

FARLEIGH

SCHOOL

Information for Parents

**Farleigh School
Parents' Handbook 2020**

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OUR ETHOS

To share with parents in the spiritual, moral and intellectual development of their children in a Catholic community, which welcomes all faiths.

- **To provide a first class education striving for excellence in all academic, cultural and sporting pursuits, giving every child the confidence to discover where their gifts lie and to enjoy their talents.**
- **To educate children in the teaching and sacramental life of the Church and to encourage them towards a life of faith.**
- **To create a well-ordered and caring school community, where the self-respect and dignity of each person will flourish.**
- **To help Farleigh pupils to grow up honourably, inspired by high ideals, so that they may serve others generously, and be strong in friendship and family.**

OUR AIMS

To live out our ethos as a Catholic school and in so doing:

- Ensure the development of our children, spiritually, morally, socially, intellectually and culturally.
- Provide a broad and high quality education for children of mixed ability which will lay strong foundations for a fulfilling and rewarding life.
- Prepare and educate each child for the appropriate first choice of senior school.
- Make Farleigh a special place to enjoy a part of their childhood through warm pastoral care of the highest standard.

CONTACTING THE SCHOOL

Members of staff can be contacted by telephone via the School Office on: 01264 710766 or by email. House Parents can be contacted by telephone via the School Office during the day and on the listed numbers in the evening and at weekends.

Senior Management

Headmaster and Chaplain

Father Simon Everson
office@farleighschool.com

Deputy Head (Academic)

Mrs Janet Watts
jwatts@farleighschool.com

Deputy Head (Pastoral)

Mr Michael Matthews
mmatthews@farleighschool.com

Head of Pre-Prep & Kindergarten

Mrs Sue Wilton
swilton@farleighschool.com

Bursar

Director of Finance and Operations
Mr Paul Lane
plane@farleighschool.com

Heads of Year

Year 3

Miss Carly Skillett
cskillett@farleighschool.com

Year 4

Miss Finola Middleton
fmiddleton@farleighschool.com

Year 5

Miss Philippa Kerby
pkerby@farleighschool.com

Year 6

Mr Henri Kennard
hkennard@farleighschool.com

Year 7

Miss Emma Hopkins
ehopkins@farleighschool.com

Year 8

Mrs Emma Passmore
epassmore@farleighschool.com

Boarding Contacts

Deputy Head (Pastoral)

Mr Michael Matthews
01264 712819
mmathews@farleighschool.com

Senior Boys' Boarding House

Mr Stuart Whithear
01264 712848
swhithear@farleighschool.com

Child Protection Officer

Mr Michael Matthews
01264 712819
mmatthews@farleighschool.com

Junior Boarding House

Miss Liz Redmond
01264 712810
lredmond@farleighschool.com

Senior Girls' Boarding House

Mrs Tonya Whithear
01264 712848
twhithear@farleighschool.com

Senior

Nurse/Medical/Absences

Miss Ellie Peett
Mrs Sue Hodges
Miss Catherine Mears
01264 712805
epeett@farleighschool.com

A full staff list is available on the website and can also be found in the Annual Information booklet which is distributed to parents each year.

To email a member of staff, please use their initial followed by their surname e.g. jbloggs@farleighschool.com.

Expressing a Concern

Any issues or concerns regarding your child, academic or pastoral, should be referred, firstly, to your child's Form Taker. If you feel subsequently that the matter needs further attention, please contact the Head of Year. If a parent has further concern, he or she may contact the Headmaster or either Deputy Head.

The school's formal complaints procedure is set out in Appendix I.

GOVERNANCE AND MANAGEMENT

Authority of the School

The Headmaster has authority to act at all times in the best interests of a child who is under the school's care. The Headmaster may take such measures as he reasonably believes are required to maintain discipline, obtain compliance with school policies and ensure the safety and well-being of pupils.

Governance

Mr Keith Abel was appointed Chair of the Board of Governors of the school in 2018. Governors include specialists in a number of areas, including education. The Governors delegate responsibility for the day-to-day running of the school to the Headmaster.

The Governors

Chair of Governors - Mr Keith Abel - Former parent, Company Director

Vice Chair – Mrs Jane Vyvyan, former parent, company director

Mrs Kirsty Anderson - Retired Head Teacher

Mrs Charlotte Cunningham MBE - Current parent, director (arts charity)

Mr Simon Henderson - Current parent, venture capitalist

Mr Charles Ingram Evans – Current parent, Chartered Surveyor

Mr Hugo Keith QC – Current parent, Barrister

Father Oswald McBride - School Chaplain, Ampleforth College

Mrs Sarah Raffray - Headteacher, St Augustine's Priory, Ealing

Mrs Emma Todd, Former parent, Literary Agent

Expressing a Concern to the Governors

If a parent has a concern, which he or she would like to raise with the Governors, please, in the first instance, contact the Headmaster.

If a parent wishes to contact any member of the Governing body, please write to:

Mr Keith Abel
c/o Mr Paul Lane
Clerk to the Governors
Farleigh School
Red Rice
Andover
Hants SP11 7PW

SCHOOL COMMUNICATIONS

Farleigh encourages electronic communication with parents and the school makes information readily available by the following means:

Website - latest news, the school calendar, fixture lists (and alterations when we have advance notice), concerts, parents' evenings, the week's menu and other school information are available on the school website: www.farleighschool.com. The 'Get Involved' pages include information for parents, past parents and alumni.

Text Messaging (Clarion Call) - text messages are sent to parents' mobile phones in the event of an urgent message. Parents should ensure the school is kept updated with any changes to their contact details, please.

Photos of Farleigh Events - Farleigh's photographic pages (password protected) can be found on the school website, also under the heading of 'Login'. Parents are informed of the new password each term. This site holds photos of all the major events that take place during the year, including boarders' events, school outings, sporting events, plays and concerts.

Farleigh TV - school videos covering all aspects of the school that parents and children can access from home.

Farleigh Tree - 'Extending branches, deepening roots': Events, talks and a termly eNewsletter from Development and the Farleigh Society, for parents, past parents, alumni and friends of the school.

The Farleigh Society - organises regular reunions for former pupils and produces The Farleigh Society Newsletter biannually. If you require any information about the Society or would like to get in touch please email Ms Kirsty Stretton-Cox: farleighsociety@farleighschool.com.

Parents' Whiteboard Email - a weekly email to all parents informing them of events coming up in the next week. It is essential that the Office has your correct e-mail address. If you are not receiving this on a weekly basis, please contact the School Office.

Other important communication tools include:

Parent Portal - gives you to access your child's timetable, bills, historic school reports and progress grades, as well as providing access to parents' contact details. New parents will receive their login details during the summer holidays.

Social Media you can follow us on: Facebook: Farleigh School; Instagram: @FarleighSchool, twitter: @FarleighSchool and Facebook: Farleigh School.

Termly Calendar - issued before the start of term, containing the main events and dates for the forthcoming term.

Term Dates Sheet - this includes details of exeats and half-terms for the following year for forward planning.

Team Sheets for sports fixtures are put on the notice boards under the archway to the Lower Courtyard on a Tuesday and Friday afternoon. Emails are sent to parents via **Clarion Call (as above) and the match information line (01264 710766 ext 5) gives up-to-date information on fixtures.**

THE SCHOOL DAY

Timings

All pupils must arrive at school by 8.15am Monday to Friday 8.45am on a Saturday.

Absences

Unplanned Absences and Illness

If for any unforeseen reason (illness, travel delays etc.) a pupil cannot attend or will be late for school, parents should contact Matron on 01264 712805 or email matron@farleighschool.com by 8.30am. If your child comes to school late, please sign in at Reception so that the Registers can be adjusted.

Planned Absences

Parents should request a planned absence from school in writing to the Headmaster, giving as much notice as possible, stating the reason and duration of the absence. The Headmaster will aim to reply within 48 hours and file the request.

Absences during the School Day

If a pupil needs to leave school during the day e.g. for a doctor's appointment, he or she must inform the School Office and sign the Signing Out Book at Reception. On returning to school, the Signing Out Book must be signed again, stating the time of return.

Prep

Prep, which is supervised by a member of the teaching staff (usually the Form Taker), takes place between 5.10pm and 6.00pm on Monday, Tuesday, Thursday and Friday.

An Example of the School Day

7.05am	Boarders Rise
7.25am	Voluntary Mass (Monday, Wednesday (7.15am), Friday
7.30am	Breakfast
8.15am	Registration (8.45am on Saturday)
8.25am	Assembly
8.50am	Period 1
9.20am	Period 2
9.50am	Period 3
10.20am	Period 4
10.50am	Biscuit Break
11.15am	Period 5
11.45am	Period 6
12.15pm	Period 7
12.45pm	Lunch (Period 8)
1.15pm	Lunch
1.45pm	Period 9
2.15pm	Reading (Period 10)
2.35pm	Period 11
3.05pm	Period 12
3.35pm	Break
3.50pm	Period 13
4.20pm	Period 14
4.50pm	Sign out from classrooms; day pupils can depart
5.10pm	Prep/Activities
6.00pm	Supper
6.30pm	Free-time or activities
7.00pm	Bed bell for Years 3, 4, 5 and 6
7.30pm	Years 7 and 8 to their boarding houses

Senior boarders are expected to do some additional independent study, as required, and reading.

Please note, a slightly different timetable operates on Wednesdays and Saturdays due to matches; and during the winter timetable Games for Years 5-8 will be from 2.40pm-3.40pm.

Pick-Up and Drop-Off

Collection of Day Pupils

Day children who are not staying for Prep are expected to be picked up from their form rooms at 4.50pm on a Monday, Tuesday, Thursday and Friday. If a child has not been collected by 5.05pm, he or she will be taken to prep in the Maths Room and a member of staff will be able to sign them out when they are collected.

On a Wednesday and Saturday, children in Years 4-8 not involved in matches should be picked up from the Lower Courtyard from their Games Taker.

Children in Year 3 should be collected from their classrooms throughout the year.

Safety of the children is paramount. At the end of the school day, as children leave the site, parents or a designated adult must sign the child out with the Form Taker as all information is collected on a central register.

Day children in Years 7 and 8 may meet their parents in the car park as long as parents have given written permission to allow this.

Whenever a child in Years 3-6 is taken off the school site it is essential that the adult informs a member of staff that they are doing so. It is imperative that parents communicate clearly with Form Takers if a child is staying late at school or is leaving early for any reason.

If, due to unforeseen circumstances, children need to stay beyond Prep, and if prior arrangements have been made, they may also stay for supper and join the boarding routine.

One Way System

The school operates a strict one way system. Parents are requested to observe the 10mph speed limits in the school drive and to give way to children and parents crossing the road at all times.

Drop off

We ask parents to drop their children off as quickly as possible and to use the 'drop off - no parking' zone to avoid congestion. When dropping off children at busy times (e.g. 8.00am-8.30am), please do not linger on the school drive or access road as this causes severe congestion. We encourage children in Year 4 and above to be dropped off and to enter school independently.

Please do not park or leave your car unattended in the 'drop off' zone at any time.

Assemblies

Assemblies are an opportunity for the whole school to get together and for announcements to be made. Prayers are said together, and the Headmaster or Second Master explores the Christian faith and events taking place in the world, along with moral implications for daily life. During the course of the academic year, each class will lead a form assembly during which the children perform a mini play or presentation, again exploring faith and its desired values.

Monday	Whole school assembly in the Chapel
Tuesday	Whole school assembly and formal hymn practice in the Chapel
Wednesday	Form assemblies, alternating with House/Year group meetings and form periods
Thursday	Whole school Mass or Benediction in the Chapel, alternating with a reflection and presentation, in the Theatre
Friday	Whole school assembly in the Chapel or Theatre

Games and Matches

Games take place every Monday, Wednesday, Thursday and Saturday afternoon for Years 4-8. Year 3 games take place on Monday, Tuesday and Friday.

The main sports are:

Autumn Term	Spring Term	Summer Term
Boys - Football*/Rugby	Rugby	Cricket/Athletics/Tennis
Junior Girls - Netball*/Hockey	Hockey	Cricket/Athletics/ Tennis
Senior Girls - Hockey*/Netball	Netball	Cricket/Athletics/ Tennis

*changing in November

Match lists are posted on the Games notice board outside the dining hall on Tuesdays and Fridays, as well as emailed to parents who are registered on the internet-based calendar (password protected).

All fixtures and any alterations are posted on the Games notice board (above) and on the school website (www.farleighschool.com) under News & Dates (Sports Fixtures) and on the internet-based calendar (as above). It is accessible from the main toolbar of the school website under 'Login' (password protected). Parents are welcome to attend matches at home and away, but please note that dogs are not allowed in the school grounds.

There is a full programme of fixtures throughout the term on both Wednesdays and Saturdays, winter and summer. All matches start at 2.30pm unless otherwise stated in the calendar and on the school website.

Parents supporting away matches are able to take their own children home after match tea as long as the teacher in charge is aware of this arrangement. Parents may only take another child home if permission has been given by the child's parents. Parents can give this permission by informing the School Office.

The approximate collection times at Farleigh following away fixtures are as follows:

Autumn/Spring terms 5.00pm-5.30pm

Summer term 6.30pm-7.00pm for boys and 5.00pm for girls

On the rare occasions that games are cancelled, children will stay at school on Wednesdays until 3.30pm but will be free to go home on Saturdays between 1.15pm and 1.45pm as long as parents have informed the school.

In case of doubt over the weather, please check the match information line on 01264 710766 ext 5.

Clarion Call, which is a text messaging service, is also used to communicate last minute changes.

Wednesdays and Saturdays

Autumn and spring terms: If there are no matches, children are free to go home at 3.30pm.

Summer term: If there are no matches, children in Year 3 go home at 3.30pm; for Years 4-8 the collection time is 4.00pm.

Team Sheets for sports fixtures are put on the notice boards under the archway to the Lower Courtyard on a Tuesday and Friday afternoon. Emails are sent to parents via **Clarion Call (as above) and the match information line (01264 710766 ext 5) gives up-to-date information on fixtures.**

Match Teas

All children involved in a team must stay for tea after the match. It is a matter of courtesy that the children do this and, if it is a home match, that they are on hand to look after the visiting team and wave them off at the end of the afternoon. Match teas are provided for parents who have been watching matches - in the Theatre during the Autumn and Spring terms, and outside in a marquee in the Summer term.

Our teas are well thought of and we are very happy to offer such hospitality to parents and friends of pupils from other schools. Child-friendly food is provided at the same time for children of Pre-Prep or younger age only. It is embarrassing for us, however, if our own pupils have taken the tea reserved for visitors, and **we ask that once older children are signed out, they do not join you at tea.**

Extra Tennis Lessons

Extra tennis is very popular at Farleigh. The lessons take place during lunch break and after school. If your child is doing extra tennis in the evening, please collect them direct from the tennis courts. Dependent on the time of their lessons, they will have tea and go to Activities or Prep first.

ACADEMIC MATTERS

Form groups at Farleigh follow the National Curriculum:

Age	Farleigh Year Group
7-8	Year 3
8-9	Year 4
9-10	Year 5
10-11	Year 6
11-12	Year 7
12-13	Year 8

Key Stages

Early Years Foundation Stage
Key Stage 1
Key Stage 2
Key Stage 3

Year Group

Kindergarten & Reception Years 1 and 2
Years 3, 4, 5 and 6
Years 7 and 8 (Year 9 at senior school)

The Curriculum

(A copy of the Curriculum Policy is available from the School Office)

The structure of the curriculum at Farleigh and setting in some subjects enables the children to be both stretched and supported in accordance with their ability. If extra help is needed, appropriate support is provided through the Learning Support department. There is also a programme available for those pupils identified as gifted and talented.

Our aim is to encourage independent learning and foster a love of learning, complemented by a broad spectrum of extra-curricular activities. During the course of their time at Farleigh, pupils receive training in study skills and examination techniques. A programme of Personal, Social, Health and Economic Education (PSHEE) exists throughout the school.

There are two modern and well-equipped computer suites, with computers also available for pupils in their classrooms and the Library, as well as iPads, interactive whiteboards and computers in many of the designated subject areas. Although our curriculum follows elements of the national guidelines, it also addresses the requirements of Common Entrance, ensuring that all

subjects are delivered effectively and appropriately, as well as meeting the varying scholarship specifications of the many senior schools to which we send our pupils.

Lower School

Lower School pupils, comprising Years 3 and 4, are taught principally by their Form Taker, but are also taught by subject specialists for some subjects, such as French, Religious Studies, Science, Music, Art, Design & Technology and ICT. Pupils are set for Maths.

Prep will consist of daily reading, which should be recorded in your child's Reading Record Book, as well as spellings and times tables to be done in the week. There is a supervised evening Prep session for boarders.

Year 5

Life in Year 5 is not dissimilar to that in the Lower School. Although pupils continue to be taught as form-based groups in Year 5, there is increasing specialisation.

Prep takes place after the school day (Monday, Tuesday and Friday) and consists of English, Maths, Science and French. Daily reading continues to be encouraged and the children keep their Form Takers informed of their progress. In Year 5 we encourage parents to start considering a senior school for their child. The school is keen to work with parents to ensure the right choice of senior school appropriate for each child. Please keep the Headmaster up to date with your latest thinking, in writing, and also inform him in writing of any arrangements you make with senior schools regarding interviews and tests.

Year 6

Latin is introduced in Year 6 for the majority of pupils and the children spend more time with specialists as they begin the transition to Common Entrance. We encourage children in Year 6 to stay in school for evening prep, which is from 5.10pm to 6.00pm and the children are expected to do 2 x 25 minutes of study. All pupils in Year 8 must attend a compulsory teaching prep on Mondays between 5.00pm and 6.00pm.

Years 7 and 8

In Years 7 and 8 the children are taught entirely by specialist teachers preparing for Common Entrance. The prep timetable is similar to Year 6 with the expectation that there may be further study needed in order to complete work. All pupils in Year 8 must attend compulsory teaching prep on Mondays between 5.00pm and 6.00pm.

If pupils need to do additional work, then they may take their prep into the Boarding House and the House Parents will oversee their studies. Day children may take additional work home. They may be picked up at 6.00pm.

Reports/Progress Grades

Parents receive regular reports on their child's academic progress throughout the year. Parents are welcome to discuss their child's progress with his or her Form Taker at any time.

Autumn term

2 x half-termly reports containing effort and attainment grades
Full end-of-term report

Spring term

2 x half-termly reports containing effort and attainment grades
Parents' evening to discuss child's progress in all subjects

Summer term

1 x half-termly report containing effort and attainment grades
Full end-of-term report

Handwriting

All children in Year 3 write in pencil. Children in Year 4 start to use pens in the spring or summer term once their writing has become established. We recommend HB pencils, and a Stabilo pen in Year 4. In Year 5 or 6, pupils will be able to move on to a good-quality fountain pen (such as Lamy) for work in ink when their English teacher agrees that they are applying a consistently suitable standard of handwriting. Lamy pens can be purchased, and engraved by the General Assistants, through the School Office.

Equipment Required for Academic Lessons

For the smooth running of school work, your child should have the following items, all clearly named. Writing equipment should be contained in a single pencil case, also clearly named on the outside:

Years 3 and 4

- School Bag (available from the School Uniform Shop)
- Pencil case large enough to hold:
 - HB, H and 2H pencils
 - Colouring pencils
 - 30cm and 15cm rulers
 - Rubber eraser
 - Pencil sharpener - one that holds its shavings
- No pens, ball points or calculators yet, please, until, in Year 4, a child switches to a Stabilo pen (please refer to Handwriting)

Years 5

- School Bag (replacing the School Rucksack, supplied by the School Uniform Shop)

Years 6, 7 & 8

- School Rucksack (pupils in Years 6-8 may continue to use their school rucksack)

As for Years 3 and 4 plus:

- Small English Dictionary
- Fountain pen (such as Lamy) and spare cartridges - washable blue ink
- Supply of ink eradicators
- Protractor, small and transparent
- Pritt stick or similar non-toxic glue stick
- Highlighter pens
- Casio fx-85GT Plus calculator

Years 7 and 8

A see-through pencil case for exams.

Personal, Social, Health and Economic Education (PHSEE)

PSHEE addresses many aspects of children's lives as they grow and make sense of the world around them. The subject includes the immediate school community, and also the wider community, the knowledge, the understanding, the skills and the attitudes which help them to make informed decisions about their lives.

It enhances the children's physical, emotional, mental, social and spiritual development and, by exploring these issues and opportunities, encourages them to:

- become effective and successful learners
- develop and sustain positive relationships
- become more motivated
- deal effectively with conflict, and
- develop excellent problem solving skills. ('Help Children Achieve More')

The Farleigh programme has been carefully prepared to help children recognise their rights as well as their responsibilities. They consider some complex and demanding moral issues as they prepare to become the thoughtful and active adult citizens of tomorrow. Part of the purpose of the programme is to develop and increasingly inform the conscience of each child, and it should be seen within the overall context of the Spiritual and Moral Development Policy and the life and teaching of the Catholic Church. Children are encouraged to think, discuss and argue whilst recognising and respecting different opinions.

In the Prep School, Years 3 and 4 find suitable opportunities in their weekly programme to explore such issues as rules, manners, self-esteem and relationships, with their Form Takers.

In Years 5-8 forms have PSHEE for one period a week. In Year 5 it is led by Form Takers but in Years 6-8 the pupils move around a carousel of teachers usually every two weeks covering various topics. The subjects have considerable cross-curricular links.

A copy of the Sex Education Policy is available in the School Office and Farleigh School recognises that it complements the primary role of parents as first educators of their children. Parents have a statutory right to withdraw their children from sex education.

The following topics are subject to review:

<p>Year 5 Relationships in school and bullying World differences Study skills Nutrition and food Hygiene Dangerous substances Physical disability Sunwise All that I am Climate change and sustainability Fair trade Dental health</p>	<p>Year 7 Relationships in school and bullying Smoking Human rights Building relationships Marketing and youth First aid Racism Mental disability Independent/maintained schools and choice Parliamentary democracy Infection Food hygiene Your say - school! Your profile Death and bereavement World trade - nuts Puberty Elderly people and ageing Lancashire Hot Pot (Sainsbury's DVD)</p>
<p>Year 6 Relationships in school and bullying Conscience and morality Advertising Media and news making Study skills Being different</p>	<p>Year 8 Relationships in school and bullying Adolescence and puberty Mental health Parliamentary democracy Marriage, pregnancy and abortion Drugs</p>

Environmental inequality - water UK profile Jealousy and envy Deafness Year 6 cont. Rich world/poor world Democracy and voting Refugees Cancer Learning difficulties Homelessness for all pupils	Alcohol Relationships Alcohol (cont) Money Future schools Year 8 cont. Heart attack HIV, AIDS, STDs
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LEARNING SUPPORT

All children are entitled to access a broad, balanced and relevant curriculum, and Learning Support is an integral part of the education provided at Farleigh. Learning Support may benefit the majority of pupils at some stage of their education, either directly or indirectly. It exists to support the educational, social, physical and emotional aspects of a child's development. Support is provided in the areas that are necessary for effective learning, e.g. reading, spelling, memory, motor skills, speech and language, study skills and organisation, and is available for children in the school who have an identified learning need, from Pre-Prep to Year 8.

We provide for pupils with specific learning difficulties, pupils with English as an additional language and those identified as 'gifted, able & talented'. We aim to facilitate learning so the level of support provided is determined by individual need.

In addition to addressing individual identified needs, Learning Support also provides:

- CE Revision for some Year 8 pupils;
- prep support when required;
- support for laptop users;
- support for pupils qualifying for readers and scribes in CE exams.

A child who is identified as experiencing difficulty will be referred to Learning Support who will carry out detailed assessments, identify specific needs and advise how best to address them. If a parent believes his or her child is experiencing difficulties in school, please talk to the child's Form Taker or the teacher of the subject in question who will refer the child to Learning Support as appropriate. Parents are notified of a referral to Learning Support by the class teacher in the Pre-Prep, and either by the Form Taker or by Learning Support in the Prep school. Following assessment, a member of the Learning Support team contacts parents to discuss the findings and appropriate provision.

Currently the Learning Support provision includes:

- **motor skills** groups for children with co-ordination difficulties;
- **touch-typing** group for children with specific written output difficulties;
- **speech and language support** for specific children;
- **facilitating specialist input for individual children with emotional needs;**
- **in-class support** to assist a group of children with similar needs in the same class;
- **group tuition** in order to teach a few children a specific programme e.g. spelling patterns, handwriting, touch-typing;
- **tuition in pairs** to deliver a more comprehensive programme; and
- **individual tuition** to deliver a very precise programme.

The provision is subject to change at any time, dependent on progress made and parents are contacted only when there is something new to report.

All those who have relevant contact with a child who has been referred to Learning Support will be made aware of the areas of need of the child as Learning Support feeds back to each member of staff. This is done by means of regular staff meetings and one-on-one discussions, where strategies for use in the classroom can also be shared.

Support sessions take place at a time that has been negotiated between the subject takers and Learning Support on a termly basis. Each term, there is a review of pupil progress and provision. Some children dip in and out of

Learning Support whilst others require more long-term input. At the end of each term, the parents of the children who receive group, paired or individual Learning Support input will be invited to an end of term consultation. If a child is receiving paired or individual lessons, parents also receive an Individual Education Plan, which details the programme undertaken during the term.

Learning Support may recommend further specialist assessment and advice from other professional agencies, such as an Educational Psychologist, Occupational Therapist, Child Psychotherapist or Speech and Language Therapist, to assess a child's performance and advise the school in planning programmes for children with specific learning difficulties, for example Dyslexia, Developmental Co-ordination Disorder or other areas of need. Over time the Learning Support department has been able to gather together a well-qualified and experienced team of professionals who come into the school.

If parents have a particular concern during the term, they are always welcome to contact their child's Form Taker or Learning Support at any time to arrange a meeting. Telephone: 01264 712840.

PASTORAL WELFARE

At Farleigh we aim to deliver the highest degree of pastoral care to all our children. By rewarding good behaviour, following consistent policies on anti-bullying and imposing understandable sanctions for poor behaviour, we intend to be a school where exceptional standards of behaviour are the norm.

Many hours are spent identifying and discussing particular aspects of the children's lives and their relationships with each other. Form Takers are the first point of contact for any concern, and for boarders they are complemented by House Parents, who may be approached directly about boarding matters. Form Takers meet regularly with their Head of Year, who in turn meets with House Parents, the Deputy Head (Pastoral) and the Headmaster on a weekly basis. In addition there are Year Group meetings and from these, relevant pastoral information is communicated to all staff. We are proud of the fact that Farleigh is a safe and secure environment where children learn to live and grow together.

Outside Listener

The school has an independent counsellor, Mrs Frances Horn, whose telephone number is displayed on a number of notice boards around the school. She is not a member of staff and so acts as an independent 'outside friend' who is always available to listen to any child who rings her.

Faith Development

Our Catholic identity informs all decisions and policies underpinning daily life at Farleigh. Everyone benefits from it and in particular, it informs the pastoral life of all pupils. Although Farleigh is a Catholic school, it welcomes children of all Christian traditions and indeed other faiths. Our Ethos Statement makes it clear that we wish to encourage a life of faith but that experience is far removed from certain caricatures of the past. We want the children to explore life in the context of the Christian and more particularly the Catholic faith. The exploration comes as an invitation through participation in the Mass, other services and the Religious Studies programme, as well as in everyday school life.

The Chapel is in the centre of the old house and its door is always open. It is a place of prayer, privately and corporately. School Mass or Benediction is celebrated there every other Thursday, alternating with a reflection and presentation on an aspect of faith and life, which takes place in the Theatre. Everyone attends, in recognition of the importance of this foundation of life at Farleigh.

Fr Simon is the Chaplain as well as being the Headmaster and this role is further fulfilled on Sundays when the Chapel welcomes day families, parishioners and visitors to join the boarding children and staff for Mass at 10.00am. It is well supported and is open all year round. There are voluntary Masses throughout the week. Those who are not communicant members of the Catholic Church are warmly welcome and can receive a blessing in place of communion.

Children are prepared for First Holy Communion from Year 3 (aged 7) and this course is led by Miss Liz Redmond, Head of Religious Studies. Confirmation is open to children in Years 7 and 8 and this preparation is undertaken by Miss Redmond and Fr Simon. The Bishop of Portsmouth comes every two years to confirm the children. There are also year group retreats to Downside, Farnborough and Douai Abbey.

DISCIPLINE AND CODE OF CONDUCT

Farleigh has high expectations of its pupils.

This code of conduct provides simple expectations and guidance based on the essential values of consideration, respect, and courtesy.

All children should remember the following to help them make the right choice in any situation.

They are expected to extend God's love for them to others by:

- showing kindness and good manners to everyone
- respecting their gifts and talents because every child and adult matters
- being happy for the success of others and showing understanding to those who have difficulties

Develop and discover the gifts God has entrusted them with by:

- working hard
- being determined to achieve their best
- being willing and enthusiastic in all tasks

Play their part in the school's life by:

- taking pride in their behaviour and their appearance at all times
- respecting the property of the school and of other children
- representing the school anywhere, at any time, with the greatest courtesy

Anti-Bullying: Our Commitment

The staff will work with pupils and families to ensure that bullying is never accepted at Farleigh. Full details of our anti-bullying policy appear in Appendix II. The school's Child Protection Policy can be found on the school website (www.farleighschool.com) under 'About Farleigh'.

Rewards and Sanctions

Pupils are rewarded with 'merits' for good conduct or attainment, academic or otherwise. They also keep a prep diary (Years 5-8) and a merit card in which their merits are recorded in the form of stickers. Merits count towards the House system. This is a reward based system and throughout the year,

children will receive certificates or prizes according to how many merits they have received.

The House with the most merits will win a house treat at the end of each term. Additionally, the child with the most merits in each form will win a hoodie at the end of each term. A child can only win one hoodie in any given academic year.

When a child's behaviour is deemed to be worthy of a sanction it is vital that the child has an opportunity to reflect on what they have done, to learn from what they have done and so modify their behaviour. After appropriate discretionary warnings a detention can be handed out during the school day for poor behaviour, effort, work or organisation. Detentions are staffed by Form Takers and Heads of Year on a rota.

Yellow and Red Behaviour Cards

Yellow Behaviour Card - a child may be placed on this card by the Head of Year. The reason for going on the card is stated on the card, and the pupil needs to get the card signed during lessons and signed at the end of the day by the Form Taker and/or Head of Year.

Red Behaviour Card - a child may be placed on this card by the Deputy Head (Pastoral) as a sanction. Again, this card states the reason the child is on the card and has to be signed in lessons and by the Head of Year and Deputy Head (Pastoral) at the end of the day.

Yellow and Red Academic Cards

Yellow Academic Card - a child may be placed on this card by the Head of Year as a sanction. The reason for going on the card is stated and the pupil needs to get the card signed during lessons and signed at the end of the day by the form teacher and/or Head of Year.

Red Academic Card - a child may be placed on this card by the Deputy Head (Academic) as a sanction. Again, this card states the reason the child is on the card and has to be signed in lessons and by the Head of Year and Deputy Head (Academic) at the end of the day. A child can win back points for their House by being awarded a merit for a good Yellow or Red Card.

Green Cards

These are cards for behaviour or academic work and are not a punishment. They are a supportive measure to encourage the child to focus on a particular area e.g. organisation. A child can earn merits for a good Green Card.

BOARDING

Boarding Ethos

- To create a family atmosphere rooted in the Christian faith, in which children are happy, and where the self-respect and dignity of each boarder will flourish.
- To make boarding an enjoyable and rewarding experience.
- To offer a range of activities and opportunities to assist in the spiritual, social, moral and cultural development of all boarders.
- To provide care and accommodation that is suited to the needs of all boarders.
- To create an atmosphere of tolerance, openness and trust.
- To further develop the principles defined in our School Ethos.

Boarding Houses

Accommodation is divided into three areas, all with common rooms where the children socialise in the evenings and at weekends:

Junior Boarding

House for boys and girls in Years 3, 4, 5 and 6 are in the main school building. Miss Liz Redmond looks after the Junior Boarding House with assistance from, Mrs Sharon Davis, Mr Kevin Hession, Miss René Knoop, Miss Catherine Mears and Mrs Ruth Webb.

St Edward's (Year 7) and St Ignatius' (Year 8) boys are situated above the two courtyards. Mr Stuart Whithear looks after the Year 7 and 8 boys with assistance from, Miss Lucy Kendall and Mr Jeremy Ottley.

St Teresa's (Years 7 and 8) girls are situated above the Year 3 classrooms. Mrs Tonya Whithear has responsibility for the Year 7 and 8 girls assisted by Miss Imogen Edwards, Miss Philippa Kerby, Miss Selina Pointing, Mrs Julia Redwood-Rowe and Mrs Michelle Wilfort.

The Sunday Timetable

8.30am	Rise
9.00am	Breakfast
10.00am	Mass (Girls in regular uniform and boys in blue cords, blue shirt and tie throughout the year)
11.15am	On-site activity
1.00pm	Roast lunch
1.30pm	Quiet time
2.00pm	Outings or specific activity
6.00pm	Supper followed by prayers and an evening of relaxing, games or TV and an opportunity to complete prep etc.

Full Boarding

Full boarding at Farleigh has a genuine family atmosphere, which the school preserves by making full boarders feel special. Some weekend events, particularly around Christmas, are open to full boarders only. These events are published in the school calendar and on the website.

Weekly Boarding

Weekly boarders stay overnight at the school from Monday to Friday inclusive. It is unsettling and disruptive for the boarding community if children come and go during the week.

In exceptional circumstances permission may be sought from the House Parent to stay out overnight. Weekly boarders are welcome to stay in school over the weekend but preferably must give 48 hours notice due to food orders and organised activities.

Weekly boarders can return on Sunday evening by 6.00pm for supper or by 7.30pm bedtime, or on Monday morning by 8.15am. Please advise your child's House Parent of your intentions in this regard.

Full Boarding Weekends

To be a weekly boarder commits a child firmly to being present for two weekends throughout the year - full boarding weekends when all boarders (excluding flexi) are expected to be present. Please would parents ensure that these dates are in their diaries.

A full programme of activities is arranged for Saturday nights and Sundays and these are communicated in advance to parents. Parents' co-operation is essential to ensure that these weekends are a success as they are a tremendous way of bringing the boarding community together.

Flexi-Boarding

At the heart of the boarding is the experience of living in a community with all the opportunities which that brings. Children learn to recognise the rights and needs of others and this is best done when there is stability and agreed expectations for all involved.

Space for flexi-boarders is always subject to there being beds available - weekly boarders will always get priority. Please note that there is no flexi-boarding in the first or last weeks of term.

Flexi-boarding can be a useful introduction to boarding life. If parents would like their child to flexi-board on a regular weekly basis, please contact the School Office during the holidays or at the beginning of term to arrange this. If parents would like their child to board as a 'one off', then please contact the appropriate House Parent (Miss Liz Redmond for boys and girls in Years 3-6, Mr Stuart Whithear for Year 7 and 8 boys and Mrs Tonya Whithear for Year 7 and 8 girls).

Flexi-boarders should bring with them:

- pyjamas
- slippers
- dressing gown
- towel
- wash things
- single sheet
- pillow case
- duvet and duvet cover
- change of underwear for the following day
- change of uniform, as appropriate, for the following day

*All items must be clearly named.

Senior Boarding Policy

By the summer term of Year 7, parents should have decided whether their children will be day children or boarders. Flexi-boarding is not an option in the summer term of Year 7 and throughout Year 8. If parents are ultimately aiming for their child to board, it is advisable to build up nights so that children can convert to weekly boarding by the Summer term of Year 7. Please contact the House Parent in the first instance to give the specific nights required for flexi-boarding.

In our experience, the summer term is the best time for children to convert to boarding, largely because of the lighter evenings and better weather. It also allows children to adapt to boarding more easily if they convert together. It is a big step for some to become a weekly boarder. However, we feel that a caring environment, which the children know well, and in which they feel comfortable, will ultimately help them to make a smooth transition to their senior school. Our aim always is to strive for a stable, happy and settled boarding atmosphere.

Please be assured that if the day option is preferred in the summer term of Year 7 or in Year 8, children are still most welcome to return to weekly boarding at any stage during Year 8, space permitting. **However, boarding 'only after Common Entrance' is not permitted.** In particular circumstances, following consultation with the parents and staff, the school

retains the right of discretion over these rules when making decisions about the pastoral needs of a child.

Leaving School

The Signing Out/In Sheet is situated at Reception. This sheet must be completed both when a boarder is taken out of the school, and when they are returned outside the usual coming and going times. Children/parents must also record their expected time of return and their actual time of return. On an exeat weekend or half-term, children should be collected from their classrooms at 3.40pm.

If they are in Year 7 and 8 they may meet their parents in the car park, providing parents have given permission for this to happen.

Please could parents give advance notice if they wish to take their child out of school for specific events. If they want to go to a friend's party, we must have as much notice as possible. We also need to know as soon as possible if parents wish to take their child out for tea on a Saturday afternoon or for lunch on a Sunday. This avoids food wastage and booking a child on to a paid outing or activity that they cannot attend.

Returning to School

All boarders should return to school by 5.00pm on the first night of the new academic year. They should return to school by 7.00pm at the beginning of the Spring and Summer terms. At the end of half-term and exeats, children are welcome to return on either Sunday evening by 7.00pm or Monday morning by 8.15am.

If children are returning early, please inform the school in advance, as staff will not be on duty until 6.00pm on returning weekends.

Supper is served to all children at 7.00pm on Sunday evenings at the end of exeats and half-term. Children may return to school in their home clothes on these evenings.

Seeking Permission to take Boarders Out

Your child is allowed to go out for tea on a Wednesday or Saturday after Games, or for a special occasion e.g. a friend's birthday, but permission must always be sought from the House Parent first. If a child is taken out, please can parents ensure that the child is signed out and then back in again at Reception. As a general rule, the junior boarders should be back before supper at 6.00pm. Senior boarders are welcome to return by 7.30pm.

Mass

Please note that if a non-Catholic family hosts a Catholic boarder, the boarder needs to go to Mass.

Away Matches

If parents are taking children from an away match then please notify the School Office and the games taker as well as indicating the time the child will return to school so that the child is signed out correctly.

We require parents' cooperation in this matter, as we must always be aware of each child's whereabouts for reasons of safety and security. The Sign Out book is also used in case of fire to check which children are in or out of school.

Boarders' Birthdays

Full boarders' birthdays are celebrated within their boarding house. Weekly boarders will also celebrate their birthday if it falls during the week.

Travel Arrangements

Miss Catherine Mears, Matron, makes any necessary travel arrangements for children arriving in London or at an airport. They will be collected and escorted there and back as necessary. Please contact her directly to discuss if any escorted travel arrangements are required (matron@farleighschool.com).

Telephone Numbers

All boarding houses have a series of phones available for incoming and outgoing calls. Years 7 and 8 can also have access to FaceTime on their school iPads with written permission.

Parents may ring the school at any time during the day and leave messages for children. The main school number is 01264 710766.

If parents would like to speak to their children in the evening, they can be contacted on the following numbers:

Junior Boarders	01264 712862
Senior Boys	01264 712866
Senior Girls	01264 712856
If your child is in Sickbay, the number is	01264 712860

Mobile Phones

No children at Farleigh are allowed to have mobile phones in their possession. In certain cases, such as overseas pupils who need mobile phones when travelling, House Parents may hold a mobile phone in safe keeping. If required, please contact your child's House Parent.

Email

All children have their own e-mail account, the address of which is:
(Child's initial and surname) jbloggs@farleighschool.com

Laundry

All uniform including sports kit is laundered in school by the laundry staff for weekly and full boarders. The school cannot guarantee the safe return of unmarked items sent to the laundry. ALL items of clothing - uniform, non-uniform garments, and underwear - must be clearly marked with the owner's name using Cash's embroidered name tapes (available to order direct or from the School Uniform Shop). It must also be stressed that whilst the school is prepared to launder children's non-uniform clothes, this is done using a general 40°C wash and a medium tumble dry.

Given the volume of laundry to be handled each week, the school cannot accept responsibility for any damage to clothing sent to the school laundry which is subject to special washing instructions or is not colour fast. Clothes which require specialist laundry care or dry cleaning should not be brought to school.

Tuck

The school offers boarders tuck for a small charge once a week. Boarders are not allowed to bring in their own tuck and we ask parents to respect this and help us to enforce it by not bringing in tuck for their children at any time, or sending children back to school with tuck, or posting tuck to their children. It will only get them into unnecessary trouble.

Small lockable boxes i.e. cash boxes are used at Farleigh as small, personal, secure storage areas for children's little treasures, letters, games etc., but not edible items. It is a good idea to keep a spare key at home or leave it in the care of the House Parent for the almost inevitable panic moment when children lose theirs. Combination locks are not recommended.

Toiletries

A small stock of everyday items are available from Matron. These, and any other sundry items that have to be paid for, will be added to the termly school bill.

Pocket Money

Pupils do not need to bring money to school. Any sundry items that have to be paid for will be added to the termly school bill. Full boarders who need to have money for travelling should hand it in to Matron when they get to school.

Stamps

The School Office can supply children with stamps, the cost of which is added to the termly school bill.

Local Pubs, Restaurants, B&Bs and Hotels

We can advise parents about local pubs, cafés, restaurants, bed and breakfast and hotel accommodation locally. Please contact the School Office.

SCHOOL UNIFORM

We try to keep the uniform simple and straightforward. We believe that the general appearance of pupils should be kept to a good standard and we ask parents to support us by adhering strictly to what is on the uniform list and by making sure children's clothing is in good repair, fits well and is properly marked with name tapes.

All school uniform is stocked at Farleigh in the School Uniform Shop, which also sells good quality second-hand uniform items.

Opening times are as follows:

Monday	8.00am-12.00pm
Wednesday	8.00am-12.00pm
Friday	1.30pm-5.30pm

On the evening preceding the beginning of term: 5.00pm-7.00pm (boarders only).

For appointments please telephone Mrs Moira White on 01264 712921

PAYMENT: we accept cheques, cash and cards

If parents have uniform they wish to sell, this should be brought to the School Uniform Shop in clearly labelled bags. Items should be clean, ironed and of good appearance. Items that are worn out will not be accepted and will be sent to charity unless otherwise advised. When the items are sold a credit will be made on the school bill for the purchase price, less a handling charge. Uniform is held for two years. Any items remaining are donated to charity.

Winter uniform is worn throughout the Autumn and Spring terms although there is an option to wear summer uniform usually until the first exeat of the Autumn term or until informed otherwise by the Headmaster. At the beginning of the Summer term, a period is allowed when either uniform may

be worn according to the weather. This is generally up to the first exeat of term.

Best Kit

Boys' best kit: blue cords, long-sleeved blue shirt and school tie, which is required for formal occasions throughout the year, such as Speech Day.

Girls' best kit: simply their clean school uniform required for formal occasions and Mass throughout the year.

Repairs

Parents are asked to check clothing and shoes regularly.

Sports Wear

Parents of day pupils are asked to ensure that sportswear and towels are taken home regularly for washing, particularly when clean kit is required for playing in a match or team photos.

Boys' Hair

It is school policy that boys' hair should be well clear of the collar and the ears. A hairdresser can visit the school, but we would ask that all boarders have their hair cut before the beginning of term and at half-term, please.

Girls' Hair

Girls' hair must be tied back as soon as the length 'hits' the shoulders. All hair accessories must be navy blue, black, brown or silver - no other colours are permitted.

Jewellery

Girls with pierced ears may only wear simple gold studs. A simple chain with a cross is also allowed.

MEDICAL MATTERS

Medical matters are dealt with by either the Senior Nurse Mrs Debbie Parkinson, Matron Catherine, Matron Ruth or Matron Sue. Debbie Parkinson and Catherine Mears are both experienced qualified nurses and they are supported by Matron Sue and Matron Ruth both of whom have completed a paediatric first aid course.

The surgery provides 24 hour medical cover while the boarders are in residence. One of the medical matrons will be in surgery every morning when children start the school day and they deal with all accidents and illnesses.

Doctors from a local General Practice visit the school twice a week to see and review any boarders who are registered with the Practice, particularly those with ongoing medical conditions, acute illnesses or following an injury.

Dr Crane and Dr Houston of the Andover Health Centre are the school doctors.

If a day child is taken ill during the day, he or she will be looked after at school until the parents can be contacted and arrangements made for their return home. For boarders who are ill, accommodation is provided in Sick Bay. Parents are always informed if a child is in Sick Bay for longer than 48 hours. Children who are ill for more than a day or two may be taken home if parents prefer this, in consultation with Matron.

It is important that the school is kept fully informed if a child is absent for any reason. Please telephone the school surgery daily on 01264 712805, leaving the child's full name, form and reason for absence. Parents are asked to arrange dental and non-urgent medical appointments in the holidays if at all possible. If your day child is fit for school but not for games, please write a note or email to that effect to Matron (matron@farleighschool.com). There is a member of staff on 'off games' duty at games lessons time.

Parents should inform Matron if any medication is brought into school. All medicines must be stored in their original packaging with a correct dispensing label if appropriate. Generally speaking, all medicines should be kept and

dispensed in surgery, both for day pupils and boarders, an exception being treatment for asthmatics, which, after consultation with Matron, may be kept by children when at school. Essential toiletries are available from surgery for boarding children, the cost of which will be added to the school bill.

Mr Michael Matthews is the Designated Person at Farleigh for the safe guarding of children. He ensures that policies and procedures are followed in this area and matters of child protection reflect those of The Children Act (1989) and the Local Safeguarding Children's Board procedures. A copy of the Child Protection Policy is on the school website (www.farleighschool.com) and is also available from the School Office on request.

Mouth Guards

Mouth guards must be worn when children play either hockey or rugby. These should be fitted by a dentist. It is a parental responsibility to ensure their children have appropriate fitting mouth guards. The senior nurse Debbie Parkinson will organise a visiting dentist in the autumn term to fit mouth guards for overseas boarders only. Pupils will be unable to play hockey or rugby if they do not have a mouth guard.

Head Lice

Children do occasionally get head lice (nits). Please could parents check their child's hair weekly during term time and encourage them to comb their hair regularly. If head lice are found, please treat the hair so as to minimise the possibility of other children also being affected. Checks are carried out by the school on full boarders.

GENERAL INFORMATION

Informal Concerts

Informal concerts take place in the Recital Hall in the Music School on a regular basis each term. Times, dates and location are published in the termly calendar and in the whiteboard email. They are opportunities for children to perform to their peers and parents in an informal atmosphere. Parents are very much encouraged to attend.

Music Practice

Parents are encouraged to ensure that day children practise their instruments regularly, and follow their teacher's expectations. Each pupil is given a practice diary in which the teacher's expectations are communicated. Boarders are expected to practise daily and this is monitored and supervised as part of the evening programme.

Form Representatives

The role of the form representative at Farleigh is a social one, which is held for one academic year. The form representative helps new families to settle in by organising social events, such as coffee mornings, a lunch or tea for the parents and/or children in the class. The form representatives do not represent any academic issues, which should be referred to the Form Taker or Year Head directly.

Personal Belongings

Please ensure that all items brought into school are clearly marked, especially watches. The school does not accept any liability for damage or loss of any personal belongings.

Lost Property

Lost property is kept for a term in the Laundry and then disposed of appropriately, for example, donated to charity.

Please see the Sue Hodges, the Laundry Manager who is available every morning in the Laundry, next to the dining room, about lost property.

Dogs

Regrettably, dogs are not allowed in the school grounds.

School Policies

The following policies are available for parents from the School Office:

- Admissions
- Behaviour
- Curriculum
- Health and Safety
- Privacy
- Restraint
- Sex Education
- Sport

Rules

- Children are not allowed to bring food and sweets to school, nor should parents send sweets in the post or give them on match days.
- They should also not bring money, electronic games, laser pens, pen-knives or similar sharp devices or toy guns that fire pellets of any kind.
- Mobile phones are not permitted in school except with the express permission of House Parents, and principally in the case of some full boarders.
- Children in Year 8 may bring personal audio devices into school e.g. iPods, but not computer or video devices, such as PSPs, Nintendos, Game Boys etc.

Bicycles, Scooters, etc.

- Boarders are encouraged to bring bicycles, scooters, skateboards and roller skates or blades to school.

Please would parents ensure that they have helmets for bicycles, and helmets and kneepads for skateboards and roller skates or blades. All equipment should be checked before the beginning of each term by parents to ensure it is safe to use and in good condition. **Day pupils** may bring scooters to school, but please ensure that these are appropriately marked.

EARLY YEARS FOUNDATION STAGE (EYFS)

Classes and Teachers

There are three classes within the EYFS - one Kindergarten class and two Reception classes.

- The Kindergarten has, at any one time, a maximum of 20 children and four members of staff.
- The Reception classes have, at any one time in each class, a maximum of 16 children and two adults.

Supervision of EYFS Pupils during the Day

At Farleigh School Pre-Prep and in the EYFS we are aware of the regulatory requirements for the safe supervision of EYFS pupils throughout the day. We maintain excellent staff/pupil ratios during all activities.

- In the Kindergarten the staff/pupil ratio is 1:5.
- In the Reception classes the staff/pupil ratio is 1:8.
- In the Pre-Prep during break times, there are three members of staff on duty outside at any one time; there are also other members of staff nearby in case of emergency.

No child is ever left unattended in a classroom. During 'wet' play times, a member of staff patrols the classrooms.

All children in the EYFS are dropped off in, and collected from their classrooms.

Key Person

In Kindergarten each child is assigned a Key Person. Their role is to ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, to offer a settled relationship for the child and build a relationship with the parents. The Key Person contributes to planning meetings and is responsible for their child's learning journey.

In the Reception classes the key people are the class teachers and teaching assistants. The class teachers or Kindergarten Co-ordinator have ultimate responsibility for the children in their care, but the Key Person acts as a familiar face for your child, especially in the mornings as she helps your child settle into the routines of the school day.

Reporting of Children's Progress

Each term parents are invited to a parents' evening to discuss their child's progress and development. In addition, all parents receive a written report at the end of the autumn and summer terms. In the summer term, Reception parents are invited in to discuss the EYFS profile and its results with the class teachers. Parents are always welcome to discuss their child's development at any time of the term and may also have access to his/her developmental records and assessments. We look forward to welcoming children to the Early Years and Pre-Prep. We aim to ensure that every child will enjoy learning, thrive in our caring environment and achieve their potential at Farleigh School.

If parents have any questions regarding the EYFS or the Pre-Prep please do contact either Miss Hillman (Head of Pre-Prep) or Mrs Hardy (Kindergarten Co-ordinator).

Kindergarten: 01264 712829 Pre-Prep:01264 712824

The Daily Routines

Breakfast Club

Breakfast club is open to all Pre-Prep children and starts at 7.30pm. It is held in the Pre-Prep hall and children must be signed up the day before the care is required. Children are given breakfast of cereal and toast and can play in the hall until 8:15am when a teacher takes them to their classroom. There is an extra charge of £3 for this facility.

The Kindergarten School Day

The Kindergarten timings are 8.15am-3.30pm on Monday, Tuesday, Wednesday, Thursday and Friday. Children may arrive anytime between 8.15am and 8.45am. The children are taken directly to the Kindergarten at

8.15am and are met by their Key Person and the Kindergarten Co-ordinator. Lunch is from 12.00pm-1.00pm.

In the afternoon, the children are picked up from the Kindergarten at 12.00pm if not staying for lunch, 1.00pm if staying for lunch or 3.30pm if the child is staying for the whole day. After lunch, the children can have a nap if they wish. They are provided with sleep mats and may bring their own blanket and ‘cuddly’ if they wish.

The day is busy, fun and stimulating. The children are engaged in the seven areas of learning as outlined opposite and their learning will be carefully led by the staff. Often, children initiate their own learning through play or planned activities. If, for example, a child takes a particular interest in a certain activity or aspect of learning, he or she will be given the opportunity to expand and extend his/her knowledge and experience.

The children work both inside the classroom and outside in the outdoor learning area and in the school grounds.

Special all-in-ones are used to protect the children from the elements and thus allow them outside as much as possible.

The Reception Class School Day

The Reception class timings are 8.15am-3.30pm, Monday to Friday. Children may arrive at any time between 8.15am and 8.45am. Children may be taken straight to their respective classrooms where they will be met by their Key Person.

There is a 30-minute mid-morning playtime. The lunch hour begins at 12.00pm with a 30-minute playtime after lunch. The children have special dungarees to wear when they are outside to allow them to play and learn out of doors.

Activities Provided

The EYFS learning and development requirements comprise:

- The seven areas of learning and development and the educational programmes.

- The early learning goals, which summarise the knowledge, skills and understanding that all young children should have gained by the end of the Reception year.
- The assessment requirements (when and how practitioners must assess children's achievements and when and how they should discuss children's progress with parents).

There are seven areas of learning and development that must shape educational programmes in the Early Years. All these areas are important and inter-connected.

Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive. These three prime areas are:

- **Communication and language**
- **Physical development**
- **Personal, social and emotional development**

The four specific areas through which the three prime areas are strengthened are:

- **Literacy**
- **Mathematics**
- **Understanding the world**
- **Expressive arts and design**

In Kindergarten and Reception classes the seven areas of learning involve activities and experiences as follows:

Communication and language development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations. All the children are encouraged to speak, telling the teachers of their own experiences, stand up in front of a class for 'Show and Tell', and learn songs and rhymes.

Physical development involves providing opportunities for young children to be active and interactive and to develop their co-ordination, control and movement. Children will also be helped to understand the importance of physical activity and to make healthy choices in relation to food. The children have opportunities for bike riding, playing on the outdoor equipment, woodland activities, playing in our 'soft play' area, a weekly dance lesson and, starting after Christmas, weekly swimming lessons. Fine motor skills are also developed at this stage to aid the holding of a pencil correctly.

Personal, social and emotional development involves helping children to develop a positive sense of themselves and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups and to have confidence in their own abilities. There is a strong Personal, Social, Health and Economic programme starting in the Reception year called SEAL (Social, Emotional, Aspects of Learning). This builds upon the children's experiences in the Kindergarten. There is also a strong Christian, Catholic ethos which is reinforced constantly and is at the heart of all we do as a department.

Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children will be given access to a wide range of reading materials during their time in the Foundation Stage (books, poems and other written materials) to ignite their interest. In the Kindergarten, the children begin to learn the initial sounds of the alphabet and how to write their names. In Reception the learning of initial sounds is built on, with children learning to blend and segment sounds, before moving onto reading simple words and books. As the children's skills and knowledge evolve, they learn to read simple texts and begin to take sounds and simple books home to learn and read.

Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems, and to describe shapes, spaces, and measures. All the activities are of a practical, 'hands on' nature to begin with. Once in Reception, the children are then taught to form their numbers correctly and apply their practical knowledge.

Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment. There are various trips and outings during the children's time in the Early Years to support the children's learning. They also have visitors to the school such as the local fire brigade. There are two computers in the Kindergarten and an interactive whiteboard and computers in each Reception classroom. The Reception children use the ICT suite in the spring term and they also have weekly iPad sessions in the classroom.

Expressive arts and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology. All the children have weekly music and dance lessons led by a specialist teacher and they also have free access to a range of materials for making and creating. Each class has a role play area that is changed regularly according to the termly topic.

Supporting Children with Special Educational Needs and Disabilities

If we are concerned about a child's progress in any of the prime areas we will discuss this with the parents, and agree the best way to meet and support the child's needs. If we think that a child has a specific area of need, we would discuss this with the parents, perhaps with a view to having the child assessed by our Learning Support department. It may be that the child needs extra support in a specific area and, depending on the results of the assessments, this support would take place during the school day according to a timetable and programme decided upon by the Learning Support department and the class teacher. There are occasions when the opinion of an outside agency may be sought. It is always important, however, to take into account that children develop at different rates and not all children conform to a 'norm'!

All the activities that the children take part in will help them achieve the early learning goals by the end of their time in the EYFS. More detailed information can be accessed from the DfE website:
<http://www.education.gov.uk/>

After School Activities and Care

Late Club

Children in the Kindergarten and Reception classes may stay after school (3.00pm-4.45pm). After school activities are available for Reception children to sign up for on a Monday and Tuesday. This is to make the pick-up easier for the parent who has children in both areas of the school. There are always at least two members of staff on duty. There is always a Paediatric First Aid trained member of staff on duty. Children are always within sight and hearing of staff.

After School Care (Twilight Club)

All children can stay until 5.45pm in our After School care. Children must be signed in by 9.00am on the day the care is required. They are given a light meal and the cost is £5. The charge is incurred to any child who stays after 5.00pm.

Procedure

- Parents must sign the After School Club form each day during drop off in the morning. This way, the teachers on duty know who is staying late and, if relevant, who is collecting the child should that be someone other than the parent or normal carer.
- The children are taken to the classroom, hall or playground by one of the teachers on duty.
- A register of the children staying late is taken and the year they are in is noted.
- The children are given a drink and a healthy snack such as a piece of fruit or a sandwich.
- The children are to be collected from the designated classroom by 4.45pm.
- On pick up, the parent or carer must sign the register indicating that they have collected the child.

Policies and Procedures

EYFS Procedure for when a Parent/carer fails to collect their child

If a parent/carer fails to collect their child at the appointed time the following procedure should be adhered to:

- Reassure the child.
- Wait ten minutes in case the parent/carer has been delayed.
- Telephone the parent/carer.
- If there is no reply try the emergency numbers.
- If still no reply, leave messages for the parent/ carer to contact Farleigh Pre-Prep as a matter of urgency.
- The child concerned may be taken by the class teacher or Head of Pre-Prep or to the Matron in the main school until the child is collected.

The Matron will continue to try and contact the child's parent or carer.

Safeguarding

To safeguard and promote the welfare of your children we have a number of policies and procedures in place. You are welcome to ask to see any of these and we will make them available to you. The following pages outline our procedure if a child is not collected at the appointed time and our procedure if a child goes missing.

You may also have access to your child's developmental records.

One of the legal requirements of the new EYFS is that we are required to inform you of the address of the Independent Schools Inspectorate (ISI) should you wish to contact them about a complaint or any other matter. Their contact details are:

Independent Schools Inspectorate,
1st Floor,
CAP House,
9-12 Long Lane,
London EC1A 9HA Tel: 020 7600 0100

We are also obliged to inform the Children's Services Department of any concern we may have that a child may be at risk or abused. The safety of children may include a duty to share confidential information with others involved in protecting the child. In line with the Local Safeguarding Children's Board (LSCB) procedures, any concerns of this nature would be reported to the local Children's Services Reception and Assessment Team.

Missing Child Policy

On Site

At Farleigh Pre-Prep it is the intention of the school to ensure the safety and care of each child. This Policy sets out our procedures for maintaining safety and dealing with the unlikely event of a child going missing:

- All staff must sign all visitors in and out of the visitors' book in the Head of Pre-Prep's office if the main office has not already signed them in.
- All staff must ensure that the gate to any outside area is bolted and locked when the children are playing outside.
- There are always at least two members of staff on duty in the playground. During lunchtime break there are at least three.
- Staff mark registers in the morning and afternoon, and also at after-school Late Club where the children's names are recorded.
- When the children are picked up from Late Club, the person collecting them is required to sign the register against the child's name in the atrium.
- Outside doors leading into the atrium are accessed by a coded keypad. The code is changed termly.

In the event of a member of staff fearing that a child has gone missing on site, the following procedures will be followed:

- Inform the Head of Pre-Prep or Senior Teacher in her absence.
- Check with all staff to ascertain if the parent has for any reason collected the child.
- Check where and when the child was last seen and ask the other children if they know anything.
- A senior teacher will take charge, usually the Head of Pre-Prep or the Senior Teacher.

- Inform the main School Office who will notify the Second Master and Matron.
- The procedures pertaining to the search of the grounds as written in the Prep School policy will then be put into action.

Off Site Trips

Each group of pupils is the responsibility of the school staff on the trip. Adults who have not been cleared by the CRB may not have sole responsibility for a group of pupils or single child.

Each responsible adult will have a list of pupil names for whom they are responsible, full details of the procedure for the trip, telephone numbers and names of the responsible adults as listed on the risk assessment and first aid form. Each responsible adult will ensure pupils are registered or counted on the coach and regularly during the trip.

Pupils must remain with the adults responsible with them throughout the trip. If a pupil's absence cannot be accounted for during the trip the following procedure should be followed:

- Pupils and adults to be asked where absent pupil was last seen.
- Leader of the trip and activity centre/site staff/security to be informed.
- All pupils to be collected in one place and made the responsibility of nominated staff while other teaching staff, activity centre staff and responsible adults are given areas to search. Activity centre procedures to be followed where relevant/appropriate.
- If the pupil is not found within 20 minutes, the trip leader is to inform the police and school. The school will inform parents.
- Police procedure will be followed.

Missing Child on a School Trip

Before the trip all children will be instructed on what to do should they become separated or find themselves on their own (specific detail should be given relating to site) and also be told the procedure which will be followed in case a child is lost.

Administration of Medicines in School

Farleigh School Pre-Prep/EYFS – Policy and Procedures for Administering Medicines

Farleigh Pre-Prep recognises that children with medical needs have the same rights of admission to a school as other children. The school is committed to ensuring that children with medical needs receive proper care and support enabling them to participate in all activities appropriate to their own abilities.

Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well. Others may require medicines in particular circumstances, such as children with severe allergies who may need adrenalin injections.

Most children with medical needs can attend school regularly and take part in normal activities. However, some staff may need to take extra care in supervising some activities to make sure that these children and others are not put at risk.

Procedure for managing prescription medicines needing to be taken during the school day:

- Medicines can only be taken in school when essential.
- Parents are encouraged to give doses outside the school day if possible.
- Only medicines prescribed by a doctor can be accepted.
- Medicines are only administered following a request from the parent/carer. It is a legal requirement for parents with children in EYFS to give prior written consent when medicine is to be administered in school.

Details stating the name and class of the pupil together with the dose and the times of day at which the medication should be taken and any special conditions for the storage of the medicine are entered into the Administration of Medicines book and signed by the parent or guardian.

- If the course of medicine to be taken is over several days, the parent or guardian must sign the Administration of Medicines book each day.
- A record will be kept of all medicines administered to all children in the medicine book.
- Medicines must be stored in the original box provided by the pharmacy or doctor.
- Parents of EYFS must sign permission for the medicine to be administered.
- Medicines are kept in the medicine cabinet located in the staff room or the refrigerator in the staff room.
- An exception to this rule is made for medicines provided for emergency treatment such as reliever inhalers for asthmatic pupils or glucose tablets for diabetics, which will be kept close to the pupil for immediate use.
- If a child has an allergy that requires emergency use of an epi-pen, his/her photograph will be displayed in the staff room in order that all staff are aware of who the child is and his or her needs.
- If a child refuses medicine, staff will not force them to take it, but will record this and ensure that the parents are aware of it.
- Paracetamol may be administered by Matron if parents have signed the relevant consent form.

School Trips and Outings

Children with medical needs, particularly of a long-term nature, are encouraged to take part in trips. When the risk assessment is undertaken staff will identify any reasonable adjustments that need to be made in order for children with medical conditions to participate.

Arrangements for taking any necessary medication will also be arranged. If staff are concerned about whether they can provide for a child's safety they will seek parental views and medical advice.

EYFS Children in EYFS are always accompanied by Paediatric first aid trained teachers on outings.

Staff Training

All staff are trained annually to administer epi-pens. Should staff need specific guidance in order to meet the needs of an individual pupil, guidance is sought from Matron.

Disposal of Medicines

Staff should not dispose of medicines. Parents/carers are responsible for ensuring that date expired medicines are returned to the pharmacy for safe disposal. Staff will hand over all medication to parents for safe disposal.

Confidentiality

We will treat all medical information confidentially. The Headmistress will agree with the parent/care who should have information about the medical needs of a child.

Reporting of Accidents

EYFS and Pre-Prep Pupils

Farleigh Pre-Prep maintains its own EYFS accident forms on which it enters details of any injury to an EYFS pupil. Parents are informed of any accident on the same day. The form is then stored in the child's personal file, which is locked away.

Any pupils, whether EYFS or Pre-Prep, treated by Matron, will be entered onto the medical database. The parents will be informed either by the Form Taker or Matron.

The school nurse and/or Head of Pre-Prep, where appropriate, will report serious accidents to the Headmaster or Second Master as soon as possible after occurrence to enable them to respond to any parental concern. The school nurse and/or the Head of Pre-Prep will also inform the Bursary of accidents with safety implications.

The school nurse will report to the HSE any serious accidents to pupils and staff that are required to be reported under RIDDOR (Reporting of Diseases and Dangerous Occurrences Regulations (1995)) and maintain a record of all such reports.

When the children go on a school outing, the accident form and a first-aid kit is taken with them. Should there be an accident or injury to a child, it is then reported in the usual way.

Staff

An accident book is held in the Bursary and staff are expected to enter details of any accident to themselves. Bursary staff enter details of serious accidents when an individual is unable to do so themselves. Copies of completed accident reports are held in a central file in the Bursary.

Should an accident to an adult need to be reported to HSE under RIDDOR, the Bursary will co-ordinate with Matron, so that the report is normally initiated from Surgery but can be initiated by the Bursary in the Matron's absence e.g. in school holidays. A record of such reports is maintained in the Bursary.

Visitors

Any visitor to the school, including EYFS and Pre-Prep, whether a child or adult, who becomes ill or is injured will be treated by Matron if called upon. The appropriate accident report, relating either to an adult or child will be completed and the HSE notified if applicable. In the case of a child, the parents, guardian or school will be contacted and a copy of the injured visitor form given to the accompanying teacher.

Food and Drink Provided for the Children

Farleigh School Pre-Prep EYFS - Food and Drink Policy

Farleigh Pre-Prep believes it is essential to provide children with positive healthy eating experiences in order to promote their well-being. The school encourages children to look at the long-term effects of a healthy and balanced diet. We respect the different dietary, cultural and health needs of all our children.

Implementation of the policy in Farleigh School Pre-Prep

The Head of Pre-Prep/Kindergarten Co-ordinator must ensure that:

- New members of staff receive copies of the Food and Drink Policy, and that this is discussed with them during their induction meeting.
- All staff are made fully aware of individual children's dietary needs and requirements.

- The Food and Drink Policy is made available to all parents and carers.

Meals and Snacks

- The catering manager provides varied and healthy meals on site. The kitchen facilities are inspected regularly and conform to statutory Health and Safety guidelines.
- Snack time is incorporated as a regular, pleasant and social event. The children are encouraged to take turns, share and be polite, and to extend common courtesies, such as saying ‘please’ and ‘thank you’.
- There is a hygienic area in each classroom for the preparation of a healthy snack for the children at break times. There is a system of colour-coded cloths to be used in the classrooms for wiping different surfaces. The surfaces are wiped before and after the children have their snack.
- In the Kindergarten, the children are introduced to a variety of healthy snacks through their ‘free flow’ snack bar. In the Reception classes, the children choose fruit and either milk or water to drink.
- At 12.00pm, the children are taken to the dining room in the prep school where they sit at a table with a member of staff. The children are given a small helping of the meal and encouraged to try everything. They may have second helpings.
- There is always a choice of fruit for dessert, in addition to the ‘home baked’ dessert option.
- Good table manners and the correct use of a knife and fork are an important part of the lunchtime routine. Staff sit with children and encourage them to talk and listen to each other, learning to respect each other’s views and opinions, likes and dislikes, etc.

Availability of Water

Fresh drinking water and suitable cups or water bottles are readily available for children and staff at all times. Children are encouraged to help themselves to water, either with support or independently.

Multi-Cultural Requirements

Staff respect and make arrangements for children’s cultural and religious needs.

Special Dietary Needs and Food Allergies

Should a child have a particular dietary need, the parent will need to inform the school matron, the Head of Pre-Prep and the catering manager in writing. The catering department will produce meals specifically for those children who have that need. The Head of Pre-Prep or the child's class teacher will identify the child to the catering manager also.

Storage of Food

Food is stored in hygienic and clean airtight containers. Food that needs to be kept chilled is put on the appropriate shelf in a fridge.

PRE-PREP UNIFORM

General

Farleigh Fleece

School Coat

Farleigh Waterproof Coat (Reception & Year 1)

All in one Waterproof or Waterproof Dungarees (Kindergarten & Reception)

Jogger Bottoms (Reception)

Navy PE Shorts

Farleigh PE Shirt

Micro Sports Fleece (Years 1 & 2)

Tracksuit Top (Years 1 & 2)

Tracksuit Trousers (Years 1 & 2)

Farleigh Stripy Sports Socks

Farleigh PE Bag

Farleigh School Book Bag (Pre-Prep)

Black Plimsolls

Velco Fastening Trainers (any colour or design)

Farleigh Swimming Costume

Swimming Cap

Towel

Farleigh Sun Cap (for summer term)

Names Tapes

Wellington Boots

Girls

Blue Leotard**

Ballet Cardigan

Ballet Shoes

Socks or Tights

Autumn and Spring Terms

Tartan Pinafore

Oxford Cotton Blouse

Farleigh Cardigan

Navy Knee High Socks or Tights

Navy/Black Shoes

Summer Term

Summer Dress

Farleigh Cardigan

Plain White Ankle Socks

Boys

Autumn and Spring Terms

Farleigh Jumper

Navy Cord Trousers

Oxford Cotton Shirt

Navy Socks

Navy/Black Shoes

Summer Term

Navy Bermuda Shorts

Sky Polo Shirt

Navy Socks

Games kit worn in the prep school is not to be worn by Pre-Prep children.

All items must be clearly marked with name tapes.

Name tapes to be sewn on the inside of PE clothes.

**Blue Leotard to be obtained from Ballet Teacher on the first Friday of term. Other ballet items can be sourced elsewhere if desired.

School satchels are not required. Overalls are provided. Parents who are unclear about anything on these lists are invited to call in at the end of school to speak to the Head of Pre-Prep or the class teacher.

Kindergarten

There is no formal uniform, but children should wear a Farleigh sweatshirt in the classroom and for outside work/play all children must have a Farleigh fleece and a Farleigh all in one waterproof or dungarees. They will also need a Farleigh Kindergarten shoe bag and wellington boots.

Lost Clothing

If your child accidentally brings home someone else's clothing or belongings please return them to the rightful owner as soon as possible.

Boys' Hair: It is school policy that boys' hair should be well clear of the collar and the ears.

Girls' Hair: Girls' hair must be tied back as soon as the length 'hits' the shoulders. All hair accessories must be navy, blue, black or silver – no other colours are permitted.

We accept cash, cheques and cards in the School Uniform Shop.