



ST PIRAN'S

Inspiring Confidence

PARENTS' HANDBOOK

2018-2019

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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.

Direct Contact Details For Key Staff And Departments

School Office / Receptionist		01628 594300 office@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 piranhas@stpirans.co.uk
Accountant	Financial enquiries	01628 594335 p.carragher@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.stevens@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 BA (Hons), B.Phil.Ed., PGCE, NPQH

Senior Management Team

Deputy Head & Pastoral Care:

Head of Early Years & Nursery Manager:

Director of Studies:

Bursar:

Ms B Jones BEd

Miss A Edmundson, FdA

S Robinson BEd (Hons), QTS

Mrs J Ogden BSc (Econ), MA

Middle and Upper School Staff

Miss L Americanos MA, PGCE

Miss H Armstrong BTEC Level 3

Mrs S Bahra-Morgan NVQ

Mrs B Bailey HDE, QTS

Mrs H Bambridge MGeog, QTS, FRGS

Mrs C Barlow BA (Hons), PGCE

Mrs A Bersier BEd (Hons)

Mrs T Boyle DIP HE; BSc; PGDip

Mrs I Brown MA, PGCE

Mrs A Burnage NVQ Child Care & Edu.

Mrs S Cartwright BA (Hons)

Mrs S D'amaro Johnston BA, PGCE

Mrs J Forster BMus, QTS

Mrs J Fricker BEd (Hons)

Miss L Galloso BA (Hons)

Mrs N Girdler OCR Level 5

Mrs B Gray CACHE Diploma QCF Level 3

Ms J Gresham BA (Hons), QTS

J Grice BSoc.Sci (Hons), HDE

Ms E Holloway BA (Hons), PGCE

Mrs K Holmes BSc, QTS

Mrs E Kennedy BA (Hons), ITTI, DLLC

Mrs G Linley Nat Dip

Mrs S Martin BA (Hons) GSMD

Mrs C Mayor BMus, QTS

Miss S McLeod

Miss G Newman BEd (Hons)

Miss E Patching BSc (Hons)

Mrs Z Peck BA (Hons), QTS

Mrs J Peppiatt Cert Ed, AMBDA

Mrs C Rawlins BA (Hons) QTS

Mrs S Robertson BSc (Hons) QTS

Mrs J Scrace BEd, Cert Ed

Mrs S Simmons MEd, Dip RSA

M Smith BSc (Hons), PGCE

Mrs C Stevens BA (Hons), QTS

Year 4 Form Teacher

Middle School Teaching Assistant

Middle School Teaching Assistant

Head of Religious Studies & PSHCE

Head of Geography; Yr 5 Form Teacher

Head of Upper School and MFL; Yr 5 Form Teacher

Director of Music

Science Teaching Assistant

Maths Teacher

Head of Swimming

Head of Middle Sch; Yr 3 Form Teacher

Games Teacher

Music Accompanist

Games Teacher

Head of English & GAT; Yr 6 Form Teacher

Tutor Point Teacher

Middle School Teaching Assistant

Head of IT; Year 5 Form Teacher

Head of History; Year 6 Form Teacher

Games Teacher

Head of Girls' Games

Modern Foreign Languages Teacher

Middle School Teaching Assistant

Music Assistant

Year 3 Form Teacher

Sports GAP Student

Head of Science

PGCE Trainee Teacher

Maths Teacher; Year 6 Teacher

Tutor Point Teacher

English Teacher

Games Teacher

Head of Art

SENCO

Head of Boys' Games

Head of Design Technology

Mrs R Togwell BA (Hons) QTS ASA2 NPLQ
Mrs C Tse BA (Hons), QTS
Mrs S Wadsworth BA, QTS
Mrs M Wilson Cert Ed
Miss K Wright Warhurst CACHE Level 3

Year 4 Form Teacher
Year 4 Form Teacher
Head of Maths; Year 6 Form Teacher
Year 3 Form Teacher
Art & DT Teaching Assistant

Lower School Staff

Mrs L Stevens BA (Hons), PGCE

Mrs S Warman BEd (Hons)

Miss L Shilston BA (Hons) QTS

Mrs K Carpenter

Mrs E Carter NNEB

Mrs J Crick NNEB

Mrs A Dasgupta CACHE Lvl 3, Dip EY

Miss K Gifford BA (Hons)

Mrs C Grant BA (Hons), CPE

Mrs K Handford BA (Hons) mat.leave

Mrs N Huxley BEd

Mrs L Kellett BSc (Hons), NVQ Level 3

Mrs R Kiely NNEB

Miss J Kurpiel NNEB

Mrs A Robertson HDE

Mrs T Robinson BEd (Hons)

Miss V Sultana NNEB

Mrs R Tyrrell BEd (Hons), QTS

Mrs N Williams HDE

Miss C Williams BA (Hons), PGCE

Mrs J Williams

Head of Lower School (mat. leave from Oct) &
Year 2 Form Teacher
Acting Head of Lower School (from Oct) & Year 2
Form Teacher
Acting Lower School Coordinator (from Oct) &
Year 1 Form Teacher
Lower School Nursery Nurse
Year 1 Nursery Nurse
Year 1 Nursery Nurse
Lower School Nursery Nurse
Year 2 Nursery Nurse
Year 2 Nursery Nurse
Year 2 Form Teacher
Year 2 Form Teacher
Year 1 Nursery Nurse
Year 2 Nursery Nurse
Year 2 Nursery Nurse
Year 2 Maths Teacher
Lower School Art Teacher
Year 1 Nursery Nurse
Year 1 Form Teacher
Year 1 Form Teacher
Year 2 Form Teacher
Pre-Prep Assistant

Early Years Staff

Mrs K Arnott EYFD

Mrs J Coulson BA (Hons), PGCE, CACHE Lev 3

Miss L Fox

Miss N Franklin CACHE Diploma

Mrs S Frost-Wellings BA (Hons), PGCE

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 J Lyons

S McLeod CACHE Diploma, Level 3, CYPW

Mrs D Pearson

Miss S Perry BTEC Level 3

Mrs S Plummer CACHE Diploma, Level 3

Early Years Coordinator
Nursery Room Leader
Nursery Assistant
Nursery Nurse
Reception Form Teacher
Nursery Room Leader
Nursery Assistant
Reception Nursery Nurse
Nursery Nurse
Reception Form Teacher
Nursery Assistant
Nursery Nurse
Nursery Assistant
Nursery Room Leader and Nursery Nurse
Reception Nursery Nurse

Mrs L Robinson BA (Hons)
Mrs E Satchwell BA (Hons) Early Years
Mrs J Sears BA (Hons) Early Years
Miss E Squire BTEC Level 3
Mrs Z Vyletelova BTEC, Mgr

Reception Nursery Nurse
Nursery Room Leader (mat. leave)
Reception Form Teacher
Nursery Nurse
Reception Nursery Nurse

Music Staff

M Cox BA (Hons)
J Davis
G Deats BA (Hons) Cert (PG) GSMD
Mrs E Douglas ARCM
Mrs K Forster BMus
Mrs A Good BA (Hons)
Mrs J McCulloch BA (Hons)
G Power
G Sculpher
Mrs J White MA PGDip (RCM)

Brass
Percussion
Cello
Piano
Violin
Singing
Flute, Recorder
Guitar
Guitar
Piano

Support Staff

Mrs C Rogers
Mrs P Carragher BA (Hons), ACMA
C Benn MCGI
Miss Cynthia Bassett
Mrs D McLelland
Mrs J Errington BA (Hons)
Mrs D Laverty
Mrs C Frost
Mrs L Thorn-Davis
Mrs L Highy RGN
Miss S George BA MSc (Children's Nursing)
B Razaq BSc (Hons)
R Scaldwell
P Webb
G Hunt
M Battimelli
Mrs K Carpenter
Mrs A Dasgupta CACHE Level 3, Dip EY
Mrs J Griffiths
Mrs C Lovell
Mrs J Lyons

Financial Bursar
Accountant
Compliance Officer/Bursary Support
Headmaster's PA
Registrar
School Secretary
School Secretary
School Receptionist
School Receptionist
Matron
Matron
Network Manager
Facilities Manager
Grounds Maintenance
School Maintenance
School Maintenance
Lunchtime Supervisor
Lunchtime Supervisor
Lunchtime Supervisor
Lunchtime Supervisor
Lunchtime Supervisor

Mrs D Pearson
Mrs C Radford CACHE Level 2
Mrs Z Vyletelova
Mrs J Williams
S Barker NVQ NPLQ
M Dale BSc (Hons)
tba
Ms J Jansen ASA Level 2, STA Level 2
S Barker
M Dale
T Lambert
T Usher
Mrs A Lewis CACHE Level 3, DPP
Mrs J Griffiths CACHE Level 2
Mrs P Plank
Mrs N Sultana CACHE Level 2
Mrs A Dasgupta CACHE Level 3, Dip EY
Mrs N Sultana CACHE Level 2

Lunchtime Supervisor
Lunchtime Supervisor
Lunchtime Supervisor
Lunchtime Supervisor
St Piran's Centre Manager
St Piran's Centre Assistant Manager
St Piran's Centre Supervisor
Piranhas Swimming Manager
Games' coach
Games' coach
Games' coach
Games' coach
Extended Day / Holiday Club Manager
Extended Day Assistant
Extended Day Assistant
Extended Day Assistant
Breakfast Club Assistant
Breakfast Club Assistant

Form Teachers

NG	Mrs Kerry Arnott
NY	Miss Mandy Hall
RJ	Mrs Sheena Jenkins
FRW	Mrs Stephanie Frost-Wellings
RSE	Mrs Jenny Sears / Miss Amy Edmundson
1S	Miss Laura Shilston
1T	Mrs Rachel Tyrrell
1W	Mrs Natalie Williams
2H	Mrs Katie Handford / Mrs Nicola Huxley
2W	Mrs Sandra Warman
2Wi	Mrs Catherine Williams
3CM	Mrs Sam Cartwright / Mrs Catherine Mayor
3J	Ms Beverly Jones
3W	Mrs Mary Wilson
4A	Miss Laura Americanos
4T	Mrs Caroline Tse
4TO	Mrs Becky Togwell
5B	Mrs Catherine Barlow
5Ba	Mrs Helen Bambridge
5G	Ms Julia Gresham
6Gr	Mr Jeff Grice
6PG	Mrs Zoe Peck / Miss Luissa Galloso
6W	Mrs Sara Wadsworth

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 Louise Morgan
Chartered Surveyor and Senior Acquisition and Development Manager

Mrs Claire Robinson
Headmistress, Holme Grange School

Revd Will Stileman
Vicar, St Mary's Church

Olivier Subramanian Esq
IT Consultant

Mrs Harriet Subramanian
Managing Director

Michael Windsor Esq
Headmaster, Abingdon School

Policies

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

Accessibility Policy

Admissions Policy

Anaphylaxis Policy

Anti-Bullying Policy

Asthma Policy

Behaviour, Sanctions & Rewards Policy

Diabetics Policy

EAL Policy

Equal Opportunities Policy

Fire Safety Procedures & Risk Assessment Policy

First Aid Policy

General Curriculum Policies

Health & Safety & Risk Assessment Policy

Highly Able, Gifted & Talented Policy

Hypoglycaemic Policy

Missing Child Policy

Parental Complaints Policy

Recruitment, Selection & Disclosure Policy

Safeguarding Policy

SEN Policy

SMSC Development Policy

Staff Behaviour Policy

Teaching & Learning Policy

Whistleblowing Policy

Entry to School

Pupils are accepted in the following ways:

Nursery

(Rising 3-4 years)

All parents meet with the Headmaster and in the term before your child is due to start, you and your child will be invited into school to meet with the Head of Early Years. Assessments for Nursery pupils are based on observing informal play in small groups.

Reception

(4-5 years)

All parents meet with the Headmaster and the most recent report is requested from the child's Nursery School, play group or current school. All children are seen by the Head of Early Years and a short assessment is given. We may also visit a child in their current setting or invite them in to spend a morning with their current age group, before an offer is made.

Lower School:

Years 1 & 2; (5-7yrs)

All parents meet with the Headmaster and the most recent report is requested from the child's current school. All children are seen by the Head of Lower School and a short assessment is given.

Middle school

Years 3 & 4; (7-9yrs)

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

Upper school

Years 5 & 6; (9-11yrs)

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

OFFER OF A PLACE

The formal offer to accept the child as a pupil follows their visit and is conditional upon the Headmaster having evidence through meeting the pupil and/or assessments and reports from the previous School, that a child has reached an appropriate standard both academically and socially. Once the Headmaster is satisfied that these conditions have been fulfilled, an offer letter will be sent and a deposit of £500 will then be payable.

EQUAL TREATMENT/ACCESSIBILITY

St Piran's is committed to equal treatment for all, regardless of a pupil's sex, race, ethnicity, religion, disability, sexual orientation or social background. The School's provision for bursaries can be found on our website.

RELIGIOUS BELIEFS

St Piran's welcomes applications from prospective pupils of all faiths and of no faith. Although St Piran's has Christian roots, the School does not select for entry on the basis of religious belief, and it offers the opportunity for pupils of all denominations to practise their own faiths. However, parents should be aware that there are compulsory assemblies throughout the week and a Friday evening Chapel service that all pupils in Years 5 and 6 are expected to attend.

SPECIAL NEEDS

St Piran's does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, providing we can offer them any support that they require and cater for any additional needs and that our site can accommodate them.

We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before he/she sits the assessment so that we can make adequate provision for him/her. The SENCO may be asked to assess the pupil. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School. (Reference will be made to the Disability and Accessibility Policy).

SIBLING POLICY

Most siblings join us at St Piran's. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

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.

INDUCTION DAY

All children must feel comfortable about the transition from their current school to St Piran's. With this in mind we have an Induction Morning for children entering Reception to Year 6 at the end of the Summer Term. This takes place on the last Monday of term for the first two lessons of the morning. Nursery children are invited to spend a few hours in the Nursery on the first day of term with just the new children present.

SCHOOL'S TERMS & CONDITIONS

Copies of the School's Terms and Conditions are made available to parents in the prospectus.

COMPLAINTS

The School hopes that parents and pupils do not have any complaints about the School's admissions process, but copies of the School's Complaints Procedure are available on our website and can be sent to parents on request.

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

All 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 is an Allergy Aware School)

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

As an allergy aware School we do not permitted birthday cakes/treats/sweets to be brought into School. However, Friday break-time snack will be an extra special 'treat' for all the children in celebrations of the birthdays during that week.

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 Early Years garden 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

2H 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.

For the Barmy Army please contact the Centre Manager, Steve Barker, directly on 01628 594343 or email s.barker@stpirans.co.uk to book a place.

For St Piran's Mini Crew please contact the Extended Day/Holiday Club Manager, Andrea Lewis-Slater on 01628 594352 or email a.lewis@stpirans.co.uk

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 8.15am 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. Lower School will have their own assembly led by the Head of Lower School. 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 Lower School 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 12noon for Early Years, 12.15pm for Lower School 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 is Early Years and Lower School. Prep School is Middle and Upper 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 Lab
- 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.

Attitude to Learning Awards

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.

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

Attitudes to Learning awards are recorded on a weekly basis for each lesson. The marks can be viewed on a Friday via the Parent Portal on SchoolBase under the Rewards and Sanctions section.

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

If pupils in Years 5 and 6 gain awards of 46 or above, they 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. 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 awards 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.

Prep and 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 end of the previous 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.

Year 5 and 6

One 40 minute homework activity (English, maths or MFL) will be given on a Monday, Tuesday and Thursday. Two 40 minute activities will be given at the weekends (History/Geography or Science/RE). 20 minutes of reading is expected everyday.

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 - Cricket

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 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 - Matrons 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 from Year 3 onwards 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
Miss Americanos	M Smith	J Scrace	J Gresham
M Wilson	J Fricker	A Burnage	G Newman
N Williams	T Robinson	J Crick	B Jones
S Warman	B-K Bailey	V Sultana	S Robinson
R Kiely	L Stevens	K Holmes	J Gresham
J Kurpiel	L Galloso	R Togwell	L Kennedy
S Bahra-Morgan	A Bersier	B Gray	S Jenkins
J Grice	K Handford	E Carter	M Harris
R Mettler	A Edmundson	C Barlow	S Robertson
L Avann	C Tse	Z Peck	
J House	C Mayor	C Rawlins	
C Grant	J Sears	L Shilston	
K Gifford		C Williams	
M Dale		S Barker	
B Targett			
S Cartwright			
G Linley			
E Holloway			

Clan Points

Middle and Upper School

Pupils receive a 'plus' Clan point for two reasons. Firstly, 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. These Clan points are awarded because a child has made a positive contribution to school through good citizenship or demonstrates they are following the school's expectations (listed above in acronym) in a positive way. Secondly, Clan plus points may be awarded for subject based work in line with the St Piran's Learning Habits. If a pupil has shown significant progress in a lesson, through involvement, written work, participation in discussion or debate and the teacher feels that an instant reward is most appropriate, a Clan point can be given. Staff record the Clan point on SchoolBase. More generally in school based work, effort, or lack of it, is reflected in the weekly Attitude to Learning scores given to each pupil in each subject. 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 in Years 3 – 6 receiving 45 plus points or more will receive a round button badge, in their Clan colour, which they can keep in recognition of their achievement. Once children have received five button badges over a number of terms, they can be exchanged for a star-shaped badge in their Clan colour.

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. This offence will be discussed with the Class Teacher with a view to improving behaviour. If, in the opinion of a member of staff, the offence merits more than one minus point, then action of a different kind must be taken.

The minus mark and the reason it has been given should be noted as soon as possible on SchoolBase. Minuses and poor Attitudes to Learning are reported weekly to the Deputy Head. Records of verbal warnings are also kept and appear on this report. For every three minus Clan points given in a term, regardless of the number of pluses they receive, the child must report to the Deputy Head, who will take further action.

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. Persistent offenders will be discussed at staff meetings and those who consistently accrue minuses over a term are sent to the Headteacher. There is a log kept of those incidents that are considered more concerning. They are recorded in the Incident Folder on the Staff LiveDrive.

In the course of a term, teachers will regularly discuss pupil's progress with the pupil's parents. If, however, a matter of serious concern arises, this should also be reported to the Headteacher as soon as possible.

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.

Reception and Lower School 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.

Use of Cameras, Mobile Phones and Other Recording Devices (see the policy on our website)

St Piran's would like our parent body to be mindful of the ways in which they use such devices when on the school premises.

Parents/carers are not permitted to use a camera, mobile phone (or its camera facility) or any other recording device whilst inside the School buildings or classrooms. If parents want to take photos of their child at school, it should be taken outside the main buildings.

In the case of School productions and outdoor sporting events parents/carers need to be sensitive when taking photographs of their own child when other children are present, and the School strongly advises against the publication of any such photographs on social networking sites.

Parents wishing to take photos of their child during swimming galas or lessons must follow the protocol set out by the Swimming Department and sign the relevant disclaimer document.

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. The children will be finished and ready to collect from the front of School at 5.10pm

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.

