



ST PIRAN'S

Inspiring Confidence

PARENTS' HANDBOOK

2017-2018

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Vision Statement

A St Piran's education nurtures and inspires, unlocking the potential of every child. Our pupils are respectful, happy, creative achievers of whom this School is enormously proud.

Mission Statement

To be the prep school of choice for parents wishing to develop emotionally intelligent, socially confident children, with an appetite for learning and a will to succeed.

Statement of Objectives

1. To provide an excellent, education for children rising 3 – 11 years in a co-educational mixed ability setting
2. To equip the children with 21st Century Learning Habits through teaching that exceeds the Early Years and National Curriculum.
3. To safeguard and promote the welfare of every child whilst in the care of the school.
4. To assess and address the educational needs and potential of every individual child in order to lead fulfilling lives.
5. To provide a foundation for children's spiritual development and for an understanding of right and wrong, within a clear Christian ethos.
6. To develop children's enjoyment and understanding of music and the arts, and to provide high quality tuition, experience and performance opportunities in those areas.
7. To provide a wide range of opportunities for children to develop their physical fitness and sporting ability, and to grow in social and leadership skills.
8. To prepare children for successful transfer to the right choice of senior school.

Introduction

The purpose of this handbook is to provide as much information as possible to enable parents at St Piran's to know as much as possible about what happens at school. We all hope that this handbook will help, but if you need any more help, please do not hesitate to ask. We hope that you will be very happy at St Piran's. We will make every effort to keep you informed about what is happening in school.

Key aims of the handbook:

- 1 To provide information for new parents about key aspects and procedures of the school.
- 2 To remind existing parents about policies and procedures in operation.
- 3 To provide a reference base of information for all parents so that a consistent approach is followed by everyone.
- 4 To maintain a high standard of communication.
- 5 To help us achieve our Mission Statement.

PLEASE NOTE THAT STAFF LISTS, FORM TEACHERS AND SCHOOL CONTACT DETAILS ARE CORRECT AT TIME OF PUBLISHING THIS HANDBOOK IN SEPTEMBER 2017, SO ARE SUBJECT TO CHANGE THROUGHOUT THE SCHOOL YEAR. FOR THE MOST CURRENT INFORMATION, CHECK THE WEBSITE OR YOUR SCHOOL CALENDAR DIARY.

Direct Contact Details For Key Staff And Departments

School Office / Receptionist		01628 594300 schooloffice@stpirans.co.uk www.stpirans.co.uk
Secretaries		01628 594303 secretary@stpirans.co.uk
Matron	For booking extended day & informing school of absence due to illness or medical appointments	01628 594311 matron@stpirans.co.uk
P.E. and Games Department	Mr M Smith & Mrs K Holmes	01628 594327 boysgames@stpirans.co.uk girlsgames@stpirans.co.uk
St Piran's Centre Manager	For St Piran's Centre bookings please contact Stephen Barker	01628 594343 centre@stpirans.co.uk
Swimming Pool	School Swimming enquiries Piranhas Swimming Club enquiries	01628 594329 a.burnage@stpirans.co.uk 01628 594329 s.elliott@stpirans.co.uk
Accountant	Financial enquiries	01628 594335 j.doyle@stpirans.co.uk
Financial Bursar	Billing enquiries	01628 594310 c.rogers@stpirans.co.uk
Deputy Head	General day to day issues	01628 594314 deputyhead@stpirans.co.uk
Head of Pre-Prep	General day to day issues	01628 594315 l.rothwell@stpirans.co.uk
Director of Studies	Academic issues	01628 594313 s.robinson@stpirans.co.uk
Early Years Department	Miss A Edmundson	01628 594340 01628 594338 a.edmundson@stpirans.co.uk
Music Department	Mrs A Bersier	01628 594344 music@stpirans.co.uk
Extended Day & Holiday Club	Mrs A Lewis Extended Day and Holiday Club Manager	01628 594352 extended.day@stpirans.co.uk
School Staff		Email addresses are in the format: initial.lastname@stpirans.co.uk e.g., j.smith@stpirans.co.uk

TEACHING AND ADMINISTRATIVE STAFF

Headmaster

J A Carroll Esq *BA (Hons), BPhilEd, PGCE, NPQH*

Senior Management Team

Deputy Head, Head of Middle School & Pastoral Care:	Ms B Jones <i>BEd</i>
Head of Pre-Prep:	Mrs L Rothwell <i>MA, PGCE</i>
Head of Early Years & Nursery Manager:	Miss A Edmundson, <i>FdA</i>
Director of Studies:	S Robinson Esq <i>BEd (Hons), QTS</i>
Bursar:	Mrs J Ogden <i>BSc (Econ), MA</i>

Middle and Upper School Staff

Miss L Americanos *MA, PGCE*
Mrs S Bahra-Morgan *NVQ*
Mrs B Bailey *HDE, QTS (Head of Religious Studies and PSHCE)*
Mrs C Barlow *BA (Hons), PGCE (Head of Modern Foreign Languages)*
Mrs A Bersier *BEd (Hons) (Director of Music)*
Mrs A Burnage *NVQ (Child Care & Education) (Head of Swimming)*
Mrs D Carroll *BSc (Hons), PGCE, FRGS (Head of Geography)*
Mrs S Cartwright *BA (Hons)*
Mrs J Fricker *BEd (Hons)*
Miss L Galloso *BA (Hons) (Head of English)*
Mrs N Girdler *OCR Level 5*
Mrs B Gray *CACHE Diploma QCF Level 3*
Ms J Gresham *BA (Hons), QTS (Head of IT)*
J Grice Esq *BSoc.Sci (Hons), HDE (Head of History)*
Mrs A Haslett *BSc (Hons), BEd*
Mrs M Harris *GLCM*
Mrs K Holmes *BSc, QTS (Head of Girls' Games)*
Mrs E Kennedy *BA (Hons), ITTI Cert., DLLC*
Mrs C Mayor *BMus, QTS*
Miss R Mettler *FdA Primary Ed*
Miss G Newman *BEd (Hons) (Head of Science)*
Miss E Patching *BSc (Hons)*
Mrs Z Peck *BA (Hons), QTS*
Mrs J Peppiatt *Cert Ed, AMBDA (Teaching)*
Mrs C Rawlins *BA (Hons) QTS*
Mrs S Robertson *BSc (Hons) QTS*
Mrs L Scawn *MA, QTS*
Mrs J Scrace *BEd, Cert Ed (Head of Art)*
Mrs S Simmons *MEd, Dip RSA (SENCO)*
M Smith Esq *BSc (Hons), PGCE (Head of Boys' Games)*
Mrs C Stevens *BA (Hons), QTS (Head of Design Technology)*
Mrs B Targett *BSc (Hons), CACHE Level 3*

Mrs R Togwell BA (Hons), QTS, ASA Level 2, NPLQ
D Tooze Esq BEd (Head of Maths)
Mrs C Tse BA (Hons), QTS
Mrs G Watkins BA (Hons) QTS
Mrs M Wilson Cert Ed
Miss K Wright Warhurst CACHE Diploma Level 3
M Smith Esq BSc (Hons), PGCE (Head of Boys' Games)
Mrs C Stevens BA (Hons), QTS (Head of Design Technology)
Mrs B Targett BSc (Hons), CACHE Level 3
Mrs R Togwell BA (Hons), QTS, ASA Level 2, NPLQ
D Tooze Esq BEd (Head of Maths)
Mrs C Tse BA (Hons), QTS
Mrs G Watkins BA (Hons) QTS
Mrs M Wilson Cert Ed
Miss K Wright Warhurst CACHE Diploma Level 3

Lower School Staff

Mrs E Carter NNEB
Mrs J Crick NNEB
Miss K Gifford BA (Hons)
Mrs C Grant BA (Hons), CPE
Mrs K Handford BA (Hons)
Mrs L Kellett CACHE Level 3
Mrs R Kiely NNEB
Miss J Kurpiel NNEB
Miss R Mettler FdA Primary Ed
Mrs T Robinson BEd (Hons)
Miss L Shilston BA (Hons) QTS
Mrs L Stevens BA (Hons), PGCE
Miss V Sultana NNEB
Mrs R Tyrrell BEd (Hons), QTS
Mrs S Warman BEd (Hons)
Mrs N Williams HDE
Miss C Williams BA (Hons), PGCE

Early Years Staff

Mrs K Arnott EYFD
Miss L Fox
Miss N Franklin CACHE Diploma
Mrs S Frost-Wellings BA (Hons), PGCE
Mrs C Gearing NNEB
Mrs C Grant BA (Hons), CPE
Miss M Hall NVQ Level 3
Mrs S Haywood BA (Hons)
Mrs J House CACHE Level 3
Miss A Hutchinson CACHE Diploma, Level 3
Mrs S Jenkins BEd (Hons)
Mrs L Kellett BSc (Hons), NVQ Level 3
S McLeod Esq CACHE Diploma, Level 3, CYPW
Mrs S Plummer CACHE Diploma, Level 3
Mrs E Satchwell BA (Hons) Early Years
Mrs J Sears BA (Hons) Early Years
Mrs Z Vyletelova BTEC, Mgr

Music Staff

J Brooks Esq BA (Hons) – Brass
J Davis Esq – Percussion
G Deats Esq BA (Hons) Cert (PG) GSMD – Cello
Mrs E Douglas ARCM - Piano
Mrs A Good BA (Hons) - Singing
Mrs D Head LLCM - Clarinet, Saxophone
Mrs J McCulloch BA (Hons) - Flute, Recorder
Miss E Pritchard BMus - Violin
G Power Esq - Guitar

G Sculpher Esq - Guitar
Mrs J White MA PGDip (RCM) - Piano

Financial Bursar	Mrs C Rogers
Accountant	Mrs J Doyle <i>BA (Hons), ACMA</i>
Bursar's Assistant	C Benn Esq
Headmaster's PA	Mrs S Wheeler
Registrar	Mrs D McLelland
School Secretaries	Mrs J Errington <i>BA (Hons)</i> Mrs S Stewart
Receptionist	
Matrons	Mrs L Highy <i>RGN</i> Mrs P Dee <i>RGN, BSc (Hons)</i>
Network Manager	B Razaq Esq <i>BSc (Hons)</i>
Facilities Manager	R Scaldwell Esq
Grounds Maintenance	P Webb Esq
School Maintenance	R Smith Esq M Battimelli Esq
Lunchtime Supervisors	Mrs I Brown <i>MA, PGCE</i> Mrs K Carpenter Mrs J Griffiths Mrs C Lovell Mrs J Lyons Mrs D Pearson Mrs Z Vyletelova Mrs S Watkins Mrs J Williams
St Piran's Centre Manager	S Barker Esq <i>NVQ NPLQ</i>
St Piran's Centre Assistant Manager	M Dale Esq <i>BSc (Hons)</i>
St Piran's Centre Supervisor	M Aldridge Esq
St Piran's Piranhas Swimming Manager	S Elliott Esq <i>BSc (Hons) ASA Level 3</i>
Games coaches	S Barker M Dale T Lambert T Usher
Extended Day / Holiday Club Manager	Mrs A Lewis <i>DPP</i>
Extended Day Assistants	Mrs V Cook <i>CACHE Level 3</i> Mrs J Griffiths <i>CACHE Level 2</i> Mrs C Lovell <i>CACHE Level 3</i> S McLeod Esq <i>CACHE Level 3</i> Mrs P Plank
Breakfast Club Manager	Mrs C Lovell <i>CACHE Level 3</i>
Breakfast Club Assistant	Mrs L Robinson <i>BA (Hons)</i> Mrs B Olejnik (mat leave) Mrs N Sultana <i>CACHE Level 2</i> Mrs I Brown <i>MA, PGCE</i>

Form Teachers

NU (Green)	Kerry Arnott
NU (Yellow)	Mandy Hall
RJ	Sheena Jenkins
RFW	Stephanie Frost-Wellings
RSE	Jenny Sears/Amy Edmundson
1S	Laura Shilston
1T	Rachel Tyrrell
1W	Natalie Williams
2HS	Katie Handford/Lauren Stevens
2W	Sandra Warman
2WI	Catherine Williams
3J	Beverly Jones
3MW	Catherine Mayor/Gemma Watkins
3W	Mary Wilson
4A	Laura Americanos
4T	Caroline Tse
4TO	Becky Togwell
5B	Catherine Barlow
5C	Doreen Carroll
5G	Julia Gresham
6GA	Luisa Galloso
6GR	Jeff Grice
6T	David Tooze

BOARD OF GOVERNORS

Chairman

Mrs Kate Taylor
Qualified Solicitor and Company Director

Chris Kendall Esq
Programme Manager

Andrew Kennedy Esq
Company Director

Chris Lambert Esq
Retired Chartered Accountant

Mrs Elaine Marriner
Company Secretary

Mrs Helen Ness-Gifford
Headmistress, Pipers Corner School

Mrs Sandra Pellatt
Corporate Health and Safety Advisor

Mrs Claire Robinson
Headmistress, Holme Grange School

Revd Will Stileman
Vicar, St Mary's Church

Oliver Subramanian Esq
IT Consultant

Michael Windsor Esq
Headmaster, Abingdon School

Policies

For ease of reference please see our website for the following policies;

[Anti-Bullying Policy](#)

[Behaviour, Rewards & Sanctions Policy](#)

[Equal Opportunities Policy](#)

[Fire Safety and Risk Assessment Policy](#)

[First Aid Policy](#)

[General Curriculum Policies](#)

[Health and Safety General Policy](#)

[Missing Child Policy](#)

[Parental Complaints Policy](#)

[Safeguarding Policy](#)

[Special Educational Needs Policy](#)

[Teaching & Learning Policy](#)

Entry to School

Pupils are accepted in the following ways:

Nursery

There are no assessments for applicants to Nursery. All parents meet with the Headmaster and your child will be invited into school to meet with the Nursery Manager before an offer is made.

Reception and Lower School

All parents are seen by the Headmaster and the most recent report is requested from the child's current school, nursery, or play group. All the children are seen by the Head of Pre-Prep and an informal assessment is given. We may ask the child to spend a morning in the relevant Pre Prep class before making a decision.

Middle School

All parents and children are seen by the Headmaster. Pupils will spend a day in school during which time they will be required to complete a Literacy and Numeracy assessment. Reports will be requested from the previous school.

Upper School

All parents and children are seen by the Headmaster. Pupils will spend a day in school during which time they will be required to complete assessments in Literacy and Numeracy. Reports will be requested from the previous school.

ADDITIONAL NEEDS

If there are signs that a child has special needs, then the SENCO will be asked to assess the child to see if the school can meet these needs. A decision will then be made.

SCHOLARSHIPS

Entry by scholarship involves testing and interviewing the pupils. Reading, writing, and mathematical skills are tested during a morning or day in school. Academic Scholarships are generally awarded to internal and external candidates on entry into Year 3. Sport, Music, Art and Drama Scholarships are sometimes available from Year 5.

School Routine

Car Parks, Pick Up And Drop Off

Children in the Nursery and Reception can be dropped off from 8.15a.m. to their classrooms or you may use the Kiss and Drop System (please see the leaflet on the website). There is an Early Years car park which is used by all families and is in close proximity to the Nursery and Reception buildings. *For Reception children please see the Reception Handbook for a slight change in pick up and drop off times in the Easter and Summer Terms.* Children from Years 1 – 6 can be dropped off at 8.00a.m. using the Kiss and Drop system; staff are on duty to supervise them until all teachers are in their classrooms from 8.20a.m.

Car parking at St Piran's is limited and leaving cars in the car park for an undue length of time can cause considerable frustration to other parents. We operate the 'Kiss and Drop' system at the front of the school for Years 1 - 6 to keep the traffic moving. The first few weeks of the new school year and Monday mornings are the most pressured times on car park space.

Please do not park cars on the yellow zig-zag lines at the front of the school or double park cars. It is **not permitted**. It is also very dangerous to stop and drop children off in the main drive way.

The staff car park at the back of the school and the gravel car park on the left as you enter school is for staff only.

At the end of the day, please be on time to pick up your children. If children in Early Years, Lower School and Middle School are left for more than 15 minutes after the designated end of the school day, they will go to Extended Day and you will be charged. Upper School Children left after 4.25pm on a Wednesday will be sent to Extended Day and you will be charged. Children in the Upper School left after 5.25p.m. on a Monday, Tuesday, Thursday or Friday will be sent to Extended Day and you will be charged.

Daily Registration Procedures

Morning

Nursery and Reception 8.45a.m.

(Reception classes 8.45a.m. on Fridays in Christmas Term, 8.25a.m. in Easter and Summer Terms)

Lower School 8.25a.m.

Middle and Upper School 8.25a.m.

Afternoon

Pre Prep 1.20p.m.

Middle and Upper School 2.05p.m.

Late Arrivals To School And Children Leaving During The Day

Reception to Year 6 children who arrive late to school must report to Matron's room beside the main entrance, to sign in. If you are taking children out during the day for an appointment, please notify the school in advance and then sign out your son/daughter in Matron's room, signing them back in on your return. This ensures we keep a fire register up to date at all times.

Nursery children sign in and out with the Nursery staff.

Snacks During The Day (The School has a nut free policy)

Children in all sections of the school have snacks provided for them at morning break. Fruit, homemade biscuits and cakes, water and milk are generally on offer. Children should not bring in any snacks of their own.

Early Years, Lower and Middle school children staying on until 6.00pm in Extended Day are provided with a snack. All Upper School pupils and those in Middle School staying for an activity have Little Tea at 4.10pm. This is a range of homemade cakes, wraps and sandwiches, as well as drinks.

Birthdays

Children can celebrate their birthdays in school by bringing in cakes for their class and friends. This can be given out with the help of the class teacher at break time. Please do not allow your children to come in with sweets to share around as this can cause problems with litter and inappropriate food being given out and eaten at the wrong time! Please ensure that these foods do not contain nuts.

The School Day

8.00am Kiss and Drop for Years 1 - 6			
8.15am Kiss and Drop for Early Years			
Upper & Middle School		Lower School	
8.25am	Registration		
8.35am	Assembly bell	Registration	8.25am
8.40am	Assembly	Assembly	8.40am
9.00am	End of assembly	End of Assembly	9.00am
9.05am	Lesson 1	Lesson 1	8.45/9.05am
9.45am	Lesson 2	Lesson 2	9.45am
10.25am	Lesson 3	Break	10.20am
11.05am	Break	End of break	10.40am
11.20am	End of break bell	Lesson 3	10.45am
11.25am	Lesson 4	Lesson 4	11.25am
12.05pm	Lesson 5	Lunch	12.05pm
12.45pm	Lunchtime	End of lunch	1.15pm
1.40pm	End of lunch bell		
1.45pm	Reading time	Registration	1.20pm
2.05pm	Registration bell	Lesson 5	1.30pm
2.10pm	Lesson 6	Lesson 6	2.10pm
2.50pm	Lesson 7	Lesson 7	2.50pm
3.30pm	Lesson 8	End of School	3.30pm
4.10pm	End of lessons/Little Tea Middle School go home		
4.25pm	End of break bell		
4.30pm	Prep/Activity		
5.10pm	End of School day		

The End of the School Day

Children leaving during the day

If children need to leave school for an appointment, they must be signed out from Matron's room and signed back in on their return to school.

Nursery children are signed in and out in Nursery.

Nursery Department

Midday: Parents wait outside the front door and the pupils are handed over to them by the Staff.

3.30pm: parents wait outside classrooms in the play area and pupils are handed over to them by staff.

Reception & Lower School

3.30pm

Reception: Parents wait outside the classrooms in the play area and the pupils are handed over to them by the staff.

Wednesday - optional finish of 11.55am or 1:30pm (Parents must request this on the day).

Year 1

Parents wait outside the classrooms and the pupils are handed over to them by the staff.

Year 2

2HS and 2W parents collect children from the front of the school; 2WI from outside the classroom. Members of staff will be on duty.

If children are not picked up by 3.45pm they will be sent to Extended Day and the parents will be charged.

Holding Group

Children in Pre-Prep with siblings in Middle School or Upper School (who leave at 4.10pm) may be looked after from 3.30-4.10pm in the Extended Day Room.

Middle School

4.10pm

All Middle School staff will bring their children down to the front of school. Pupils are collected from the front of the school by parents. If children are not picked up by 4.25pm they will be sent to Extended Day and the parents will be charged.

Upper School

5.10pm: Monday, Tuesday, Thursday, and Friday.

4.10pm: Wednesday, or later after matches.

Children may leave at 4.10pm on Monday, Tuesday and Thursday but will have to do their prep at home. Children must select the times that they go home at the start of each term.

Pupils are collected from the front of the school by parents. A member of staff will be on duty. If children are not picked up by 4.25pm on a Wednesday, they will be sent to Extended Day.

Extended Day

Parents of Pre-Prep or Middle School children may request that their children stay until 6.00pm in Extended Day. Parents must contact either Matron or Extended Day directly for a place.

Breakfast Club

Breakfast club takes place from 7.30am in the Extended Day Room. At 8.00am Lower, Middle and Upper School children will be sent to either the Millstone Garden if in Upper School, or the appropriate classroom, if in Lower or Middle School. Nursery and Reception will be taken to their classrooms at 8.15am.

Holiday Clubs

The Barmy Army (8-11yrs). 9am–5pm with the option of an 8.30am drop off and 5.30pm pick up.

St Piran's Mini Crew (3-7yrs). 9am–5pm with the option of a 8am drop off and 6pm pick up.

A huge range of activities are offered for both clubs including sports, arts, crafts, swimming, bowling, cinema, ice skating and trips to the park. Children will need to bring a packed lunch.

Please contact the Centre Manager, Steve Barker, directly on 01628 594343 to book a place.

The First Day Of The School Year

This is always a busy day and systems vary for different parts of the school.

Nursery and Reception information are contained in their Handbooks.

New children to the main school should come to Big School from 8.20am onwards and children from their class or Classroom Assistants if they are younger will take them to their classrooms. New children will have received a joining pack with details of what you will need to bring in the way of PE and Games kit, stationery etc. If there are any queries please contact the school.

On the first day of the school year there will be a longer registration period for all classes before an assembly at about 9.15am. Pre-Prep will have their own assembly led by the Head of Pre-Prep. Middle and Upper School children will go to the Tippet Hall for an assembly led by the Headmaster. Normal lessons will generally start after morning break.

The First Day Of Term

The start of the Easter and Summer Terms are generally more straightforward. There will be a longer registration period and then separate assemblies for Pre-Prep and Middle/Upper School. Lessons will then start straight after assembly has finished.

The Last Day Of Term

The last day of term finishes at 12.15pm for Pre Prep children and their older siblings. The others finish at 12.45pm. This alleviates some of the potential congestion in the car parks. Younger children with older siblings finishing at 12.45pm can be looked after in School by staff until 12.40pm.

Start of Half Term

Half terms start at the end of the Thursday. The Friday before each half term is set aside for staff training days and as such there is no school.

SCHOOL ORGANISATION

The school has four main age groups:

(Pre-Prep = Early Years and Lower School)

Early Years An area for children aged Rising 3 to 5 in Nursery and Reception.

Lower School For children aged Rising 6 to 7 in Years 1 and 2

Middle School For children aged Rising 8 to 9 in Years 3 and 4

Upper School For children aged Rising 9 to 11 in Years 5 and 6

The school facilities include:

Nursery Unit:

- 3 Classrooms
- Outside play area
- Kitchen area
- Library

Reception Unit:

- 3 Classrooms
- Outside play area
- Library

Main school:

- 17 Classrooms
- 1 Science Labs
- 1 Resistant Materials workshop
- 1 Art Studio
- 1 Textiles Room
- 1 Food Technology Room
- 3 Libraries
- 1 Learning Resource Centre
- 1 Lower School Hall & Play area
- 1 Chapel
- 2 Dining Rooms
- 1 Matron's Room
- 1 Staff Room
- Grass playing fields

Boys' and Girls' Changing Rooms
All Weather\Astro pitch
Children's Adventure Playground
Offices and meeting rooms

St Piran's Centre:

- 1 Sports Hall
- 1 Indoor 20m Swimming Pool and changing rooms
- 1 Dance Studio
- 1 Music teaching room
- 5 Peripatetic music rooms
- 3 Music Studios
- 1 Assembly Hall and Stage

The Early Years Foundation Stage

- i) St Piran's School has an exemption in place for the Early Years, which means we are able to write and follow our own curriculum rather than following the Early Years Teaching and Learning set by the government. We also complete our own assessment rather than following the Profile requirements. Please see our Curriculum Policy on the website for further details.
- ii) Our school fully supports the principle that young pupils learn through play and by engaging in well-planned structured activities. Teaching in the Reception classes builds on the experiences of the pupils in their pre-school learning. We do all we can to build positive partnerships with the variety of nurseries and other pre-school providers in the area.
- iii) During the pupil's first term in the Reception class, their teacher makes a baseline assessment to record the skills of each child on entry to the school. This assessment forms an important part of the future curriculum planning for each child. At the end of the Summer Term a further assessment is made so that progress can be monitored.
- iv) We are well aware that all the pupils need the support of parents and teachers to make good progress in school. We strive to build positive links with the parents of each child by keeping them informed about the way in which the pupils are being taught and how well each child is progressing.

Key skills

- i) The following skills have been deemed 'key skills' in the National Curriculum:
 - communication;
 - application of number;
 - information technology;
 - working with others;
 - improving own learning and performance;
 - problem-solving.

- ii) In our curriculum planning we highlight these skills, so that the pupil's progress in all of these areas can be identified and monitored. All subject areas contribute to a child's progress in these skills. Our school believes that all pupils need to make good progress in these skill areas in order to develop to their true potential.

Curriculum Plans

At the end of every term, ready for the following term, curriculum information for each year group on the content of the curriculum to be followed in each subject will be available to parents on the website.

Curriculum Management

The Headmaster is responsible for the management of the curriculum assisted by the Director of Studies. The day to day running of the curriculum is managed by the Heads of the various departments.

Industry Marks – Attitude to Learning

Upper and Middle School pupils are assessed for effort each week in the following subjects: English, mathematics, science, French, geography, history, RE, art, music, PE, ICT, DT & PSHCE. Pupils in Years 6 are also assessed in PSHCE for the first half of the year and their second Modern Language of either Latin or Spanish PSHCE later in the year.

The following scale is used:

- 5: outstanding effort, awarded rarely
- 4: hard work throughout the week, producing good results
- 3: satisfactory work and effort
- 2: consistently poor work and/or little effort
- 1: a deliberate lack of effort

All Industry Marks are recorded on a weekly basis by the subject teacher for each class or set that they teach. The marks are to be entered on a Thursday evening; work on Friday counts towards Industry the following week.

- Children who are absent, are given a '3'

Form teachers will transfer these marks to the individual Industry Cards on Friday. Pupils take the cards home for their parents to sign at the weekend. Cards are returned to school on Monday morning to be discussed with their Form Teacher.

Marks of pupils in Years 5 and 6 gaining high Industry marks, currently 46 or above, are read out by the Head of Upper School during Assembly on Tuesdays. The two classes with the best average marks receive a shield to display in their classrooms for the week. There are trophies at the end of term for the best pupils in each age-group, and for the winning clan. Pupils with consistently low

marks (33 or less) are initially placed on a Tutor Card. They are assessed each lesson for a period of three-five days to ensure that they are making more effort, particularly in their weaker subjects. They may also attend the Study Period.

Pupils in Years 3 and 4 with Industry marks of 46 or more have their names read out on a Tuesday in the Middle School Assembly. The Class with the best average mark receives a shield to display on the Middle School Information Board for the week. Achievement Awards are awarded by Middle School staff to a pupil in their class who has achieved in any area of school life, whether it is social or academic.

Pre/Activity Sessions

Children in Year 5 and 6 will be able to stay at school from 4.30 – 5.10pm and either do a Prep session or an activity session in that timeframe. They will need to make choices at the start of each term for what they would like to do on the three days; Monday, Tuesday and Thursday. Once a decision has been made, they will need to stick with that decision for the whole term.

It might be, therefore, that children opt to do Prep on a Monday and go home at 5.10pm, on a Tuesday they might opt to go home at 4.10pm and do any Prep at home and on a Thursday they might opt to do an activity and equally take their Prep home.

Staff will indicate to the children when the Prep needs to be handed in. It isn't always the case that it has to be handed in the following day. The activities on offer during this time will vary each term and will in general, be led by St Piran's staff. These activities will hold no charge. If however an activity is run by an outside agency then these are so called chargeable activities. When the information is sent out, details about charges will be enclosed so that parents can make their decisions.

Prep is seen as a very important part of the School day and as such staff will ensure that the session is both orderly and beneficial. Prep sessions enable pupils to develop an independent learning approach to work and it raises the academic emphasis in the School. Pupils need to be able to experience opportunities to work independently on a wide range of tasks. These may be:

1. Timed
2. Open ended work that is a continuation of class work
3. Undertaken without any adult help
4. Requiring some guidance by the subject teacher
5. ICT based preps taken in the ICT Room
6. Research based preps taken in the Library/Learning Resource Centre
7. Learning of key facts as necessary on some occasions
8. Written tasks
9. Exam practice in senior years
10. Taught sessions by subject/class teachers
11. Opportunity for Scholarship / CE (girls) group work

Activities are wide and varied in type. These might include

- Languages: Italian, Latin, Japanese, Mandarin
- Hobbies: Computing, Cookery, Chess, Art and Craft, Cushion Making, Touch Typing, Dungeons & Dragons
- Cultural: Orchestra, Drama, Plays, LAMDA
- Sporting: Judo, Swimming, Rugby, Football, Dance, Rounders, Sailing, Tennis, Golf, Badminton, Water Polo

Middle School children are given the opportunity to take part in some activities, for example, Mindlab, Golf, Judo, Chess and Trampolining. These activities will be charged for as outside agencies are used.

All of the Prep and activity sessions are now booked through our website. An email message will be sent to parents towards the end of every term telling them when the system will go live and when they are able to book activities for their child/children. Any queries must go directly to either Mr Barker (St Piran's Centre Manger) or Mr Dale (St Piran's Centre Assistant Manager).

Homework

Reception

Have a weekly phonics, flash cards and reading every day.

Years 1 and 2

Have reading every evening and at weekends. Along with this, in Year 1 spellings and **a short maths question** are sent home and in Year 2 spellings and mental maths are sent home.

Years 3 and 4

Year 3

In school pupils read from a variety of Reading schemes or a general reading book from the library, as appropriate. They will take home this reading book. Parents are encouraged to hear them read a little every day and encourage them to read alone. There will be reading sessions on the timetable during the week.

On Tuesdays spellings and tables will be set to be learned for the following week. Spellings and tables are tested on the following Monday.

On Tuesdays, a 15 minute numeracy activity will be set. This should be returned the next day.

On Friday, a 20 minute Literacy activity will be set. This should be returned on the Monday. Pupils should spend no more than 30 minutes on the homework activities set. Please stop after that time and sign the homework diary.

Year 4

In school pupils read from the Ginn Reading scheme or a general reading book from the library, as appropriate. They will take home this reading book. Parents are encouraged to hear them read a little every day and encourage them to read alone. There will be reading sessions on the timetable during the week.

On Mondays spellings, and where appropriate, tables will be set. Spellings and tables will be tested on Fridays.

On Tuesdays a 20 minute maths activity will be set.

On Fridays a 30 minute literacy, history or geography based activity will be set. This should be returned on the Monday.

Pupils should spend no more than 40 minutes on the homework activities set. Please stop after that time and sign the homework diary.

THE SPORTS PROGRAMME

Growing children need exercise. It is for this reason that sport plays an essential part in life at St Piran's.

The importance of physical education

Physical education develops pupils' physical competence and confidence. All children from Reception have a minimum of one PE lesson, one swimming lesson and one games session a week. The emphasis in physical education and swimming sessions are on developing a child's health and fitness. These lessons are aimed at educating the children, about the key components of fitness and a healthy lifestyle in a non-competitive learning environment. This can include raising the children's awareness of what the body is capable of achieving and the benefits of leading an active and healthy lifestyle. The physical education curriculum at St Piran's is intended to develop a child's balance, co-ordination, strength, agility and flexibility. Due to our wonderful facilities we are able to offer a very broad and varied physical education curriculum within a challenging, yet safe environment. Generally from Year 3 upwards, the PE programme covers the minor sports such as badminton, basketball, dance/gymnastics, tennis, athletics and cross country. PE and swimming are always taught as a class group and as so are mixed gender and mixed ability sessions.

The games ethos is slightly different, in that as children move through the School, it becomes increasingly selective and competitive. The wide range of sports include rugby, hockey, netball, rounders, football and cricket.

The purpose of games sessions is to develop and improve the children's skills that are required to play major team sports. Such key attributes include spatial-awareness, sportsmanship, determination, teamwork and co-operation. During games sessions children are coached in small groups and to a high standard. It is the aim of the Games Department to enable the children to experience all the major team games and to extend their natural abilities to the full.

Ultimately the children will have the opportunity to put these skills to the test by competing in inter-school fixtures. For boys and girls in Years 2, 3 and 4 it is the aim of the Games Department to develop their skill base and understanding of the game before they take part in competitive fixtures. Therefore the majority of their matches are towards the end of term. Sports fixtures are arranged for boys and girls from Year 2 (under 7) up to Year 6 (under 11). The Games Department endeavors to get every child involved in at least one competitive fixture each term. In order to get the best out of each individual's ability, fixtures are arranged to challenge the children. This means that teams are selected on ability. However, there are other factors such as attitude, effort and behaviour that may influence selection. We try to arrange as many competitive fixtures for the teams as possible. This will include, some weekend fixtures and may require parental support to assist with transport. This extra commitment from parents, children and staff is greatly appreciated and crucial if we are to offer greater sporting opportunities to more children at St Piran's.

PE, Games And Swimming For Boys And Girls

Nursery have a planned teacher-led gym, dance and swimming lesson once a week.

Pupils from Reception – Year 6 have one lesson of PE and one lesson of swimming per week, taught as a class.

Pupils in Reception also have one lesson of games taught as a class.

In Year 1 the pupils have one lesson of games taught as a Year group.

In Year 2, the pupils have one double games session per week and in Years 3 – 6 the pupils have five games lessons per week. These lessons are taught by gender and teams become increasingly selective.

Nursery, Reception and Year 1

The lessons focus on a variety of skills – awareness of own body movement, recognising how to use space and control within it, negotiating equipment for example balancing, climbing, sliding or slithering, ball skills and the ability to talk about and feel their heart beat after running without prompting from an adult. In the Summer Term this leads to two Sports Days, one for Nursery and one for Reception to Year 2.

The Girls Games Program (Years 2 – 6):

Christmas Term - Hockey

Easter Term - Netball

Summer Term - Rounders / Athletics

The Boys Games Programme (Years 2 – 6)

Christmas Term - Football

Easter Term - Rugby

Summer Term - Cricket

Swimming from Nursery to Year 6

This takes place all through the year with one lesson allocated per week for all children.

PE Program From Reception To Year 6

	<u>Reception, Year 1 & Year 2</u>	<u>Years 3 to 6</u>
Christmas Term	Ball skills, gym and dance	Gym
Easter Term	Ball skills, gym and dance	X country/ health related fitness and badminton
Summer Term	Ball skills and athletics	Tennis and athletics

Protective Equipment

- All children from Years 3 - 6 must have a heavy-duty dental mouthguard, which can be supplied by O-Pro unless otherwise instructed. The moulding and ordering will be organised by The Games Department.
- Although not compulsory at the moment, we would recommend that boys wear IRB approved head guards whilst playing rugby. Details from the Games Department.
- All boys from Year 2 - 6 must have either plastic moulded football boots, or football/rugby boots with kite marked safety studs - either rubber or aluminum.
- All children must have shin pads for both hockey and football matches.
- All boys playing cricket must wear a helmet whilst batting or wicket keeping, regardless of ability.

At St. Piran's we offer many opportunities to participate in a wide variety of sports. There are many sporting clubs, outside school and within the local area that will enable your child to develop and progress further in their favourite sports.

Contact Details of Games Department:

Email: games@stpirans.co.uk

Pastoral Care

The Role of The Class Teacher

The class teachers oversee the day-to-day running of their classes. They deal with issues that relate to the specific age group of the class. They complete the Industry Cards each week and ensure that these are taken home to parents. They are the first port of call on a daily basis for parents who need to discuss any problems, particularly within the peer group. They liaise with parents on a formal basis at Parents' Evenings and arrange further meetings with parents, should these prove necessary. A class teacher's report, for Pre Prep, Middle and Upper School pupils, is written half yearly, in February and July.

Designated Safeguarding Head (Child Protection Officer)

For all matters relating to child protection issues the Designated Safeguarding Officer should be notified. This is the Headmaster, Mr Jonathan Carroll for both Early Years and the main school, and in his absence one of the Deputy Designated Safeguarding Officers - Matron or the Deputy Head.

The School Office

The School Office is situated opposite the Headmaster's Office and accommodates the Receptionist and School Secretaries. The Office is open from 8am to 5.30pm each day. The Bursar has her own office behind the Headmaster's office and Financial Bursar and the Accountant are at the top of the stairs by the main school office. The Head's PA and Registrar are located in the office opposite the main School Office.

Clan System

There are four Clans, named North, South, East and West. Each new pupil is assigned to a clan and his/her younger brother or sister will automatically be placed in the same Clan.

Each Clan has its own colour:

Red (SOUTH), Green (EAST), Yellow (WEST), Blue (NORTH)

The Senior Boys and Girls take on the responsibility of leading a Clan. All staff are assigned to a clan with one particular member of staff being the Clan Supervisor ('Super').

Clan meetings for pupils in Middle and Upper School take place two or three times a term on a Monday during assembly time when staff and the senior pupils can lead the worship aspect as well as Clan matters. The senior boys and girls are expected to take a major part in this.

Other assembly items may be:

- 1 Focusing on inter-clan competitions and selecting who will participate when.
- 2 Talking about pupils who are being successful in their Industry Cards and Pluses/Minuses and developing a Clan identity and loyalty.
- 3 To motivate the members of the Clan to give of their best.
- 4 Listening to results of Inter Clan events and practising for forthcoming events.
- 5 Discussing a Clan Charity that they could support.

A possible division of clan activities might be as follows:

<u>Christmas Term</u>	<u>Easter Term</u>	<u>Summer Term</u>
Hockey	Rugby	Cricket
Football	Netball	Athletics
Music	Cross Country	Tennis
Academic	Music	Rounders
	Academic	Academic
	Swimming	Music
		Water Polo

Staff Allocation To Clans

The division has been totally arbitrary except that games staff have been split up and a gender balance encouraged as far as possible.

NORTH	SOUTH	EAST	WEST
S Cartwright	M Smith	J Scrace	S Robertson
M Wilson	D Carroll	A Burnage	G Newman
N Williams	J Fricker	J Crick	B Jones
S Warman	T Robinson	V Sultana	L Rothwell
R Kiely	B-K Bailey	K Holmes	S Robinson
J Kurpiel	A Brown	R Togwell	D Tooze
S Bahra-Morgan	L Stevens	B Gray	J Gresham
J Grice	L Galloso	J Ashcroft	L Kennedy
R Mettler	A Bersier	E Carter	S Jenkins
L Avann	K Handford	C Barlow	M Harris
J House	A Edmundson	Z Peck	
C Grant	C Tse	C Rawlins	
K Gifford	C Mayor	L Shilston	
M Dale		C Williams	
B Targett		S Barker	
		G Watkins	

Clan Points

Middle and Upper School

Pupils receive a 'plus' Clan point for performing helpful tasks around the school; these are generally given by staff for jobs such as tidying the classroom or collecting books etc, but they may also be awarded for finding an item of lost property or doing a particular duty very efficiently. Staff record the plus mark by putting their initials against the child's name in the Clan points list. At the end of each term an outing is arranged for the 24 children receiving the highest number of pluses. These are the 6 highest scores in each Year group from Years 3 – 6. This might take the form of a bowling or a cinema trip. In addition, children receiving 45 plus points or more will receive a badge, in their Clan colour, which they can keep in recognition of their achievement. Children can exchange 5 clan badges for a star badge.

Clan points (plus or minus) may be awarded for significant pieces of academic work and effort. Effort (or lack of it) is reflected more importantly in the weekly Industry Mark given to each pupil in each subject.

Pupils receive a 'minus' clan point for misbehaviour during non-lesson times, e.g., poor behaviour in changing rooms, in queues and waiting outside classrooms. He/she may only receive **one** minus clan point for a particular offence.

The minus mark should be noted as soon as possible on the clan points list. Pupils receiving three or more minus clan points in a term (regardless of the number of pluses he/she may have gained) must report to the Deputy Head, who will take further action.

Pupils who consistently accrue too many minuses over a term are sent to the Headmaster.

In practice, almost all pupils end the term with considerably more 'pluses' than 'minuses'. The system is intended to encourage the majority, while acting as a clear deterrent to those who cannot behave in a socially acceptable manner.

Pre Prep Reward Systems

Each year group has their own reward system which is explained to the class groups at the beginning of the year.

Reception

- i) Stickers or stamps will be on-going as daily reward.
- ii) Class achievement

Years 1 and 2

- i) Effort blocks - this is a whole class reward system given for all areas of development.
- ii) Stickers for individual rewards.

Pre Prep Awards

- i) Golden Book Award - the pupils' names are placed in the book and a special badge is awarded for the week (this is to highlight all areas of achievement).
- ii) Swimming certificates.
- iii) Trophies are given out half termly for art, music, French, Star and sport achievements.

These awards are given out during Assembly by Head of Pre Prep.

Pupil Responsibilities

Head Boy and Head Girl

The announcement is made on Speech Day prior to the start of the summer holidays. They wear a crested tie to denote their status. At the beginning of the Christmas Term, the Head Boy and Head Girl will be given support in how to carry out their duties along with the other Prefects that may have been appointed.

Prefects

Pupils in Year 6 may be eligible for the position of Prefect. This is decided by the Headmaster in consultation with the staff. These pupils have particular strengths in areas of the school and certain expectations of behaviour and conduct expected of them. Prefect status is given in recognition of a child's excellent contribution to school life. The Prefects wear the Prefects tie to differentiate them from others in Year 6. Privileges that are given to these Prefects include a weekly tea with the Headmaster, the ability to go to the front of the lunch queue and also to be acknowledged at all times by the staff as children of a particular status and standing. In return they need to have high organisational skills of presentation, time management and communication. They need to be courteous and positive with adults, have self discipline and integrity.

General Information

Security Arrangements

The school has CCTV cameras and a number of keypads on entrance doors around the school. These serve to provide a safer environment for the pupils.

It is the responsibility of all employees of, and parents of children, at St Piran's School to challenge strangers not wearing a visitors' badge. If there are any serious concerns, please notify the Headmaster immediately.

Termly Calendar

Each term, the school produces a calendar of events. This includes as much information as possible that will help parents organise their family life in conjunction with school events.

Chapel

There is a Chapel Service every Friday afternoon at 4.35pm. All children in Years 5 and 6 will attend. The Headmaster takes the service and staff on duty for the Chapel Service will also attend. There is a visiting speaker. It is a family style service and parents and younger children, are more than welcome to attend.

Catering

All food is prepared and cooked on the premises by a catering company. There is a full lunch provided for all the children in the Dining Room. A four weekly rotating menu is prepared, a copy of which can be found on the website. Break time snacks and drinks are provided for the children in the Dining Room or classroom depending on age. Parents are expected to provide packed lunches for day trips and visits.

Parking And Dropping Off Children

Children are expected to be in school according to the times as set out in the daily routines. Children in Middle and Upper School should be dropped off at the main entrance of the school from where they can get to their classrooms. Children in the Early Years may be dropped off outside their building or taken into the classroom. Children in Lower School may be dropped off at the main entrance of school or taken to their classroom.

Only staff members park in the staff car park opposite the Library and the gravel car park at the entrance.

Newsletter

A weekly newsletter is compiled through the office for distribution to parents. Parents and staff are asked to have all information for that week's newsletter handed in to the office by 12 noon on Thursday.

St Piran's Society

This is the forum for parents in the school to be involved in fundraising and social events. They meet as a committee once a month during term times. There are parent representatives from each class as well as the Headmaster who represents SMT.

School Uniform

Our school uniform can be purchased from Billings and Edmonds in Eton and Hawkinsport in Bourne End. Our full uniform lists are available on the website.

Second Hand Uniform Shop

The second hand uniform shop is located in the Extended Day/Holiday Club Room. It is open every Tuesday and Thursday morning during term time, from 8.30 – 9.30 a.m. and is run by volunteers from the parent body. Items of uniform of good quality can be left there by parents. A price will be fixed by the second hand uniform team and proceeds will be split with some money going to school and some going to the parent. Clothes to be left should be clean and ironed and blazers dry cleaned.

Matron And Medical Care

Two part time Matrons are employed by the school. Their room is situated alongside the main visitors' entrance into the main part of the school building. Their responsibilities are to look after the physical well being of the children during their day at school, dealing with most minor injuries and complaints. A comprehensive medical record is kept on all the children and parents are encouraged to inform the school of any changes that the children might undergo with regard to their medical requirements. If children require medication to be given to them during the day this should be handed in to Matron in a bottle which is clearly labelled with the name of the child and the appropriate dose to be given out. A form giving permission for medication to be administered needs to be completed at the same time. If children require more serious medical attention then they will be taken to the nearest accident and emergency hospital. Parents are expected to have completed a medical form enabling this to take place. Matron can be contacted on 01628 594311.

Music Lessons

All children receive Music lessons as part of their curriculum studies. Individual peripatetic lessons are arranged generally from Year 3 upwards. At the current time 9 peripatetic teachers visit the school and well over 100 lessons are taught. A variety of musical instruments are taught which include the piano, flute, recorder, oboe, clarinet, saxophone, violin, cello, electric guitar, and drum kit to name but a few. A separate charge is made for this payable on the termly account. Further information can be gained from the Director of Music, Mrs Alison Bersier, who can be telephoned on 01628 594344.

Extended Day And Holding

Children who are in Pre Prep who need to wait for a pick-up at 4.10p.m. with their older siblings are looked after in a holding group by members of staff. From 4.10p.m. we operate an Extended Day facility in the Extended Day Room. Children receive a light tea of fresh juice, sandwiches, fresh fruit and crisps and have the opportunity to play outside, to do homework, to read quietly, to watch videos, play games, etc under the close supervision of members of staff. Parents are requested to contact Matron should they require their children to attend Extended Day. There is a charge for Extended Day which is added on to the termly bill. Further information on this can be obtained by phoning Matron.

Dogs

Dogs are **not** allowed on site.

St Piran's Association – Past Pupils

This is an association of past pupils. A comprehensive data base is kept of all those who have left the school since the Society was started. An increasing number of events are held throughout the year to encourage past pupils to return and to reminisce about their time St Piran's. On leaving St Piran's, pupils pay a small fee to join the Association. Full members will receive an annual newsletter and invitations to a variety of events that occur. The current chairman of the association is Mr Charles Tippet, son and grandson of previous Headmasters. Further information about the association can be gained by contacting the Headmaster.

Choosing a Secondary School

The decision making process in choosing a secondary school is one of the hardest for parents. Ideally you want to get it right first time and because of that, the process starts fairly early on at St Piran's. As a school, we have no specific Independent or Grammar school we feed on to; rather there is a whole range. A list of these schools is available from the office.

Girls at 11+ Entrance Exams

Girls entering Independent schools at 11+ take either an individual entrance exam for a school or the 11+ Common Entrance Exam. In Common Entrance there are generally 3 papers, English, Maths and Science, with Verbal Reasoning a possibility at some schools. Because the Common

Entrance syllabus is different, to some degree, to the National Curriculum, the girls are prepared specifically for these entrance papers during the Summer Term in Year 5 and the Christmas Term in Year 6. Schools not using the Common Entrance exams, set their own papers which generally cover just English and maths. Entrance exams generally take place in the first part of the Easter Term in Year 6 and results come out a few weeks later.

Boys at 11+ Entrance Exams

Boys moving onto Independent schools at the age of 11 are fully prepared for selective school entrance exams. Individual schools indicate that their entrance papers are set to test National Curriculum Key Stage 2, Level 5 work, which is covered in the normal way in class based teaching.

During the Easter Term of Year 5 parents are invited to a meeting with the Headmaster to discuss individual preferences for Senior Schools and with all the academic data available to see, the right choice of senior school is discussed.

11+ Grammar School Entry

Boys and girls may also wish to sit the 11+ Grammar School Entrance test for Buckinghamshire and Berkshire. It is a complicated process and as such, there is a Parents' Information Evening held every Summer Term to go through the process. In addition, parents are encouraged to make individual appointments with the Headmaster to discuss the appropriateness of a Grammar School for their child.

Above all else, keep the school informed of what your thoughts are about a choice of senior school and we will be able to advise you along the way.