



Felsted

# **Information for Parents and Pupils**

**Years 3 to 8**

**September 2018**



## **CONTENTS**

### **PART 1: Essential Information**

- Parent Login
- Communications

### **PART 2: The A-Z of Useful Information**

- Aims of the School, Absence From School, Accessing Records, Achievements, Activities, Additional Charges, Address & Contact Information, Admissions Process to the Senior School
- Boarding
- Calendar, Car Park Code, Changes in Family Circumstances, Change of Address / Telephone Number, Chapel, Chromebooks, Classes for Parents, Commendations, Communication, Complaints, Curriculum, Cycling
- Data Protection, Discipline, Behaviour & Good Manners, Dogs, Dress Code, Drink to Think
- Educational Visits, Email, Equal Opportunities, Examinations, Extras
- Finance
- Governors
- Health & Safety, Healthy Body, Healthy Mind
- Information on Children, Internet & Computer Usage, Inter School matches
- Kindles & Other Mobile Devices
- Leadership Team, Leagues, Learning Support, Library, Links with Parents & the Community, Lost Property
- Medical Matters, Mobile Phones, Music Lessons & Concerts
- Parents' Association (Friends of Felsted Prep School), Parents in School, Pastoral Care, Permission to Photograph, Planners, Plus & Minus Points, Policies & Procedures, Pupil Review
- Reading, Reports & Parent/Teacher Meetings, Results
- Safety & Security of Pupils, Safeguarding, School Bag, School Day, School Rules, Sex & Relationships, Signing-in for Tea, Snow Procedure, Social Events, Speech & Drama Lessons / Lamda, Sport, Sports Equipment, Stars & Stripes, Subject Setting & Tutor Groups, Sun Protection, Sweets
- Target Setting, Teaching & Learning, Transition from One Key Stage to Another, Tutors & Tutorials
- Uniform & School Shop
- Very Able Pupils
- Worship
- Year Representatives

### **APPENDIX**

- Expected Behaviour
- Behaviour Guidelines for Years 7 & 8

## PART 1: ESSENTIAL INFORMATION

### PARENT LOGIN

Parents have access to Reports, eNewsletters, Team photos etc. via Felsted MIS which can be accessed via the following link: <https://mis.felsted.essex.sch.uk>

Parents who are new to the School will receive their Username and Password in September. Please check your address and contact information is kept up to date.

If you forget your details, please contact [jne@felsted.org](mailto:jne@felsted.org).

### COMMUNICATIONS

#### VIA EMAIL

When you write an email, please address it to [fps@felsted.org](mailto:fps@felsted.org) (for Year 3 or above) or [shoffice@felsted.org](mailto:shoffice@felsted.org) (for Reception to Year 2). Please head the email as follows:

1. **Urgent** - an issue of urgency or vital concern which requires an appointment, usually with Head, Head of Phase or Form Tutor
2. **Boarding** - this can also be sent to [boarding@felsted.org](mailto:boarding@felsted.org). Use Hamilton House mobile +44 (0)7788 319002 or Health and Wellbeing Assistants' phone +44 (0)7764 332936 for any issues on the day after 5.30pm
3. **Info** - a need for information
4. **Activities** - any co-curricular activity for which you require information or clarification
5. **Illness** - when and why your child is unwell
6. **Absence** - request for absence permission
7. **Lost property** - request to find lost property
8. **Health and Wellbeing Assistants** - medical requests
9. **Music** - lesson confirmation/change of lesson time
10. **Other** - anything else that needs attention

## **PART 2: USEFUL INFORMATION**

### **AIMS OF THE SCHOOL**

**‘Garde ta Foy’ is our school motto, meaning ‘Keep Your Faith’**

**Felsted seeks to be the school of choice and aspiration for all.**

**“Developing character and making a difference”**

1. Felsted seeks to educate all Felstedians to develop them as individual characters, through the provision of an outstanding all round education.
2. Felsted seeks to develop and stretch students academically, to be life-long learners, well-rounded, aspirational, globally minded, with the skills to flourish beyond school, applying the principles of a growth mindset, to be the best that they can be.
3. Felsted seeks to provide outstanding pastoral care, a safe and supportive environment, co-curricular opportunities, lessons in leadership, service, challenge, personal growth, and emotional/intellectual development.
4. Felsted seeks to develop a strong sense of community, based on development of personal faith, tolerance and respect. This community will include all students, as well as parents, staff, Governors, former Felstedians and the wider Felsted community.
5. Felsted seeks to make a difference, through developing truly effective global citizens, under the IDEALS of the Round Square, fulfilling our charitable purpose, including making a Felsted education available to families, through bursary, scholarship and outreach.
6. Felsted seeks to provide a strong foundation for the future of the school.

### **ABSENCE FROM SCHOOL**

As a result of illness or injury – please inform the Attendance Officer by telephone 01371 822613 (24 hours, including voicemail) or email [prepadmin@felsted.org](mailto:prepadmin@felsted.org). Please advise the reason for any absence from school and if for more than 5 days, follow this up with a letter or email of explanation. If your child needs to be ‘Off Exercise’ (Off Ex) please email the Health & Wellbeing Assistants [fpsmedical@felsted.org](mailto:fpsmedical@felsted.org) with reason and length of time signed off.

Dentist and Doctor appointments – wherever possible, please try to arrange these outside normal school hours. If this is not possible, then an email to the Attendance Officer [prepadmin@felsted.org](mailto:prepadmin@felsted.org) explaining the reason for absence and appointment details prior to absence.

Family outings and holidays should not be arranged during term time. Parents are asked to pay particular attention to beginning and end of term times and dates. ***In exceptional circumstances, any requests for children to be allowed leave from school should be made to the Headmaster and/or Head of Phase well in advance, and in writing, please.***

## **ACCESSING RECORDS**

Please refer to the Record Keeping Policy which can be found using the following link: <https://www.felsted.org/parents/policies-school-information>.

## **ACHIEVEMENTS**

Please see a record of our annual Key Achievements and Improvement Plans on the website at <https://www.felsted.org/parents/policies-school-information>.

## **ACTIVITIES**

For Prep School Additional Charges, please follow the link to the website: <https://www.felsted.org/admissions/fees>

All pupils are encouraged to participate in a wide range of activities within the school day. After 5.45pm those pupils who wish to enjoy tea and optional evening activities, or supervised evening prep (Year 7-8) will incur a charge per session. There is a charge for pupils who stay for tea and attend sport academies, plays, parents' evenings and other school events. Some activities may be charged separately. There is no charge for pupils who stay for Chapel Choir rehearsals on Tuesday evenings.

In Year 3 pupils are required to stay until 5.35pm on Tuesday and in Year 4 on a Tuesday and Thursday. Activities in the form of clubs are run on the other days for those who wish to take advantage of them. These are charged at different rates according to the activity. Detailed information is provided on a termly basis.

## **ADDITIONAL CHARGES**

Charges for pupils who sit examinations with the English Speaking Board (ESB) will be informed of the charge by letter/email prior to the charge being made to your account. Fees for pupils sitting the Associated Board of Music examinations currently vary depending on grade and instrument including practical and theory examinations. A complete list of charges is available from:

ABRSM: <https://gb.abrsm.org/en/exam-booking/exam-dates-and-fees/>

TRINITY: <http://www.trinitycollege.co.uk/resource/?id=5428>

Charges for instrumental tuition and hire of school instruments can be found on the Additional Charges Sheet: <https://www.felsted.org/admissions/fees>

## **ADDRESS & CONTACT INFORMATION**

Felsted Prep School, Braintree Road, Felsted, Essex CM6 3JL.

Please call +44 (0)1371 822610 or (0)1371 8226613 or email [prepadmin@felsted.org](mailto:prepadmin@felsted.org) with any enquiry. During term time the School Office is open from 8.00am-6.00pm. During the School holidays the School Office is open from 8.30am-12.30pm.

In an Emergency outside of Office Hours please contact: **+44 (0)7764 332936**

## ADMISSIONS PROCESS TO THE SENIOR SCHOOL

At present, pupils in Year 8 are automatically registered for a Year 9 place to the Senior School. During Year 7 we encourage parents to arrange an individual visit to meet with Mr Chris Townsend, the Headmaster and a Housemaster or Housemistress. We also encourage parents and pupils to visit the Senior School on Open Day in the Autumn Term. In the late summer of Year 7 a mailing is sent to parents to ask if they would like to confirm a place at the Senior School and whether they wish to choose a day place, contemporary, weekly or a traditional full boarding place. More information about the Senior School's boarding pathways can be found at <https://www.felsted.org/boarding-day/boarding-day>.

Pupils in Year 6 are required to take Year 7 Entry Assessment in December of Year 6. These assessments are taken in English (Reading and Writing), Mathematics and Verbal and Non-Verbal Reasoning. Admissions information can be found on the following link: <https://www.felsted.org/bpa-admissions>

Parents can discuss the admissions process with Mrs Ruth Wyganowski, the Senior School's Admissions Registrar on +44 (0)1371 822605 / [senioradmissions@felsted.org](mailto:senioradmissions@felsted.org) or Mr Mark Stringer, Head of Courtauld House on +44 (0)1371 822696 / [mcs@felsted.org](mailto:mcs@felsted.org).

## BOARDING

Felsted Prep School is fully committed to boarding and encourages pupils to experience the many benefits that living within a community can bring. Boarding promotes a sense of independence and fun – the environment is caring and safe, while allowing children the chance to develop socially and emotionally. The children love the rich programme of evening activities which includes supervised study.

Full boarders (7 nights) are joined by Weekly (Monday – Friday inclusive with option of staying on Sunday night) and Flexi-boarders who stay at school for one, two, three or four nights a week on a regular basis. Flexi-boarding is a chance to try the experience of boarding in preparation for full or weekly boarding at a later date, or sometimes simply a chance to be with your friends overnight and have fun. Please refer to our website for current charges using the following link: <https://www.felsted.org/admissions/fees>

Please contact the Houseparents, Nick Thomas and Victoria Ellis-Thomas on +44 (0)1371 822729 or by email [boarding@felsted.org](mailto:boarding@felsted.org) if you would like to consider this option, or would like to arrange a tour of the boarding accommodation and to meet the Houseparents. Trial boarding nights are also available.

## CALENDAR

The calendar is published at the start of each term and gives information on the following:

Useful telephone numbers, names of staff and email addresses, Form Tutors, Year Representatives, useful postcodes of other schools, dates of Sunday Chapel Services & Parent/Teacher meetings, Exeat weekends (no Saturday school), regular activities, sports fixtures, duty league, term dates for the next year, the weekly timetable, and many other useful details.

Parents will be kept informed in the weekly eNewsletter of any changes to events listed in the calendar.

## CAR PARK CODE

Parents are expected to enter each of the parking areas via the marked "Entrance" and exit via the marked "Exit". Parents should drive slowly and carefully (speed limit is 5 mph) through the parking and drop-off zones.

Parents are asked to respect the car park signage and exit the Felsted Prep School Main car park by turning left into Braintree Road, and not right, to eliminate traffic blockages both within the car park and along the Braintree Road, particularly at peak usage times.

Stewart House Parents using the gravel car park by Stewart House should exit via the red & white barrier which is raised from 8:10-9:00am and from 3:15pm onwards each day, so that you can EXIT without having to go past Stewart House. Where possible, it is then better if you can exit Felsted by turning RIGHT onto Braintree Road.

Parents are expected to park in allocated parking bays within the car parks. These bays are finite and immovable so demand will always exceed supply, and prompt collection of your child/children and a quick departure enables others to use these spaces.

Parents are expected to refrain from double parking in the car parks, blocking other vehicles, and affecting the smooth flow of vehicles in the car park.

Parents are expected to use the drop off lane to deliver or collect their child/children, whilst remaining in attendance of their vehicle. This lane is specifically aimed at trying to keep traffic flowing, and parking in this lane and leaving your car unattended disrupts this flow.

Parents are expected to drop their child/children off safely and securely, either in the drop off lane of the School car park or by parking and accompanying the child/children across the pedestrian area of the car park. Children must not be dropped from a double parked position, nor from a door opened whilst stationary and awaiting to access the drop off lane.

Parents are requested not to park at the end of the drop off lane in the Prep School car park. This is not a parking area and can be highly disruptive to vehicle movement through the car park.

Parents are expected, similarly to their child/children, to behave responsibly and courteously within the grounds of Felsted, this includes when in control of vehicles within the School car parks, and in the local area.

### **Parents as Pedestrians**

Parents are expected to use the pedestrian access paths to Stewart House, Courtauld House and the Main School building, crossing the roadways on the raised ramps.

Parents should not (with or without their children) use the vehicle IN/OUT routes as pedestrians at any time.

Parents of younger children should hold their child's hand when walking across the car parks.

Thank you for your compliance with this code of conduct.



## **CHANGES IN FAMILY CIRCUMSTANCES**

It is important that we are informed about any changes in family circumstances which may affect your child (family bereavement, divorce, death of family pet etc). Sometimes parents do not consider the matter to be important enough, but we can often help in unexpected ways to relieve sudden burdens. All information will, of course be treated in total confidence.

## **CHANGE OF ADDRESS / TELEPHONE NUMBER**

Change of address or telephone numbers should be notified in writing to Ms Erika Taunton ([prepadmin@felsted.org](mailto:prepadmin@felsted.org)) in the School Office as soon as possible. Daytime contact numbers, if different from home numbers, should also be provided. If divorced/separated parents require a duplicate mailing or email, please ensure that we have an up-to-date address and inform the School Office of any changes to your email address.

## **CHAPEL**

The School is traditionally a Church of England School where the Christian story will be told to illustrate and support the Christian values we uphold and abide by. Other religions of the world are taught, discussed and respected. The School Chaplain is Reverend Nigel Little [nijl@felsted.org](mailto:nijl@felsted.org).

Chapel services are considered an important part of school life and so all members of the School attend short, weekday services. More formal services (either morning or evening) are held on special Sundays. It is shown in the calendar when we would like all Years 5-8 pupils and their parents to attend as part of our collective worship and to support our Chapel Choir.

Year 3-4 pupils and their parents are more than welcome. Blazers rather than jumpers are worn by all pupils and they are required to look very smart. A collection is made for one or more of the charities that the School supports.

If your child is unable to attend Chapel on a required Sunday, we would expect to receive notification in writing, before the event.

## **CHROMEBOOKS (Years 7 & 8)**

Chromebooks work well with Google Classroom, which is a learning platform the staff will be using in lessons. Pupils will be able to store work on Google Drive, enabling them to benefit from the many exciting educational opportunities at Felsted and to be prepared for a world which expects effective use of technology. Pupils can access the many electronic resources provided by the school (such as the Intranet, Google Docs, Google Classroom, podcasts and presentations) both in School and at home and are able to work collaboratively using the exciting range of technologies:

- Email for sharing of information
- The School's Management Information System provides assessment data for pupil's own use so they can check progress, achievement, prep set and targets set
- Access to past papers and reference sheets
- Collaborative working software such as Google Apps for Education to connect with other students and their teachers.

Whilst the School can carry out small fixes in the case of an emergency, we expect the student devices to:

- be clearly named in permanent marker or permanent labels for identification
- be fully charged each evening and to be in School each day
- be upgraded regularly in terms of operating system software and security releases
- be password protected
- be insured under a personal/household insurance scheme in case of damage or loss

All Chromebooks should be carried around School in a case/cover to prevent damage.

Before pupils are given access to the School network they will need to complete the 'Use of mobile devices in School by pupils' document which also requires parental agreement. We recommend that parents are familiar with these standards and encourage their children to comply with them both at home and in School. We do not recommend any particular make or model but do recommend the device being no bigger than 13" and an 11" model would be fine. The IT department will connect the device to our network for free.

If for financial reasons you may find it hard to provide your child with a chromebook, please feel free to come in and discuss this matter confidentially with Mr Stringer.

### **CLASSES FOR PARENTS**

Look out for information in our termly calendar or on our website for next term's exciting opportunities. It really helps your child's learning if you model lifelong learning of any sort to your child.

### **COMMENDATIONS (Cs) - Years 4-8**

Work undertaken by a pupil is assessed and Cs are awarded on the basis of: *(i) the amount of effort that the teacher feels the pupil has put into his/her work, and (ii) the quality of the piece of work relative to the pupil's ability.* The number of Cs awarded each week will also reflect the number of lessons/prep in each subject. For instance, in subjects such as English and Mathematics where the pupil completes several pieces of work in a week, he/she is likely to receive more Cs than in other subjects which have only two or three lessons allocated per week. Practical subjects such as DTE or Art will probably award Cs at the end of a particular topic/project (e.g. every 3 weeks).

The Commendations are added up at the end of each week and tutors provide details, which the pupils then use to transfer their Cs into their planners/chromebooks (usually on Monday mornings).

In Years 7 and 8 at the end of each term, the top 10 pupils will receive a £5 token and a gold certificate, the next 10 a silver certificate and the next 10 a bronze certificate.

In Years 4, 5 and 6 at the end of each term, the top three pupils in each tutor group will receive a £5 token and a gold certificate, the next three a silver certificate and the next three a bronze certificate.

Heads of Phase issue P certificates, rewarding pupils for success in all or some of the following: planning, pace, presentation, proofreading, participation, personal attitude and behaviour, perseverance and progress.

Headmaster Commendations are awarded for excellent work which would normally show that a child has achieved the 8Ps (as above) for outstanding achievement.

## **COMMUNICATION**

Please refer to communication via email in Part 1: Essential Information for daily contact, queries, messages and information can be conveyed using the Prep School direct line on +44 (0)1371 822610/822613. Answering machines are switched on when staff are out of the office - please leave a message and your call will be returned as soon as possible. You can also fax the office on +44 (0)1371 822617 or email [prepadmin@felsted.org](mailto:prepadmin@felsted.org).

Please ensure that we have the correct address for communication by post.

The school planner is an important channel of communication for Years 3-6 pupils, parents and teachers and may be used to exchange day-to-day information, such as changes in routine or special events. Year 7 & 8 pupils can record things in their School Calendar and/or their google calendar.

The Prep School weekly eNewsletter will convey changes to the Termly Calendar for fixtures, events etc.

Details of school events are in the school calendar and also on the website <https://www.felsted.org/news-events/school-calendar>. Other information, such as after-school activities and music lessons, is posted on notice boards.

## **COMPLAINTS**

Felsted Prep School welcomes comments and suggestions from parents, and takes seriously any complaints and concerns that they may raise. We would hope that, if a complaint is made, parents will feel that the School takes the complaint seriously and responds within a reasonable time and in a courteous and efficient way, taking action where appropriate. We would also hope that most complaints can be dealt with in an informal manner, without moving into the official complaints procedure.

Full details of the Complaints Policy can be found on the School website using the following link: <https://www.felsted.org/parents/policies-school-information>.

## **CURRICULUM**

Felsted Learning Standards are reviewed each year and can be found on the School website on the following link: <https://www.felsted.org/academic/prep-school-curriculum>.

## **CYCLING**

If it is safe to do so, we would encourage children to cycle to school and cycles should be stored and locked in the bike racks provided. Once on school grounds, pupils should dismount and walk their cycles to the bike racks provided. All cyclists must wear a helmet.

## **DATA PROTECTION**

Our Data Protection Policy and information can be found here: <https://www.felsted.org/parents/policies-school-information>.

## **DISCIPLINE, BEHAVIOUR & GOOD MANNERS**

See details at the back of this booklet.

### **DOGS**

No dogs, other than Assistance Dogs (Guide Dogs, Hearing Dogs etc.) are allowed on Felsted Prep School grounds at any time. Dog excrement is dangerous especially to young children and we cannot afford the risk of toxocariasis.

### **DRESS CODE**

The general appearance and cleanliness of our pupils is most important. We expect pupils to begin the day dressed in their school uniform which is designed to be both smart and practical. See uniform list provided.

Black shoes should be clean and polished (please note that boots, large or high heeled shoes, pumps and coloured laces are unacceptable). A school coat should be worn to and from school each day.

Hair should be neatly groomed and a **comb or brush** is needed to maintain this throughout the day. Boys should keep their hair short and styled in a conventional manner. Girls with longer hair (over collar length) should tie it back with a plain, black hair band or 'scrunchie'. We consider dyed or highlighted hair as inappropriate for boys or girls at school.

**Jewellery** – pupils may wear watches and a pair of stud earrings, but for practical and safety reasons no other jewellery (chains, rings, bracelets and wristbands etc.), fashion accessories, make-up or nail varnish should be worn. Medic alert bracelets are allowed and if there is a symbolic need to wear jewellery, permission should be requested from the Headmaster.

### **DRINK TO THINK**

There is proven evidence that drinking water throughout the day aids concentration levels. Pupils are advised to bring a water bottle in to school daily.

### **EDUCATIONAL VISITS**

Educational visits occur frequently throughout the school year. The governors' regulations for the conduct of these (and for holiday events) are comprehensive, with emphasis placed on proper supervision and safety. Educational one-day visits organised during term-time are not charged. Residential visits, either in term-time or holidays, will have a charge attached. The School organises ski-trips, activity, cultural and language trips, sports and choir tours and a leavers' week for Year 8. Costs are kept to a minimum, consistent with good value for money.

### **EMAIL**

Parents must inform the School Office of all contact email addresses and any amendments. The School communicates extensively by email as part of our Green Policy

and therefore incorrect email addresses will result in missed information. Please email [prepadmin@felsted.org](mailto:prepadmin@felsted.org) with any updates.

## **EQUAL OPPORTUNITIES**

Felsted School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant merits and abilities. This commitment to diversity and difference and valuing and respecting each other as individuals is shared by Pupils, Staff, Parents and Governors. The School is committed to meeting the needs of each individual within it and relies on each individual to implement the anti-bullying policy as clearly laid down in the Pastoral Care Policy.

The School aims to ensure equal treatment for all and opposes all forms of unlawful or unfair discrimination on the grounds of race, colour, nationality, ethnic origin, gender, marital status, sexual orientation, trade union membership, disability, physical or mental health, political views and religious beliefs, and economic status.

The School seeks to promote the fundamental British Values of democracy, the rule of law, individual liberty and mutual and tolerance of those with different faiths and beliefs.

## **EXAMINATIONS**

Years 5 pupils sit school examinations in the Summer Term just before half term.

Year 6 pupils sit the Year 7 Entry Assessments at the end of the Autumn Term (Verbal & Non Verbal Reasoning, English & Mathematics). On the basis of these papers, entry to Felsted School at age 13+ is usually assured. Pupils also sit school examinations in the week before the Summer Half Term.

Year 7 pupils sit in class tests mid-way through the Autumn Term and a full set of end of year examinations in the weeks before and after the Summer Half Term.

Year 8 pupils sit a full set of end of year examinations during the week before and the week after half term in the Summer Term.

## **EXTRAS**

We try to keep extras on your bill to an absolute minimum. Individual Music and Learning Support lessons are charged as an extra, as are a few other activities. You will be notified in advance of any extra charges.

## **FINANCE**

The Finance Department will be happy to answer any queries you may have regarding your school bill. Please call 01371 822626 or email [accounts@felsted.org](mailto:accounts@felsted.org). For any other finance queries, please contact the Bursar on +44 (0)1371 822621 /[bursar@felsted.org](mailto:bursar@felsted.org).

You should have now paid an entrance deposit on Final Confirmation of Entry. This is refundable against the final bill once your son/daughter has left the School. The deposit is non-refundable if a place is offered and not taken up. A full term's notice is required in writing if your son/daughter does not take up the place offered, or leaves the School at a later date, otherwise a full term's fees will be payable.

You will be sent the first fee account at the end of July for the Autumn Term fees. All extras are charged for in arrears at the end of each term. Please ensure that your account is paid in full by the first day of each term. The late payment of fees is subject to an interest charge of 2% per month in accordance with the School's terms and conditions.

We offer a number of ways to pay the school bill, as follows:

**UK fee payments:** Please arrange payment of your account by bank transfer. Our bank details will be provided with the school bill.

**International fee payments:** Felsted has partnered with Flywire to provide you with an easy and secure method of sending international fee payments. Flywire allows you to pay in over 70 currencies, pay by bank transfer, international credit / debit card, eliminate bank fees and enjoy excellent exchange rates, track your payment from start to finish, pay from any country and any bank, feel safe, with 24/7 dedicated multilingual customer support. For any international payments, please go to [www.felsted.flywire.com](http://www.felsted.flywire.com) to begin the payment process. You only need an email address to set up an account. There is a 24/7 helpline with representatives in all countries to assist you.

**Monthly Direct Debit:** In association with School Fee Plan we are pleased to be able to offer parents the option of spreading the cost of school fees and any extras by monthly Direct Debit. You can apply online at [www.myschoolfeeplan.com/felsted-cm6](http://www.myschoolfeeplan.com/felsted-cm6) to pay your school fees by monthly instalments. It is quick, easy and once approved, we will notify School Fee Plan of your termly fees, including any extras. If you are currently using School Fee Plan for the payment of school fees by Direct Debit, your arrangement will continue. All applications for payment of the Autumn Term fees by Direct Debit must be received before 31st July 2018.

**Online by debit or credit card:** We are now able to take UK payments online using WisePay – a secure online payment service. To make a payment by credit or debit card please follow the link on our website [www.felsted.org/fees](http://www.felsted.org/fees). Please contact [prefinance@felsted.org](mailto:prefinance@felsted.org) for your login details.

**Cheque:** All cheques should be made payable to 'Felsted School' and sent to the Finance Department, Felsted School, Felsted, Essex CM6 3LL.

**Payment of fees in advance:** Felsted is able to offer a modest discount on fees where funds are paid to the School in advance of a student joining the School, or at any time during the student's time at the School. These may cover all or part of the expected fees for future terms and must be a minimum of three terms fees. Please contact the Finance Manager on [cnw@felsted.org](mailto:cnw@felsted.org) if you would like to consider this option.

Full details of our fees, including extras, for the 2018/19 academic year, and all fee payment options, are available on our website [www.felsted.org/fees](http://www.felsted.org/fees).

## **GOVERNORS**

The School, which is a charitable trust, is governed by a Board of Governors who are entrusted with overall responsibility for the School. If you would like to contact the Chairman, Mr John Davies, you can do so via the Clerk to Governors, Mr A.G. Clayton on +44 (0)1371 822621 / [bursar@felsted.org](mailto:bursar@felsted.org). The full list of governors and their profile is available on the School website: <https://www.felsted.org/parents/felsted-governors>.

## **HEALTH & SAFETY**

It is of paramount importance to us to ensure the health and safety of your child. Felsted Prep School has developed a number of policies to ensure this both on and off site.

The relevant policies can be found in the parent section of our website:

<https://www.felsted.org/parents/policies-school-information>.

## **HEALTHY BODY, HEALTHY MIND**

Pupils are encouraged to take good care of themselves by understanding food and water intake, the need for exercise and sleep and stimulation of the mind, academically, emotionally, morally, socially and spiritually and through personal interests.

Improved and graduated awareness of self discipline and organisation are expected as children get older. Parental support in this area is vital.

## **INFORMATION ON CHILDREN**

Information about children will be shared with parents, but only about their child. Parents should not have access to any other child's books, marks and progress grades at any time, especially at parents' evenings. However, parents should be aware that information about their child will be shared with the receiving school when they change school.

## **INTERNET & COMPUTER USAGE**

Felsted Prep School accepts that email and internet usage are an essential mode of communication.

All pupils at Felsted Prep School are given a school computer account which allows them to have access to these valuable resources and training on how to use computers safely.

Please refer to our E-Safety Policy on our website:

<https://www.felsted.org/parents/policies-school-information>.

## **INTER SCHOOL MATCHES**

Fixtures are published in the calendar and parents are welcome to support their children and the Felsted teams. Parents are warmly welcome to stay for 'match teas'.

Match Day arrangements: Team sheets are normally published at least the night before a match and give details of the following: *personal clothing and kit required by each pupil (clean kit please), departure times, start time, finish time, return time for away matches and venue.*

Team information is added to Parent area on MIS under Sporting Fixtures (please use your login details). Relevant details of the match are included providing location and times

of fixtures. If fixtures are cancelled this is also posted under Sporting Fixtures. Postcodes for the venues can be found in the School calendar.

Please follow the Prep School Twitter feed: @felstedprep for updated information. If pupils are going to be late back to School, updates will be posted on Twitter.

Parental Permission: The teacher in charge of a team can only allow a lift to be given from another parent if the School Office receives written parental permission (email, text or letter) prior to the match. This can be given at the beginning of the school year for permanent arrangements or prior to the away fixture. Verbal permission is not acceptable. Please do not put staff in a difficult position.

### **KINDLES & OTHER MOBILE DEVICES**

Pupils are permitted to have Kindles in school, but the latest versions also have games. Please sign and return the mobile devices contract to the School Office.

#### **LEADERSHIP TEAM**

<b>Headmaster</b>	<b>Mr Simon C. James</b>	scj@felsted.org
<b>Deputy Head</b>	<b>Mr Jeremy P. Fincher</b>	jpf@felsted.org
<b>Head of Courtauld House: (Years 7 &amp; 8)</b>	<b>Mr Mark C. Stringer</b>	mcs@felsted.org
<b>Head of Cloisters: (Years 5 &amp; 6)</b>	<b>Mr Paul M. Bailey</b>	pmb@felsted.org
<b>Head of Ffrome Court: (Years 3 &amp; 4)</b>	<b>Mrs Julie E. Green</b>	jeg@felsted.org
<b>Head of <a href="#">Stewart House</a>: (Years Reception, 1 &amp; 2 and Designated Safeguarding Lead)</b>	<b>Mrs Jacqueline A. Atkins</b>	jaa@felsted.org
<b>Director of Learning</b>	<b>Mrs Christina F. Bury</b>	cfb@felsted.org
<b>Director of Co-Curricular Sports &amp; Activities</b>	<b>Mr Hector Bevitt-Smith</b>	hbs@felsted.org



## **LEAGUES**

All pupils in the School are placed in one of five different houses or Leagues – Cromwell (Red), Gaselee (Dark Blue), Grignon (Green), Lord Riche (Yellow) and Smythies (Light Blue). Each League has a member of staff in charge who is assisted by two league captains, who are pupils from Year 8. There are also captains of Arts, Chapel, Charities, Media and Sports. Year 7 are QI captains.

Leagues compete against each other in Sport, Music, Public Speaking and other competitions, while all commendations and plus/minus points, as well as stars and stripes (for Years 3-4) count towards the termly total for the much coveted Hopton Cup for the winning League. We hope that every pupil will form a strong identity with their League. Meetings are held fortnightly.

## **LEARNING SUPPORT (ENHANCED LEARNING)**

We are keen for pupils to receive any appropriate Learning Support which would help them to cope with the demands of an academic school. Small class sizes and a committed teaching staff are two factors in providing strong academic support, but occasionally more individual attention is required.

If your child already receives out of class Learning Support, then we will do all we can to continue with that assistance. We may also contact you if we feel that your child might benefit from some extra help. The Head of the Enhanced Learning department will be happy to discuss any issues with you, as well as being able to arrange an assessment of your child. Please email [prepsenco@felsted.org](mailto:prepsenco@felsted.org) if you have any queries.

Should pupils require coloured paper following an assessment we will be happy to trial copying onto coloured paper for a month, after which time we will give brief feedback as to the impact of the provision. If it is felt to be helping, it will be necessary for parents to purchase glasses with coloured lenses.

If a pupil uses a wobble cushion provided by the School to aid concentration and attention, we will trial this for a month and if it is found to be effective, we will give parents the necessary information about where to purchase them, or we will purchase on behalf of parents and add to the School bill.

## **LIBRARY**

Every child should have a book to read at school. This may be borrowed from the library and pupils will be encouraged to enjoy this facility. The Accelerated Reading programme monitors reading levels and recommends the appropriate level of book for your child.

## **LINKS WITH PARENTS & THE COMMUNITY**

The School has an effective partnership with parents and worthwhile links with the wider community. The School prides itself on the fact that:

1. parents are satisfied with the education and support provided for their children
2. parents have good opportunities to be involved in activities in the School and in the work and progress of their children.
3. parents of pupils and of prospective pupils are provided with the required information about the School and receive clear and useful reports about their

- children's work and progress
4. the School handles the concerns of parents with due care
  5. the School promotes positive links with the wider community

All suggestions and critique are welcomed in the spirit of furthering and improving these links. Please contact the Head of your child's Phase of the School or the Headmaster directly. Email addresses are available in the calendar.

### **LOST PROPERTY**

Items that are **NAMED** are easily returned to pupils. If an item is lost, please ask your child to have a good look for it and also ask them to check with their Form Tutor and Head of Phase. **NO NAME, NO CLAIM.**

Toys and musical equipment such as iPods, MP3 Players are not permitted in school during the day without permission. Boarders are permitted such items in the evenings.

### **MEDICAL MATTERS**

The overall health care of the School is supervised by the Head, assisted by the Day and Resident Health and Wellbeing Assistants who deal with minor ailments. Felsted's Medical Centre is staffed by registered nurses, one of whom is on duty at all times. The Medical Officer provided by Blandford Medical Centre holds various surgeries during the week, as well as being on call at all times. The Medical Centre nurses and the doctors are also at the disposal of pupils to help with their personal welfare and care plans.

If a pupil is admitted to the Medical Centre, parents will immediately be informed by the School. Felsted's Medical Officer will only see pupils who have been registered with the surgery unless it is an emergency.

Full & Weekly boarders are encouraged to register with the surgery to enable medical appointments to be made and in the case of illness to be admitted to the Medical Centre for monitoring. Pupils who are not well enough to participate in lessons should remain at home. Parents should write a note or email the Health & Wellbeing Assistants [fpsmedical@felsted.org](mailto:fpsmedical@felsted.org), if a pupil is 'off-exercise'. Please remember to let the Health & Wellbeing Assistants know when the pupil is able to do exercise again.

**Contagious or infectious disease:** It is essential that the School is aware of your child's medical condition, so please do keep us fully informed of any developments including illness over the holidays. If a pupil has contracted a contagious disease whilst on holiday or has an infectious disease (e.g. chicken-pox or mumps), please consult with your doctor or Felsted's Medical Officer before returning to school.

**Vomiting or Diarrhoea:** If a pupil is vomiting and/or has diarrhoea they should not return to school until they have been clear for at least **forty eight hours**.

**Medication:** Prescription medication should be handed in to Health and Wellbeing Assistants in the original dispensed container with the following information: name of person to whom prescription has been written, strength of medication, dose, time of administration and expiry date. 'Over the counter' medication will **not** be accepted by Health and Wellbeing Assistants. Please refer to the Treatment & Medication Policy on <https://www.felsted.org/parents/policies-school-information> for medication available in school.

Pupils do not keep their own medicines other than inhalers and Epi-pens (as necessary) and would only administer them to themselves in the presence of a member of staff.

**Head Lice:** We suggest that as a matter of course you regularly check your child's hair for nits. The recommended course of action to keep your child 'nit free' is to comb their hair with a nit comb thoroughly at **least** once a week. This should be done when they wash their hair at the conditioning stage. This regular course of action will also help break the life cycle of the nit and will damage eggs etc. If you find live nits, we recommend daily checks and combing for at least seven days to remove any remaining nits or eggs. Please inform your child's form teacher if you find nits and confirm treatment is taking place.

If your child has nits, parents should consider whether their child should be in school depending on the severity of the condition. We recommend your child is kept off school until after at least one treatment has been completed.

### **MOBILE PHONES**

Pupils are **NOT PERMITTED** to have or use a mobile phone at school unless they are full boarders, travel to and from school on a minibus, or have permission from the Head of Phase. During the day, no pupil should carry a mobile phone. Full boarder's phones should be stored securely in their personal safes and day pupils in Years 7-8 who have their phones in school should hand them into the Courtauld House Office. Years 5-6 pupils should hand their phones in to the School Office until they are required. Each pupil agrees to comply with the school's E-Safety policy with regard to all mobile devices and is responsible for ensuring no inappropriate material is stored on the device.

If a pupil has a mobile phone in school they should complete a 'Use of Mobile Devices' form prior to bringing the phone to school. These can be obtained from the School Office.

**Parents are asked to be vigilant in monitoring their child's use of their mobile phone at home.**

### **MUSIC LESSONS & CONCERTS**

The majority of pupils at Felsted Prep School learn one or more musical instruments. If you would like your child to learn an instrument, or have any questions about music at the School, please contact Mr Owen Rees, Director of Music at Felsted Prep School [ocr@felsted.org](mailto:ocr@felsted.org). For Music lessons please contact Mrs Becky Bennett, [musdept@felsted.org](mailto:musdept@felsted.org) who will arrange for individual lessons which are charged as an extra on the basis of a full term's lessons (normally ten half-hour sessions) and instruments are available for hire. If music lessons are to be terminated, notice **in writing** should be given **a full term in advance** to the Music Department. Various concerts and musical events are held throughout the year to which parents are warmly invited. For music tuition fees please see Prep School Additional Charges on our website: <https://www.felsted.org/admissions/fees>.

### **PARENTS' ASSOCIATION (FRIENDS OF FELSTED PREP SCHOOL)**

Several parents serve on the Parents' Association (Friends of Felsted Prep School) and the current chairperson is Mrs Cathy Marsh. A booklet outlining members and their roles

is sent to new parents but please contact the School Office if you would like another one. Members of the Parents' Association are listed in the calendar and forthcoming events will be included in the calendar or notified separately by the Parents' Association. See <https://www.felsted.org/parents/friends-of-fps> for more information.

## PARENTS IN SCHOOL

Support is vital to your child's success and is much welcomed. You will be frequently invited to attend school events. However, growing independence will be key to your child's success. We recognise this happens at different rates and ask you to actively encourage it in such areas as getting organised for the following day, dropping off at school and managing and respecting belongings.

## PASTORAL CARE

Felsted Prep School aims to establish a community in which everybody feels valued and safe, and where individual differences are appreciated, understood and accepted. Every pupil has a right to enjoy their time at school. Felsted does not tolerate bullying or harassment. Respect for others is expected. For further information please see the Pastoral Care Plan on the School website

## PERMISSION TO PHOTOGRAPH

Parents are sent a form in their New Joiners' Pack requesting permission to allow recording of events and publicity, including our weekly eNewsletters. If you do not give your permission, your request will be recorded.

## PLANNERS

Planners are issued at the start of each term for pupils in Years 3–6 and they are required to keep them up-to-date each week. These serve as an important link between pupils, parents and tutors.

**Pupils in Ffrome Court** use their planners to record weekly spelling tests and other results, changes to the timetable, stars and stripes, blue cards lost and notes to and from Parents. Written inside the planner are some reminders about how we would like pupils to act towards each other as part of the School community.

**Pupils in Cloisters** use their planners to record their timetable of lessons, spellings, vocabulary lists, work that they need to do for prep, reminders about music lessons, commendations, plus and minus points, targets (set in conjunction with their tutors) and notes to and from parents/teachers. Written inside the planner are some reminders about how we would like pupils to act towards each other as part of the School community.

**Pupils in Courtauld House** do not have planners but use the School's MIS system. Preps are also set on the MIS as the system can be accessed from home. Pupils are encouraged to record their marks/grades for tests and preps on their Chromebook (Google Sheets & Google Calendar).

## PLUS & MINUS POINTS (Years 5-8)

These are given for '*out-of-class*' activities and behaviour. **Plus points** are gained for helpfulness, politeness, good manners, effort in games, activities and music, and for such acts as reading in chapel etc. **Minus points** are given for poor behaviour, unkindness

towards others etc. as well as for detentions (unacceptable effort with work). Each + and - point goes towards individual and league totals at the end of each term.

## **POLICIES AND PROCEDURES**

Full details of individual policies and procedures can be found on the School website <https://www.felsted.org/parents/policies-school-information>.

## **PUPIL REVIEW**

This is a process of evaluation to ensure that we are delivering the best possible education to our children in line with our aims. Children are selected randomly each term for a full review which includes an in depth interview with the child to assess their understanding and appreciation of their learning and whole school experience, a classroom observation, an in depth interview with at least one parent and an assessment of the strengths and weaknesses of the educational experience with targeted action going forward of any of the relevant parties in order to improve the standard.

To date this process has resulted in improved teaching and learning, individualised approaches, greater teacher sensitivity, improved food and drink arrangements, sporting, musical, drama, social and car parking arrangements.

## **READING**

Reading is an essential skill and hopefully a great source of knowledge and enjoyment. The more children read, the better! Please support your child as directed and feel free to show initiative.

## **REPORTS & PARENT/TEACHER MEETINGS**

Report forms have been designed to give parents plenty of information about their child's academic progress and include targets for future improvement.

During the year, you will receive both full and short reports (via online access to MIS using your Username and Password) and you will also be invited to attend Parent/Teacher Meetings. The Parent/Teacher meetings will allow detailed discussion between you and individual subject teachers. A schedule is published by Phase in the Curriculum, Learning Standards & Assessment Information for Parents which is published prior to the start of the academic year: <https://www.felsted.org/academic/prep-school-curriculum>.

## **RESULTS**

The School publishes Key Achievements and Improvement Plans on the School website <https://www.felsted.org/parents/policies-school-information>

## **SAFETY & SECURITY OF PUPILS**

At Felsted, the safety and security of the children is of paramount importance to us as part of our Safeguarding responsibilities. We value the beauty of the rural nature of our school and village, but this does mean that parts of our site are more open than in an urban school.

However, we endeavour to make the site as safe and secure as possible, with the children being educated to understand the dangers that can exist in our modern day society. A full risk assessment of the site occurs annually at the start of each school year.

With this in mind, **all employees** of Felsted (Senior and Prep) are DBS (Disclosure and Barring Service) checked and are required to wear Photo ID Badges at all times on the School site and the children are taught to report and not approach any adult who does not have this authorisation.

Children's responsibilities are communicated to them through assemblies, year group assemblies and meetings, form tutorials and through daily activity. **All visitors** to Felsted Prep School are required to report to the School Office.

### **Parents' Safety & Security Agreement**

**From 8.00am-6.00pm:** all Parents should report to the Main School Office (Years 3-8) or Stewart House Reception (Years R-2) where they will be required to "sign-in" and be issued with a "Visiting Parent" sticker, which will include the date and time of visit.

- This procedure should be followed when parents need to meet with Health and Wellbeing Assistants or any other Members of Staff, including those in Courtauld House.
- Parents are requested to leave the School premises including the Car Park as soon as possible after they have conducted their business.
- Parents are requested to use the "Stop & Drop" facility whenever possible in order to avoid unnecessary congestion in the Car Parks and to email staff to make appointments for meetings.
- Parents are not permitted to enter the Boys' or Girls' Changing Rooms at any time.
- Exception for Parents of Years 7 & 8 pupils: who have an urgent need to speak personally to the Head of Years 7 & 8 or to their child's Tutor, may report directly to the Courtauld House Office between 8.00am and 8.20am only.
- Exception for Parents of Years 3 & 4 pupils: who have an urgent need to speak personally to the Head of Years 3 & 4 or to their child's Tutor, may report directly to the Years 3 & 4 area (via the side gate) between 8.05am and 8.20am only. Such parents must be wearing their FPS issued identity badges.
- Exception for Parents of Stewart House pupils who are required to bring their children into school each day between 8.10am and 8.45am and sign them in. At 3.30pm or at the end of a co-curricular activity, Parents of Stewart House Pupils are required to collect their child in person from the appropriate member of staff on the premises.

**From 6.00pm-8.00am:** all Parents should report to the Member of Staff on Duty or to the Boarding House Staff immediately on arrival. This can also be done by ringing the duty mobile phone on +44 (0)7764 332936.

**Match Days:** parents are welcome to have "Post Match Tea" in the Ross Hall or Lord Riche Hall following fixtures on Match Days.

**Parents who participate in regular classes**, such as tennis, netball, Steel Band or language lessons, will be issued with Name Badges for these activities and registers are collected from the School Office in order to check who is on site.

**Stewart House School Parents:** please follow the relevant arrangements above after

8.45am. Parents are requested not to walk through the Courtauld House or Main School buildings with or without their children. They should also refer to the additional routines for dropping off and collecting their children, as detailed in the Stewart House Parents' Information booklet.

**Parents of Stewart House and Ffrome Court (Y3 & 4) pupils** are issued with FPS family name badges (at the start of each academic year), which they must wear when accompanying their children into school and when collecting them at the end of the school day.

## SAFEGUARDING

**Mrs Jacqueline Atkins** is Felsted Prep School's Designated Safeguarding Lead (DSL) and she can be contacted by email [prepdsl@felsted.org](mailto:prepdsl@felsted.org) or mobile number +44 (0)7710 700690.

## SCHOOL BAG

All pupils require a plain black rucksack or soft bag (years 5 and above only) that will fit into their locker. Years 3 and 4 require a book bag rather than a rucksack. Every child should have the following in their work bag: comb/hair brush, reading book, tissues and water bottle.

Please see the Uniform list for details of stationery items that each year group require.

## SCHOOL DAY

*(see back of Termly Calendar for more detail)*

Drop-off in the morning for Years 3-8 Pupils via drive through 'Stop & Drop' zones is between 8.00am–8.20am. Registration with Form Tutors is at 8.20am. The day ends at 5.35pm for Years 3 & 4 and 5.45pm for Years 5 & 6 and 5.55pm for Years 7 & 8, except for the following:

Years 3 & 4 with older siblings in Years 5 & 6 – pick up at 5.45pm - Main Car Park  
Years 5 & 6 with older siblings in Years 7 & 8 – pick up at 5.55pm - Main Car Park

On Wednesday, Years 3 & 4 day pupils may depart at 3.40pm, Years 5 & 6 day pupils may depart at 3.50pm and Years 7 & 8 may depart at 4.00pm. On Saturday Years 5-8 may depart at 2.00pm if they do not have sporting commitments. Some Years 5-6 pupils may have chosen to opt out of Saturday or aspects of Saturday school. Pupils participating in matches may depart when the opposition have left or when they return to school.

Years 3 & 4 pupils depart at 3.40pm on Monday, Wednesday and Friday afternoons, unless they are staying for 'after school' activities. Year 3 pupils may depart at 3.40pm on Thursday.

Years 3 & 4 pupils do not attend school on Saturdays.

Day pupils in Years 5-8 may stay for tea and evening activities/Prep, but must be collected by 7.30pm. There is a charge for pupils who stay for tea and attend sport academies, plays, parents' evenings and other School events.

<https://www.felsted.org/admissions/fees>.

## SCHOOL RULES

These are based on the simple guidelines that thoughtfulness, common sense and consideration for others should be evident at all times, but each activity will have its own set of rules which are explained to pupils and reinforced by the teacher in charge. The main rules (do and do not) and conventions can be found at the back of this booklet and in the pupils' planners.

## SEX & RELATIONSHIPS

Pupils from Year 4 are taught about puberty, physical development, sex and relationships within PSHE lessons as appropriate to their age. Further details can be found in the policy on the website.

## SIGNING-IN FOR TEA

If day pupils have planned to participate in an evening activity or stay to do their prep at school (Years 7 & 8), then they must 'sign in for tea' on the board inside the dining room by the access doors. The procedure is explained to pupils at the start of the new school year. A charge is made where a pupil chooses to stay at school for a social activity, club or prep, but where a pupil is required to stay for an activity (e.g. play rehearsal, steel band practice or other sports academy) there is a charge for tea only. Pupils who are staying for Chapel Choir are not charged for tea. These charges will appear on your end of term bill.

**Signing-out at the end of the day:** All pupils must be 'signed-out' of their Phase at the end of the school day by the senior pupil or member of staff on duty before leaving the School. Years 3-6 pupils leaving during the School day must sign out in the 'Signing Out' Book in the School Office and Years 7&8 should use the 'Signing Out' Book in Courtauld House. School transport (minibuses) departs at 6.00pm each day from the Roed Sports Hall car park.

## SNOW PROCEDURE

Felsted Prep School will remain open whatever the weather, as at least half of the staff live within walking distance. It is up to each individual family to decide whether it is safe to get to school but there is no need to telephone the School as we will be open and we will assume that if your child does not arrive then it is because of the weather conditions. What is taught on 'snow days' will depend on which children arrive and which facilities can be used, children will spend their time productively on such days. Snow day activities can be found on the School's intranet and can be accessed according to the child's year.

## SOCIAL EVENTS

There will be a number of social events which we will advertise to you throughout the year and will be listed in the termly calendar. The following dates are worth noting in your diary:

New pupil tea for Years 5-8

**Monday 3 September at 4.30pm**

All new pupils in Years 5-8 meet Tutors with Tea for Parents. Weekly Boarders will then be escorted to their dormitory at 5.30pm and taken to tea with Full Boarders



Harvest Festival Chapel Service & Year 8 Fun for Funds Fête	<b>Saturday 15 September at 11.30am</b>
Stewart House Harvest Festival	<b>Friday 12 October at 1.30pm</b>
Remembrance Service in Chapel	<b>Friday 9 November at 4.15 pm</b>
Christmas Fair	<b>Saturday 17 November from 1.00pm-4.00pm</b>
Carol Service in Chapel	<b>Sunday 9 December at 6.00pm</b>

### **SPEECH & DRAMA LESSONS / LAMDA**

All aspects of the LAMDA syllabus are taught by an experienced Speech & Drama teacher. Lessons include Acting & Group Acting, Public Speaking and Presentations, Spoken English and Reading for Performance. These lessons are designed to develop individual skills and increase self-confidence. They are organised on a similar basis to music lessons and are normally half hour sessions for individual or group lessons. Children have the opportunity to prepare for grade examinations if they wish to do so. Please contact Erika Taunton in the Prep School Office for details ([prepadmin@felsted.org](mailto:prepadmin@felsted.org) / +44 (0)1371 822613). Please see FPS Additional Charges for rates: <https://www.felsted.org/admissions/fees>.

### **SPORT**

Felsted has a deservedly strong reputation on the games field – we wish to be successful but also to play the game in the right spirit. The School encourages all children to develop their skills and we are lucky to have a very strong staff for the coaching of major games.

Inter-League matches are played each term, and inter-school matches take place regularly in Rugby, Hockey, Cricket and Tennis for the boys and Hockey, Netball, Cricket and Tennis for the girls. There are also Athletics and Football matches as well as Swimming galas.

### **SPORTS EQUIPMENT**

The School provides all necessary equipment for sport and games played at Felsted. However, all pupils except those in Year 3 will require their own hockey stick. All girls and those boys who play tennis require a racquet for the Summer Term. Please do not buy expensive items such as cricket bats, running spikes etc. without first checking with your child's games teacher as to suitability and necessity. Regular hockey team members benefit from wearing astro trainers. All personal equipment must be clearly labelled with your child's name. Pupils are not permitted to borrow equipment from friends.

**Gum Shields** - must be worn by both boys and girls for Hockey and boys for Rugby from Year 3-8. You should arrange to have a gum shield fitted with your own dentist or direct with O-Pro who will supply a home fitting kit ([www.opro.com](http://www.opro.com) or telephone +44 (0)1442 430690).

Pupils will not be allowed to participate in games/matches if they do not have a gum shield. O-Pro Silver Range multi use gum shields can be obtained and fitted by Health & Wellbeing Assistants and £14 will be charged to your School bill for each gum shield that

is fitted. Before the gum shield is provided, they will call home to obtain permission for the charge and authority to fit the mouth guard (boil and bite). If Health and Wellbeing Assistants are unable to contact parents for authority, the pupil will be unable to participate in the match/games session.

It is recommended that boys wear scrum caps for Rugby, which are available from the Tailor's shop or other suppliers.

### **STARS & STRIPES (Years 3 & 4 only)**

This is a merit and de-merit system. Stars are given to praise and encourage the children for good work, effort, helpfulness and good manners, quality performances in concerts, plays and sport.

A stripe negates a star as they are given for unsatisfactory behaviour. Being issued a Stripe equates to the loss of some break time in detention. Individual 'stars' are added to the league totals.

At the end of each term, the top three pupils in each tutor group will receive a £5 token and a gold certificate, the next three a silver certificate and the next three a bronze certificate.

### **SUBJECT SETTING & TUTOR GROUPS**

**Structure of tutor groups:** We hope that pupils will mix with as many of their fellow year group peers as possible during the school day in lessons, tutor periods and in co-curricular activities. To facilitate their overall pastoral care, all pupils in Years 3-8 will have a tutor with whom they meet each morning at 8.20am, for PSHE lessons each week and for other tutor periods during the week.

The tutor is the first point of contact for parents. At present, tutor groups are arranged as follows:

Year 3: Tutor groups are the same as teaching classes

Years 4-8: Tutor groups are a mixture of pupils from across the teaching groups

**Structure of Teaching Classes:** As part of the gradual transition as the pupils move from Stewart House (Years Reception - Year 2), into Ffrome Court (Years 3 & 4), through into Cloisters (Years 5 & 6) and finally into Courtauld House (Years 7 & 8) we introduce both **STREAMING** (based on general ability) and **SETTING** (based on subject specific ability), so that teaching can be aligned to what is best for each individual pupil's learning and developmental needs.

The exact provision could vary when we look at the year group cohort (eg: we might have top, middle and lower streams in one year group, but one top and two mixed middle/lower classes in another year group), but in general terms this will be similar to the following:

**Year 3:** No streaming - three mixed ability teaching groups - setting for Mathematics

**Year 4:** Streaming introduced across three classes, with possible, additional setting for English and Mathematics

**Year 5:** Streaming across three classes, with additional setting for English and Mathematics

**Year 6:** Streaming across three classes, with additional setting for English, Mathematics and Science

**Year 7:** Streaming across four classes, with additional setting for English, Mathematics, Science, MFL (French, German, Spanish, CLIC/CLAC)

**Year 8:** Streaming across four classes, with additional setting for English, Mathematics, Science, MFL (French, German, Spanish, CLIC/CLAC)

### **SUN PROTECTION**

In hot weather, parents are asked to apply sunscreen to their children before school, which can be topped up as necessary during the day. Children may bring sun cream to school for their own use (please make sure this is named). Our motto in hot weather is 'Slip on a shirt, slap on a hat, slop on some sunscreen and slurp some water!'

### **SWEETS**

Pupils are not permitted to bring sweets, crisps, cakes or drinks into school. Those pupils who travel on the school bus should avoid bringing sweets into school. Pupils in Year 8 who stay until 6.00pm may bring a maximum of £2 in to school on a Wednesday when they are permitted to visit Linsells after 4.00pm, however, they must follow the published guidelines for this. Wednesday night boarders visit Linsells after 6.30pm.

### **TARGET SETTING**

Pupils are encouraged to learn, understand and apply a target setting process (mainly based on the 8Ps) to drive self-management and self-improvement. They are given considerable guidance by tutors. You are asked for your support and interest in this process. The 8Ps are Presentation, Pace, Planning, Progress, Proofreading, Participation, Perseverance and Personal Attitude and Behaviour.

### **TEACHING & LEARNING**

Teachers aim to differentiate their teaching to incorporate the needs of each individual. Setting and streaming enhances this, but flexibility of movement is vital. Pupils are carefully tracked to ensure progress in line with their child's ability (see Reports and Parent/Teacher meetings). Any concerns should be discussed in the first instance to the child's form tutor.

### **TRANSITION FROM ONE KEY STAGE TO ANOTHER**

Parents are invited to an information evening to inform them of impending changes. Children will be equally advised and experience buddy days to ensure a happy transition.

### **TUTORS & TUTORIALS**

Each pupil has a form tutor who is responsible for the pastoral care of his/her tutees. During each term, pupils will meet with their tutors to discuss and review their academic progress (they will also discuss social matters and monitor co-curricular interests).

Part of this review process is to set realistic targets for each pupil over the next few months.

## UNIFORM & SCHOOL SHOP

The School Tailor's Shop (sited next to the Hunt Theatre in the Senior School grounds) supplies the uniform and most items on the clothing list. Items marked \* **must** be purchased from the shop but suitable department store alternatives are acceptable in other cases.

League Polo shirts form part of the uniform list and each pupil is expected to have a League shirt for all League events. Cromwell = Red, Gaselee = Dark Blue, Grignon = Green, Lord Riche = Yellow and Smythies = Light Blue. League Polo shirts should be obtained from the Tailor's Shop. All clothing must be marked with name tapes which will be automatically ordered for you through the Tailor's shop.

Parents can book appointments during the summer holidays with Mrs Susan Ogburn, the Tailor's Shop manager by email at [tailors@felsted.org](mailto:tailors@felsted.org) or telephone +44 (0)1371 822636 and these can be diarised weeks in advance. We ask you **not** to visit the shop without an appointment during peak periods, especially at the beginning of each term, as staff may not be able to provide you with their undivided attention.

Opening hours during term time are:

Monday	8.30am – 5.00pm
Tuesday	1.15pm – 5.00pm
Wednesday	8.30am – 5.00pm
Thursday	1.15pm – 5.00pm
Friday	1.15pm – 5.00pm

## VERY ABLE PUPILS

Small class sizes and a committed teaching staff are two factors in providing strong academic support, but occasionally more individual attention is required to build on Very Able Pupils capacity to learn and research more independently. Mrs Bury [cfb@felsted.org](mailto:cfb@felsted.org) is our Very Able Pupils' Co-ordinator.

## WORSHIP

Collective worship should in some sense reflect something special or separate from ordinary school activities and it should be concerned with reverence or veneration paid to a divine being or power (Department for Education (DFE) Circular 1/94). The majority of acts of worship in any one term must be 'wholly or mainly of a broadly Christian character' (DFE Circular 1/94) and should support the delivery of the Collective Worship Policy. The act of worship should:

1. Respect the integrity and dignity of children and staff, be appropriate to the needs and interests of the children.
2. Be clearly distinguished from the everyday activity of the School.
3. Be inclusive so that everyone can both contribute to it and gain from it and participate in it, if this is appropriate.
4. Offer the time for reverence, reflection, contemplation and prayer.

5. Provide a context to consider moral, ethical, social and cultural issues.
6. Help children develop thoughtful and extended responses to key questions.
7. Enable children to explore a variety of forms of worship.
8. Illuminate, celebrate and commemorate what has meaning, value and purpose for individuals, the School and the wider community.
9. Celebrate difference and diversity.

### **Collective Worship – how and when it takes place**

1. The act of collective worship shall be held twice a week in the School Chapel where possible.
2. Stewart House collective worship shall be held in Toad Hall, in addition to a whole school service every term in the School Chapel.
3. Parents and guardians have the right to withdraw their children from collective worship.
4. The act of worship should take different forms including song, prayers, talks, readings, sketches, games, mime and any other ideas and provide opportunities for pupils, members of staff and parents as well as outside agencies to participate.

This policy applies to the whole school and the Early Years Foundation Stage.

### **YEAR REPRESENTATIVES**

The School is very fortunate to have parents in each year group who have offered to be year representatives. The year representatives are sent contact details of parents in the relative year groups and contact all new parents and invite them to social gatherings throughout the year. A list of year representatives can be found in the front of the termly calendar.

## APPENDIX

### Felsted Prep School - Expected Behaviour

#### Pupils should aim:

- To make Felsted a happy place where everyone matters
- To remember that they should be helpful and kind towards others
- To understand that pupils are not all the same and accept their differences (e.g. beliefs, family background, physical appearance, abilities)
- To respect the rights of others to work and play without interference
- To respect other people's property
- To respect other people's opinions
- To be polite and well-mannered towards others
- To be honest with themselves and with others
- To admit mistakes, put them right and learn from them
- To develop high personal standards – manners, dress, appearance
- To appreciate that verbal and physical bullying is unacceptable
- To accept and obey school rules and conventions

Children are taught and become very familiar with the following mnemonics:

#### HOWDI Code

**H**ello is an easy greeting for everyone

**O**pen doors for everyone

**W**alk around school and wait politely

**D**ress appropriately

**I**nstructions are to be followed

GET IT RIGHT! BE SMART! TAKE CARE! SHOW RESPECT!

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#### “RUBY” The School Jewel

**R**esponsibility: take responsibility for yourself

**U**nderstanding others: be kind, well mannered, friendly and tolerant

**B**est: Achieve your personal best in all you do

**Y**ourself: become yourself, be yourself, believe in yourself

## Behaviour Guidelines for Years 7 & 8

### Credit Card & Fundamentals Guidelines: Years 7 & 8

Years 7 & 8 Pupils carry a 'Credit Card' which will be signed for good behaviour/manners etc. beyond the normal expectations and a Fundamentals card for poor behaviour, manners, organisation etc..

Bronze, Silver and Gold Credit Cards carry various awards (plus points, visits to Aroma etc.)

#### **The 'Fundamentals'**

- ✓ Courtesy
- ✓ Appearance
- ✓ Punctuality
- ✓ Equipment