

FPS Leadership Policy

PREPARATORY SCHOOL INCLUDING EYFS

Governors' Committee normally reviewing:	FPS Leadership Team
Date last formally approved by the Governors:	February 2015
Date policy became effective:	June 2008

Period of Review:	2 Yearly
Next Review Date:	Spring 2019

Person responsible for implementation and monitoring:	The Head
Other relevant policies:	Safeguarding (Child Protection and Staff Behaviour) Policy, Pastoral Care Plan, PDR Procedure, Equal Opportunities Policy

The following Policy covers the Aims and Ethos of the Preparatory School

Mr Simon James
Head, Preparatory School

Aims and Ethos

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.

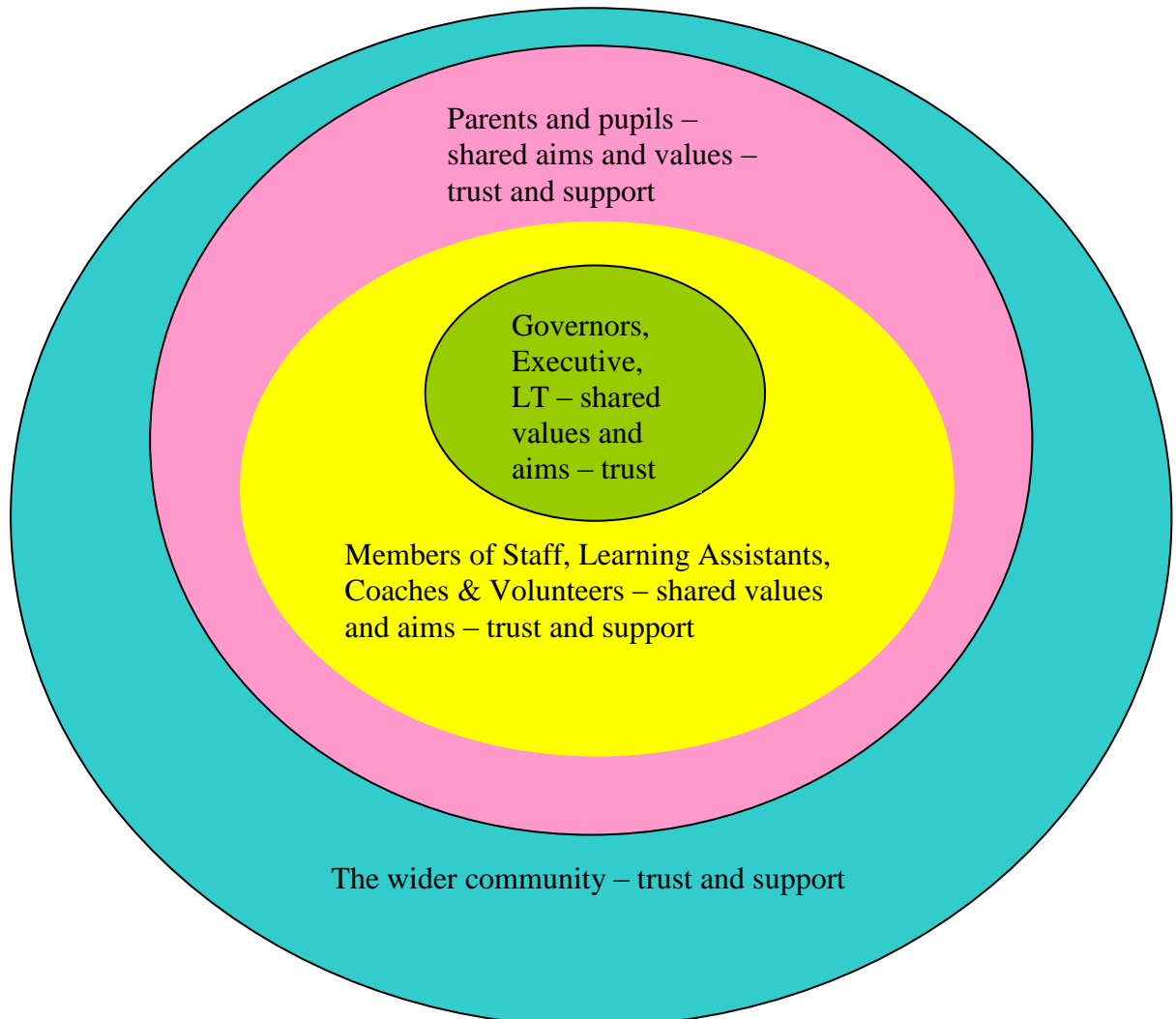
EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of differences in ethnic background, culture, language, religion, sexual orientation, gender and disabilities, so long as in the last matter the student is able to involve himself or herself in the activity concerned; equally these differences will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

Encouraging all Felstedians to achieve their individual best

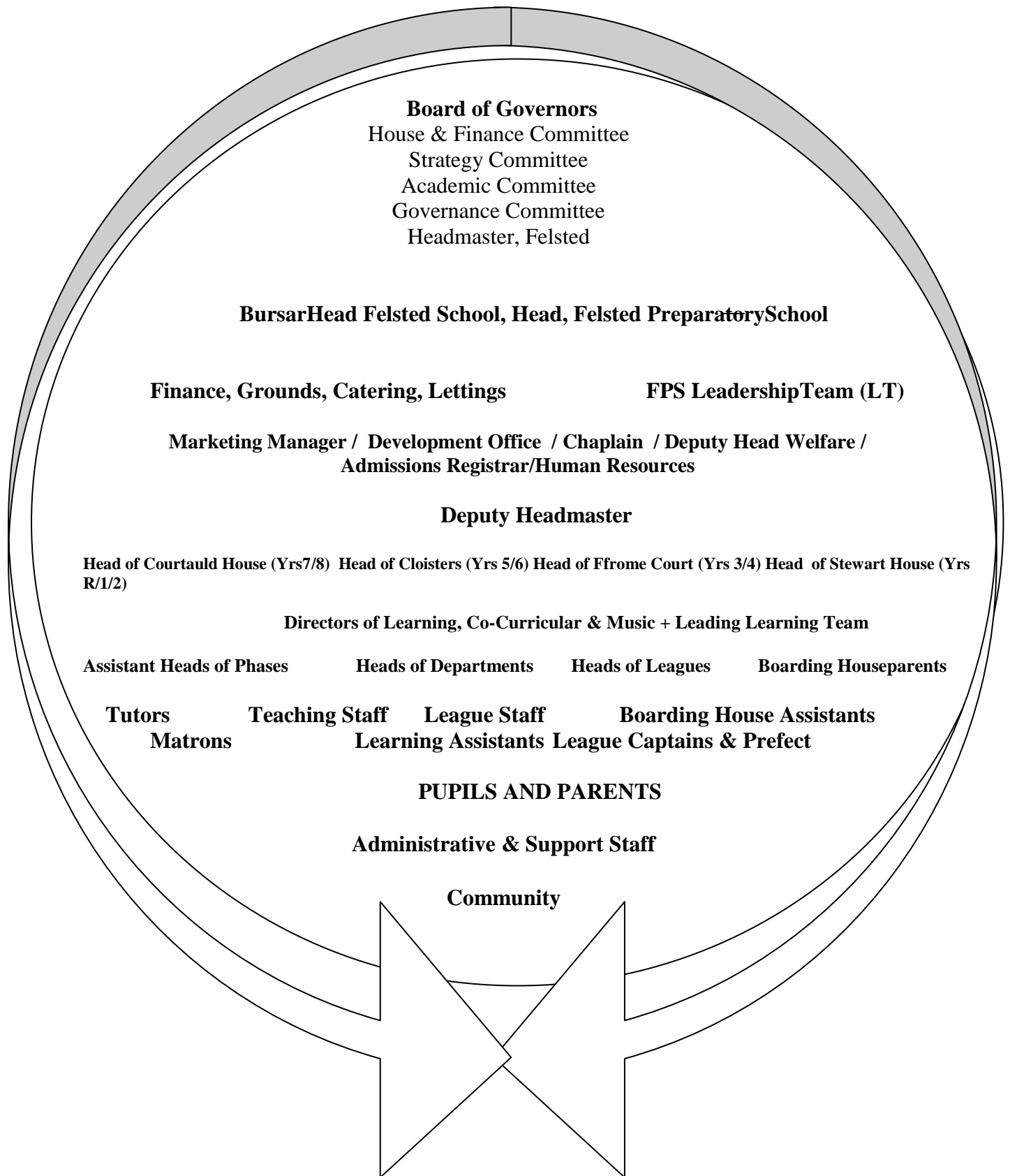
Whilst the Governors, the Felsted Schools' Executive (Heads, Deputy Heads and Bursar) and the Leadership Team play key roles in the leadership of the School, it is recognised that shared values and aims are central to its leadership and the School only really flourishes when teacher, pupil and parent leadership are allowed to develop also and there is a climate of mutual trust and support within the School.

The following diagram represents the leadership philosophy of the School.

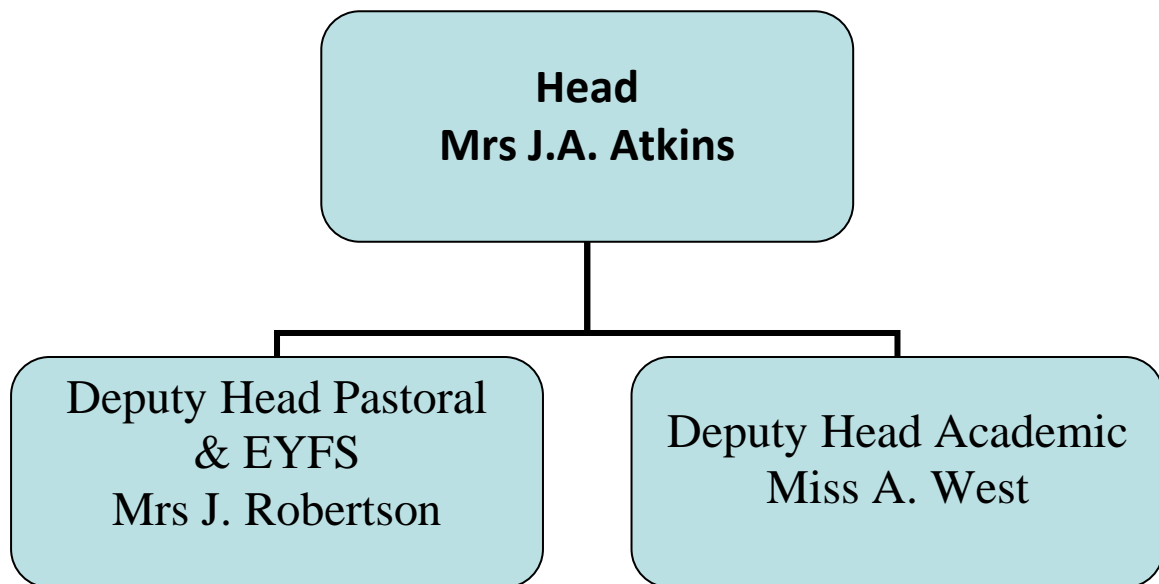


The following diagram represents the leadership structure of the School.

PREPARATORY SCHOOL LEADERSHIP STRUCTURE



STRUCTURE OF STEWART HOUSE



Reception Teachers

Mrs J. Robertson
Miss E.V.R. Hardisty
Mrs E Lefever

Year 1 Teachers

Mrs J.S. Manson
Mrs S. Randall
Mrs H. Matthews
Mrs N.J. Searle

Year 2 Teachers

Miss K.L. Hawkes
Mrs C. Irvine-Scott
Miss A. West

Governance

The full governing body consists of members with a wide talents and experience. The board meets termly and the Heads, Deputy Heads and Bursar (who is also Clerk to the Governors) are in attendance.

Sub-committees

The House and Finance Committee meets termly.. The Heads and Bursar are in attendance. This committee considers developments and the financial state of the schools.

Strategy Group considers the future direction of the schools. It meets termly. The Heads and Deputy Heads and Bursar are in attendance.

Academic Committee meets termly and considers the academic performance of the schools, staffing and development needs and future developments both curricular and capital. Members, including the Chairman of Governors, the Heads, Deputy Heads, Assistant Head Academic, FPS Director of Learning and Bursar are in attendance.

Governance Committee members consider the compliance of the Schools with regard to its policy making in relation to regulations and the expectations of those it serves. It meets termly. The Heads and Bursar are in attendance.

Felsted School is a charity limited by guarantee. The new scheme was established in 1998 and set up Felsted School Trustee Limited.

Governors of Felsted School

Chairman: Mr John H Davies

Mr Peter G Lee

Mr Philip J Hutley

Ms Bobbi Davy

Dr James Nicholson

Mr Oliver Stocken (OF)

Mr James Tibbitts (OF)

Mrs Jane Crouch

Mr William Sunnucks

Mr Bruce Grindlay

Mr Nic Stuchfield

Mrs Ann Carrington

Mr Rob Brown

Mr Geoffrey Boulton

Mrs Julia Abel Smith

Rt Hon Brandon Lewis MP

The Leadership Team:

SCJ - Headmaster

Governance and Ethos

Leading on planning & strategy- vision
Recruitment & Retention of pupils and staff
Staff PDR
Policy making and review,
Marketing and development
Inspection preparation - LT member
for Science, English, LS, PSHCEE & ECM Agenda
Report to Governors

TJS - Deputy Head

Assists Head with Planning & Strategy, Recruitment and Retentions, Day to day running of School (Deployment of Staff, Timetable, Calendar), Budgetary Control, Premises, LT member for Enrichment Subjects, PE & Co-Curricular Provision, Staff Absence, Pupil Data Management and Health & Safety Committee, Staff PDR

MCS - Head of Courtauld House

Heads Years 7 & 8 with CFB/Pastoral / LT member for ICT & Humanities, PSHCEE in Yr 7&8, Years 7 - 9 Transition/Pupil Absence

JPF - Head of Cloisters

Heads Year 5 & 6, Assistant Safeguarding Lead, Health & Safety including Risk Assessments & Trips - Boarding Compliance - Training -LT member for Maths, Forest Schools & ESR. PSHCEE in Yr 5 & 6

JEG - Head of Ffrome Court

Heads Year 3 & 4, PSHCEE in Yr 3&4. i/c Teachers and Learning Assistants, Liaison with Year 2

JAA - Head of Stewart House Lead (DSL),

Heads Reception-Year 2, Designated Safeguarding

EYFS Inspection compliance. Liaison with FPS Year 3, PSHCEE in Yr R-2. Implement improvement plan with team.

CFB

Director of Learning, Assistant Head of Years 7&8. Develop learning and teaching, AFL. Focus on learning more than performance culture - represent VAPs and Learning Support pupils through role in the Enhanced Learning Department. Chairs Leading Learning Team and LT Member for MFL.

Other Leadership Positions

JLJ

Assistant Head of Ffrome Court

SLM

Assistant Head of Cloisters

FKWM

Assistant Director of Learning

OCR

Director of Music and Assistant Head of Boarding

HBS

Director of Co-Curricular Sports & Activities and i/c Leagues

NFT/VJET

Head of Boarding - Sustaining and developing Boarding. NFT - Assistant Safeguarding Lead

JCTJ

i/c ESR including Global Gang

JG

i/c International and Round Square Coordinator & Global Citizenship

SLK i/c PSHCEE
JR Stewart House: Deputy Head & EYFS Lead
AW Stewart House: Deputy Head Academic

Safeguarding Team: JAA (DSL) , KRH, JPF, NFT (Assistant Safeguarding Leads)

Leading Learning Team (i/c CFB)

CFB	<u>Stewart House</u>
OCR	AW
FKWM	JR
ANCB	
NFT	
JOM	

Heads of Departments – Leading and championing their subjects (s) through the School from Reception to Year 8.

Teachers and Tutors leading in their classrooms and beyond
Prefects, League Captains and League Officials, Form Captains, Sports Captains, Global Gang & Year 2 Young Leaders leading the pupils (leading themselves)

Friends of Felsted Prep and Year Representatives, ' Association and Form Representatives leading the parents

The secretariat (leading school administration):

Christina Prior (hmsprep)	PA to Head
Jacquie Evans (jne)	Secretary to Leadership Team
Rachel Dennis	Administrative Assistant (Finance & Purchasing)
Erika Taunton (prepadmin)	School Administrator/
Charlotte Grymonprez and Layla Andrews (shoffice)	Stewart House Receptionist
Alison Hepburn	Courtauld House Secretary
Tracey Minks	Office Assistant, produces weekly eNewsletter

FELSTED PREPARATORY SCHOOL
TEACHING, ADMINISTRATIVE & SUPPORT STAFF
FPS Termly Calendar
email: initials@felsted.org

Whole School Leadership – (Governors, Executive, Leadership Team) is facilitated through:

- stated mission, aims ,values and ethos
- Leadership Team and teacher leadership
- regularly reviewed policy
- role and job organisation
- daily running of School
- improvement and operational planning based on evaluation
- listening and decision-making
- recruitment
- actively promote the well-being of pupils

Teacher Leadership is facilitated through:

- Willing and energetic staff who fulfil roles and responsibilities
- Commitment to leading teaching and learning
- Commitment to pastoral care; actively promoting the well-being of pupils
- Shared decision-making where possible
- Professional Development Review and commitment to fulfilling objectives
- Training opportunities and inset
- improvement and operational planning based on evaluation
- Supported ideas and initiatives within shared aims and values

Pupil Leadership is facilitated through:

- Pupil Council, Boarding & Courtauld House Committees, Form Captains
- Keen pupils
- Decision-making, responsibility and evaluation in own learning and behaviour
- Pupil voice
- Formalised leadership roles and leadership opportunities
- Training – understanding the RUBY
(see Questionnaire example – APPENDIX 1)

(A list of pupil opportunities for leadership is to be found following this policy)

Parent Leadership is facilitated through:

- A commitment to the shared aims and values of the School, including well-being
- The capacity to communicate constructively when there is a need to either in person or through designated representatives and the Parent Association.
- Opportunities to come in and help within classrooms
- Weekly “special helpers’ within the classes

Opportunities for leadership in Stewart House: Years R-2

- **The self** – All pupils are asked to begin to and keep learning to take responsibility for themselves first and foremost, leading their learning and all that they do.
- Year 2 Young Leaders to help with decision-making
- Buddy for visiting pupil - Pupils matched to visiting pupils interests and academic ability. HOY organises.
- Playing in concerts
- Taking leads and smaller parts in Stewart House performances
- Young Leaders meeting with Prep School Global Gang
- Beavers Leadership opportunities to become Lodge Leader
- Buddy system between year groups to aid transition process

Well-being is defined with reference to the Children Act 2000.

- *physical, mental health and emotional well-being*
- *protection from harm and neglect*
- *education, training and recreation*
- *the contribution made by them to society*
- *social and economic well-being*

Opportunities for leadership in Years 3 and 4

- **The self** – All pupils are asked to keep learning to take responsibility for themselves first and foremost, leading their learning and all that they do.
- Buddies- from September for 2-3 weeks helping new pupils identify places and learn staff names, rooms and procedures.
- Buddy for visiting pupil.- Pupils matched to visiting pupils interests and academic ability. HOY organises.
- Playing in concerts
- Taking leads and smaller parts in the Years 3 and 4 performances.
- Cubs - leadership opportunities to become a sixer
- Global Gang – a member from each form who supports the Global Gang leaders to promote good practice in this area of community and global citizenship in Ffrome Court
- Mindful Rep – Leaders within Ffrome Court with a weekly responsibility such as snack monitor, assembly monitor, trolley monitor

Developing responsibility

- Weekly posts to be given for responsibility such as
- Tidying the classrooms
- Ensuring the toys are put away.
- Watering the garden.

Opportunities for leadership in Years 5 and 6.

- **The self** – All pupils are asked to keep learning to take responsibility for themselves first and foremost, leading their learning and all that they do.
- Pupil Buddies – For the first half term, new pupils are helped to identify places and learn staff names, rooms and procedures.
- Pupil Buddies are allocated on Taster days and Induction days to help familiarise with the site and to enhance the Felsted experience.
- Buddy for visiting pupil as one off during term time - Pupils are matched to visiting pupils interests and academic ability. HOY organises.
- Snacks and trolley monitors are identified each day to help in preparing and clearing away.
- Health week monitors for log books.- During health week monitor selected by Form teacher.
- Year 6 Form Captains – one pupil from each form is selected for a half term. These pupil are seen as ‘pupil leaders’ within Cloisters and they monitor other pupils, listen to opinions and are given other specific responsibilities as required.
- Year 5 Form Captains – three pupils from each form are selected for half a term. These pupils are expected to show organisation and leadership within Form/Year Group.
- Global Gang – a member from each form who supports the Global Gang leaders to promote good practice in this area of community and global citizenship in Cloisters
- **Cubs - leadership opportunities to become a sixer**

Development

- Reading helpers and play helpers for Stewart House. To help pupils with reading during selected registration times.

Leadership opportunities in Years 7 & 8

“Independence, opportunity, leadership and responsibility”

Leadership courses

Year 7 Leadership afternoons – an opportunity for individuals to learn about leadership and show their potential as leaders – *half way through the summer term and in the final two weeks of the Summer Term*

Year 8 Leadership Day – the opportunity for Year 8’s to bond and show initiative and organisational skills – *second weekend of the Autumn Term*

Year 8 Leadership Camp – the opportunity for individuals to show their own levels of commitment to group activities – *the week following FSTE in June*

Leavers’ Programme (including First Aid, Orienteering and Life Saving) – a real opportunity for individuals and League groups to show what they can achieve together – *final three weeks of the Summer Term*

Pupil Leaders with responsibility

The self – All pupils are asked to take responsibility for themselves first and foremost, leading their learning and all that they do.

Prefect, League Captains – Pupil Council and the public face of Felsted Preparatory School pupils – leading their Leagues and assisting in assemblies, Chapel Services and Pupil Voice representing pupil body- *throughout the whole of Year 8*

Boarding Captains – an opportunity to lead in the Boarding House and lead by example – *throughout the whole of Year 8*

Boarding Vice Captain – to support the Boarding Captain

Boarding Monitors – an opportunity to help others settle into the boarding community – *throughout the whole of Year 8*

International Boarding Captain – to represent the international pupils in the boarding house

League Chapel Captains – an opportunity for pupils to lead in Chapel – *throughout the whole of Year 8*

League Charities Captains – an opportunity for pupils to lead thinking about others less fortunate than themselves (*Year 8*)

League QI Captains – an opportunity for individuals to promote learning, reading, literacy and imagination – *throughout the whole of Year 7*

League Arts Captains – an opportunity for individuals to lead and organise their League for the music and drama competitions and to promote the value of music and singing as a community as well as all other Arts, both performing and otherwise- *throughout the whole of Year 8*

League Boys’ Sport – an opportunity for individuals to lead and organise the sporting competitions for their League showing leadership, motivational and organisational skills – *throughout the whole of Year 8*

League Girls’ Sport – an opportunity for individuals to lead and organise the sporting competitions for their League showing leadership, motivational and organisational skills – *throughout the whole of Year 8*

League Media – an opportunity for individuals to lead and organise and market their league – *throughout the whole of Year 8*

Global Gang Leaders – an opportunity for individuals to promote good practice in this area of community and global citizenship throughout the school – *throughout the whole of Year 7&8*

International Representative – an opportunity to lead and promote international awareness through a variety of activity – throughout Year 7 & 8

Courtauld Committee - an opportunity for individuals to make a difference to life in Courtauld House - throughout the whole of Year 8

Buddies – an opportunity for pupils to show their ability to welcome others into Courtauld House – first three weeks of the Autumn Term – Years 7 & 8

School Sports Captains – a real opportunity to take a positive lead in representing the School in a hugely important and influential area – throughout the whole of Year 8

Leader of the Orchestra – an opportunity to lead the School in musical terms – throughout the whole of Year 8

Head Chorister - an opportunity to lead the School in musical terms – throughout the whole of Year 8

Deputy Head Chorister - an opportunity to assist leading the School in musical terms – throughout the whole of Year 8

General Knowledge Captain - an opportunity for individuals to promote the importance of general knowledge through club, league quiz and national competitions.

Pupil Technical Leader - an opportunity for individuals to lead and organise the use of ICT and technical support in daily School life, chapel, assemblies and productions.

Leadership Tasks

League Duties – an opportunity to promote good habits through the organisation of duties in and around Courtauld House - throughout the whole of Year 7 & 8

Concerts, 'LAMDA evenings and School plays – an opportunity to lead by taking part on stage musically or dramatically - throughout the whole of Year 7 & 8

School tours and Open Days – an opportunity for all pupils to lead new and old visitors around the School and promote it - throughout the whole of Year 7 & 8

Positions of Responsibility – Loss of badge

Pupils will be given an informal warning from the Head / Assistant Head of Phase about their behaviour if they receive 3 minus points in a half term. The HOL will also be informed.

Pupils will be given a formal warning from the Head or Deputy Head about their behaviour if they receive 5 minus points in a half term. A letter expressing disappointment will be sent home to parents. Pupils will have their badge removed if they receive 7 minus points in a half term.

Pupils may be given the right to earn their badge back by demonstrating exceptional behaviour, attitude and responsibility. This decision would need to be supported by the Common Room.

The Head can remove a badge at any point if he feels the pupil's behaviour deems them unworthy of representing the school in a position of responsibility.

THE SCHOOL JEWEL: RUBY



Responsibilities:

Understanding others:

Be the BEST you can be:

Yourself – Become yourself! Believe in yourself! Be yourself!

At Felsted everyone has rights and responsibilities:

Rights

to feel safe
to learn and grow
to be respected
to be valued

Responsibilities

to respect yourself
to respect others
to use common sense
to support others

If you are unhappy, or worried about a problem or wish to make a complaint you should talk to someone or e mail them. If you are worried about a teacher or other member of staff, go to your Head of Phase, Mr Searle or Mr James.

Here are all the people that can help you:

- Your Form Tutor
- Your Head of Phase
- Another member of staff
- The School Counsellor/Life Coach (who act as Independent Listeners)
- The School Medical Centre: 01371 822791
- Matron: 01371 822784
- Boarding: 07788 319002
- Reverend Little: 07730 412647
- The Deputy Head, Mr Searle (tjs@felsted.org)
- The Head, Mr James (scj@felsted.org), either knock on the door or make an appointment with Miss. Prior – tel 01371 822612)
- Comment/Suggestion/Ideas boxes in Hamilton House (for Boarders)
- Sharing/Caring box: Courtauld House
Cloisters
Ffrome Court
Stewart House

Outside the school:

Your parents

National Drugs Helpline (tel: 0800 77 66 00)

Childline (tel: 0800 1111)

Office of the Children's Commissioner - 0800 528 0731

- Child Exploitation and Online Protection Centre (CEOP)

Email: www.ceop.gov.uk (online contact form)

Telephone: 0870 000 3344



Put a **STOP** to bullying

It is vital for our school to work in partnership with parents in order to tackle bullying effectively. We believe that everyone in our school should feel safe and be treated with respect. At Felsted, we help children to develop coping strategies and assertiveness to ensure that they are happy, feel safe and feel good about themselves. As parents, you also provide a key role in supporting your child in school. **Bullying is totally unacceptable behaviour. To tackle it effectively we must all work together. We have a whole team of staff that can help your child if they feel they are being bullied.**

What is bullying?



‘Behaviour by an individual or group usually *repeated* over time, that *intentionally* hurts another individual or group either physically or emotionally.’

Bullying can happen in all walks of life and from time to time in all schools. It can also occur out of school or wherever groups of children come together. It can even happen online whilst using digital devices such as mobile phones, tablets, computers or games consoles.

Forms of bullying...

- *Repeated* name calling, offensive comments to the same child
- *Repeated* threats to a child or their family
- Pressuring someone to give them money or possessions
- Hitting, kicking, pushing and provoking the same child regularly
- Damaging someone's possessions intentionally

Bullying is not...

- A one-off fight or argument or a play fight that gets too aggressive
- A friend sometimes arguing with you and saying hurtful things
- A nasty remark or swear word which happens once
- Someone accidentally knocking you over in the playground

We are committed about informing our children and as a result of our recent anti-bullying awareness campaign, our children know that bullying is:

Several Times On Purpose

THE SCHOOL JEWEL:
RUBY – PUPIL QUESTIONNAIRE

Name: **Form:**

Date:

1. Do you usually feel happy at school?

Yes	No	Comment:
------------	-----------	----------

2. Do you feel you can get help and advice if you need it from an adult that you choose?

Yes	No	Comment:
------------	-----------	----------

3. Do you feel safe in the changing rooms?

Yes	No	Comment:
------------	-----------	----------

4. Do you feel safe in the toilets?

Yes	No	Comment:
------------	-----------	----------

5. Do you feel safe outdoors all the time that you are outdoors?

Yes	No	Comment:
------------	-----------	----------

6. Do you have friends that you can talk to?

Yes	No	Comment:
------------	-----------	----------

7. Does anyone send you unkind e mails or texts?

Yes	No	Comment:
------------	-----------	----------

8. Do you feel that your belongings are safe at school?

Yes	No	Comment:
------------	-----------	----------

9. Staff try to be firm, but fair. Do you feel that they are?

Yes	No	Comment:
------------	-----------	----------

10. Do you know that you can speak to a trusted member of staff about anything that worries you? See your Tutor or Head of Phase. You can always come and tell Mr James if you need to or put your concerns in the worry box in your Phase.

Yes	No	Comment:
------------	-----------	----------

11. Did you know that if you behave in a way that a teacher has to get hold of you physically, they will only do so to make sure that you behave properly to others. They will never try to hurt you, but they have to think of the safety of everyone else.

Yes	No	Comment:
------------	-----------	----------

12. Do you remember to tell your teacher about any adult in school not wearing a badge?

Yes	No	Comment:
------------	-----------	----------

13. Do you know to tell a teacher if you are worried that another Young Felstedian is being treated unkindly or is unhappy? Tell the teacher you like to talk to or your Head of Phase. If you want to you can come to Mr. James's office and ask to speak to him or put your concerns in the worry box in your Phase.

Yes	No	Comment:
------------	-----------	----------

14. Do you know to tell a teacher if you are worried that another Young Felstedian is taking medicines, alcoholic drinks, substances or drugs that they should not be. Tell the teacher you like to talk to or your Head of Phase. If you want to you can come to Mr. James's office and ask to speak to him or put your concerns in the worry box in your Phase.

Yes	No	Comment:
------------	-----------	----------

15. Have you decided who the key Tutor or teacher is that you are going to speak to if you need to? This is really important. Who is it?

Yes	No	Comment: Who is your key person? :
------------	-----------	---------------------------------------

Boarders

1. Do you look forward to going back to the Boarding House at the end of the day?

Yes	No	Comment:
------------	-----------	----------

2. Do you feel that there is somewhere to go where you can be private in the Boarding House if you want to be quiet or alone?

Yes	No	Comment:
------------	-----------	----------

3. Do you feel that the staff are fair to you in the Boarding House?

Yes	No	Comment:
------------	-----------	----------

4. Do you know that you are not allowed food in the dorm and the Boarding staff may look for food in there sometimes.

Yes	No	Comment:
------------	-----------	----------

November 2016

