prevent harm to a child. Child Protection is part of the safeguarding children process, protecting individual children identified as suffering or likely to suffer significant harm. Our Child Protection and Safeguarding Policy and Procedures document is on the Policies page of the School website. This includes the procedures which detail how to respond to concerns about a child.

Mr Shute, Deputy Head, is the School's Designated Safeguarding Lead (DSL) and the three Heads of Department (Mrs Butcher, Mrs Wells and Mrs Porter) are Deputy DSLs. Mr Blom, Miss Singleton and Miss Wear are also members of the safeguarding team. Pastoral issues are dealt with by class teachers but more serious safeguarding and child protection issues are dealt with by the safeguarding team. See the last page in each Department's section for contact details.

### St. Aubyn's School Social (SASS) Group

SASS is our parents' group which works tirelessly on behalf of the School to organise several social functions throughout the year. Annual functions such as the Fireworks Display, Summer Fete/Circus, Parents and Staff Quiz, Camp Weekend and Christmas Bazaar/Panto do much to cement good relationships between school and home. SASS also runs a second hand uniform shop for parents. Opening hours are as advertised in the calendar. Funds raised by SASS provide extra items of equipment and resources for the benefit of children at the School. SASS is always looking for fundraising ideas and volunteers.

### Computer Use

There is a network of computers and tablets with internet access and a set of rules has been formulated for the advice of pupils, staff and parents. Our policies linked to online safety can be viewed on the Policies page of our website.

### Social Media

We all recognise that WhatsApp and other social media groups can be beneficial when they enable information to be shared quickly, e.g. return times from fixtures, trip details, etc.

We are also aware that parents occasionally use these groups to discuss school matters in a judgmental way, even going as far as making comments about named pupils and members of staff, posting school e-mails that have been sent to individual parents, and making damaging comments about the actions of the School based on incorrect or partial information.

Our duty of care to pupils and staff requires us to protect them from comments being made online. This can cause significant upset and emotional damage to both adults and children, particularly when a discussion is making judgements that are not evidenced and not defensible. Legal advice would suggest that this constitutes a form of cyberbullying that the School would be required to take issue with if brought to our attention.

St. Aubyn's makes every effort to be open in its communications. I hope we can reflect on the potential risk to individuals before discussing them in an unmoderated online space.

### Smoking

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

### Pets

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

### Concerns and Complaints

Our aim is to ensure that a concern or complaint is managed sympathetically, efficiently and at the appropriate level, and resolved as soon as possible. To do so is good practice, it is fair to those concerned and it helps to promote parents' and pupils' confidence in our ability to safeguard and promote welfare. We will try to resolve every concern or complaint in a positive way. The Complaints Procedure can be viewed on the Policies page of our website and is available from the office.

## Trips

All pupils go on a wide range of off-site educational visits, as detailed in the Curriculum Directory. Parents will be informed in advance of the details. Written consent from parents will be required for trips that: involve Nursery pupils, involve high risk activities (eg climbing) or take place outside of the normal School day. The Health and Safety of Pupils on Educational Visits procedures can be viewed on the Policies page of our website.

## Library

Pupils may use the library from 4:00pm to 5:00pm on Mondays and Fridays in term time but they must be accompanied by their parent or guardian. Mobile phones must be switched off or on silent in the library. Please note that in order to maintain an effective quiet study atmosphere, visitor numbers during the after school session may be restricted. We request that parents and guardians sit with their children to ensure they are focused. Please note that the library environment is not suitable for children under 3 years old.

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

## Pupil Code of Conduct

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

## Loan Allowances

Pre Prep pupils are allowed to borrow up to two items for a period of one week. For Middle and Senior pupils, the allowance is two items for two weeks.

## Overdue Books

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

## Lost Books

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

# Pre Prep - The Nursery

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

## Welcome to Pre Prep

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

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

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

## Welcome to the Nursery

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

## The Nursery Team

Each class has a teacher, who will be your initial contact if you have any concerns about your child's wellbeing. Each class also has at least two other staff members. When joining the Nursery, your child is allocated a key person to ensure that they have a smooth introduction to their daily routine. This person will monitor and record your child's progress on a daily basis.

## The Nursery Day

The nursery day begins at 8:45am, but supervision is available from 8:30am. When your child arrives, the Nursery staff will greet them at the gate to the playground and they will be taken into the Nursery to settle down into the daily routine. Before School Care (BSC) is available from 8:00am. This needs to be booked in advance (see page 38).

Please ensure that your child is on time so they can get the maximum benefit from the activities. Children will be marked late in the register if they arrive after 8:45am. If you arrive after 8:45am, your child will be collected by a member of staff at the gate and taken to his or her class; then the office is informed. Lots of fun learning takes place throughout the day so it is important that the children become used to regular and punctual attendance.

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

The morning session ends at midday when some pupils will go home in the Christmas term and the others will go for lunch. From the start of the Lent term, all Nursery pupils stay in School for the afternoon.

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

For the safety of your child, we will not hand them over to someone we do not know or for whom we are not aware has permission. At the start of the year you will be asked for a security password. If we have not met the person collecting your child, we will ask for the password.

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

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

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

## Catering

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

We also provide milk which they can drink during the day.

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

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

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

## Developing good social behaviour

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

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

Pupils are expected to behave well in class and on the playground and exercise good behaviour towards their peers by following the 'St. Aubyn's Promises':

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

## Toileting

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

## Helping your child get ready for Nursery

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

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

### Encourage your child to have these basic skills.

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

### Do not be worried.

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

### Questions to ask yourself.

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

### Practical things you can do to help:

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

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

Make books a pleasure, not a chore.

#### **Do not buy reading scheme books.**

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

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

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

## Partnership with Parents

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

Information to parents is usually sent out by email but it is useful to check for 'satchel post' each day.

Our partnership is the key to enabling your child to reach his/her full potential. We ask that any changes in circumstance that may affect your child should be shared as soon as possible.

### • Instructions for emailing staff

Please avoid sending long emails to staff; arrange a meeting instead. Please sign in at the office when you have a meeting with staff.

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

## Nursery Staff names and Teacher Email Addresses:

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

Miss Manilal (Nursery Ducklings Teacher)  
n.manilal@staubyns.com

Miss Chambers (Nursery Goslings Teacher)  
c.chambers@staubyns.com

Mrs Grosvenor (Learning Support Assistant)

Miss Murphy (Nursery Nurse)

Mrs Patel (Learning Support Assistant)

Miss Piacquadio (Learning Support Assistant)

Mrs Sanger (Learning Support Assistant)

Mrs Cocks (Music Teacher)  
e.cocks@staubyns.com

Miss Manser (Head of Music)  
p.manser@staubyns.com

Mme Senhadji (French Teacher)  
i.senhadji@staubyns.com

# Pre Prep

## Reception, Years 1 and 2

- Welcome
- Organisation
- The Pre Prep Day
- Items of Value
- Registration and Absence
- Equipment
- Rewards, Sanctions and Privileges
- School Council and Responsibilities
- Catering
- Co-Curricular Activities
- Developing Good Social Behaviour
- Partnership with Parents

## Welcome

Welcome to St. Aubyn's Pre Prep Department. This section of the handbook provides you with a wealth of information regarding the pedagogy and routines in Reception, Year 1 and Year 2. We would like to inspire a healthy collaboration where you are active participants in your child's learning alongside the class teacher.

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

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

## Organisation

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

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

## The Pre Prep School Day

The Pre Prep day begins at 8:45am, but supervision is available from 8:30am. Before School Care (BSC) is available from 8:00am. This needs to be booked in advance (see page 38). When your child arrives the staff will greet them at the gate to the playground. Reception children will go into the Pre Prep playground and Year 1 and 2 children will go into the hardcourt. The children will be supervised.

At 8:45 the children will line up and be led by their teachers to the classroom. If your child is in BSC, a member of BSC staff will accompany them to their line. On wet days, children will be allowed into the Pre Prep building and EYFS classrooms from 8:30am.

All children have a morning and a lunchtime playtime supervised by teachers, learning support assistants and lunchtime supervisors. Teaching staff also supervise the children when they are eating their lunch in the Dining Hall.

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

## Items of Value

Items of personal and/or financial value, including all electronic items, should not be brought into school. 'Smart' watches and heart/health data trackers are not permitted (unless they are needed for medical support). Watches should have analogue faces to help children develop time telling skills.

## Registration and Absence

Registration takes place as soon as the children are in class. A child will be marked as late in the register if they arrive after 8:50am. If you arrive after 8.50am, your child will be collected by a member of staff at the gate and taken to his or her class; then the office is informed.

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

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

## Equipment for Years 1 and 2

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

3 writing pencils

Erasers

Coloured pencils (not felt pens)

Sharpener

30 cm rigid ruler

Glue stick

A4 plastic wallet

Headphones/earphones for iPads

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

All children in Year 1 and Year 2 are expected to bring their reading book and reading record book into school every day. Children in Reception will, as the Christmas Term progresses, need to put their reading book and reading record book in their book bags every day. Additionally, please ensure that their phonics wallet is in their book bag as well.

Children should wear their uniform to school on PE days. Their PE kit will be left in school from the start of term and they will change in their classrooms when they have PE. Their PE kit should be taken home to be washed at the end of every half term. Pupils who participate in Ballet or instrumental lessons must remember to bring in their appropriate kit or their instruments and music books. All equipment must be clearly named.

## Rewards, Sanctions and Privileges

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

- verbal praise
- stickers and positive comments
- certificates in weekly 'Celebration' assemblies
- Headmaster's commendation
- displaying work and/or name on the Achievement Board
- certificates at the end of each term

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

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

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

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

## School Council and Responsibilities

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

## Catering

The School encourages healthy eating and the children are provided with fruit to be eaten at playtime. We recognise the need for children to have access to drinking water throughout the day. Therefore, we ask all children to bring in a named, non-spill bottle, filled with water (no other type of drink please). Class teachers will ensure that children know where to store and refill their bottles. Reception children are also offered milk to drink during the day.

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

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

## Co-Curricular Activities

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

## Developing Good Social Behaviour

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

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

PSHE Education lessons, Free Flow Fridays (Reception) and Golden Time (Years 1 and 2) are two ways we reinforce acceptable behaviour, along with discussions in class and with the School Council. Children are also taught the 'St. Aubyn's Promises' as reminders of appropriate positive behaviour.

The children are encouraged to initially resolve problems themselves. However, they should always tell an adult about what has happened so staff are aware and further support can be given. Should there be any concern over incidents involving other children, please contact your child's class teacher. Bullying is rare at this age. A copy of our Anti-Bullying Policy can be found on the website. This gives a clear definition of bullying and the School's approach to dealing with any such incidents.

During playtimes, children have the opportunity to run around and play games in order to expend the energy that has built up whilst they have been engaged in lessons. It is natural for young children to move around an open space and not always be aware of their surroundings, which can lead to accidents. Even though children are aware of the expectations within the playground, bumps and falls happen and tend to be accidental. This can lead to children getting hurt on occasion. Members of staff who are on duty monitor the play and deal with the incidents when they occur. However, it takes time for children at this age to learn that their play can have consequences.

## Partnership with Parents

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

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

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

Given reasonable notice, parents can normally see staff at a mutually convenient time before or after school. Please be aware that teachers are responsible for their class from 8:40 am and, therefore, will be unable to enter into any lengthy discussions as school begins. Class teachers and the Head of Pre Prep can be contacted by email or by leaving a message with the office.

### Instructions for emailing staff

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

## Pre Prep Staff names and Teacher Email Addresses:

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

RCM Mrs Macneill (Deputy Head of Pre Prep and Head of  
Pre Prep Maths)  
c.macneill@staubyns.com

RMS Mrs Solanki  
m.solanki@staubyns.com

RSL Mrs Litherland  
s.litherland@staubyns.com

IDH Mr Hicklin  
d.hicklin@staubyns.com

IMD Mrs Dagleish  
m.dagleish@staubyns.com

IRK Mrs Khankhara  
r.khankhara@staubyns.com

2HL Mrs Law  
h.law@staubyns.com

2NF Mr Felix  
n.felix@staubyns.com

2TH Miss Hannan  
t.hannan@staubyns.com

Mrs Bassi (Learning Support Assistant)

Miss Fenton (Learning Support Assistant)

Mrs Goddard (Learning Support Assistant)

Mrs Gold (Learning Support Assistant)

Miss Harwood (Learning Support Assistant and  
Graduate PE Teacher)

Mrs Parker (Learning Support Assistant)

Mrs Rossi (Learning Support Assistant)

Mr Bayntun (Director of Sport)  
g.bayntun@staubyns.com

Mrs Beckley (Drama and Dance Teacher)  
l.beckley@staubyns.com

Mrs Cocks (Music Teacher)  
e.cocks@staubyns.com

Miss Manser (Head of Music)  
p.manser@staubyns.com

Mrs Morris-Murinde (Head of Additional Learning)  
t.morris-murinde@staubyns.com

Mme Senhadji (French Teacher)  
i.senhadji@staubyns.com

Mrs Sheikh (Head of Computing and Digital Innovation)  
n.sheikh@staubyns.com

Mr Solomonides (PE Teacher)  
h.solomonides@staubyns.com

# Middle School

## Years 3, 4 and 5

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

## Welcome

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

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

Best wishes

Mrs Wells

Assistant Headteacher (Head of Middle School)

b.wells@staubyns.com

## Middle School Organisation

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

## The Middle School Day

Pupils can be dropped off at the gate from 8:00am, when there is a duty teacher in the playground and the Dining Hall opens to serve breakfast to Middle and Senior School pupils only.

Before school starts, pupils should store their PE and games bags in the bag room, which is accessed from the Middle School playground. In the Summer Term, cricket bags should be stored in the Sports Hall pavilion. The School day starts at 8:40am, when the bell is rung. At this time, the children line up in their class groups at the allocated point to be collected by their class teacher and taken to their classroom. On wet days, children will be allowed into their classrooms from 8:00am.

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

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

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

There will be times when you need to see the class teacher. Staff are very keen to work in partnership with you and to address your queries and concerns. Please either leave a message at the office so that the teacher can contact you to arrange an appointment or email the teacher directly.

During morning break, Middle School pupils are allowed to eat fresh fruit, which is provided at no additional charge. Children should not bring their own snacks to school. We recognise the need for children to have access to drinking water throughout the day. Therefore, we ask all children to bring in a named, non-spill bottle, filled with water (no other type of drink please). Class teachers will ensure that children know where to store and refill their bottles.

Lunchtime is an important part of the day and we want children to have a positive dining experience. Each class is taken to lunch by their teacher who joins them to eat in the Dining Hall. Lunchtime is also supervised by other staff in the Dining Hall and on the playground. Menus are displayed on a weekly basis on the website. If you have concerns about your child's dietary needs, please contact the Chef Manager from the contract catering company via the office.

The teaching day finishes at 4:00pm. Year 3 and 4 pupils will be escorted to the Pre Prep playground to be dismissed individually by their class teacher. Year 5 pupils should assemble in the Middle School playground. Pupils must not leave the playground until they are collected by the correct person (who must be aged 16 or above). Middle School children who are attending After School Care (ASC) or after school activities will be collected by the appropriate staff member(s) at the end of the school day.

There are duty teachers in the playground supervising the children from 4:00pm until 4:15pm. If you want your child to be collected by another adult, please email your child's class teacher and the office well in advance. If you need to inform us of collection arrangements on the day please call the office as it is unlikely that emails will be read by the class teacher during teaching time. If your child is not collected by 4:15pm they will be placed in ASC and they will be supervised by the ASC staff. If this should happen a charge will be made.

## Classroom Equipment

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

3 writing pencils

Erasers

Handwriting pens (when awarded their pen licence)

Colour pencils

30 cm rigid ruler

Sharpener

Protractor (Year 5)

Glue stick

Headphones/earphones (for iPads and pcs)

Calculator

Set square

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

Pupils are always expected to bring their PE, games, swimming or dance kit to the appropriate lesson. In the event of a pupil being injured they should still bring their kit. A note or email from a parent/carer should explain their injury to help PE staff plan modified activities. Please note that, if your child is well enough to be in School, they will be expected to take some part in lessons, including swimming.

## Rucksacks and Sports Bags

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

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

School rucksacks should be taken into class.

## Forgotten Equipment

If pupils forget equipment or kit, they will be allowed to borrow items where possible. They will not be permitted to call home to ask parents to bring items in unless there are exceptional circumstances, such as fixtures or concerts. Should this be the case, the relevant teacher will write a note for the pupil, authorising them to go to the office and make a phone call home. This approach is designed to encourage the children to take responsibility for preparing themselves for the day ahead and to understand the consequences of failing to do so.

## Mobile Phones and Electronic Items and Possessions of Value

Mobile phones and items of personal and/or financial value, including all electronic items, should not be brought into school. 'Smart' watches and heart/health data trackers are not permitted (unless they are needed for medical support). Watches should have analogue faces to help children develop time telling skills. Middle School pupils do not need mobile phones as they are dropped off and collected by an adult. If they need to contact parents, the class teacher will arrange this.

## Expectations

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

Pupils are expected to behave well in class and on the playground and exercise good behaviour towards their peers by following the 'St. Aubyn's Promises':

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

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

Pupils will be encouraged to take pride in their work and they will be encouraged to know themselves whether or not it is neat.

All work should be laid out using 'DUMTUMS':

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

## Rewards and Sanctions

### Rewards

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

- House points for good or improved work, effort and good behaviour;
- Stickers to encourage progress;
- Merit badges at weekly assemblies to reflect individual progress;
- Times tables ambassador awards;
- Achievement and 'Star Pupil' boards;
- Headmaster's commendations;
- Merit, progress and achievement certificates at the end of each term; and
- Prizes at the end of year Prize Giving.

### Sanctions

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

## Activities

### Houses

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

On an individual basis children contribute to their Houses by earning House points and by taking part in events, e.g. quizzes and sports events. Each week the totals are announced in the merit assembly.

### School Council

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

### Charities

As part of our education for social responsibility, children are encouraged to think positively and constructively about the importance of charities. Fundraising activities are organised throughout the year.

### Co-Curricular Activities

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

## Partnership with Parents

Good communication between home and school is essential to support a pupil's development and learning. The class teacher should be the first point of contact for all pastoral and academic inquiries. The office should be contacted directly for all administrative inquiries. Information to parents is usually sent out by email but it is useful to check for 'satchel post' each day. Class teachers can be contacted by email, written note or by leaving a message with the office.

### Instructions for emailing staff

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

### Middle School Teachers' Staff names and Teacher Email Addresses:

Mrs Wells (Head of Middle School)  
b.wells@staubyns.com

3AG Mr Goss  
a.goss@staubyns.com

3JA Mrs Adamson  
j.adamson@staubyns.com

3SE Ms Ellis  
s.ellis@staubyns.com

4CB Mr Burn  
c.burn@staubyns.com

4HS Dr Shamim  
h.shamim@staubyns.com

4LM Mr Milton  
l.milton@staubyns.com

5AM Mr Markham (Acting Deputy Head of Middle School and Head of Middle School Maths)  
a.markham@staubyns.com

5SY Mrs Yamaguchi  
s.yamaguchi@staubyns.com

5UM Mrs Malik (Head of Middle School English)  
u.malik@staubyns.com

Mrs Jennings (Learning Support Assistant)

Mrs Jutley (Learning Support Assistant)

Mrs Lamb (Learning Support Assistant)

Mr Bayntun (Director of Sport)  
g.bayntun@staubyns.com

Mrs Beckley (Drama and Dance Teacher)  
l.beckley@staubyns.com

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

Miss Harwood (Graduate PE and Games Teacher)

Mrs Luscombe (Head of Art and DT)  
n.luscombe@staubyns.com

Miss Manser (Head of Music)  
p.manser@staubyns.com

Mrs Morris-Murinde (Head of Additional Learning)  
t.morris-murinde@staubyns.com

Mrs Sheikh (Head of Computing and Digital Innovation)  
n.sheikh@staubyns.com

Mr Shute (Deputy Head – Administration)  
m.shute@staubyns.com

Mr Solomonides (PE and Games Teacher)  
h.solomonides@staubyns.com

# Senior School

## Years 6, 7 and 8

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

## Welcome

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

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

# Senior School Organisation

## Teaching and Tutor Groups

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

## Tutors

6FG Miss Gamble, Science Lab

6JG Mrs Gordon, SR3

6NL Mrs Luscombe, Art and DT Room

7LG, Mme Goodey, SR1

8MG Mr Glover, SR2

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

## Setting

In Year 6, pupils are placed in sets for mathematics and are also taught English in those sets. In Year 7 pupils are taught in split class sets, according to ability, in maths and English. Sets are reviewed each half term and, after due consultation with the staff concerned, pupils may be moved from one set to another.

# The Senior School Day

Pupils can arrive from 8:00am, when there is a duty teacher in the playground and the Dining Hall opens to serve breakfast to Middle and Senior pupils only. We encourage Senior pupils to be dropped off away from School so that they can walk in. This is good for their independence, physical health and mental health. It also reduces unnecessary traffic from around the School.

Before School starts, pupils should store their PE and games bags in their lockers. In the Summer Term, cricket bags should be stored in the Sports Hall pavilion. The School day starts at 8:40am, when the bell is rung. At this time the children line up in their tutor groups at the allocated point to be collected by their tutor and taken to their classroom. On wet days, children will be allowed into their classrooms from 8:00am.

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

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

During morning break, Senior pupils are allowed to eat fresh fruit, which is provided at no additional charge. Children should not bring their own snacks to school. We recognise the need for children to have access to drinking water throughout the day. Therefore, we ask all children to bring in a named, non-spill bottle, filled with water (no other type of drink please).

Lunchtime is supervised by staff in the Dining Hall and on the playground. Menus are displayed on a weekly basis on the website. If you have concerns about your child's dietary needs, please contact the Chef Manager from the contract catering company via the office.

The teaching day finishes at 4:00pm. Children who are attending After School Care (ASC) or after school activities should go straight to them without delay. Senior pupils whose parents/carers have given written permission to the Head of Senior School for their child to leave School on their own must do so immediately. Pupils who will be collected by parents/carers need to wait in the Senior playground where they will be supervised by staff member from 4:00pm until 4:15pm. At 4:15pm, any pupils who have not been collected will be placed in the ASC, where they will be supervised until they are collected. There is a charge for this service.

## Equipment, Phones and Lockers

### Essential Equipment

Pupils should have a pencil case containing pens (blue and red), a transparent 30cm ruler, pencils, an eraser, a sharpener, coloured pencils, a 360 degree protractor, a calculator, headphones/earphones (for iPads and computers) and a pair of compasses. Pupils are expected to have these items at the relevant lessons. Pupils are always expected to bring their PE and games kit to the appropriate lesson. In the event of a pupil being injured or ill, they must still bring their kit. A note from home should explain their injury/illness to help PE staff plan modified activities. Please note that, if your child is well enough to be in School, they will be expected to take some part in lessons.

### Lockers and Bags

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

### Mobile Phones

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

1. Phones should only be brought in to school if a pupil travels to or from school on their own.
2. Pupils keep phones with them during the day.
3. Phones are not to be used by pupils on the school grounds. This includes taking photographs, videos, making calls and sending text messages.

### Forgotten Equipment

If pupils forget equipment or kit, they will be allowed to borrow items where possible. They will not be permitted to call home to ask parents to bring items in unless there are exceptional circumstances, such as fixtures or concerts. Should this be the case, the relevant teacher will write a note for the pupil, authorising them to go to the office and make a phone call home. This approach is designed to encourage the children to take responsibility for preparing themselves for the day ahead and to understand the consequences of failing to do so.

### Items of Value

Items of personal and/or financial value, including significant sums of money, should not be brought into school. On the rare occasion that this is necessary or has been done accidentally, the pupil should hand the item in to their tutor and collect it at the end of the day. 'Smart' watches and heart/ health data trackers are not permitted (unless they are needed for medical support).

## Expectations

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

Pupils are expected to behave well in class and on the playground and exercise good behaviour towards their peers by following the 'St. Aubyn's Promises':

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

## Rewards and Sanctions

### Rewards

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

- Verbal praise;
- Comments recorded in books for appropriate effort, behaviour, attitude and work;
- House points for good or improved work, effort and good behaviour;
- Achievement noticeboards;
- Headmaster's commendations;
- Certificates in Final Assemblies and
- Prizes at the end of year Prize Giving.

### Sanctions

#### *Behavioural:*

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

- The first instance of a misdemeanour is seen as a warning and the tutor will speak to the pupil concerned regarding the incident. A form tutor may keep a pupil for an after school detention to reflect on their conduct.
- On the second recording of a misdemeanour, the Head of the Senior School speaks to the pupil and if necessary an after school detention is given.

- On the third occasion, the Headmaster speaks to the pupil. Parents will continue to be informed.

Either at this stage, or if there is any subsequent similar misdemeanour, a pupil may be required to attend a Headmaster's detention. This is an extremely serious matter.

- The Headmaster reserves the right to suspend or expel any pupil for persistent or extreme misconduct. Families have the right to appeal to a sub-committee of the Governing Body.

#### *Academic*

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

Parents will be informed and involved at each stage.

## Pupil Voice and Responsibility

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

### Young Managers

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

### Senior School Council

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

## Activities

### Houses

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

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

### Charities

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

### Co-Curricular Activities

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

## Partnership with parents

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

### Instructions for emailing staff

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

## Senior School Staff names and Teacher Email Addresses:

Mrs Porter (Head of Senior School and RE Teacher)  
c.porter@staubyns.com

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

6JG Mrs Gordon, Acting Head of Maths  
j.gordon@staubyns.com

6NL Mrs Luscombe, (Head of Art and DT and Geography Teacher)  
n.luscombe@staubyns.com

7LG, Mme Goodey, SR1 (Head of Modern Foreign Languages)  
l.goodey@staubyns.com

8MG Mr Glover, SR4  
(Acting Deputy Head of Department and Head of English)  
m.glover@staubyns.com

Mr Bayntun (Director of Sport and Geography Teacher)  
g.bayntun@staubyns.com

Mrs Beckley (Drama and Dance Teacher)  
l.beckley@staubyns.com

Miss Harwood (Graduate PE and Games Teacher)

Miss Manser (Head of Music)  
p.manser@staubyns.com

Mrs Morris-Murinde (Head of Additional Learning and English and History Teacher)  
t.morris-murinde@staubyns.com

Mrs Sheikh (Head of Computing and Digital Innovation)  
n.sheikh@staubyns.com

Mr Shute (Deputy Head – Administration and Reasoning Teacher)  
m.shute@staubyns.com

Miss Singleton (Deputy Head – Academic and History Teacher)  
h.singleton@staubyns.com

Mr Solomonides (PE and Games Teacher)  
h.solomonides@staubyns.com

Miss Wear (Head of Humanities and Classics/Latin)  
c.wear@staubyns.com

Miss Windridge (Learning Support Assistant)

## Co-Curricular Activities

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

### Introduction

The School offers a wide range of co-curricular activities before and after school, for children from Years 1 to 8 and ballet lessons from Reception. These activities are listed in the calendar each term. Most activities are voluntary and open to all, but some are by selection and invitation. Information regarding co-curricular activities is emailed to parents a couple of weeks before the start of the Christmas term and near the end of the previous term for Lent and Summer. Parents need to ensure that they complete and submit the online selection form by the deadline date. Timings and locations for activities are provided in the email.

Places are limited but we should be able to give every child at least one activity. Final lists are emailed to parents and staff before the start of term so that the activities can begin on the first day of term. There are no after school activities on the last day of term.

Please note that late applications will not be processed because the lists and registers that are produced become important documents that we use to ensure that pupils are in the correct place after school. Constantly updating the lists and registers results in confusion

amongst teachers and office staff about which ones are accurate and can lead to situations that compromise children's safety.

Pupils will be brought to specific locations for collection when an activity concludes. You will be notified about collection venues before term starts. Please note that pupils not collected on time will be put into After School Care, for which there is a charge.

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

Activities that involve external instructors require a payment directly to those instructors/companies. Separate letters will go out to you if your child gets a place in one or more of these activities. Our external instructors establish their own communication links with parents.

### Representing the School

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

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

Inevitably there are some exceptional circumstances, e.g. a family wedding, which may conflict with school commitments. If your child is not able to participate in a school activity in such circumstances, please let us know as soon as possible, and in writing rather than relying simply upon your child to tell the relevant member of staff. This allows us to make alternative arrangements and inform other children and families as soon as possible.

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

### Sport

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

The major sports played are football, cricket, rugby, hockey and netball, with teams from Under 9 to Under 13. The teams play regular fixtures with other schools and the standard of play is usually high. We also compete with other schools at cross-country. A pupil may represent the School in one particular sport or several, depending on his/her talents and abilities.

Weekly sports activities are posted on the 'Sports Week Ahead' page of the School website, on 'Show My Homework' and on the PE Department's notice board, which is located in the playground.

Squads for teams are chosen on ability and practices may take place outside the normal school day. Assessment is based on observed performance in PE and games activities and the combined professional judgement of relevant staff, who often provide activities in their own time. Pupil's performances are reviewed constantly in normal lessons and in squad practices. There is never a "closed shop" with regard to any squad. Our approach is to select a small squad initially and add more pupils to this as they develop.

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

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

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

## Performing Arts

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

### Music

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

We have a thriving Music Department with one full time Head of Music, a part time teacher of music and 16 visiting instrumental and vocal teachers, teaching a wide range of instruments to pupils from Year 2 upwards. Located in the Performing Arts Centre, the Music Department consists of two music classrooms and four practice rooms which are always buzzing with activity.

Information about individual music tuition can be obtained from the Head of Music, or by attending one of our instrumental demonstrations. Dates and times for these demonstrations are published in the calendar. Alternatively, you can download the application from the Performing Arts page of our website.

There is a full program of co-curricular activities with a jazz group, orchestras, choirs and instrumental ensembles.

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

### Drama

All children have the opportunity to participate in drama lessons and events. These events could be a class play to support an assembly, a particular area of learning, a departmental play, or a full scale production. Dates and times of performances are published in the calendar. Middle and Senior School pupils enjoy theatre visits to the West End and to local productions.

### Dance

Dance is taught as part of the PE Curriculum in Pre Prep and Middle School. Class dances also feature in the Pre Prep, Year 5 and Year 6/8 productions. Children from Reception to Year 8 can take part in ballet lessons. These are held after school and are delivered by an external teacher. There is an extra charge for these lessons.

## Houses

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

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

# Health / Medical Matters

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

## Welcome

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

## Nurse and First Aiders

We have two nurses who work at different times ensuring cover from 8:30am – 5:00pm during term time. In their absence, several first aiders are able to treat minor illness and injury occurring at school.

## Health Questionnaires

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

## Illness and Treatment

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

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

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

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

## Administration of Medicine

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

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

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

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

Any medicine brought into school must be collected by the parent/carer before 4:50pm from the medical room. Any medicine not collected before 4:50pm will be stored in the medical room overnight. Alternatively, it is possible for parents/carers to collect medicines until 6:00pm by asking After School Care staff to access the Medical Room.

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

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

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

## Health Screening

All children at school are offered periodic health screening in Reception, Year 3 and Year 7. The aim of this health screening is to promote good health, including care of teeth and healthy eating, and to identify any health problems that may affect their education, e.g. hearing or visual problems. This screening is optional and comprises height and weight monitoring, a hearing test, vision screening, urine test and a general chat about their health. Any health problems identified will be explained to parents and referred to the child's own GP.

## Asthma

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

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

Inhalers for Pre Prep and Middle School children are kept in the child's classroom in a clearly identified and accessible 'asthma box'. This box is taken to any location when the child is involved in an activity away from the classroom, e.g. Dining Hall, music and drama activities, sports field, fixture, sports hall, swimming pool and school trips. Inhalers are not kept in the Medical Room (unless a parent wishes to send in an additional inhaler), as the room is locked when the nurse is not in her office.

To help us manage your child's asthma, we will ask you to complete an Asthma Plan annually. This will be given to you at the end of the summer term to complete with your GP or Asthma Nurse, and return to us at the beginning of the new academic year. If you have a current asthma plan supplied by your GP or asthma specialist, then please provide us with a copy.

## Allergy

Some children at school have allergies to foods or other substances. In some cases these can be life-threatening. We ask you to inform us of any allergies in the Health Questionnaire and we will contact you to discuss these. If your child has a severe allergy, we will develop an individual Allergy Action Plan (AAP) with you and the catering department, to ensure that your child's requirements are met.

All staff are given regular training in the identification and management of allergic reactions. Relevant staff are informed about children in their care with allergies or other medical needs and have access to the AAP.

Where a child has been prescribed an Adrenaline Auto-Injector (AAI), we ask that you supply two of these and some antihistamine to keep at school. We will also ask you for a copy of the allergy plan that has been provided to you by their allergy specialist. AAI's for Pre Prep and Middle School children are kept in their classroom in a clearly identified and accessible 'allergy box'. This box is taken to any location where the child is involved in an activity away from the classroom e.g.: Dining Hall, music and drama activities, sports field, fixture, sports hall, swimming pool and school trips.

## Head Lice

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

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

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

## Communicable Diseases

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

## Diarrhoea and Vomiting

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

## Sun Protection

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

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

## Cold Weather

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

## Spare Clothes

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

## Conclusion

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

nurse@staubyns.com

# Before and After School Care

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

## Welcome

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

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

BASC is managed by Mrs Johnston (NVQ3 in Early Years Care and Education, Level 3 Diploma in Early Years Practice). The majority of the nine BASC assistants have the NVQ2 in Childcare and Learning Development qualification, or equivalent/higher.

Mrs Johnston (BASC Manager)  
asc@staubyns.com

## Aims

To provide a safe and caring environment for children.

To ensure that their physical and social needs are met.

To provide different activities than those that occur within the school day.

To provide equal opportunities for children regardless of race, culture, gender, family grouping, language, or disability.

To promote a good working relationship between parents, children and staff.

## Contact Information

BASC – 07826 867912

Alternative number from 5:00 – 5:55 pm

Tel: 020 8504 1577 (\* 271)

Email: asc@staubyns.com

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

## Admissions and Fees

Parents/carers must use the ParentPay app to book their child into BASC, half termly in advance. Registers will then be set up for the half term. Payment is made through ParentPay when making the booking and we no longer accept payment by bank transfer. If you wish to pay using childcare vouchers, please arrange to transfer the funds by the start of each half term. We will then add the childcare funds received to your ParentPay account so that you can make bookings as required.

If you need to make a late booking, or need to cancel a booking, you must do this via ParentPay before 2pm on the day and before 7.59am for BSC. This will assist us to maintain correct staff/pupil ratios. Late bookings received after 2pm must be paid for by the close of business that day via ParentPay otherwise a late payment charge of £5 will be applied to your account.

## Before School Care (BSC)

The BSC is available for Nursery and Pre Prep pupils every day. It may be possible to sign a pupil into BSC on the morning that you would like your child to attend. In this case, please ensure that you have sufficient credit on your Parent Pay account to cover the session used, otherwise an additional charge may be applied to your Parent Pay account. If you wish to cancel a BSC session please do so by clicking on the booking before 7.59am on the day in question and your session will automatically be cancelled. We are unable to cancel/credit any pre-booked unattended sessions for you.

The BSC is open from 8.00am. Parents/carers need to wait until this time before entering. They must accompany children to the BSC and sign the register when they arrive. Nursery pupils go to the Nursery for BSC. Reception – Year 2 pupils go to the BASC rooms for BSC. Pupils cannot be signed in by anyone under 16 years of age.

## After School Care (ASC)

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

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

Location	Time
Nursery and Reception	BASC Room 1 3:15 – 5:55pm
Years 1 and 2	BASC Room 2 3:30 – 5:55pm
Years 3 – 8	BASC Room 2 4:00 – 4:55pm
	Dining Hall 4:55 – 6:00pm

Please note that we charge a flat rate for ASC because we have to pay staff to attend the whole session. An hourly rate is not practical as we would need to pay for a larger number of staff to attend split sessions. If your child is attending a school or Community Sports Hall activity, sports fixture or another school event during some of the time that they are booked into an ASC session the ASC staff will need to know. Please contact Mrs Johnston via email on [asc@staubyns.com](mailto:asc@staubyns.com) to advise of these activities so that the information can be added to the register. ASC staff will then make suitable arrangements to get your child to/from the event/activity.

Please advise Mrs Johnston of any changes regarding the collection of your child when you child is booked into the ASC. This includes any arrangements you have made for another adult to collect your child from ASC.

If you wish to cancel an ASC session please do so via your Parent Pay account by clicking on the booking and your session will automatically be cancelled. We are unable to cancel/credit any unattended pre-booked sessions for you.

Pupils who are not collected from school within 15 minutes of the end of the School day will be taken to ASC.

Children who are not collected on time from activities that take place after school will also be taken to ASC and a charge will be added to your Parent pay account. If after school activities are cancelled at short notice (less than 24 hours) one hour of ASC will be provided for free.

## Items of value

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

## Daily Routines

### Nursery/Reception

3:15 – Children are brought to ASC by the Nursery/ Reception staff. Hands are washed, the register is taken and tea is served.

3:30pm – Play activities.

5:30 – 5:55pm – Tidy up time and quiet activities.

### Years 1 and 2

3:30 – Children are brought into ASC by class teachers or teaching assistants, hands washed, register taken and tea served.

4:00pm – Quiet time

4:15pm – Play activities.

5:30 – 5:55pm - Tidy up time and quiet activities.

## Middle and Senior School

4:00pm – Middle and Senior School pupils are registered at the Hardcourt and are taken to the BASC Room 2.

4:15pm – Children wash their hands and help themselves to tea.

4:15 – 4:55pm – Play Activities

4:55pm - Go to Dining Hall

5:00pm – 5:45pm – Children engage themselves in quiet homework based activities. If they do not have homework, a quiet activity, such as reading or a word search is offered. School iPads are available to assist with homework.

Y3 15min task and 10 mins reading

Y4 30 min task and 10 mins reading

Y5 40 min task

Y6 - 8 40+ min task

5:45pm – Clear away. Coats and bags are collected.

5:55pm – All children will be taken to the Dining Hall foyer for collection.

## Catering

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

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

## First Aid

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

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

## Collection

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

The person collecting a child should be their parent/carer or another responsible person aged 16 or above who is approved by their parent/carer. This other person must be an emergency contact recorded on the child's record or someone the staff have been informed of. Upon collection, they should clearly print their name (to avoid confusion about who collected a child), collection time and sign their name in the appropriate sections of the register. We will not allow adults to take a child from ASC unless we have been given permission from the child's parent to do so.

If you are likely to be late collecting your child please call before 5:55pm: 07826 867912 or 02085041577 \*271 (between 5:00pm and 5:55pm)

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

Nursery and Pre Prep children who are not collected by 5:55pm will be taken to join any remaining children from the Middle/Senior ASC in the Dining Hall, where they will be looked after by a designated member of the ASC team. Late collection will result in a £20 charge. If a child is collected late three times in half a term parents will need to make alternative childcare arrangements.

When a child is not collected by 6:00pm every effort will be made to contact the parent(s), carer(s) and emergency contact(s) if we have not heard from them. It is vital that all possible contact numbers are provided to the office. If no contact is made by 6:45pm the Headmaster or another member of SMT will be contacted. Staff will continue to be responsible for trying to contact the parent(s), carer(s), emergency contact(s) and to keep relevant people updated about the situation. Social Services will be called for advice if all else fails.

## Summary

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

Mrs S Johnston (BASC Manager)  
asc@staubyns.com

# Uniform

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

## St. Aubyn's Dress Code and Uniform

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

All the requirements of the following uniform and kit lists apply. Only official PE and games kit may be worn in PE and games lessons, after school sports activities and fixtures. Year 4 – 8 pupils must change out of games kit back into their school uniform before going home after a games lesson unless a member of staff grants specific permission. If permission is granted or when leaving an after school sports event, pupils should wear either, full school tracksuit or cricket whites and blazer.

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

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

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

Lost property boxes are found in:

Pre Prep – Year 1 and 2 building lobby  
Middle School – Year 4 block  
Senior School – Upstairs locker room  
Sports kit – Sports Hall

All regulation design uniform is obtainable from:

Forest Casuals  
144 High Rd  
Loughton  
Essex IG10 4BE

020 8508 2848

[www.forestcasualwear.co.uk/acatalog/St-Aubyn-s.html](http://www.forestcasualwear.co.uk/acatalog/St-Aubyn-s.html)

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

Second-hand uniform is available from the school shop, which is run by SASS. Opening days and hours are as advertised in the calendar.

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

## Nursery Uniform List

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

### Items required from the start of the year

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

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

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

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

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

Girls	Boys
<b>Mid grey box pleat skirt</b>	Mid grey trousers (no cargo pockets)
<b>Maroon polo shirt</b>	<b>Maroon polo shirt</b>
<b>Navy cardigan</b>	<b>Navy pullover</b>
<b>Coat</b>	<b>Coat</b>
<b>Scarf, winter hat, gloves</b> - plain navy	<b>Scarf, winter hat, gloves</b> - plain navy
<b>Tights</b> - plain navy	<b>Short navy socks</b>

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

**Navy jogging bottoms, maroon polo shirt, navy sweatshirt**  
Plimsolls or trainers on PE days worn with short navy socks

In the Summer Term only, children are required to wear **White PE T-shirt with House crest**, white cotton shorts, and white ankle socks for PE days. They can wear their jogging bottoms and sweatshirt over this PE kit when the temperature is low.

## Reception Uniform List

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

### Items required from the start of the year

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

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

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

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

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

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

## Years 1 and 2 Uniform List

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

### Items required from the start of the year

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

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

6. Hair bands, ribbons - navy or black

7. Art Smock

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

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

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

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

## Middle School (Years 3 – 5) Girls' Uniform List

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

### All Year Round

<b>Blazer</b>	<b>Navy cardigan</b>
<b>Navy pac-a-mac</b> (to be kept in school)	<b>Rucksack</b>
<b>Art Smock</b>	Hair bands, ribbons - navy or black
Shoes – plain black leather (not patent or suede). No boots or flashing lights.	

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

<b>Summer hat</b>	<b>Summer dress</b>
Plain white 'ankle' or 'knee high' socks (without frills)	

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

Mid grey skirt	Tights - plain navy
<b>Coat</b>	<b>Scarf</b>
<b>Winter hat</b>	Gloves - plain navy
Blouse – white, open necked (not collared)	

### PE/Games (Initialled by Forest Casuals)

PE/Swimming bag in House colours	Games bag
<b>Sports Polo shirt</b>	<b>Sports T-shirt</b>
<b>Skort</b>	<b>Tracksuit</b>
Trainers – non marking-	Base Layers (cold weather)
Plain white 'ankle' or 'knee high' socks (without frills)	Plain navy long socks
Shin pads	Gum shield (Years 4 and 5)
Years 3 and 4 - one piece swimming costume, hat, towel, goggles (optional)	

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

## Middle School (Years 3 – 5) Boys' Uniform List

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

### All Year Round

<b>Blazer and tie</b>	<b>Navy Pullover</b>
<b>Navy pac-a-mac</b> (to be kept in school)	<b>Rucksack</b>
<b>White Shirt</b> (short sleeved in Summer)	<b>Art Smock</b>
Shoes - plain black leather (not patent or suede). No boots or flashing lights.	

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

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

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

<b>Coat</b>	<b>Scarf</b>
<b>Winter hat</b>	Gloves - plain navy
Short navy socks	
Long mid grey trousers (no cargo pockets)	

### PE/Games (Initialled by Forest Casuals)

<b>PE/Swimming bag in House colours</b>	Games bag
<b>Sports long sleeved shirt</b>	<b>Sports T-shirt</b>
<b>Shorts</b>	<b>Tracksuit</b>
Base Layers (cold weather)	
Trainers – non marking	Studded football boots
Plain white 'ankle' socks	Plain navy long 'football' socks
Shin pads	Towel
Gum shield	
Years 3 and 4 - swimming trunks (not shorts), hat, towel, goggles (optional)	
Cricket (Summer Term) – <b>St. Aubyn's cricket shirt</b> , trousers, box/pants, additional protective cricket gear for team players is advised	

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

## Senior School (Years 6 – 8) Girls' Uniform List

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

### All Year Round

<b>Blazer</b>	<b>Navy cardigan</b>
<b>Rucksack</b>	<b>Mid grey skirt</b>
Hair bands, ribbons - navy or black	
Blouse - white, open necked (not collared)	
Shoes - plain black leather (not patent or suede). No boots or pumps.	
<b>Art smock</b>	<b>Coat (when needed)</b>

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

Plain white 'ankle' or knee-high socks (without frills)

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

<b>Scarf</b>	<b>Winter hat</b>
Gloves - plain navy	Tights - plain navy

### PE/Games (Initialled by Forest Casuals)

<b>PE bag in House colours</b>	<b>Games bag</b>
<b>Sports Polo shirt</b>	<b>Sports T-shirt</b>
<b>Skort</b>	<b>Tracksuit</b>
Base Layers (cold weather)	
Trainers – non marking	Studded football boots (Lent Term)
Plain white 'ankle' socks (without frills)	Plain navy long 'football' socks
Shin pads	Gum shield (Years 4 and 5)

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

## Senior School (Years 6 – 8) Boys' Uniform List

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

### All Year Round

<b>Blazer and tie</b>	<b>Pullover</b>
White shirt (short sleeved in Summer)	<b>Rucksack</b>
Shoes - plain black leather (not patent or suede). No boots or pumps.	
Short navy or grey socks	Long mid grey trousers
Coat (when needed)	

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

<b>Coat</b>	<b>Scarf</b>
Winter hat	Gloves - plain navy

### PE/Games (Initialled by Forest Casuals)

<b>PE bag in House colours</b>	<b>Games bag</b>
<b>Sports long sleeved shirt</b>	<b>Sports T-shirt</b>
<b>Shorts</b>	<b>Tracksuit</b>
Base Layers (cold weather)	
Trainers – non marking	Studded football boots
Plain white 'ankle' socks	Plain navy long 'football' socks
Shin pads	Towel
Gum shield	
Cricket (Summer Term) – <b>St. Aubyn's cricket shirt</b> , trousers, box/pants, additional protective cricket gear for team players to be advised	

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

bravely faithfully happily  
fortiter fideliter feliciter

## St. Aubyn's School

Bunces Lane, Woodford Green, Essex  
IG8 9DU

Tel: 020 8504 1577

email: [school@staubyns.com](mailto:school@staubyns.com)

[www.staubyns.com](http://www.staubyns.com)

St. Aubyn's (Woodford Green) School Trust.  
A company limited by guarantee.  
Registered in England and Wales  
No. 1218766 Charity No. 270143  
Registered address Bunces Lane, Woodford Green,  
Essex, IG8 9DU



# St. Aubyn's School