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# Parent Handbook

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Created by the Friends of Felsted Prep, your  
Parents' Association

BRINGING PARENTS TOGETHER



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*2nd Edition*

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# Welcome to Felsted Prep School!

This Parent Handbook has been produced by the Friends of Felsted Prep, your Parents' Association at Felsted Prep School. It was developed from a discussion at one of our Committee meetings about how useful it would be to have a set of "parent crib sheets".

We hope that this Parent Handbook is helpful to you as you start your journey at the School.

If you have any suggestions about additional topics to cover, or (even better!) would like to write up an additional topic, please do let us know.

*Friends of Felsted Prep School*

Your Parents' Association

BRINGING PARENTS TOGETHER

# Key Information for Parents

## *and how to find it*

### The School Calendar

The School Calendar is published on the School website along with an Information Booklet, which can be downloaded.

The Calendar and Information Booklet contain 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 Newsletter of any changes to events listed in the calendar.

#### *Top tip - Felsted hack!*

If you have an iPhone, you can get the School calendar on iBooks, via the Internet! The web address for this will change with every term, but if you search for Felsted Prep School calendar pdf on Google, it will usually be the second or third result - look for the “pdf” symbol beside your search results. Do the search from your iPhone, click on the relevant link, and when the page opens, in the top right hand corner, there will be an option to open in iBooks. Click that, and the calendar will save to your iBooks library.

### The School Newsletter

The School sends out a newsletter every Friday during term time, at approximately 5.30 pm. It will be automatically sent to the email address that you first registered with the School when applying. Do take the time to read this - and if you read nothing else in the newsletter, check the “Calendar updates” section, which can include some fairly important changes to calendar e.g. cancelled matches.

If you want to change the email address that is used for this, contact the School and they should be able to update your information.

If you don't want to receive the newsletter, or if you want to stop receiving it on a particular email address, just click the “unsubscribe” link on the newsletter email.

#### *Top tip - Felsted hack!*

If you are reading the newsletter on your phone, we suggest clicking on “Web version” (at the top). This will take you to the website newsletter

page, which gives you the “topic” headings as click throughs. Then you can easily click through to the areas of the newsletter that interest you.

## Class Reps and Classlist

From time to time, you will also receive information directly from your Class/Year Rep, or via our Classlist system. We have separate sections in this handbook on both of these topics.

## Reminders

Lower down the School, there will be stickers in the children’s books (or sometimes on the children!) with important reminders. As your child progresses through the School, these will stop; this is part of the School’s ethos of teaching children the importance of personal responsibility. For certain occasions, the School will send email reminders and/or instructions, but this will only be for “big” events.

Every parent has the information easily available to them to keep up to date with what is happening and when it is happening in the term calendar. Please do not assume that your Class Rep will issue reminders - this is not part of their role! Some Class Reps will send reminders around, but as a Parents’ Association we actually discourage this, as we have found that it creates an expectation that these reminders are the norm, rather than the exception.

# Your Class Rep

## The Basics

Every class in the School has its own Class or Year Rep(s). Other than in exceptional circumstances, your Class rep will be a parent with a child in the same class. The name of your Class rep can be found in the School calendar, or on the School structure page on Classlist.

## The Role of your Class Rep

The key role of your Class Rep is to welcome you and fellow new parents to the School, and help you settle in. For the key entry years into the School (Reception, Year 3 and Year 7), your Class Rep will often have been in touch before the start of the Autumn term to organise a coffee or other “get to know you” meeting shortly before the start of the academic year. Class reps in other year groups may also organise these. However **your Class Rep will only be able to contact you if you have registered with our Classlist system and entered your child(ren)’s details** - so if you want to have the opportunity to participate in class get togethers, either before or during the school year, please ensure you have done this!

Your Class Rep will usually organise occasional get togethers during the School year. These may be coffee mornings, evening get-togethers or anything in between. In some year groups these get-togethers are done on a cross-year basis, involving all the classes; in other year groups, they are class specific.

A couple of times a year, your Class Rep will likely ask the class parents to contribute towards a gift for the class teacher/form tutor and class/form group teaching assistants. Typically this will be in the second half of the Autumn term, for Christmas gifts, and in the second half of the Summer term, for end of year gifts. Contributions are by no means compulsory and some families prefer to do their own thing.

From time to time, your Class Rep will also circulate specific reminders, requests for help, requests for donations and similar, which they have been asked to circulate by the School and/or the Parents’ Association. We really appreciate everyone’s generosity in responding to these requests - thank you in advance!

If you have any queries about School life, do feel free to approach your Class Rep and ask their advice. Some queries will be best dealt with by your child’s class teacher/form tutor but if you are unsure whether this is the right course to take, please speak to your Class Rep who is there to support you.

# Please remember....

Your Class Rep is...

- a volunteer; and
- a fellow parent!

Everyone is busy with their own lives. Our Class Reps are very special by volunteering to give up some of their time to perform the Class Rep role and we as a Parents' Association are extremely grateful to them.

We hope that fellow parents will also properly respect the voluntary nature of the role and understand that your Class Rep will have many other priorities in their lives, in addition to being your Class Rep.

We ask also that fellow parents remember the old adage of “you can please some of the people all of the time, or all of the people some of the time, but you can't please all of the people all of the time”. Everyone has different views on all sorts of things - let's not make topics such as “the best morning to have a coffee” into a big point of debate or criticism!

# Classlist

## *our parent contact system*

### What is Classlist?

Classlist is a web and app based parent contact system. It was designed by two mums, specifically with school parents in mind, when they became frustrated by the limitations of the “traditional” approach of class contact lists used by their childrens’ schools.

We currently have parents of over 95% of children in the School registered with the Classlist system.

You can see a demonstration of the Classlist system, and read more about it, on the Classlist website at [www.classlist.com](http://www.classlist.com).

The core purpose of the Classlist system is to have an easier, more modern system of parents having contact details for other parents in their year group, while remaining data protection compliant.

It also helps your Class Reps communicate quickly and easily with the class. Classlist operates on an “opt in” basis so that only those contact details that you are happy to be shared with other parents in your year group are available to others. You can manage what information you share via your profile page on Classlist.

### How do I sign up to Classlist?

Shortly before your child is due to start at the School, you will receive an email from the Classlist system inviting you to register with Classlist. You should click on the link in that email and follow the instructions. **Please ensure you enter, at a minimum, your child’s name as part of the registration process** - without this, the Classlist system will consider you as an “incomplete registration” and the system will not work properly for you.

If you cannot find your initial email invitation, you can also register via the Classlist website at [www.classlist.com](http://www.classlist.com) - just search for Felsted Prep (if the system asks for a “school keyword” or similar, it means “what school are you looking for”), then follow the instructions on the screen to register.

There is a Classlist app available for your smartphone, for both IOS and Android systems. We recommend downloading the app to your smartphone, to get the most out of the Classlist system.

## Other Classlist features

### *Private messaging*

You can communicate with any parent in any year group directly via the “private message” feature - this operates like the Facebook Messenger function, with conversations happening within the app, so no private contact information is visible. You can send private messages to just one parent, or to multiple parents on the same message.

### *Events*

Classlist has an “Events” feature which you can use to send out invitations to a birthday party or charity event for example.

### *Marketplace*

The marketplace feature is a bit like a small ads column. Any posts in there get collated by Classlist into an email that is sent to parents once a week. **You shouldn't advertise your business or other commercial venture via marketplace** (see the Guidelines section below). There is also a “lost and found” category in marketplace.

### *Parent Map*

This is a standalone opt in feature. If you opt in, your name and address are visible to other users on a map, with pins showing roughly where you live - the system is pretty accurate but not 100%! This can help if you are looking for people to share the school run with. (NB: There may still be other parents near you, as not all parents choose to opt in to this feature.)

## Using Classlist - Guidelines

In registering with Classlist there are certain guidelines that all users should adhere to. These are set out on the Classlist website here:

<https://help.classlist.com/hc/en-us/articles/210555149-Misuse-of-Classlist> and here:

<https://help.classlist.com/hc/en-us/articles/211584605-Basic-User-Guidelines->

In brief summary:

- **do not use Classlist for marketing or professional purposes** - there is a "Marketplace" feature available, where we are happy for you to post non-commercial "small ads" e.g. if you're having a clear out, or want to let people know of an upcoming charity event. Please use only the Marketplace feature and not general class posts for these purposes.
- **do not use Classlist to complain** about the school or individuals connected with the school, directly or implicitly.

- we hope this goes without saying but **do not share contact information without specific consent**, and please "play nice" when using the Classlist system - if you wouldn't like it said about you or your child, please don't say it about someone else!
- please **do not create "whole school" posts** outside of the marketplace feature, unless you are a Classlist admin. Your form tutor or Class Rep should be your first point of contact for any queries.
- **Classlist is not a personal social media replacement** - please don't use it as such. The key feature of Classlist is to have parents' contact details at your fingertips, and to enable your Class Reps to communicate easily with your class/year. Always consider contacting another parent directly, including via a private message in the Classlist system, rather than reaching out in a post.
- the "marketplace" feature in **Classlist includes a lost & found category**. Please use this feature when putting out lost property requests, if you want the request to go further than your class. Please do remember that the School has a lost property facility, and check this before assuming that items are lost - see further in the "Other Useful Info" section in this handbook.

We do monitor posts and will delete any we think are not suitable but we can't be on the system 24/7. If you do see a post that you feel shouldn't be on Classlist and/or that breaches our guidelines, please let one of the Classlist ambassadors know (details on the "School" page on the Classlist system), or click on "more" on that post to report it to us.

## What happens with Classlist for a new School year?

After every academic year, over the summer holiday, the Classlist ambassadors for the School will work together with the School to update the classes and year groups for the new academic year. This won't happen straight away but will be completed before the start of the new academic year. **There is no need for you, as a parent, to update your child's year or class within the Classlist system to reflect the new academic year** - this will all be taken care of centrally.

## Adding another child to Classlist

If you have more than one child at the School, you should register each child against their appropriate year/class within the Classlist system. If you have already registered one child, then have another of your children join the School subsequently, you just add that next child via "My Profile" on Classlist - there is no need to register again for the next child.

## What happens with Classlist when my child leaves the School?

At the time of writing, we are maintaining “alumni” categories within the Classlist system for each academic year. This is currently under review. If it is decided that the alumni categories will not be maintained going forward, then, when your final child leaves the school, you should de-register yourself from the Classlist system.

If you do not de-register yourself, you may still receive reminder posts about our annual Christmas Fair or sports day, which we imagine could be irritating for you!<sup>1</sup>

Please note once you have de-registered yourself, your access to any of the benefits of the Classlist system for the School will cease.

## What if I forget my Classlist password?

Just go into the Classlist system, enter the email address that you registered with and look for the “reset password/forgotten password” button. Click on that, then follow the instructions.

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<sup>1</sup> The developers of the Classlist system are working on a “delete parent” function that the School’s Classlist administrators would be able to use once all a family’s children have left the School, but this feature is not currently available. The Classlist administrators do have the ability to “disable” a parent’s account and will utilise this where appropriate.

# Key School Events

## *a parents' guide*

### Harvest Festival

There are two separate Harvest Festival events, one for the Pre-Prep and one for the Prep. Each is held in the Autumn term, and the dates are set out in the School calendar.

#### *Pre-Prep*

The Stewart House Harvest Festival is usually held in October, shortly before the Autumn half term. All information about it will be sent to you by the Stewart House office, by email. ***If the School lets you know of particular arrangements that are different to the below, you should follow the arrangements specified by the School.***

Your child is expected to bring a donation to chapel for the service. Information about the type of donation will be sent out by the School.

The School will take your child over to Chapel for the service, where the classes sit together, and bring them back again afterwards. Refreshments are served afterwards, in Toad Hall. Parents are welcome to attend the Chapel service and for the refreshments. You will be free to take your child home after the refreshments.

*Dress code:* If you are attending Chapel, most parents choose to dress in a “smart casual” dress code for this, although some parents do dress more smartly.

#### *Prep*

The Harvest Festival chapel service is compulsory for all Prep school pupils (year 3 upwards). How your child participates depends upon the year group, as follows - ***note that if the School lets you know of particular arrangements that are different to the below, you should follow the arrangements specified by the School:***

- years 3 & 4: your child is expected to bring a donation to chapel for the service. Information about the type of donation will be sent out by the School during the week before Harvest Festival. You should bring your child, in full uniform, to the School chapel approximately half an hour before the start of the service.

- years 5 & 6: if your child does not normally attend Saturday school, you should bring your child to school, in full school uniform, approximately 45 minutes before the start of the service. School will then walk them over to chapel. If your child does normally attend Saturday school, then the second activity will not take place; instead, School will walk your child over to chapel. If your child's first Saturday school activity does not

require them to be in uniform, please speak to School about arrangements, as your child will need to be in full uniform for chapel.

- years 7 & 8: your child should come to School at the usual time, in full uniform.

Parents are welcome to attend the chapel service if they would like to. If you choose not to attend, the School will walk your child back from the service to attend the “Fun for Funds” fete (see below).

Dress code: If you are attending Chapel, most parents choose to dress in a “smart casual” dress code for this, although some parents do dress more smartly.

### *Whole School*

After the Prep School Harvest Festival, the year 8 pupils run a charity fundraiser known as the “Fun for Funds Fete”, which is held on Cloisters field. All children are very welcome to attend, accompanied by parents. There is always a wide variety of stalls for the children to enjoy, and drinks and nibbles for the parents. You should make sure you have change, in cash, so that your children can purchase tokens to spend at the various stalls.

Dress code: Casual dress is fine for this event and high heels will sink into the field!

## Remembrance Sunday

The School’s Remembrance Sunday service is usually held on Remembrance Sunday itself. The Chapel service is compulsory for pupils in years 5 - 8, and optional for pupils in years 3 and 4. Parents are also welcomed.

Pupils should be brought, in full uniform, to the School Chapel in good time before the start of the service. There is a collection for the Poppy Appeal during the service and parents and pupils should have change available for this. A reception is held afterwards in the Lord Riche Hall which pupils and parents are welcome to attend.

Dress code: Parents (and younger children) should dress appropriately if attending the service, “smart casual” is the usual option but some parents choose to dress more smartly.

## Christmas Fair

Friends of Felsted Prep run an annual Christmas Fair in November. The date is in the School calendar for the Autumn term.

The format will vary from year to year but typically, there will be external stallholders selling a wide variety of goods, a separate area with games and other activities aimed at children of all ages, and catering. The Fair usually runs from 1pm to 4pm and it’s a great way to stock up on Christmas gifts, treat yourself to something, and keep the kids entertained, all on the same site!

If you are interested in having a stall at our Christmas Fair, please do get in touch as early in the calendar year as possible at [fpsxmasfair@yahoo.com](mailto:fpsxmasfair@yahoo.com) as we do get booked up very quickly!

Year 8 pupils may be asked to run or help run some of the children's games stalls; this will be organised by the School and Friends of Felsted Prep.

We are always very grateful to parents who volunteer to help at the Christmas Fair, even if you can only spare us half an hour, and for the donations to our bottle and chocolate tombolas! Watch out for the requests, which will come via the newsletter and Classlist.

## Carol Service

This is usually held on the last Sunday of term; the date is in the Autumn term calendar. It is compulsory for pupils in years 5 - 8, and optional for pupils in years 3 and 4. You should bring your child to chapel, in full uniform, in good time before the start of the service. There is a reception afterwards in the Lord Riche Hall, which all are welcome to attend.

*Dress code:* Parents should dress appropriately if attending the service, "smart casual" is the usual option but some parents choose to dress more smartly.

## Swimming galas

### *Pre-Prep*

Stewart House holds an annual swimming gala in the Summer term. The date is in the School calendar for the Summer term. The gala is usually held in the outdoor pool, which is on the Prep school side, located behind Roed Hall. Parents are encouraged to attend the gala to cheer on the children! We suggest bringing a picnic blanket or similar to sit on, as the area for spectators is the grass bank around the pool. If you bring a chair with you please set this up at the back of the grass area so that you don't obstruct others' view. When the gala finishes, the staff take the children to get changed at School, and families are invited back to Stewart House for refreshments. You can then sign your child out and take them home.

If inclement weather or similar means that the gala is held at the indoor pool, there is no room for parents to attend the gala.

*Dress code:* Casual dress is fine for this event.

### *Prep*

Ffreme Court (years 3 & 4) holds an annual swimming gala in the Summer term. The date is in the School calendar for the Summer term. The gala is usually held in the outdoor pool, which is on the Prep school side, located behind Roed Hall. Parents are encouraged to attend the gala to cheer on the children! We suggest bringing a picnic blanket or

similar to sit on, as the area for spectators is the grass bank around the pool. If you bring a chair with you please set this up at the back of the grass area so that you don't obstruct others' view. When the gala finishes, the children get changed at School and you can then sign them out and take them home.

If inclement weather or similar means that the gala is held at the indoor pool, there is no room for parents to attend the gala.

Dress code: Casual dress is fine for this event.

**NB: Once your child leaves year 4, parents no longer attend swimming galas.**

## Sports Day

### *Pre-Prep*

The Stewart House Sports Day takes place in the afternoon, on a weekday. The date is in the calendar for the Summer term. It is held on the School field behind Stewart House, and lasts for a couple of hours. There will be signs for parking, which is usually on the grass by Roed Hall.

Because the event is on a weekday, the School will arrange for your child to change into PE kit for the afternoon and bring them out to the field. Please do make sure that your child's kit is in school! The School will also let your child know which race(s) s/he is taking part in. There are also parents' races, so if you think you might want to take part make sure you either wear appropriate footwear or be prepared to race barefoot!

The afternoon is very relaxed and the children love it. They will sit in their classes while waiting for their race(s). There is seating provided for parents but this can run out so feel free to bring your own chairs or picnic rugs if you would like.

Once all the events are finished, the School will take your child back to Stewart House so they can get changed, while families are invited to enjoy refreshments served on the front lawn. You can then come and collect your child and take them home.

Dress code: Casual dress is fine for this event.

### *Prep – Years 3 & 4*

The Y3&4 Sports Day is held on the penultimate Friday before the end of the Summer Term. The main difference between this event and the Y5-8 event is that staff are responsible for the children. Parents are welcomed to spectate, very much like Stewart House Sports Day, but there is no picnicking. Refreshments are provided.

Dress code: Casual dress is fine for this event.

## *Prep – Years 5-8*

This is one of the biggest events in the School year! The Y5-8 event is held on the penultimate Saturday of the Summer term and runs for most of the day; the date is in the calendar for the Summer term.

The School will let your child know which race(s) s/he is taking part in. Your child will be sent home the day before Sports Day with a programme for the day, in the colour of their League - yes it will be in their bag, even if they tell you otherwise! The programme is in very small print... We definitely find it helps to spend the 5 minutes the night before double checking/highlighting which race(s) your child is in.

On the morning of Sports Day, you should bring your child, wearing their games kit with their League polo shirt, to the sports field behind the Lord Riche Hall, on the Senior school side. There is special parking available, on the grass, for the day, and the stewards will direct you - please do follow their instructions. The School will let you know what time your child needs to be there for. When you arrive, your child should go and register with their League - registration is usually by the flagpoles on the far side of the sports field, which will be flying the flags of the various Leagues.

Although there will be lots of staff around, **please remember that you are responsible for your child throughout Sports Day.** The School site is an open site, also with public footpaths through it; please remember this.

There will be tannoy announcements about the races throughout the day, but these can be hard to hear so do keep an eye on the time and make sure that your child is in the right place, at the right time, and wearing the right kit, for the event(s) s/he is competing in. If your child isn't there at the right time/is wearing the wrong kit (e.g. running spikes for an event on the astros), then s/he won't get to compete.

Many parents bring picnics with them, or get together in a group to organise something a bit more elaborate.

Your child will be expected to stay at Sports Day until the final event has finished and the presentations have been made. After this, you are free to take them home. If you have younger children, then do bring them along for the day, it is a family event!

Dress code: Casual dress is fine for this event.

## Speech Day

### *Prep*

The formal ending of the School year; the event is held on the last Saturday of the Summer term to celebrate the year, the date is in the Summer term.

***If the School lets you know of particular arrangements that are different to the below, you should follow the arrangements specified by the School.***

Attendance at Speech Day is compulsory for all pupils in year 5 up. For pupils in years 3 & 4, attendance is optional, unless a pupil has won a prize, when attendance is compulsory. All pupils attending should be in full school uniform and should be brought into School at the time advised by School. Pupils will be escorted by School to the Speech Day event.

The formal part of Speech Day is held in a marquee on the Senior school lawns, beside Grignon Hall. There is usually hard flooring laid in the marquee but be aware that the reception held after Speech Day is on grass, so beware of thin high heels! The awards and speeches usually last for approximately two hours. Once the formal part of Speech Day finishes, you should make your way back to the Prep School where there will be a drinks reception, held on Cloisters Field. Pupils will be taken back to the Prep School by the School, and you will then meet your child on Cloisters Field. The drinks reception usually lasts about an hour and a half (or until it pours with rain!). You are then free to take your child home.

## Other Events

There are various other events for pupils through the School year, which are all set out in the calendar. Unless otherwise specifically noted in the calendar, or otherwise notified by the School, these events are for pupils only, and parents are not able to attend.

Certain play performances are available for parents to attend, which are clearly set out in the calendar. Some of these will be ticketed events; again this will be either noted in the calendar or explained in an email from the School.

Friends of Felsted Prep may also organise other events through the School year; these will be advertised via the newsletter and Classlist.

***Please note: all events and their arrangements are subject to change and this is only a guide.***

# Sports Fixtures

## *a parent's guide*

### General Information

From year 3 onwards, pupils will participate in sports matches against other schools. The dates for the matches, and the teams playing, are all set out in the calendar - do keep an eye on the “calendar updates” section of the newsletter for any changes, as fixture dates can change as the term goes on. The calendar also sets out whether a particular fixture is a home or away fixture, and, for away fixtures, the address/postcode for the other school is also set out in the calendar (at the back).

Parents are welcome to attend any fixture, home or away, unless the School notifies parents otherwise. If you do plan on attending an away fixture, your child will travel to that fixture with the rest of the team but they can (usually) leave with you **after** the team tea.

### Teams & Year Groups

Teams are organised on an age/school year basis and as a general guide, your child will be playing in the following age groups:

School Year	Sports Age Group	Athletics Age Group
3	U8	U9
4	U9	U10
5	U10	U11
6	U11	U12
7	U12	U13
8	U13	U14

Very occasionally an individual child may “play up” a year in a particular sport, i.e. play in the sports age group a year ahead of his/her School year age group. This is very much the exception rather than the norm.

### Team Selection

Team selections are put up on the MIS system either the day before or the morning of the fixture. You can see the team selections on the parent MIS system; do check this, as the School does move pupils between teams through the season. Often the A team is playing

at home and the B team is playing away so you could end up in the wrong place if you haven't checked which team your child is in for that day's fixtures!

## Behaviour

If you attend a fixture, whether home or away, please remember that you are in effect representing the School and behave accordingly. Everyone can get excited at matches but remember, you are surrounded by children! Polite, sportsmanlike behaviour is expected from the children; please lead by example. The School has issued a general code of conduct, covering both parents and children; please do contact the School office if you need a copy of this.

## Away Fixtures

If your child is playing an away fixture, and you do not attend this, the easiest way to keep track of the team's arrival time back at School is to keep an eye on the School's Twitter feed - coaches post expected arrival times up on this.

If you do attend an away fixture and want to take your child home with you, generally this is fine but do not take your child home without making sure that the relevant lead School coach at the fixture knows that you are taking your child and has confirmed that s/he is happy with this.

Do make sure, if you are taking your child home with you, that you have all your child's belongings with you - games kit, school bag, uniform etc - before you leave. You will not be able to take someone else's child home with you from an away fixture unless this has been pre-arranged with the School.

# Other Useful Info

## Parking/Traffic in Felsted

Yes, this is the bane of everyone's life. Like most schools, Felsted has limited parking on the School site, and traffic through the village can grind to a standstill at drop off/pick up times. Here are some ideas to help:

### *Do:*

- use the Senior school car parks. These are no more than a 5 minute walk from the Prep school, and there are usually plenty of spaces available. If you're not sure where these are, there is a map of the overall School site available online.
- park elsewhere further away from the School and walk in. Virtually nowhere in the village is more than a 10 minute walk from the School.
- try to time your journey so you come into the village a bit earlier. Just 10 minutes earlier can make a massive difference in whether or not you beat the jam.
- remember the "no right turn rule" - it is there for a reason! Trying to turn right out of the prep School car parks rapidly jams up the whole village.
- use the "kiss & drop" facility for Stewart House pupils.
- respect the "drive through" zones at drop off and pick up times. Drive through means just that - it doesn't mean park up and leave your car, or park up and wait for your child to emerge! If you use a drive through zone and your child isn't there waiting, you should go around again.
- always remember there are lots of people about at drop off and pick up times. We have seen appalling driving in the village and through the School car parks at these times, which endangers lives. We have also seen and heard other appalling behaviour and language, which has no place in our community. It is really not the end of the world if you are 5 minutes late!
- respect the pavements and other people's property. There are many people living within the Felsted village that can tell stories of how they/ their children/ their dogs have come close to being hit by cars travelling to and from the school during mainly pick-up and drop-off times. They have also noted that some parents are using driveways as parking bays whilst collecting their children and in turn have blocked owners from leaving or returning home. Please be respectful of pedestrians, property and rights of way.
- follow the directions given to you by School staff. The staff manning the car parks at drop off/pick up times all have other jobs to do. They all do their best to keep the traffic flowing through the School car parks, and are simply enforcing existing School rules.

They are not allowed onto the road to intervene in traffic situations; these are Council rules.

### *Don't:*

- park up early at the prep School car parks and wait. This just jams the car parks up earlier.
- use the forecourt of the Chequers pub as a car park, picnic area etc. It is private property, which doesn't belong to the School, and should be respected as such.
- park at the top (Prep School) end of Stebbing Road - this can jam up the whole village, and also prevents the School minibuses getting through.
- double park in the village, block people in, park on the corners of roads, park on pavements, park on private driveways without permission, block access to/from the almshouses or doctor's surgery opposite the School, blast your horn because you're bored of the traffic jam....
- try and overtake anyone while coming through the village - yes we've seen this!

## Dogs

Not everyone loves our four legged friends! In recognition of this, **no dogs** are allowed on the School grounds at drop off and pick up times.

## Coffee Shop

There is a coffee shop on the Senior school side, currently run by Safi Coffee. This has not been open to parents during the pandemic, so please check the newsletter for updates of re-opening and opening times. Drinks prices are lower than "standard" during term time. There are also vending machines for snacks which are available when the coffee shop counter is shut.

### *Top tips - Felsted hacks!*

Safi Coffee has its own wifi network, which works pretty well!

Ask the staff for the wifi code.

## MIS System

The School has an online MIS system which operates behind a wall. You will be given a username and password for the system when you first join the School. When you sign in, you will be able to access various useful information, such as your child's timetable, and team selections. If you can't find, or forget, your log in details, please contact the School - your Class Rep **can't** help with this.

## Signing “off-ex”

If your child is carrying an injury, or is just poorly, you may be advised by your doctor to keep him/her off sport/games. You should inform Erika Taunton of this, who will then sign your child “off-ex”. Please make sure you keep Erika up to date with your child’s progress. The matrons at School may also sign your child off-ex if your child needs to see the matrons during the School day.

## “Lost” Clothing/Kit

We see a lot of appeals for “lost” clothing/kit. Sometimes, the item is indeed lost, however, a lot of the time it will simply be in the changing rooms - the boys in particular do seem to strew their belongings around, and have a different view of when kit might need washing and/or what “looking for kit” means! Do ask your child to have a really good look around the changing rooms, at least twice, before you assume that their item is actually lost. They should also check the lost property kept with Matron.

## Changing Rooms

No matter how frustrated you may get with your child misplacing their belongings in the School changing rooms, please do not go into the changing rooms with them to help them look - **no parents are allowed in the changing rooms at any time.**

## Naming Uniform & Kit

When you first join the School, the Tailor’s Shop will automatically order name tapes for your child, and will also give you a sheet explaining where each item of uniform and kit should be named. If you run out of name tapes through your time at the School, the Tailor’s Shop can order more for you.

If you lose the sheet explaining where to name uniform and kit, don’t panic! Here is our guide:

- the large name tapes should be used on the outside on art overalls, on the left hand side.
- for sports kit, it used to be that large name tapes were used on the outside, and you will likely see children with their sports kit still named in this way. School decided from 2018/19 onwards, all sports kit should now be named on the inside, so just label up sports kit in the same way you would “normal” uniform items.
- the large name tapes are also useful for naming school bags.
- the small name tapes should be used for everything else, on the inside.

It's useful to also have a supply of sticky name labels, for water bottles, cricket bats, shin pads etc. You can find suppliers easily on the Internet. For trickier items - swimming caps, swimming goggles, shoes, trainers etc - use a Sharpie.

## Second Hand Uniform

The FofP run a Pre-Used Uniform sale at various times throughout the year. The dates for these particular 'sale days' will be listed within the School Newsletter, Classlist and via our Class Reps.

If anyone would like to donate any school uniform that their children no longer use, please contact a member of the 'Committee'. We would kindly ask that you remove any name tags that have been stitched on to these garments before handing them in.

## E-Safety

The children are taught about e-safety throughout their time at the School, tailored to ensure this is age appropriate. We strongly encourage parents to make every effort to attend e-safety evening parents' sessions. You will learn about how to discuss internet/app use with your child, and why trying to deal with any issues by removing your child's device or internet access is actually exactly the wrong thing to do....

Please don't think that just because you don't allow, or think that you fully monitor, your child's internet/app/gaming access and use, that your child is safe from any danger, and that therefore you/they shouldn't attend these talks. None of us is with our child constantly 24/7.

## Parent Name Badges

When you first join the School, in the Pre-Prep (and probably up to Year 4) you will be issued with a parents' name badge. You should wear this name badge whenever you are in the School, including at drop off and pick up times, as a safeguarding measure. The staff will not sign children out to adults who are not wearing their name badges. Felsted lanyards are available from the Tailor's Shop at a small cost.

## Signing In/Out

If you need to be in School for any reason, you should sign in with the relevant School office - Stewart House for the Pre-Prep, or the main School office (at the red doors) for the rest of the School. When you leave, don't forget to sign out!

The same system applies if your child needs to leave School early for any reason - you must sign your child out with the relevant School office.

## Parent/Teacher Meetings

Each year group will have a parent/teacher meeting at least once in the School year. The dates for these will be set out in the School calendar, and you will be sent information by the School about which system will be in place, as this varies depending upon the year group/phase.

Note that, unlike at the Senior school, your child should not come with you for the parent/teacher meetings until Year 8.

## Reporting Absence

If your child is ill, or otherwise won't be able to attend School, you should notify the School office as early as possible - [prepadmin@felsted.org](mailto:prepadmin@felsted.org)

# Getting Involved

There is plenty of opportunity for parents to get involved in Felsted life once your child(ren) are through the door.

## General Events

Throughout the year there are events organised by the Friends of Felsted Prep or the School, which will provide an opportunity for parents and other friends of Felsted to meet up socially - parties, quiz nights, sports day etc. Additionally, the Class Reps often organise get-togethers throughout the year.

If you have the time and would like to become more involved, there are other ways in which you can support the School whilst meeting new people.

## Parent Clubs/Activity Groups

There are often notices in the newsletter with details for other parent clubs/groups that are active throughout the year or for a particular term - another good reason to read the newsletter! Also, check the noticeboard by the red doors as some clubs advertise there. There is a running club, a fitness circuits group, a tennis club and even a parents' steel drums band! The School has also provided Mandarin classes and mindfulness classes for parents, sometimes free of charge - all information about upcoming classes available for parents will be in the newsletter ahead of these being launched.

## Parent Volunteers – in school

Parent Volunteers are used to support classroom activities. This might range from helping out with art projects in Stewart House, to reading one-on-one with pupils throughout the School. Parent Volunteers will be DBS checked (this will be arranged by the School) and need to be able to commit to a regular time slot each week. (e.g. 1 hour on a Monday morning). This can be a great way to meet other parents and members of the school community whilst genuinely supporting the learning opportunities of the children. If this is something you are interested in, please contact the School (via Erika Taunton) to find out about current opportunities.

## Parent volunteers – at events

We are always very grateful to parents who volunteer to help at our events. Our key need is for the Christmas Fair - even half an hour of your time can be put to good use! We'll usually put out an appeal for volunteers for a specific event, via the newsletter and/or

Classlist. If you would like to volunteer generally to help out, please just let one of the members of the Friends of Felsted Prep committee know (details in the School calendar; contact information available via Classlist).

## Be a Class Rep

The role of the Class Rep (previously outlined) is another way in which parents can get involved. If you feel that this is something you'd like to consider, please speak to any member of the Friends of Felsted Prep committee (details in the School calendar; contact information available via Classlist).

## Join the PA!

The key function of the Friends of Felsted Prep is to bring parents together, and to act as a liaison point between parents and the School. We do this largely through organising events throughout the year, and giving regular feedback to the School, usually via the Chair, on topics of general interest or concern to parents.

We aim to meet each half term (sometimes more frequently should events organisation make this necessary), and then make ourselves available to organise and help run events, to be on hand during open days etc.

We are always interested in listening to new suggestions and ideas and are keen to welcome new committee members - it's a great way to feel more involved in School life, and to make friends across year groups! If you would like to hear more about joining the Friends of Felsted Prep committee, please speak to any current member of the committee (details in the School calendar; contact information available via Classlist).

# Jargon Buster

We have all got confused at times about the jargon used in the context of the School! Here is our guide to the jargon that we get asked about the most frequently.

JARGON	WHAT IT MEANS
The red doors (“meet at the red doors”)	The entrance doors by the main (Prep) School office
Prep (“I have some prep to do”)	Homework
Exeat	Weekend without Saturday school (relevant for years 5+ only)
Safi Coffee (formerly known as Illy)	The coffee shop in the Senior school
Tea rooms/deli (“meet in the tea rooms/deli”)	The tea room just down from the Prep school on the same side of the road, now called Wood Cottage Tea Room
LRH (“meet at/collect from the LRH”)	Lord Riche Hall, at the Senior school
BKA (“meet at/collect from the BKA”)	Barbara Karan Auditorium, at the Senior school - same building as Lord Riche Hall
Ask/tell Erika	Get in touch with Erika Taunton in the School office ( <a href="mailto:prepadmin@felsted.org">prepadmin@felsted.org</a> )
League (“I’m in x League”)	You might know this better as a House
Long break	Friday morning break
“Check the MIS”	Look on the MIS system
Off-ex	Your child is signed off sports
CHCR (“meet in CHCR”)	The Courtauld House Common Room - on the right hand side immediately after entering Courtauld House

# Finally....

We really hope that this Parent Handbook has been helpful. If you have any comments or corrections, suggestions about additional topics to cover, or (even better!) would like to write up an additional topic, please do let us know.

*Friends of Felsted Prep School*

Your Parents' Association

BRINGING PARENTS TOGETHER