

bravely | faithfully | happily  
fortiter | fideliter | feliciter

# Handbook for Parents 2024-25



St. Aubyn's School

## Contents

|   |    |
|---|----|
| Introduction                                  | 3  |
| Mission Statement / Aim                       | 3  |
| Policies, Procedures and Plans                | 4  |
| Whole School Information                      | 5  |
| Pre-Prep: The Nursery, Age 3 – 4              | 12 |
| Pre-Prep: Reception, Years 1 and 2, Age 4 – 7 | 16 |
| Prep: Years 3 – 6 , Age 7 – 11                | 21 |
| Co-Curricular Activities                      | 26 |
| Health/Medical Matters                        | 29 |
| Before and After School Care                  | 33 |
| Uniform                                       | 36 |

## Introduction

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

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

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

## Mission Statement / Aim

At our school, we are dedicated to nurturing curious minds, fostering academic boldness, and building inclusive communities. Through innovative teaching methods and a dynamic curriculum, we empower every child to reach their full potential and become lifelong learners and contributors to society. We embrace diversity, champion inquiry, and cultivate a culture of respect, empathy, and resilience. As a thread through the School, the 'St. Aubyn's Promises' guide us in our behaviour towards one another and our determination to be the best versions of ourselves possible.

Our aim is to create an environment where academic excellence and personal growth intertwine seamlessly. Building upon our enduring motto, "Fortiter, Fideliter, Feliciter; Bravely, Faithfully, Happily", we embrace a dynamic approach to teaching and learning that honours tradition, while also embracing innovation.

### **Bravely**

A commitment to excellence in:

- Academic boldness
- Championing curiosity
- Broadening opportunity

### **Faithfully**

A commitment to our citizenship in:

- Community connectors
- Environmental stewards
- Actively inclusive

### **Happily**

A commitment to looking after our well-being through:

- Active lives
- Nurturing spaces
- Healthy mindsets

This statement and these aims work alongside our School Strategy, St. Aubyn's Promises and our Evaluation/Improvement Plan.

# 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 the website, <https://staubyns.com/about/policies/>

## Admissions

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

## Behaviour

- Anti-Bullying Policy
- Behaviour Management Policy

## Child Protection (Safeguarding)

- Attendance Policy
- Child Protection and Safeguarding Policy and Procedures
- Digital Policy
- 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

- Parental Complaints Policy and Procedures

## Curriculum

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

## EYFS

- EYFS Staff Supervision Policy

## Health and Safety

- Critical Incident Policy
- Educational Visits Procedures
- Extreme Weather Policy
- 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

- Equal Opportunities Policy for Pupils
- Equal Opportunities Policy for Staff
- Early Career Teacher (ECT) Policy
- SEND Policy
- Staff Social Media Policy
- Staff Communications Policy
- Staff IT Acceptable Use Policy
- Whistleblowing Policy and Procedures

## Plans

- Accessibility Plan

# Whole School Information

- History of the School
- Governing Body
- Religion
- Bursar
- Office
- Map of the School
- Parking
- Parent Forum
- Attendance & Punctuality
- Personal Appearance
- Personal Possessions
- Discipline
- Newsletters and Calendar
- 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
- Sustainability

## 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 Head 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. Mr Leonard Blom BEd (Hons) BA NPQH took over from Mr James retiring in 2023, to be replaced by Mr Louis Taylor BA (Hons), PGCE

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 the website.

School Governors can be contacted by calling the Clerk to the Governors, Mrs Burstin 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.

## Bursar

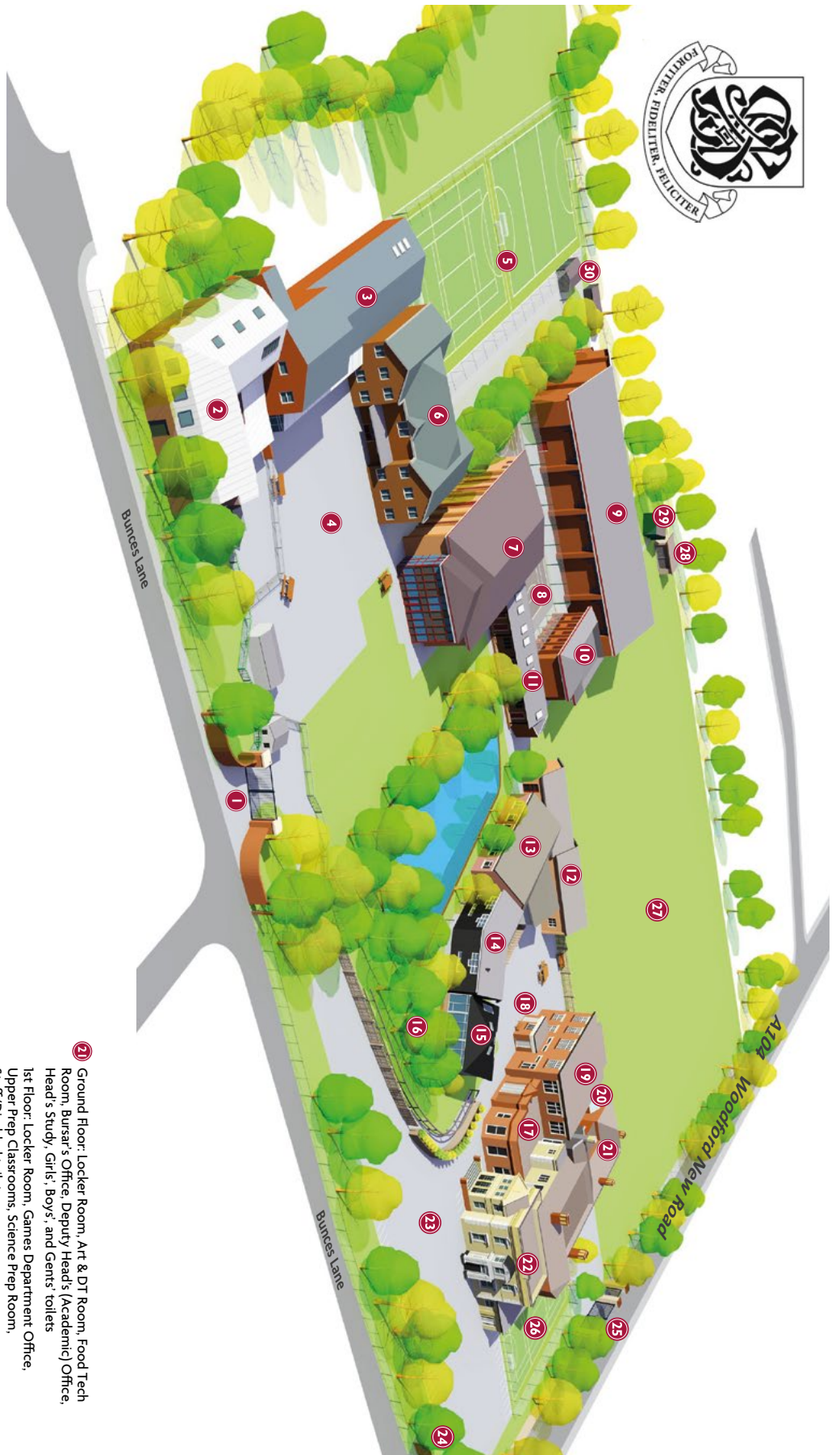
The Bursar's responsibilities include fee collection, accounting, catering, maintenance and general administration. Any matter relating to fees or any of these areas should be directed to the Bursar, who is available to discuss these matters and to offer advice. Fees are payable in advance on or before 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)

## 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 or Prep) 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, SA&S Shop and Gatekeeper's hut
- 2 Nursery
- 3 Reception Classrooms
- 4 Pre-Prep Playground
- 5 All-weather pitch
- 6 Pre-Prep Classrooms
- 7 Performing Arts Centre
- 8 Hard Court
- 9 Sports Hall, Changing Rooms, Pavilion Pupils' toilets

- 10 Library with ICT Suites above
- 11 Pre-Prep and Upper Prep Classrooms: Pupil Toilets
- 12 Upper Prep Classrooms and Learning Support Room
- 13 Upper Prep Classrooms and SENDCo Office
- 14 Kitchen with Staff Room and Dance & Drama Studio above.
- 15 Dining Hall
- 16 Amphitheatre
- 17 Deputy Head's Office, Ladies' Toilets, Upper Prep Classroom
- 18 Head of Upper Prep Office and Lunchtime Supervisors' Hut
- 19 Upper Prep Classroom, French Room, Science Lab
- 20 Covered Bridge

- 21 Ground Floor: Locker Room, Art & DT Room, Food Tech Room, Bursar's Office, Deputy Head's (Academic) Office, Head's Study, Girls', Boys', and Gents' toilets
- 22 1st Floor: Locker Room, Games Department Office, Upper Prep Classrooms, Science Prep Room, Staff/Disabled toilet
- 23 Ground Floor: Registrar and Head's PA Office, HR Office, School Foyer, School Office
- 24 1st Floor: Finance Office, Upper Prep Classrooms
- 25 Staff and Visitors' Parking
- 26 Staff Entrance
- 27 Woodford New Road School Entrance (Not in use)
- 28 All-weather pitch
- 29 Main School Field
- 30 Groundsman's Shed
- 31 Mower Shed
- 32 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 School drop-off and collection times only**, 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 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 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 pupils, parents are not permitted to drive into the grounds unless permission is given from the Head for a specific event.

## Parent Forum

The school has a Parent Forum that allows each class to have contact with a class rep, a parent or parents who will represent your wider interests and feedback or suggestions to the Head. The purpose of the forum is all about collaboration and communication. It is a formal two-way street of communication between the school and the parents/carers. A monthly meeting, with agenda, takes place with the Head and at times, other key staff, to provide a way to communicate feedback, issues and suggestions from the parent body to the school. At the same time, this will be an opportunity for the Head to share and discuss any key messages from the School regarding strategy or anything else important.

Information about who your class rep is, and how to contact them, will be shared with you at various points during the year.

## Attendance & Punctuality

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 Head ([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.

Good attendance and punctuality often correlate with good academic outcomes. If a child's attendance and/or punctuality is a concern, the class teacher will contact you to find out if there are any barriers to your child coming to school. If their attendance and/or punctuality do not improve the Head of Department will be in contact with you to find out how best we can support your child's attendance and/or punctuality, and if there is still no improvement, the Deputy Head who oversees pastoral care will be in contact. If progress is not made in improving your child's attendance and/or punctuality, we may need to seek help from an Educational Welfare Officer. If a child is missing from education for 10 school days, it is our statutory duty to inform the local borough's Children's Services. We also include attendance on pupils' 11+ references. '

## Personal Appearance

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

## Personal Possessions

All items of property, i.e. uniform and sports equipment etc must be clearly labelled with your child's name. Pupils 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.

Pupils are not permitted to carry mobile phones in School with the exception of Year 6 pupils. Special arrangements are in place for Year 6 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 and the Behaviour Policy.

The Head 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 and Calendar

The Head's weekly newsletter will be emailed to parents and uploaded to the website every Friday during term time. This is an important way of keeping parents informed.

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 and for Before and After School Care (BASC). It is emailed home to parents at the start of term and the events section is also available on the website, <https://staubyns.com/whats-on/calendar/>

## Photographs of Pupils

Photographs or images of pupils are included in the newsletters 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 Head requesting an acknowledgement of their email/letter.

Parents are asked not to photograph/film during plays and 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 pupils until 8:25am daily, but not on the last day of the Christmas Term. Pre-Prep pupils must be accompanied by a parent/carer. Prep parents can only attend breakfast on the following days: Year 3 – Monday, Year 4 – Tuesday, Year 5 – Wednesday and Year 6 – Thursday. This encourages independence and helps keep numbers in the Dining Hall manageable. Payment is made directly with cash only to the catering staff.

During morning break, all pupils are provided with fresh fruit to eat and Year 6, who eat lunch latest, are offered flapjacks as well.

The charge for lunch is included in school fees. All pupils from Nursery to Year 6 are required to have lunch at school (except for those Nursery pupils that leave at midday in the Christmas term). Teachers and learning support assistants are on hand to supervise the pupils 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 pupils. If parents of Pre-Prep children are waiting to collect children in Prep, they can alternatively 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, fellow patrons and Prep lessons.

The Dining Hall will remain open from 4:00 to 5:00pm for parents of Prep pupils to wait in if they are waiting to collect their child(ren) from after school activities. 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.

Sometimes, food products are used in learning activities. Teachers will complete a risk assessment factoring in ingredients and pupil allergies before the Head of Department and Nurse approve the activity.

We do not pass on sweets and treats from parents/pupils (eg. for birthdays) to other pupils due to the various allergies that many pupils have.

## 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 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 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 two Heads of Department (Mrs Macneill and Mr Milton) are Deputy DSLs. Mr Taylor is also a member 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 using a variety of methods. SASS use the Classlist app for the majority of their communications with parents. Funds raised by SASS provide extra items of equipment and resources for the benefit of pupils 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 the 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 and other exceptions authorised by the Head. 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 the 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 the 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/or 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 Prep 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 they 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 they are still unable to find the book, then their parents will be asked for the cost of replacement and invoiced appropriately.

## Sustainability

At St. Aubyn's School, we are committed to elevating our pupils' awareness of sustainability and our responsibilities as citizens of the planet. We aim to bridge the gap between people and the environment, which seems to be growing wider. Our goal is to foster a deeper connection between our pupils and the natural world while equipping them with an understanding of the environmental challenges we face due to human actions.

We want to arm our pupils with knowledge so that they are not just aware but inspired to take sustainable actions. It is not just about being "green" - it is about making informed choices that positively impact the planet.

In addition to raising awareness, we want to instil a sense of optimism about the future. We believe in spreading positive messages about how embracing sustainability benefits everyone. At an age-appropriate level, our pupils will be taught about and more sustainable cities, improved public transportation, energy-efficient homes, diverse energy sources, reduced consumerism, exciting innovations, and healthier lifestyles.

# 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,  
Mrs Macneill  
Head of Pre-Prep and EYFS,  
Deputy Designated Safeguarding Lead  
c.macneill@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. When your child arrives, the Nursery staff will greet them at the grey Nursery gate in 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 33). On wet days, the pupils will be allowed into the Nursery at 8:30am.

Please ensure that your child is on time so they can get the maximum benefit from the activities. Lots of fun learning takes place throughout the day so it is important that the pupils become used to regular and punctual attendance.

Staff focus at the start of the day is on settling the pupils 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 pupils 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 the pupils to have access to drinking water throughout the day. Therefore, we ask all pupils to bring in a named, non-spill bottle, filled with water (no other type of drink please). Class teachers will ensure that pupils know where to store and refill their bottles.

We also provide milk which they can drink during the day. Please contact your child's teacher if your child requires a dairy-free option.

Lunch is supervised by Nursery staff. All pupils 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 pupils who attend until 3:15pm have a second snack and a drink in the afternoon. Drinks are monitored to ensure that pupils 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 Behaviour Policy, our Anti-Bullying Policy, our Complaints Policy and our Equal Opportunities Policy can all 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 do our best to be our best: Every day, we try our best in lessons and life.

We are respectful: We show respect to our teachers, to people who help us, to each other and to ourselves. We don't gossip or unfairly judge others.

We follow instructions politely: We listen carefully to teachers and do as we're asked, understanding that cooperation is key to our success.

We are peacemakers: In every situation, big or small, we choose understanding and harmony over conflict.

We are truthful and honest, especially with ourselves: Honesty guides us on a journey of self-discovery and integrity.

We treat others as we want to be treated: With kindness and respect, we build connections based on empathy and compassion.

We listen carefully to each other: Every voice matters, and we value understanding and unity in our conversations.

We embrace our differences: Diversity is our strength, and inclusivity is our way of life.

We celebrate others' success: Together, we find joy in each other's achievements, lifting each other up along the way.

We make a positive change in the world: With purpose and compassion, we strive to leave a positive impact on the world around us.

## Toileting

It is our expectation that pupils 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 pupils to be accompanied at every visit to the toilet. All pupils 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. Pupils 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 a range 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 Macneill (Head of Pre-Prep and EYFS)  
c.macneill@staubyns.com

Mrs Lewis (Nursery Goslings Teacher)  
m.lewis@staubyns.com

Miss Wahedi (Nursery Ducklings Teacher)  
s.wahedi@staubyns.com

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Mrs Scanlon (Nursery Nurse)

Mrs Bingham (Learning Support Assistant)

Mrs Jennings (Learning Support Assistant)

TBA (Learning Support Assistant)

Mrs Patel (Learning Support Assistant)

Mrs Sanger (Learning Support Assistant)

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Mrs Cocks (Music Teacher)  
e.cocks@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
- Developing Positive Behaviour
- School Council and Responsibilities
- Catering
- Co-Curricular Activities
- 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  
Mrs Macneill  
Head of Pre-Prep and EYFS,  
Deputy Designated Safeguarding Lead  
c.macneill@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 pupils. Various staff supervise lunch times, ensuring good links and transition between the playground and classrooms.



## The Pre-Prep School Day

The Reception day begins at 8.45am. Your child's class teacher will greet them at the conservatory door and welcome them into their classroom. On wet days, pupils will be allowed into their classrooms from 8.30am.

The Year 1 and 2 day begins 8.40am. Please drop your child off at the front doors of the Pre-Prep building where staff will be there to greet them. Learning support assistants will guide them to their classrooms where their class teacher will be waiting for the children.

Before School Care (BSC) is available from 8:00am. This needs to be booked in advance (see page 33).

Please ensure that your child is on time so they can get the maximum benefit from the morning activities. Having a calm start to the day through regular and punctual attendance is conducive to productive learning.

Pupils who are late can often miss important information and disrupt the class. Persistent lateness will be addressed by the class teacher in the first instance. Continued issues with punctuality will be followed up by the Head of Department and then the Deputy Head.

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

The school day finishes at 3:15pm for Reception and at 3:30pm for Years 1 and 2. Please be prompt when collecting your child at home time. Pupils can become distressed if they have to wait when the other pupils have been collected.

If someone else is collecting your child we must be informed by you in advance. They must be aged 16 years or above.

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 pupils 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 develop time telling skills.

## Registration and Absence

Registration takes place as soon as the pupils are in class. A child will be marked as late in the register if they arrive after 8:55am for Reception and 08:50am for Years 1 and 2. If you arrive late, 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

The school will provide the stationery that the pupils require for daily lessons. The children will not need to bring a pencil case to school. Having pencil cases, which tend to be very oversized, causes distractions during learning time and limits the working space on the tables.

Please do provide your child with a set of headphones or earphones to be used with the iPads. They will use these in class and for their weekly computing lessons.

All pupils in Years 1 and 2 are expected to bring their reading books and reading record book to school every day. Pupils in Reception will, as the Christmas term progresses, need to put their reading book and reading record in their book bags. Additionally, please ensure that their phonics wallet is in their bags every day as well.

Pupils should wear their PE kits to school on the day of their class PE lesson. Teachers will inform parents of this on the first day of term. Pupils who participate in ballet or instrumental lessons, must remember to bring in their ballet outfit and/or their instruments and music books. All equipment should be clearly named.

## Developing Positive Behaviour

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

- verbal praise
- Dojo points and stickers
- certificates in weekly 'Celebration' assemblies
- certificates at the end of each term
- Breakfast with the Head

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'. Pupils are given 'Golden Time' at the end of the week to celebrate their achievement for keeping to the Promises which are:

We do our best to be our best: Every day, we try our best in lessons and life.

We are respectful: We show respect to our teachers, to people who help us, to each other and to ourselves. We don't gossip or unfairly judge others.

We follow instructions politely: We listen carefully to teachers and do as we're asked, understanding that cooperation is key to our success.

We are peacemakers: In every situation, big or small, we choose understanding and harmony over conflict.

We are truthful and honest, especially with ourselves: Honesty guides us on a journey of self-discovery and integrity.

We treat others as we want to be treated: With kindness and respect, we build connections based on empathy and compassion.

We listen carefully to each other: Every voice matters, and we value understanding and unity in our conversations.

We embrace our differences: Diversity is our strength, and inclusivity is our way of life.

We celebrate others' success: Together, we find joy in each other's achievements, lifting each other up along the way.

We make a positive change in the world: With purpose and compassion, we strive to leave a positive impact on the world around us.

If children do not follow the St. Aubyn's Promises consistently and make poor behaviour choices, the class teacher will have a discussion with them to understand why and support them to make better choices. Behaviour deemed more serious in or out of the classroom, e.g. kicking or hitting, etc. will be discussed 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.

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.

PSHEE lessons, Free Flow Fridays (Reception) and Golden Time (Years 1 and 2) are opportunities to reinforce acceptable behaviour, along with discussions in class and with the School Council.

The pupils 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 pupils, 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, pupils 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 pupils are aware of the expectations within the playground, bumps and falls happen and tend to be accidental. This can lead to pupils 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.

A copy of our Behaviour Policy, our Complaints Policy and our Equal Opportunities Policy can all be found on the website. Please do read these documents and familiarise yourself with them.

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

Lunch is supervised by Pre-Prep staff. All pupils 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 26 for details of co-curricular activities.

## 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 by email but it is useful to 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 Macneill (Head of Pre-Prep and EYFS)  
c.macneill@staubyns.com

Mrs Grainger (RJG)  
j.grainger@staubyns.com

Miss Cheung (RKC)  
k.cheung@staubyns.com

Mrs Solanki (RMS)  
m.solanki@staubyns.com

Mrs Law (IHL)  
h.law@staubyns.com

Mrs Grover/Mrs Wells (IJG)  
j.grover@staubyns.com b.wells@staubyns.com

Mrs McKelvey (ILM, Deputy Head of Pre-Prep)  
l.mckelvey@staubyns.com

Miss Jackson (2LJ)  
ljackson@staubyns.com

Mr Felix (2NF)  
n.felix@staubyns.com

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

Mrs Bassi (Learning Support Assistant)

Miss Dobрева (Learning Support Assistant and Graduate PE & Games Assistant)

Miss Fenton (Learning Support Assistant)

Miss Foote (Learning Support Assistant)

Mrs Gold (Learning Support Assistant)

Miss Hurtado (Learning Support Assistant)

Miss Jones (Learning Support Assistant)

Mrs Kundi (Learning Support Assistant)

Mrs Leslie (Learning Support Assistant)

Mrs Parker (Learning Support Assistant)

Miss Phelan (Learning Support Assistant)

Mrs Rossi (Learning Support Assistant)

Ms Tanner (Learning Support Assistant)

---

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

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

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

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

Ms Rahman (Head of Computing and Digital Innovation)  
n.rahman@staubyns.com

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

Mrs Six-Rais (Head of Learning Support)  
c.sixrais@staubyns.com

Mr Solomonides (PE & Games coach)  
h.solomonides@staubyns.com

Mrs Wright (PE & Girls' Games Teacher)  
l.wright@staubyns.com

# Prep

## Years 3, 4, 5 and 6

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

## Welcome

Welcome to St. Aubyn's Prep Department which comprises Years 3 – 6. The information in this section will hopefully answer most of your questions about Prep 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 to ensure that your child's educational experience at St. Aubyn's is positive, challenging, fun, exciting and successful.

Our goal is to prepare, develop, nurture and celebrate at every step of your child's educational journey and I am always on hand should you have any queries about your child's progress.

Best wishes

Mr Milton  
Head of Prep and Deputy Designated Safeguarding Lead  
l.milton@staubyns.com

## Prep Organisation

Each year group has three parallel classes. There is a mixture of specialist teaching and class based teaching across the year groups.

In Year 6, pupils are taught in the same sets for mathematics, English and a number of other subject areas which are determined mainly through timetabling. These sets are reviewed regularly and, after due consultation with the staff concerned, pupils may be moved from one set to another. Further information can be found in the Curriculum Directory.

## The Prep 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. Prep parents can only attend breakfast on the following days: Year 3 – Monday, Year 4 – Tuesday, Year 5 – Wednesday and Year 6 – Thursday. This encourages independence and helps keep numbers in the Dining Hall manageable.

Before school starts, pupils should store their PE and games bags (Years 3, 4 and 5 in the bag room, which is accessed from the Prep playground, Year 6 in the Sports Hall Pavilion). In the Summer Term, large 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 pupils go to their classroom. On wet days, pupils will be allowed into designated classrooms from 8:00am.

Registration is between 8:40am and 8:50am. Pupils arriving after 8:50am will be marked late. Pupils arriving after 9:00am 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. If a pupil cannot find their class they should return to the office.

Pupils who are late can often miss important information and disrupt the class. Persistent lateness will be addressed by the class teacher in the first instance. Continued issues with punctuality will be followed up by the Head of Department and then the Deputy Head.

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

There will be times when you would like 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, Prep pupils are provided with fresh fruit. Year 6 pupils can also get a flapjack because they go into lunch latest. These snacks are provided at no additional charge. Pupils should not bring their own snacks to school. We recognise the need for pupils to have access to drinking water throughout the day. Therefore, we ask that they bring in a named, non-spill bottle, filled with water (no other type of drink please). Class teachers will ensure that pupils know where to store and refill their bottles.

Lunchtime is an important part of the day and we want pupils 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 learning support assistants 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 and 6 pupils should assemble in the Prep playground. Parents of Year 6 pupils may give written permission to the Head of Prep for their child to leave School on their own. Pupils leaving school on their own should do so without delay. Pupils being collected must not leave the playground until the correct person (who must be aged 16 or above) arrives for them.

Prep pupils who are attending activities or After School Care (ASC) should go straight to the relevant location where staff will meet them. Pupils should arrive by 4:05pm at the latest. Staff will look for pupils who do not arrive on time and will arrange for a call home if they cannot be found.

There are duty teachers in the playground supervising the pupils 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

All Prep pupils are expected to have a pair of headphones (suitable for both iPads and pcs) with them every day. Pupils may leave their headphones permanently in their classroom.

All pupils in Years 3 – 5 do not need to bring any classroom equipment into school with them. All equipment will be provided for them by their class teacher.

Pupils in Year 6 should bring a plain pencil case to school where they will be provided with the following equipment:

Handwriting pen

Writing pencils

Eraser

30 cm rigid, transparent ruler

Sharpener

Highlighter

All other equipment will be provided by their class teacher. Pupils 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. Before each term starts an email is sent home providing details of the days which each year group has their PE, Games, swimming and dance lessons. In the event of a pupil being ill or injured they should still bring their kit. A note or email from a parent should explain their illness/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 all their lessons.

## Rucksacks and Sports Bags

For PE and dance lessons the small House PE bag should be used. Larger sports bags should only be used for games lessons and activities if required

All bags should be labelled with the pupil's name and class. School rucksacks should be taken into class.

Each pupil in Year 6 is allocated a locker. On the first day of the new school year they 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.

If pupils forget equipment or kit, they will be allowed to borrow items from the teacher 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 them to take responsibility for preparing themselves for the day ahead and to understand the consequences of failing to do so.

## Mobile Phones

Years 3, 4 and 5 should not bring mobile phones to School as they are dropped off and collected by an adult. If they need to contact parents, the class teacher will arrange this. Year 6 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 or store them in their locker and they must be switched off.
3. Phones are not to be used by pupils on the school grounds. This includes taking photographs, videos, making calls and sending text messages.

If pupils are found to be using their mobile phone whilst at school, the phone will be confiscated and handed to the Head of Prep who will contact home. Repeated infringement by a pupil will result in a ban on bringing their mobile phone into school.

## Other Items of Value

'Smart' watches and heart/health data trackers are not permitted (unless they are needed for medical support). Watches should have analogue faces to help pupils develop time telling skills.

Pupils should not bring any other items of personal and/or financial value, including all electronic items.

## 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 do our best to be our best: Every day, we try our best in lessons and life.

We are respectful: We show respect to our teachers, to people who help us, to each other and to ourselves. We don't gossip or unfairly judge others.

We follow instructions politely: We listen carefully to teachers and do as we're asked, understanding that cooperation is key to our success.

We are peacemakers: In every situation, big or small, we choose understanding and harmony over conflict.

We are truthful and honest, especially with ourselves: Honesty guides us on a journey of self-discovery and integrity.

We treat others as we want to be treated: With kindness and respect, we build connections based on empathy and compassion.

We listen carefully to each other: Every voice matters, and we value understanding and unity in our conversations.

We embrace our differences: Diversity is our strength, and inclusivity is our way of life.

We celebrate others' success: Together, we find joy in each other's achievements, lifting each other up along the way.

We make a positive change in the world: With purpose and compassion, we strive to leave a positive impact on the world around us.

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 advised as to what constitutes neat work.

All pupils are expected to carry a reading book.

All work should have a date and title. 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.

Pupils are expected to demonstrate high standards in dress and social skills (manners and behaviour).

All pupils are expected to use their own initiative to pursue independent learning.

## Rewards and Sanctions

In Prep, we recognise the benefits of positive reinforcement through praise and support. We ensure that pupils are given the opportunity to succeed. We praise and highlight the successes of pupils in a variety of different ways.

Pupils need to discover where the bounds of acceptable behaviour lie, as this is a part of growing up. The boundaries for what is considered to be acceptable behaviour at St. Aubyn's are made clear in the St. Aubyn's Promises, by tutors and other members of staff, in PSHEE lessons and in assemblies.

Full details of our Rewards and Sanctions can be found within our Behaviour Policy.

## 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. These are part of the uniform. Throughout the year there are a variety of activities to encourage pupils to work as a member of their House. In Year 6 House Captains and House Vice-Captains are elected.

On an individual basis, pupils 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 assemblies.

### School Council

A Prep Council is elected to allow the pupils to have a voice in the running of the School. Each class has a representative, who is elected annually. Year 6 House Captains and House-Vice Captains represent the Year 6 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 Prep. 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, pupils 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 26 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 enquiries. The office should be contacted directly for all administrative enquiries. Information to parents is usually sent out by email. 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.

### Prep Teachers' Staff names and Teacher Email Addresses:

Mr Milton (Head of Prep)  
l.milton@staubyns.com

Mrs Dorrans (3CD)  
c.dorrans@staubyns.com

Mrs Adamson (3JA)  
j.adamson@staubyns.com

Mrs Haven (3SH)  
s.haven@staubyns.com

Dr Shamim (4HS)  
h.shamim@staubyns.com

Mr Foakes (4JF)  
j.foakes@staubyns.com

Mrs Khankhara (4RK)  
r.khankhara@staubyns.com

Mr Goss (5AG)  
a.goss@staubyns.com

Miss McGetrick (5AM, Deputy Head of Prep)  
a.mcgetrick@staubyns.com

Mrs Lewis (5RL)  
r.lewis@staubyns.com

Mr Glover (6MG) Subject Lead English  
m.glover@staubyns.com

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Miss Barbosa (Learning Support Assistant)

Ms France (Learning Support Assistant)

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Mrs Rehman (Learning Support Assistant)

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# Co-Curricular Activities

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

## Introduction

The School offers a wide range of co-curricular activities before and after school, for pupils from Years 1 to 6 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 for a term is emailed to parents a couple of weeks before the end of the previous term. 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 after school 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 pupil's safety.

Pupils will be brought to specific locations for collection at the end of an activity session. 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 pupils 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 their child(ren) 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 pupils and families as soon as possible.

Our aim is for all pupils 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 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 11. The teams play regular fixtures with other schools and at 'A' team level, the standard of play is usually high. We also compete with other schools at cross-country and table tennis. A child 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 website, on 'Show My Homework' and on the PE Department's notice board, which is located in the playground.

Squads and representative teams 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 child 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 pupil needs a little more time to mature.

Parents are generally very supportive of their child's participation in teams and rightly positive about their child'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 pupils the chance to represent the School.

Our main aim is for each child to enjoy sport and to achieve as much as possible in relation to his/her abilities, including individual and team games. If you have any individual questions about team selection, please discuss these initially with the Director of 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 6. 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. Pupils 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 the 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

At St. Aubyn's School, drama is highly valued; we recognise the importance of drama and the transferable skills acquired during a child's development. Therefore, all pupils have the opportunity to participate in drama lessons and events during their time at school. These events could be a class play to support an assembly, a particular area of learning, a departmental play, or a full scale musical production which take place in Year 2, 4 and 6. Dates and times of performances are published in the school calendar. Drama lessons aim to foster each pupil's imaginative skills, group working and performance skills. In turn, developing pupils' self-confidence and acting ability. Drama is taught in a purpose built drama studio and a Performing Arts Centre which has flexible staging and a specialist lighting and sound system.

Prep pupils enjoy theatre visits from visiting theatre companies and trips to the West End and to local productions. Pupils from Year 2 – Year 6 can take part in LAMDA lessons; these are externally run during selected lunchtime slots. There is an extra charge for these lessons. Pupils can also take part in a drama activity which is held by Mrs Beckley on rotation throughout the year. Pupils who are applying for drama scholarships can also attend a drama scholarship activity where pupils can hone their theatrical skills in readiness for their upcoming auditions at their future schools.

#### Dance

Dance is taught as part of the PE Curriculum in Pre-Prep and as part of the Drama and Dance Curriculum in Prep. Dance lessons, aim to help improve overall fitness, coordination and flexibility as well as stimulating creativity, greater self-confidence and movement skills.

Dance lessons may be linked to a theme, for example, the Environment, and pupils are given the opportunity to choreograph their own dances to music. Dance lessons are also used for learning dance routines which feature in the yearly musical productions. Pupils from Reception to Year 6 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, Injury 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 pupils 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.

## Nurse and First Aiders

We have two Nurses who work at different times ensuring cover from 8:15am – 5:00pm during term time. In their absence, first aiders are able to treat minor illness and injuries 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 only accessed 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. Government guidelines advise that if a child has a temperature, they should stay at home until they feel better and the temperature has resolved. 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.

For guidance as to whether your child is well enough to be at School, please see: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

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. 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 parent/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; if it is a prescribed medication the pharmacy label must be present. 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 an email to [nurse@staubyns.com](mailto:nurse@staubyns.com) 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 pupils 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 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 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 Year 6 take responsibility for their own asthma inhalers, whilst for younger pupils, 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 pupils.

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 or in a language other than English etc. The parents will be informed.

## Health Screening

All pupils at school are offered periodic health screening in Reception and Year 3. 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 (Reception only), vision screening 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 Year 6 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 – please ensure it is clearly labelled with their name. Each child should have their own supply of asthma medication in school.

Inhalers for pupils up to and including Year 5 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, fixtures, Sports Hall 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.

If you have a current asthma plan supplied by your GP or asthma specialist, then please provide us with a copy.

## Allergy

Some pupils 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 pupils 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. For pupils up to and including Year 5, AAI's 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 an activity away from the classroom e.g.: Dining Hall, music and drama activities, sports field, fixture, Sports Hall, and school trips. AAIs of Year 6 pupils are kept in the medical room, as they change rooms frequently.

## 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. Certain illnesses have specific exclusion times from school and St. Aubyn's follows the United Kingdom Health Security Agency (UKHSA) guidelines. If you suspect your child has an illness, please do not send them 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 pupils 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 pupils to have one and to keep it at school for those days when needed.

We are not able to apply sunscreen to pupils so please apply a long lasting, 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, pupils 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 designed to enable pupils 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). Staff from our team of Learning Support Assistants look after the children in BASC.

Mrs Johnston (BASC Manager)  
asc@staubyns.com

## Aims

- To provide a safe and caring environment for pupils.
- 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 pupils regardless of race, culture, gender, family grouping, language, or disability.
- To promote a good working relationship between parents, pupils and staff.

## Contact Information

Tel: 020 8504 1577 (after 5pm, press \* 271)

Email: asc@staubyns.com

All parents 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 should inform the office in writing when there is a change to this information.

## Admissions and Fees

Parents 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.

We will always accommodate pupils of parents who have to go into ASC at 'the last minute' due to an emergency. However, if pupils regularly attend ASC having not been booked in or being booked in late, there will be an additional charge of £20. We want to discourage regular late bookings as they have a negative impact on the child and the staff/pupil ratios.

## 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. A parent/carer must accompany their child(ren) to the BSC and sign the register when they arrive. 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 & Reception | Pre-Prep BASC Room 3:15 – 6:00pm |
| Year 1              | Pre-Prep BASC Room 3:30 – 6:00pm |
| Year 2              | Prep ASC Room 3:30 – 6:00pm      |
| Years 3 – 6         | Prep ASC Room 4:00 – 6:00pm      |

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

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

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 15 minutes after the end of the school day will be taken to ASC. Pupils 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 their parents' Parent pay account. If after school activities are cancelled at short notice (less than 24 hours) ASC will be provided for free up to the time that the activity would have normally ended.

## Items of value

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

## Daily Routines

### Nursery/Reception

- 3:15pm Pupils 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.
- 6:00pm ASC ends.

### Years 1 and 2

- 3:30pm Pupils are brought into ASC by class teachers or learning support 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.
- 6:00pm ASC ends.

### Prep

- 4:00pm Prep pupils come directly to the Prep ASC room. Pupils wash their hands and help themselves to tea.
- 4:15 – 4:55pm Play activities.
- 5:00pm – 5:45pm Pupils 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 40+ min task.
- 5:45pm Clear away. Coats and bags are collected.
- 6:00pm ASC ends.

## Catering

In BSC a breakfast of cereal, toast, and milk or juice is available between 8:00 and 8:30am. ASC provides pupils 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 pupils 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 someone to take a child from ASC unless we have been given permission from the child's parent to do so. Adults collecting Nursery children must give the ASC staff the password.

If you are likely to be late collecting your child, please call 02085041577 \*271

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

Prep pupils who are not collected by 5:55pm will be taken to join any remaining pupils from the Pre-Prep ASC in the BASC rooms, where they will be looked after by a 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) and emergency contact(s) if we have not heard from them. It is vital that all possible contact numbers are provided to the office. If no contact is made by 6:45pm the Head or another member of SMT will be contacted. Staff will continue to be responsible for trying to contact the parent(s), 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 pupils 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
- Years 1 and 2 Uniform List
- Prep 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. Prep 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 Prep 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 – Years 1 and 2 building lobby

Prep – Bag 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. Pupils 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 pupils must keep a full change of uniform and underwear in this bag, which will be kept in school)
3. **Navy pac-a-mac** (to be kept in school)
4. **Summer hat** (to be kept in school)
5. Shoes - Plain black leather with Velcro (not patent or suede). No boots or flashing lights
6. Hair bands, ribbons (girls) - navy or black

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

| Girls *   | Boys                               |
|---|------------------------------------|
| Navy and white Summer dress                               | Mid grey shorts (no cargo pockets) |
| Navy cardigan   | Maroon polo shirt                  |
| 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                       |

\* Girls can wear shorts or trousers and a blouse – white, open necked (not collared) as a Summer Uniform option. Short sleeved versions of these blouses are available at our school uniform supplier. Girls that choose to wear shorts should wear the same socks as the boys - navy knee-high banded socks, which are sold by our supplier.

\*\* Girls can wear trousers as a Winter Uniform option.

[Please purchase girls' trousers here](#) and also please remember that socks should be navy.

### PE Kit - to be worn only on specified PE days

Regulation PE kit (maroon T-shirt, navy shorts), navy jogging bottoms, navy sweatshirt.

Trainers (no flashing lights or wheels) with short navy socks.

## 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 3 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. **Navy pac-a-mac** (to be kept in school)
3. **Summer hat** (to be kept in school)
4. **Regulation PE kit** (**maroon T-shirt, navy shorts**), navy **jogging bottoms, navy sweatshirt** to be worn on class PE days, trainers (no flashing lights or wheels)
5. **PE bag in House colours** (Grove - blue, Hayton – yellow, School - red, York – green).
6. **Shoes** - plain black leather with Velcro (not patent or suede). No boots or flashing lights.
7. **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                       |

\* Girls can wear shorts or trousers and a blouse – white, open necked (not collared) as a Summer Uniform option. Short sleeved versions of these blouses are available at our school uniform supplier. Girls that choose to wear shorts should wear the same socks as the boys - navy knee-high banded socks, which are sold by our supplier.

\*\* Girls can wear trousers as a Winter Uniform option.

[Please purchase girls' trousers here](#) and also please remember that socks should be navy.

## 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 3 items need to be sent into school with your child on their first day)

1. **Document 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. **Navy pac-a-mac** (to be kept in school)
3. **Summer hat** (to be kept in school)
4. **Regulation PE kit** (maroon T-shirt, navy shorts), navy jogging bottoms, navy sweatshirt to be worn on class PE days, trainers (no flashing lights or wheels)
5. **PE bag in House colours** (Grove - blue, Hayton – yellow, School - red, York – green).
6. Shoes - plain black leather with Velcro (not patent or suede). No boots or flashing lights.
7. Hair bands, ribbons - navy or black
8. 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>Navy 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>Navy 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                              |

\* Girls can wear shorts or trousers and a blouse – white, open necked (not collared) as a Summer Uniform option. Short sleeved versions of these blouses are available at our school uniform supplier. Girls that choose to wear shorts should wear the same socks as the boys - navy knee-high banded socks, which are sold by our supplier.

\*\* Girls can wear trousers as a Winter Uniform option.

[Please purchase girls' trousers here](#) and also please remember that socks should be navy.

## Prep (Years 3 – 6) 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>                   |
| Navy pac-a-mac<br>(to be kept in school)   | <b>Rucksack</b>                        |
| <b>Art Smock</b>   | Hair bands, ribbons -<br>navy or black |
| Shoes – plain black leather (not patent or suede).<br>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

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

\* Girls can wear shorts or trousers and a blouse – white, open necked (not collared) as a Summer Uniform option. Short sleeved versions of these blouses are available at our school uniform supplier. Girls that choose to wear shorts should wear the same socks as the boys - navy knee-high banded socks, which are sold by our supplier.

\*\* Girls can wear trousers as a Winter Uniform option.

[Please purchase girls' trousers here](#) and also please remember that socks should be navy.

### PE/Games (Initialed 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>  |
| Trainers – non marking   | Base Layers (cold weather)  |
| Plain white 'ankle' or 'knee high' socks (without frills)  | Plain navy long 'football' socks (larger size makes wearing shin pads easier) |
| Studded football boots (Y6 only Lent term)   |   |
| Shin pads (slip-in ones are ideal)   | Gum shield  |
| Cricket (Summer Term) – St. Aubyn's cricket shirt, white cricket trousers, protective box/pants (optional). Additional protective equipment for team players playing hardball cricket is advised |   |
| Swim wear (Year 3 Summer Term, Year 4 Christmas Term) - one piece swimming costume, hat, towel, goggles (optional)   |   |

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



## Prep (Years 3 – 6) Boy's 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><br>(to be kept in school)                                    | <b>Rucksack</b>      |
| <b>White Shirt</b><br>(short sleeved in Summer)                                    | <b>Art Smock</b>     |
| Shoes - plain black leather (not patent or suede).<br>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<br>(no cargo pockets on either) |                                    |

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

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

### 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<br>(larger size makes wearing shin pads easier) |
| Shin pads (slip-in ones are ideal)   |  |
| Gum shield   | Towel  |
| Cricket (Summer Term) – St. Aubyn's cricket shirt, white cricket trousers, protective box/pants (optional). Additional protective equipment for team players playing hardball cricket is advised |  |
| Swim wear (Year 3 Summer Term, Year 4 Christmas Term) - trunks (not shorts), hat, towel, goggles (optional)  |  |

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

bravely | faithfully | happily  
fortiter | fideliter | feliciter

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# St. Aubyn's School