

St Hilary's School

**PRE-PREPARATORY AND PREPARATORY
PARENT HANDBOOK**



Academic Year 2023-2024

Welcome to Our School

This handbook is designed to give you a reference point for the basics and help you to understand some of the systems and procedures in the school.

Please contact your child's class teacher if you need further information or are unsure of anything mentioned in the Handbook.

The following policies are on the 'Policies page' of the school website:

- Accessibility Plan
- Admissions Procedures Policy
- Adverse Weather Procedure
- Anti-Bullying Policy
- Attendance Policy
- Behaviour, Discipline and Exclusions Policy
- Bursary Policy
- Complaints Policy
- Covid Addendums and Whole School Risk Assessment
- Curriculum Teaching and Learning Policy
- Disability Access Policy
- Document Retention Policy
- Educational Trips Policy
- English as an additional Language Policy
- Equal Opportunities and Inclusion Policy
- E-Safety Policy
- EYFS Behaviour Policy
- EYFS Biting Policy
- Fire Policy
- Health and Safety Policy
- Homework Policy
- Marking, Assessment, Recording and Recording Policy
- Infection Control Policy
- Intimate Care Policy
- Low Level Concern

- Medical and First Aid Policy
- Missing Pupil Policy
- More Able and Talented Policy
- Photographic Images of Children Policy
- Privacy Notice
- Promoting Positive Mental Health and Wellbeing in School Policy
- PSCHE Policy
- Recruitment Selection and Disclosures Policy
- Risk Assessment Policy
- Safeguarding Child Protection Policy
- SEND Policy
- Supervision of Children Policy
- Surrey Schools Protective Measures Risks Assessment Policy
- Uncollected Child Policy
- Whistleblowing Policy
- Wrap around care Policy

Contact details for the School:-

Address

St Hilary's Prep School
Holloway Hill
Godalming
Surrey
GU7 1RZ

Contact

Office: 01483 416551	office@sthilarysschool.com
Accounts: 01483 521713	accounts@sthilarysschool.com
Business Manager: 01483 521716	bursar@sthilarysschool.com
Admissions Manager: 01483 521719	admissions@sthilarysschool.com
P.A to Headteacher: 01483 521723	secretary@sthilarysschool.com

All teachers have an email address which is their initial and surname, followed by @sthilarysschool.com

Twitter: Follow us on Twitter at @StHilarys @KS2atStHilarys @KS1atStHilarys

Website: www.sthilarysschool.com

Facebook: Find us on Facebook – 'St Hilary's School Trust'

Instagram: sthilarysschool

Mission Statement

At St Hilary's Prep School, we aim to educate the whole child by providing unequalled opportunities, support and encouragement for the on-going development of academic, creative, spiritual, moral, social, cultural and physical aspects of our children's lives.

Our Values

Honesty	Empathy
Patience	Inclusivity
Respect	Creativity
Responsibility	Perseverance
Aspiration	Resilience
Kindness	

We actively promote democracy, the rule of the law, individual liberty and respect those with different faiths and beliefs. These are fundamental British values which underpin all that we offer, as does our motto 'Not for oneself but for all.'

School Aims

The ethos of St Hilary's Prep School is embedded in its aims which are:

- to provide an outstanding, all round education.
- to equip pupils with the qualities and skills required in school and beyond.
- to recognise and utilise all our pupils' talents, whether academic, musical, sporting or other.
- to ensure that all children - whatever their ability - achieve their full potential.
- to develop in our children a real thirst for learning.
- to transmit strong, traditional, moral values based on our school's Family ethos.
- to provide a warm, safe and caring environment that enables all children to thrive.

We do this by:

- Providing a broad and balanced curriculum with strong subject specialist teaching.
- Building in opportunities for independent learning, creativity, problem solving and use of technology.
- Varying and enhancing our curriculum with extra-curricular activities, specialist subject days, visiting speakers, outside visits, workshops, house events and challenges.
- Delivering a well-developed PSICHE programme, encouraging staff and older pupils to be role-models, providing a buddy system between Years 1 and 5 and a paired reading scheme between Years 3 and 6.
- Year 6 pupils accompany Reception to assemblies.

Expectations for Parents

- Parents should endeavour to work together with the school to ensure that the highest level of provision of care and education can be maintained. This includes communicating with staff at appropriate times and in a constructive manner.
- The school day will begin and end punctually, taking into account any extra-curricular activities (parents need to make the necessary arrangements to ensure that their son/daughter is punctual for registration and collected at the appropriate time).

- We recognise that the welfare, health and safety of the children is of paramount importance and parents should understand that children become the responsibility of parents and carers when handed over at the end of the school day.
- Parents should ensure that their son/daughter maintains a high standard of uniform and personal appearance.

Governance

St Hilary's School is a charitable trust. The Board of Governors are the trustees of the charity. Members of the Board are appointed according to their skills and experience. The Board meets termly, as do the various sub-committees. These are attended and sometimes chaired by a Governor expert in that particular area. These are Finance Committee, Bursary Committee, Education and Compliance Committee, Health and Safety Committee, Strategic Review Group, New Development Working Group and Nominations/Governance Committee. Governors regularly come in to school to meet both staff and pupils and to experience the working of the school first hand.

Chairman of Governors:	Mr Richard Thompson
Governor with Responsibility for Safeguarding:	Mr Simon Allen
Governor with responsibility for SEND:	Mrs Sue Sims
Governor with responsibility for EYFS:	Mrs Veronica Powell
Governor with responsibility for Staff Liaison:	Mrs Sue Sims
Governor with responsibility for Equality, Diversity and Inclusion and Wellbeing:	Mrs Mina Patel

Organisation within the School

Senior Leadership Team:

Headteacher	Mrs J Whittingham
Deputy Head	Mrs G Mitchell
Head of Early Years and Lead on Education for Social Responsibility (ESR)	Mrs J Ranger
Business Manager	Mrs H Wynn
Head of Extra Curricular, Outreach and More Able, Gifted and Talented (MGTP)	Mr M Parton

Middle Leaders

Assessment and Reporting	Mrs L Brown
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Administrative Staff

Admission's Manager	Mrs A Churaman
Headteacher's PA	Mrs S Wharf
Lead First Aider and Office Manager	Miss J Trew
Admin	Mrs B McHardy
	Ms J Nichols

Class/ Form Teachers

Year R	Mrs L Beattie / Mrs H Byrd
Year 1	Mrs J Ranger / Mrs S Graham-Scott
Year 2	Mrs S Eshelby / Mrs H Havermans
Year 3	Mrs R Davidge / Mrs S Partridge / Miss Hall / Mrs H Longbottom / Miss Brooker
Year 4	Mrs E Purcell / Mrs N Cooper / Mrs R Clemons / Mrs L Moore

Year 5 Mrs L Brown / Mr M Parton
Year 6 Mrs L Beach

Teaching Assistants

Year R Miss J Cannon / Mrs A Cowley / Mrs J Hughes
Year 1 Mrs Streatfeild / Ms Linskey
Year 2 Mrs E Michelmore / Miss L Keen

EYFS Class Teachers:

Head of Early Years / SLT Mrs J Ranger

Reception Teachers Mrs L Beattie / Mrs H Byrd
Reception TAs Miss J Cannon / Mrs J Hughes / Mrs A Cowley
Kindergarten Room Leaders Mrs R Pereira (EYFS Deputy) / Mrs M Yordanova
Kindergarten EYFS staff Mrs R Chippindall-Higgin / Mrs G Wilhelm / Mrs S Wales
Nursery Room Leaders Miss M Wheatley / Mrs M Emery
Nursery Room EYFS staff Miss L Amies / Miss I Walshe / Mrs E Grant

Heads of Department

Maths Mrs L Brown
English Mrs L Beach
Science Mrs H Longbottom
PSCHE, RSE and Safeguarding Mrs G Mitchell
Digital Learning and STEAM Mr J South
Humanities Mrs N Cooper
RS and Philosophy Miss P Hall
Languages Mrs R Clemons
Art Miss J Brooker
Performing Arts Mr M Parton
Music Mrs E Purcell
Sport Mr J Don Carolis
Deputy Sport Mrs M Lovesey
Swimming Miss K Higgins
Lead SENCO Mrs L Mathieson
EYFS SENCO Miss L Robins
Chess Mr J Tuck
Judo Mr S Carlo
Woodland Activities Mrs S Page
Librarian Ms C Lloyd

A full list of staff is available to view on our website, along with staff photographs.

Child Protection

“Safeguarding and promoting the welfare of children is defined as: protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.” Keeping Children Safe in Education (2023)

St Hilary's Prep School fully recognises the contribution it needs to make when protecting and supporting children at the school. All staff, including visiting staff and volunteers, believe that our school should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral developments of the individual child.

St Hilary's Prep School is committed to the safeguarding and promotion of children's welfare. Our policy and procedures comply with the DfE guidance:

- Keeping Children Safe in Education (September 2023)
- KCSIE incorporates the additional statutory guidance, Disqualification under the Childcare Act 2006
- KCSIE also refers to the non-statutory advice for practitioners: What to do if you're worried a child is being abused (March 2015)
- Working Together to Safeguard Children (2018)
- Prevent Duty Guidance: for England and Wales (revised April 2021)
- They are in accordance with locally (Surrey) agreed inter-agency procedures.

DESIGNATED SAFEGUARDING LEAD: Mrs G Mitchell and Deputies, Miss L Robins (EYFS), Mr M Parton and Mrs J Whittingham.

For detailed information, please see the **Safeguarding Children/Child Protection Policy**.

Code of Conduct

St Hilary's Prep School Rules apply to all members of the School Community.

- We are gentle, so we do not hurt anybody.
- We are kind and helpful, so we do not hurt the feelings of others.
- We work hard and are punctual, so we do not waste our own or others' time.
- We look after property, so we do not waste or damage things.
- We listen to people and we do not interrupt.
- We respect everyone and are honest.
- We move around the school quietly and sensibly; we do not run inside.
- We wear our uniforms with pride.
- We use good manners at all times.

Pupils should know and apply these with encouragement from staff and parents.

Equality of Opportunity

Pupils at St Hilary's Prep School have the right to expect the best opportunities, direction and support we can offer through our curriculum and the learning environment. The full curriculum range is open to everyone and we aim to provide for everyone's individual needs.

We oppose racism and sexism both of word and action and positively challenge racial and sexual stereotypes. Courtesy and respect are both a right and a responsibility and we expect them from all members of the school community.

We aim to:

- Recognise positively the cultural diversity present within our school and society as a whole.
- Reflect this cultural diversity wherever possible in our syllabus and resources (taking into account the requirements of the National Curriculum and Examination Syllabuses).

- Value and draw upon the social, linguistic and cultural experiences that the children bring to the classroom.
- Assess our own attitudes and practices in relation to racism inside and outside the classroom.
- Define and combat racism and consequent discriminatory practices.

Behaviour

As a school we have high expectations of our pupils in terms of their behaviour both in and out of lessons. There is a clear behaviour policy and strategy which is used by all staff in order to provide consistency for pupils as they move around the school.

In Pre-Prep, Golden Time is used as a positive reinforcement of good behaviour. As a reward for maintaining good behaviour, the children enjoy a weekly 20-minute session during which time they can choose from a selection of activities.

Sanctions for unacceptable behaviour include an individual being given a warning, followed by the child being informed that he/she has lost minutes of Golden Time. The time removed will be age appropriate and at the discretion of the teacher.

In Pre-Prep, children who repeatedly do not follow the school Code of Conduct or display unacceptable behaviour patterns can be given an Individual Behaviour Chart, after discussion with parents, which aims to reinforce positive behaviour choices.

In Prep, class teachers operate a ‘three strike’ system which involves a verbal warning, a written warning on the board and then a consequence. At the point where a pupil has ‘three strikes’ the form tutor is informed. At the end of each lesson, the child’s name is removed and they begin with a clean slate. Where a child has received several strikes in a given term parents will be contacted by the Deputy Head to discuss how the school and home can work together to address any specific issues.

If there is serious misbehaviour or repeated poor behaviour, a number of sanctions may be imposed:

- In instances of real concern over behaviour, pupils will be referred to the Deputy Head who may put them on a Report Card which is signed at the end of each lesson to indicate whether or not effort, behaviour, homework, etc. were satisfactory. The Report Card is signed by the Form Teacher at the end of each day and is then taken home to be signed by a parent each evening and returned to the Form Teacher the next day. Pupils are not normally placed on daily report for two weeks. Although seen as a sanction, the daily report also offers an opportunity for praise and encouragement by both teachers and parents, and can be, therefore, a very positive measure for dealing with problems.
- If pupils make insufficient effort with their academic work or homework they are required to repeat it, either at home or during a part of their morning break or lunch break at the teacher’s discretion. A note will be written in the child’s homework diary, so that parents are kept informed.

Very serious breaches of school discipline are dealt with immediately by the Headteacher, or the Deputy Head in her absence, who automatically involves the parents. Violence or aggressive behaviour towards children, adults or school property will always be treated as a serious matter. Please see the **Behaviour, Discipline and Exclusions Policy** on the school’s website.

British Values

We actively promote democracy, the rule of the law, individual liberty, and respect those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto, ‘Not for oneself, but for all.’

Bullying

Bullying is a deliberately harmful behaviour over a period of time. The school takes bullying very seriously and works hard to address any issues. In PSICHE/Form/Class time teachers define a clear, fair set of rules, that protect the interest of all class members, that everyone agrees. Loud and assertive pupils should not be allowed to dominate: everyone should be involved in class discussion and nobody made to feel inadequate.

When it is perceived that a child may be being bullied or when a child feels they are being bullied – the first point of contact should be the child's class teacher. They will respond to the problem in the first instance, informing the necessary staff and taking concrete steps to address the situation.

For detailed information and a flowchart of the school's procedures - please see the **Anti-Bullying Policy** on the school's website.

Attendance

Our responsibility as a school is to ensure good attendance, discourage lateness and to ensure that a full record is kept of all absences and for the school to be aware of all persons present on the school site at any one point in time. We also ensure that registers are correctly kept and available for inspection by any appropriate body at any given time.

Registers are called between 08:30 and 08:45 each morning and close at 08:45 for the first session of the day. Registers for the second session of the day are called after lunch break. Registers are completed online through our School Management System and marked using the official codes which are displayed on the system.

The parent of a child of compulsory school age is required by law to ensure that the child regularly attends the school at which he/she is registered. When a child of compulsory school age is absent from school, the attendance register must indicate whether the absence is authorised or unauthorised.

Authorised absence is where the school has either given approval in advance for the child to be away or where an explanation offered afterwards has been accepted as satisfactory explanation for absence.

Parents may not authorise absence; only schools can do this. Should school staff have reason to doubt that the explanation offered about a particular absence is not genuine, the absence should be treated as unauthorised. Children are not allowed, without permission from the Headteacher, to leave early or to be absent for any cause other than illness or emergency.

Parents/carers are required to telephone or email the school office prior to 10am on the first morning of a child's absence to notify the cause of absence. In the case of an extended period of absence through illness, parents/carers are asked to update the school of the child's progress.

Absence may generally be authorised for the following reasons:

- Illness, medical or dental appointments;
- Days of religious observance;
- Family bereavement;
- A child caring for a sick or disabled family member (authorisation should, in such instances, be of limited duration);
- Involvement in a public performance;
- Off-site examination

- Senior school visits
- Special occasions - the nature of such special occasions will be determined by the school on an individual basis;
- Lateness (when the child arrives after the register has closed and offers a satisfactory explanation).

Excessive amounts of authorised absence may often be as damaging to continuity of learning as unauthorised absence. The school therefore, will only authorise absence sparingly and only after careful consideration, particularly where children have a history of irregular attendance.

When leave of absence is required for some special reason, a letter or an email should be sent, for the attention of the Headteacher, to her PA, on secretary@sthilarysschool.com at least one week in advance of the day for which absence is requested.

Unauthorised absence is where no explanation has been given for the child's absence or where the explanation offered is considered by the school to be unacceptable.

Absence should not be authorised in the following circumstances:

- No explanation is offered by the parent/carer;
- The explanation offered is unsatisfactory (shopping, minding the house);
- Family holidays
- Lateness when the child arrives after the register has closed at 9.00am and fails to offer a satisfactory explanation;
- Special occasions (when the school does not agree that these should be given).

Persistent absence is absence of 10% or more. An individual child is considered to be a persistent absentee, therefore, if his/her attendance is less than 90%, regardless of whether or not the absence has been authorised. In such cases, parents will be asked to attend a meeting with the Headteacher.

Parents are able to view their child's attendance by logging into the Parent Portal.

What to do if your child is unwell

In order to reduce the risk of cross-infection, please keep your child at home if he/she:

- has been vomiting
- has had diarrhoea
- has an infected discharge from eyes, nose and ears
- showing signs of a rash
- has a temperature

If sickness or diarrhoea has occurred, please keep your child at home for 48 hours since the last symptoms occurred.

Please note that any medicine that needs to be administered at school should come in the original container, named and with clear instructions re dosage, etc. An email needs to be sent to office@sthilarysschool.com so that we have permission to administer the medication.

If you are unsure of the health of your child, please seek medical advice from your Health Visitor or GP.

Updates of changes at home

It is vital that we are informed of any changes to the way we contact you, including telephone numbers, email and address, including any temporary changes. Please also ensure that we are kept informed regarding any changes to the details of emergency contacts. We require at least three emergency contacts. This is for the safety of your child and so that we have accurate records. Please inform the school office as soon as possible of any changes.

Consent Forms

The Office team will email you with electronic links to complete the following three consent forms:

- Photographic
- Educational Trips
- Acceptable Internet Usage

What to if someone else is collecting your child

If somebody else is collecting your son/daughter for any reason, it is essential that you email your child's Class Tutor or email or telephone the school office.

Daily Routine

7.45-8.30	Before School Care / Breakfast Club
8.30	Registration
8.50	Assembly/Form Time or Lesson 1
9.20	Lesson 2
9.50	Lesson 3
10.20-10.40	Break
10.40 onwards	Lessons 4 – 6 Lunch 11.45 (R); 12.10 (Yr1);12.10 (Yr2);12.40 (Yr3-Yr6)
YR 1.05 Y1 & 2 1.10 Y3-6 1.40	Registration
1.50-3.20 Prep	Lessons 7 -10
1.50-3.20 Pre-Prep	Lessons end in Pre-Prep at 3.20pm. Children return to Classroom.
3.30 Pre-Prep Finish	Pre-Prep children dismissed at the gate by Class Teachers or go to clubs or After School Care at 3.30 pm.
4.00 Prep Finish	Lessons end in Prep. Children return to Form Room. Prep children dismissed by Form Teachers and come to steps to be handed over by SLT or go to clubs or After School Care.
4.00 -6.00	After School Care / Clubs.

After School Care

This is a paid for afterschool care service; please see the details included in the Induction Pack.

Extended Care

After School Care takes place in the Kindergarten classrooms for EYFS and Pre Prep pupils. Prep pupils go to Homework club. Before this time, there is a free holding service from 3.30pm to 4.00pm for Pre Prep and Reception pupils who have siblings in Prep or Kindergarten, or for those attending a club or After School Care.

In After School Care, a light tea is prepared by our catering staff and served to the children by our Prep staff between 4-6pm. A staff member of EYFS is responsible for supervising the After School Care. Miss L Amies and the School Office are responsible for the administration and booking of the Pre Prep and Prep After School Care. office@sthilarysschool.com

Before School Care

Before School Care for EYFS and Pre Prep pupils takes place in Kindergarten and Prep pupils go to the Year 3 classrooms. The gates open at 7.45am and the children are registered on arrival by a member of staff. Breakfast commences at 8.00am in the Pepper Pot where the children are registered for breakfast and supervised by staff. When breakfast has finished, the children either return to Kindergarten or the Y3 classrooms. At 8.30am, the Prep children go to their classrooms and the EYFS and Pre Prep pupils are collected by their teachers.

Registration & Assembly

Class/Form Teachers are in their classrooms to receive pupils from 8.30am onwards when they arrive at the beginning of morning and afternoon sessions.

Morning registers are taken at 8.45am for Reception to Year 6 and at 9am for Kindergarten and Nursery. Afternoon registers are taken as soon as pupils return to class rooms/EYFS after lunch.

Registers are completed online through the School Management System.

Assemblies for pupils in Reception, Pre-Prep and Prep are weekly on Mondays, Tuesdays and Fridays.

Lunch

Our food is provided by Thomas Franks. Staff on duty will be there to supervise the pupils whilst they are eating. The children will be encouraged to eat a balanced plate of food and to taste new foods. They will also be encouraged to use good manners and appropriate behavior. Allergy information is displayed in a book to ensure children with allergies are only served appropriate food. St Hilary's is a nut free school. Any allergens used are clearly labelled.

If your child suffers from an allergy then please talk to Miss Trew, the Lead First Aider, who will pass on the information to the catering staff and to your child's teachers.

Pre Prep children are supervised by teachers and a lunchtime assistant whilst they eat their lunches. In Prep, children come into lunch on rotation to avoid congestion. Children who take part in lunchtime clubs will be able to have lunch first on that day. Clubs take place before and after school as well as lunchtime. After lunch, they go outside to play where they are supervised. They have a range of toys/games and also the Adventure Trail on a rota (weather depending), which is supervised at all times.

No Nut Policy

St Hilary's, in line with Surrey schools, implements a no nuts/seeds policy and, for this reason, various strategies have been put into place to enforce this. All on site catering is provided by Thomas Franks who ensure that all eating requirements are catered for and that no nuts/seeds, or food that may contain traces of nuts, are used. We are fortunate that the school catering team provide breakfasts, break time snacks, lunch and food for After School Care and match teas.

The Thomas Frank's handbook states, 'as nut and peanut allergies are so prevalent in children, and because of the risks of food sharing amongst pupils, Thomas Franks Limited have a nut free policy in all of our educational locations. Therefore, products containing nuts or peanuts must not be purchased, prepared or served in any of our educational units.'

Nut/seed allergies are serious and can result in life-threatening situations. Nut/seed allergies can elicit reactions from ingestion, direct contact, or in some cases, airborne contact with nuts or nut products. We rely on the cooperation of the staff, the pupils, and the parents to ensure that no nuts or nut products are brought to school at any time. We understand that pupils are hungry at the end of the school day and may need a snack before attending their club. In order to ensure that we are adhering to our policy, and ensuring the safety of pupils with allergies, please can we ask that only items listed below be given to pupils to eat after school. In addition to these items we have a sheet with 'Fifty Fantastic Foods' which may provide further ideas.

- 'Get Buzzing' nut free bars (available online or from Waitrose, Holland and Barrett, Ocado and Amazon)
- Bear Fruit yoyos/nibbles
- Fresh fruits
- Fresh vegetables
- Dried fruits
- Popcorn
- Marmite rice cakes

Birthday cakes were replaced with FOSH's introduction of the Birthday Book Scheme whereby a pupil can choose to bring in a book to donate to their class library on their birthday. These books will have a bookplate sticker attached to the inside, indicating who donated the book.

For pupils who attend Swim Squad, and wish to have an onsite breakfast, a breakfast will be provided by our on-site caterers, with the cost being added to the termly fees.

Curriculum (Years 1 to 6)

The School Curriculum for Years 1 to 6 is reviewed annually and incorporates Common Entrance / preparation for senior school entrance examinations, the National Curriculum and QCA Schemes of Work where relevant. A termly summary sheet is issued to parents outlining the key topics studied in each subject that term. Regular updates in our weekly newsletter, 'Friday Notes' explores the different learning, events and activities the children have taken part in.

A copy of each Class/Form timetable and homework timetable will be issued to parents in September and these can also be viewed on the Parent Portal section of the School website.

Please see the **Curriculum, Teaching and Learning Policy** on the School's website.

Assessment

Assessment, including marking, enables teachers to discover the strengths and weaknesses of the pupils. The outcomes of any assessment are used to inform the educational process both for that particular individual and for classes and year groups. Pupils are assessed during the year in all their subjects, although this will often not take the form of written tests. Teachers will look at specific pieces of work, the acquisition of particular skills and progress made in knowledge and understanding.

Children are tested regularly on spellings and, in Year 2 onwards, times tables. Formal internal assessments of English, Mathematics and Science (in Prep) take place either half termly or termly depending on subject and year group. Other subjects are assessed in a more informal way as the children work.

Children's attainment will be assessed half yearly with two formal assessment weeks taking place in October and May when pupils will be assessed using standardised tests in English, Mathematics and Science (Prep). The CAT 4 tests, which assess different types of reasoning abilities are also carried out each academic year for pupils in Years 3 to 6.

Homework

Homework is encouraged from an early age and is seen as an extension of the co-operation between parents and school. Pupils in Pre Prep have homework four times a week. Additionally, they are expected to read and learn spellings. Pupils in Prep have a nightly homework, varying in length as pupils progress through the school. Pupils are expected to spend a given amount of time on their homework and stop if they have reached the end of that allocated time. Parents can then sign off the homework as completed unless the child wishes to carry on.

Please see the **Homework Policy**.

Library

All classes have the opportunity to visit the Library. Staff may also take pupils into the Library whenever it is free. Year 2 children onwards are able to borrow books to read at home. Books are bar-coded and should be issued using the procedures installed in the Library. The Library is also open every lunchtime, except Wednesday, to enable pupils to change books as and when necessary.

Returned books should be put into the 'Returned Books' box. The Year 6 Library Monitors or Ms Nichols (Librarian) will put them back on the shelves.

Learning Support

Learning Support is provided for pupils who require extra support in their learning. This is available for pupils who have been identified, through meetings between teaching staff and the SENCO, assessment results and parent meetings. Support may include 1:1 lessons with an English or Maths teacher, or small group sessions. The sessions may be to boost phonics skills, basic number skills, extra reading, spelling or reading comprehension.

Pupils receiving 1:1 support will have an Individual Support Plan (ISP) in Early Years and Year 1 or a Pupil Profile document from Year 2 upwards. These documents include any barriers to learning, recommended strategies for teachers to overcome these barriers, the child's likes and strengths and the parents' views, as well as the targets the child is specifically working towards. These are reviewed and updated termly with parents. There is an opportunity for parents to meet with the SENCO for an end of term review in the Summer Term.

The timetable for Learning Support lessons changes each half term and pupils are informed of their lesson days and times. In Prep, the core subjects (English, Maths and Science) are protected, where possible. The timetables are overseen by our Lead SENCO, Mrs Redman.

Additional Peripatetic Lessons

Pupils in Pre-Prep and Prep may receive additional lessons during school time in Music, Speech and Drama (from Year 2 onwards) and/or Learning Support. These will be allocated on a half-termly basis and rotated so that pupils do not miss too much curriculum time in any one subject. In order to minimise the disruption to their learning, pupils will be allowed to come out of no more than three lessons for other activities.

Music

In addition to curriculum Music lessons, children are given the option of individual or group lessons with a peripatetic teacher. Individual lessons in music are paid for by the parents as extras and therefore are arranged with their full agreement. If a child wishes to discontinue lessons, a term's written notice must be given to the teacher in accordance with the peripatetic terms and conditions. The timetable for these lessons is rotated half-termly, and pupils are informed as to when their lessons will be. In Prep, core subjects (English, Mathematics and Science) are protected where possible. The Music timetables are overseen by Mrs Purcell.

Many pupils will take Associated Board or other music examinations as part of their lessons and this is recognised in our Friday assembly. Pupils are regularly given the opportunity to develop their performance skills through choirs, ensembles and Productions. There are informal teatime concerts and a more formal Summer 'Musician of the Year' Competition where pupils play pieces they have been learning in lessons and children are also invited to play at the beginning and/or end of Assembly. The Senior Choir performs annually at the Godalming Music Festival.

Drama and Performing Arts - LAMDA

Drama and Performing arts is a thriving and integral part of the curriculum. In addition, LAMDA is a popular optional extra subject offered to pupils from Year 2 and above. These lessons are a happy and fulfilling experience, providing a safe environment for pupils to articulate their ideas and feelings; these lessons boost confidence and self-esteem as well as improving diction and vocal projection in performance and public speaking. All pupils particularly enjoy the small group teaching environment as pupils are taught in groups of 4. The lessons are thirty minutes long each week.

Pupils explore a variety of different forms of Speech and Drama syllabus, such as Verse and Prose, Devising, Character Work, Script Work and Communication Skills.

In the Spring and Summer Term, all pupils studying LAMDA have the opportunity to enter LAMDA (London Academy of Music and Dramatic Art) examinations. A LAMDA assembly is held during the year to celebrate exam results where some pupils will have the opportunity to perform their poems or prose.

Work Missed for Music and LAMDA lessons

When a pupil misses a curriculum lesson for half a term, it is not always possible to set formal work as much of this requires explanation from the teacher. In this situation, parents are advised to use the termly subject sheets and any advice from the subject teacher to conduct their own research into the topic. Any worksheets/projects set during the lesson that could be completed at home with the help of a parent will be provided but the responsibility lies with the child to collect this work and of parents to help with their completion.

Productions

Pupils in Pre- Prep are all given the opportunity to take part in the Christmas Nativity Play. Year 2 pupils have the lead roles and Year 1 pupils act as the supporting cast, a role which incorporates a dance which they have learnt in their dance lessons. All Year 2 pupils have lines to say as well as performing in songs and dances.

Year 3 and 4 perform their Production in the Spring Term. Year 4 are given the primary roles in this Production, while Year 3 perform a supporting role.

Year 5 and 6 perform their Production at the end of the Summer Term. Year 6 are given the primary roles in this Production, while Year 5 perform a supporting role.

In Prep, parts are allocated on the basis of an audition process led by both the Director of Performing Arts and Head of Music and the teachers involved in that particular Production. They then work closely together to make decisions which ensure that each child receives the role which is most suited to them. The process is explained to pupils and the fact that major parts are not allocated automatically to Drama Prefects or Drama Scholars.

Parents' Meetings

Information meetings are held in September by class teachers which outline expectations and important issues for that particular year group.

Individual meetings with staff can be arranged before or after school or during the school day according to the teacher's availability. They are usually held in the parent's sitting room. Parents must be signed in using the Visitors' Book for all meetings. Parents can request to have online meetings as well.

Formal Parents' Evenings are held in the Autumn and Spring Terms for all year groups with the exception of Year 6 in the Spring Term.

Extra-Curricular Clubs

These are provided during lunchtimes and before and after school, and incorporate music, sports practices and a wide range of other activities. The list of clubs available for the following term is sent out to parents before the end of the current term. Some clubs incur a small termly charge which is payable on booking. Autumn Term clubs will be available to book, and where applicable pay, at the start of the new term.

Outings

Staff plan relevant and interesting trips, events and workshops for the pupils and across a variety of subjects. These range from local field studies to museum visits and visiting theatre companies. All pupils go on an outing at least once a year. These trips and events (with the exception of residential visits) are included in school fees.

Each year group in Prep undertakes a residential visit. This involves two nights away for Years 3 & 4, three nights for Year 5 and four nights in France for Year 6. Trips are usually led by Form Tutors and, in the case of the Year 6 French trip, the Head of Languages.

Year 6 Buddies

Reception Class children are assigned a Buddy from Year 6, who attends with them at various events and who accompanies them to weekly assemblies.

Roles and Responsibilities

Year 6

All Year 6 pupils are allocated a role for their final year at the school. These roles may include:

- Head Pupil and Deputy Head Pupil
- Sports Captain and Vice Sports Captain
- Senior Prefects
- House Captains and Vice-Captains
- Head of Library and Librarians
- Drama, Music and Art Prefects
- Charities Prefect
- Eco/Outdoors Prefect
- Photography Prefect
- Computing/ICT Prefect
- Modern Foreign Languages Prefect
- Archive Prefect(s)

School Council

Each term, pupils in Pre-Prep and Prep are involved in the School Council. This provides pupils with an opportunity to develop a sense of responsibility and an awareness of democracy in action which links closely to our PSICHE Policy. At the beginning of the academic year, Year 6 girls nominate and elect a President, Vice President, Secretary and Fourth Member. Each Class/Form elects their own representative. During weekly Form time, suggestions are discussed and recorded on specific issues. The Council representatives meet with the Deputy Head on a regular basis.

Form Captains and Monitors

Years 1 - 6 elect their own representatives each term. Form Captains also attend School Council meetings to represent their Form's views.

Each Class/Form also has its own monitor list giving individual pupils their own duties and responsibilities.

Other Responsibilities

- Anti-bullying Ambassadors
- Eco-Prefects
- Digital Leads

School Houses

All the pupils in the school are allocated to one of four Houses:

- Jekyll - Red
- Meath - Blue
- Mallory - Green
- Hart - Yellow

The purpose of the Houses is to provide mixed year events, lunches and a focus for house points, sporting, drama, music, art events and Sports Day.

Each house has a House Captain. Siblings go into the same house, where possible.

House points (For Pre-Prep and Prep)

These can be awarded to children for anything worthwhile, e.g. good work, effort, improvement, helpfulness, initiative etc. House points are recorded and pupils are given tokens which are put into a School House tube. House points are counted weekly by the school prefects and certificates are awarded to children who have received a given number. House scores are announced in the Friday Celebration Assembly. A coveted gold token is given out for a special mention in assembly which equals two house points.

Sports

Competition for children allows the learning of numerous values about teamwork, unselfishness, commitment, persistence, comradery, fairness and sportsmanship. The question of losing and its relation to a child's self-esteem is constantly under discussion; however, we believe that life lessons are learnt through competitive sport and the winning or losing is but a small outcome of any match. Other lessons learnt through competitive sport are far superior to the winning or losing. Every child at St Hilary's Prep School is given the opportunity to take part in competitive sport and thrive on the challenge. The amount of fixtures for any given team will be dependent on the opportunities available and the level of appropriateness for the ability level. Competitive sport will be offered both within school and through an additional fixtures programme, all with huge benefit to the individual. More fixtures do not always mean more progress and skill development.

Team Selection

Staff selecting teams will consider both the ability level and attitude of all players. Selection of players and their positions within teams will be the responsibility of the PE department. All teams are shared and discussed amongst the department and agreed together. Staff will decide any necessary team amendments to cover players who are absent on the day of the fixture. Players will be selected by merit for school teams and where appropriate pupils may be selected to play up one age group. All players must participate fairly during school matches. Players may be required to move between teams and positions, at the discretion of the staff involved, based on pupil progress within the season. No teams are set in stone, they are consistently changing and will do so by the way of the PE staff. The process is explained to pupils but neither the pupils nor parents are involved with team selection within the school.

In Prep, attendance at squad practices is essential to those children who are playing within the A or B teams at St Hilary's. Children who choose not to attend the practices will not be selected for the A or B teams. There are times when a child might be at a music lesson or a paid club within school when, of course, they should still be considered. In this instance, we ask the parents to write a note in the child's homework diary to inform us. Also, if the child is unwell, this would not affect his/her chance of being selected.

Fixtures

For all matches, pupils must wear their uniform full tracksuit. If it is a netball match, each child will be provided with a school dress to wear (weather depending). This dress should be washed and given back to the PE department within 2 days of the match. During colder months, pupils will wear their usual PE tracksuit.

Staff will provide a team sheet with a copy of all home and away team lists/match information. Pick up timings will include time required for match teas. All pupils are expected to stay for match teas and presentations at tournaments. No electrical equipment is permitted for sports fixtures. No responsibility is taken by St Hilary's School for valuable, personal possessions.

Saturday Tournaments

Pupils will meet the staff at the venue of the tournament on a Saturday and parents are responsible for the drop off and collection of their child. Parents are also responsible for bringing any medical requirements to the tournament and passing them to the PE staff if they are not intending to stay for the entirety of the tournament. The St Hilary's staff will carry the appropriate first aid with them.

Results

All match information and results will be published in the Friday Notes and the team captain for that match will provide a match report for a display folder as well as for the Friday Notes.

Selective squads

For selective squads such as the swimming squad and the gymnastics squad, there is a selection process that the staff at St Hilary's follows:

Swimming – the children will be assessed during their swimming lessons, not only on their time across 25m for each stroke, but their technique, fitness and work rate. Throughout each term, the children's progress is monitored and assessed in a variety of ways. The swim squad is subject to change on a half termly basis and children can move in or out of the squad. A letter / phone call will be made / given to the child's parents to inform them of this change. As with other teams within the school, this does not mean that the same child will not be selected in the future.

Gymnastics – a trial session will be organised at the beginning of the year and children will be asked to showcase a variety of skills in a controlled environment. The staff will assess the children on a tested and trialled format to establish the team.

FOSH

The Friends of St Hilary's School exists as a fund raising body providing valuable additional resources for the school and also as a means of bringing parents together in a social capacity. Meetings are held two or three times a term and are open to all parents and include an AGM in the Autumn Term.

Form Representative

Parents from each Class/Form are invited to volunteer to act as Class/Form Representative for their child's Class/Form for an academic year. The main role is that of liaison with the Class/Form teacher on general matters and as a point of welcome for new parents to the school.

Website and Parent Portal

Much of the information that parents require can be found on the school's website. This includes an on-line parent calendar. Every Friday our weekly newsletter the 'Friday Notes' is published on the website alongside a list of important dates and information for the next two weeks. Further curriculum resources and useful information can be accessed through our parent portal section on the school website (under Quick Links). Instructions on how to register will be included in your New Entrant's Pack.

Children's Uniform and Equipment

Uniform

Correct uniform should be worn at all times. No jewellery (except plain gold ears studs) is allowed, except where the wearing of a medical alert bracelet is required for a life-threatening illness. Watches are permitted but they should not be expensive or disruptive to lessons. Hair longer than shoulder length should be tied back at all times.

All uniform and possessions should be named, and Class / Form Teachers carry out a check on uniform-marking soon after the beginning of each term.

School uniform is supplied by AlleyCatz of Hersham www.alley-catz.co.uk. The Nearly New shop is in house, please contact Ms Nichols via email on jnichols@sthilaryschool.com

A Uniform List is available to view on the school website under Parent Information/School Shop.

Smart Technology

Despite the obvious distraction that these devices can pose, smart watches are internet and camera enabled and therefore present the same concerns as mobile phones in terms of safeguarding. Parents should not allow their children to wear a smart watch to school.

Lost Property

All items of clothing should be clearly named, including watches. The Lost Property Box is situated near the main school office and is monitored on a regular basis.

Equipment (Prep only)

Pupils should have:-

Personalised pencil case in house colour (available from the school uniform shop)

2 sharpened pencils

Rollerball pen (Berol, Pentel or Stabilo)

Fountain pen (from Y5) & spare cartridges

Pencil sharpener & rubber

30cm ruler (marked in cm. subdivided into mm)

Glue stick

Named pair of scissors

Set of named coloured pencils

Pair of compasses and protractor (Year 4 and up)

Pupils should not have:-

Tippex

Updated June 2022, August 2022, January 2023, July 2023, November 2023