

STAINES PREPARATORY SCHOOL



PARENTS' HANDBOOK

INTRODUCTION

The importance of the early years in a child's development cannot be over emphasised and it is very important for us to form a partnership between School and home which will ensure that your child develops to their full potential both academically and socially.

This handbook contains information about the School and some of its procedures.

We would be most pleased to hear if you have any comments regarding useful additions that could be included in future editions of this Handbook.

A handwritten signature in black ink that reads "Peter Roberts". The signature is written in a cursive style with a horizontal line underneath the name.

Peter Roberts
(Headmaster)

September 2009

TIMING OF THE SCHOOL DAY

<u>Nursery</u>		<u>Reception</u>	
8.50	Registration Group Time	8.50	Registration
9.10	Learning Activities	9.00	Learning Activities
10.00	Break	10.10	Break
10.15	Learning Activities	10.30	Learning Activities
11.30	Singing/Rhymes		
12.00	School Ends (am Children)	12.00	Lunch Break
1.00	Registration Group Time Learning Activities	1.00	Registration Learning Activities
2.15	Break	2.10	Break
2.30	Learning Activities	2.30	Learning Activities
3.10	Story Time		
3.20	School Ends	3.20	School Ends
<u>Years 1 - 2</u>		<u>Years 3 - 6</u>	
8.50	Assembly	8.50	Assembly
9.05	Registration	9.05	Registration
9.10	Lessons	9.10	Lesson 1
10.10	Break	9.50	Lesson 2
10.30	Lessons	10.30	Break
		10.50	Lesson 3
		11.30	Lesson 4
12.10	Lunch Break	12.10	Lunch Break
1.10	Registration Lessons	1.10	Registration Lesson 5
2.10	Break	1.50	Lesson 6
2.30	Lessons	2.30	Break
		2.40	Lesson 7
3.25	School Ends (Year 1)	3.20	Lesson 8
3.30	School Ends (Year 2)	4.00	School Ends

There may be some variation to these lesson times in Year 3.

ASSEMBLIES

Each week there are two Whole School assemblies plus separate assemblies for the Lower and Upper Schools. On Assembly days the whistle is blown at 8.45am to enable registers to be taken and a prompt start. Nursery children only attend assemblies on special occasions.

On days when they do not attend assemblies each class has additional time with their Form Teachers.

ABSENCE

If a pupil is unable to attend school, parents are requested to contact the Reception Office by telephone or e-mail as early as possible and **at the very latest by 9.30am** on the first morning of absence, giving an indication of the probable duration of the absence. If the School receives no message then the Reception Office will contact the parents to verify an absence.

Parents must send a note explaining their child's absence on the day they return to school; otherwise it may be treated as unauthorised absence. Where the nature of the illness necessitates a pupil being away for an extended period, parents should keep the School informed of their child's state of health at the beginning of each week.

Pupils with planned appointments with a doctor, dentist, etc. should give a letter to their Form Teacher at least three days in advance whenever possible. Pupils should be collected from, and returned to, the Reception Office, where their absence will be registered.

Parents are requested not to make holiday arrangements that require their child to miss days during term-time. If, unavoidably, this does happen, the School's policy is that the child should take with them a suitable reading book of their own and maintain an illustrated diary of their holiday. They will not be set any other 'holiday' work.

For short-term absences, pupils will 'catch-up' on course work upon their return to school. However, for longer term illnesses arrangements for work to be sent home may be made through the child's Form Teacher.

Absences are recorded on reports. It should be noted the number of sessions is recorded and there are two sessions per day.

BEHAVIOUR

High standards of behaviour are expected from every member of the School community. They should show consideration for others, be courteous, polite and well disciplined.

The School promotes *The Staines Prep Way* (see Appendix A) in all aspects of school life and through focused Assemblies and CPSHE lessons. However, SPS also has a number of rules (see Appendix B), which must be adhered to in order to, promote an environment where everyone feels happy, safe and secure.

Good behaviour is also promoted through Golden Time in the Lower School and Privilege Time in the Upper School. During these times children may select chosen activities as a reward for their consistent good behaviour. Golden/Privilege Time can be lost, a minute at a time, through lack of co-operation, however, children are always given the opportunity to modify their behaviour before any time is deducted.

As well as Golden/Privilege Time, the School rewards good behaviour through praise and various awards, including stickers, stars, House Points, Merit Awards, etc. as this helps to develop an ethos of kindness and co-operation.

Whilst the pupils' behaviour remains generally excellent, from time to time there are breaches of discipline; these are dealt with by the members of Staff on duty or the child's Form Teacher and, in most cases, talking through the situation and reminding pupils of our expectations is sufficient.

However, in the Upper School, for more serious or persistent ill discipline, pupils may be given a Sanction Slip, which must be signed by a parent and returned to the School. Any child receiving three Sanction Slips will have to serve a Detention. For more serious misdemeanours pupils may be given a 'straight' Detention. When a pupil is given a Detention, parents are notified by letter of the reasons and when it is to be served.

If the School has any serious concerns about a child's behaviour, parents will be invited to discuss suitable strategies with the Form Teacher, after which the situation will be monitored, usually through the use of a Behaviour/Progress Card, which enables their behaviour to be monitored in the classroom and/or the playground. The Card is taken home each evening for parents to initial and the Form Teacher inspects it each morning. Continued poor behaviour will be dealt with by the appropriate Head of School, the Deputy Head or the Head.

If parents have concerns over behaviour they should initially speak with their child's Form Teacher, who may pass the matter on to the appropriate Head of School, the Deputy Head or Head.

Physical or demeaning punishments are not practised at SPS.

The School has an Anti-Bullying Policy that is rigorously pursued.

BREAK AND LUNCH ARRANGEMENTS

During all breaks pupils are supervised by members of school staff who monitor general behaviour and keep an eye on the children.

Pupils may bring a small, healthy snack for their morning break. Sweets, chocolates and other messy foodstuffs are not allowed. Pupils are encouraged to bring water to School in a named water bottle. Milk is available to order (charged separately). Drinking water is provided at lunch time, and is available from the filtered water fountains throughout the day.

The School has rolling sittings for lunch. A cafeteria style of service is provided and the children from Year 1 onwards are encouraged to make their own choice from a minimum of three main courses (including salad and vegetarian options) and a selection of puddings. Members of staff, who, in turn, are assisted at the tables by Dinner Monitors, help the younger children at the servery. If any child has special dietary requirements the Bursary should be notified and any special requirements discussed with the Catering Manager.

Each week's menu is posted on our website and displayed on a board by the School entrance.

COMMUNICATION WITH THE SCHOOL

Correspondence

A great deal of information is given out each term and much of it is sent home via pupils. This is usually sent on Fridays with the Weekly Newsletter. Please ensure that whenever reply slips are attached they are completed and returned promptly.

Letters addressed to the School, or individual members of Staff, should be handed in at Registration with the exception of School Fees. Fees paid by cheque should be clearly labelled and placed in the Bursar's tray by the Reception Office. Cash payments should be handed personally to the Reception Office by parents who will be given a receipt.

Meeting Teachers

Staff may be seen without an appointment for a brief word, if convenient. Parents should be aware that in the morning teachers are preparing for the day ahead and, whenever possible, it would be better to have a brief word at the end of the School Day.

Teachers are available to see parents regarding concerns at a suitable time during the School week. Appointments can be made directly with the teacher concerned or through the School Secretary. It is most helpful if parents give an indication of the concern at the time of making the appointment. Normally difficulties can be resolved through the child's Form Teacher.

Occasionally it may be more appropriate for matters to be discussed with the appropriate Head of School, the Deputy Head or, if necessary with the Head.

Financial matters should be discussed with the Bursar.

Parents' Evenings

Parents' Evenings are held at various times throughout the year. The exact nature of these evenings varies and parents are sent full details prior to the evening. Pupils are not expected to accompany their parents at these meetings.

Reports

Reports on the children's progress are sent home during the Spring and Summer Terms each year.

Grade Cards

Parents of pupils in Years 4 - 6 will be sent Grade Cards towards the end of the Autumn and Years 4- 6 Summer Terms each year. Year 3 parents will receive a Grade Card in the Autumn Term only as the grades are included in the Summer Term report.

School Calendar

The School Calendar, which is posted on the website and sent home termly, gives the dates of important school events, sports fixtures for the term and 'Friends of Staines Prep' events.

Messages

Parents are asked to notify changes to collection arrangements for the end of the school day before 1pm, so messages can be sent with the afternoon registers. If you are unsure about home time arrangements, please ask your child to check with the Reception Office before going to SPARKS.

For any other urgent messages parents should contact the Reception Office as early as possible in the school day. Every effort will be made to pass on messages.

Concerns and Complaints

The School takes parents concerns and complaints seriously and endeavours to resolve any difficulties promptly.

A copy of the Complaints Procedure is available from the School Secretary if required.

CURRICULUM

The School Curriculum is constantly under review so that it is in keeping with current changes in teaching and learning and to ensure breadth and balance. It is taught using a mixture of traditional and modern methods, with an emphasis on whole class teaching.

Foundation Stage (Nursery and Reception)

The Foundation Stage provides a broad range of educational experiences which forms the basis of future learning. The children are encouraged to learn through activities and develop their physical, intellectual, emotional and social skills.

Years 1 - 3

The pupils in Years 1 - 3 are taught by Form Teachers and they are given a strong grounding in the basics of the core subjects (English, Mathematics, Science and ICT). They also study History, Geography, Art, Design and Technology, Religious Education, CPSHE, Physical Education and Music/Singing. French is introduced into the curriculum from Year 1 and Swimming and formal team Games from Year 2. ICT skills are taught throughout the School and children from Year 1 upwards have access to the ICT Suite and are taught by the ICT Manager.

Years 4 - 6

In Years 4 - 6 pupils are taught by subject teachers. Wherever possible, classes within a year group will have the same subject teachers. The subjects presently studied, along with their allocated number of lessons, are given in the table below:

	<u>Year 6</u>	<u>Year 5</u>	<u>Year 4</u>
English	8	8	9
Mathematics	6	7	8
Science	4	3	3
A.D.T.	3	3	3
History	3	3	3
Geography	3	3	3
French	2	2	2
PE/Games/Swimming	4/5	4/5	4/5
Scripture	1	1	1
Music/Singing	2	2	2
Latin/Classical Studies	2	2	-
CPSHE	1	1	1
	39/40	39/40	39/40

In addition, children in Years 3 - 6 will have Verbal and Non-Verbal Reasoning lessons instead of some History or Geography lessons.

EXTRA ACTIVITIES

Numerous extra activities take place both within school time and after school. The exact details of these, and their cost, vary from year to year and parents are sent information about all Extra Activities during the Spring Term each year.

Any enquiries regarding Extra Activities should be made to the Reception Office.

FEES

School fees must be paid by midday on the first day of term. However, parents may opt to pay through Holmwoods School Fee Scheme, which enables payments to be spread over the whole year. A late payment charge, which is a percentage of the total sum outstanding and varies from time to time, is charged per month for fees not received on time.

It should be noted that fees in lieu of notice will be strictly enforced in order to protect other parents from unnecessary fee increases and enable the School to plan appropriate staffing levels and resources. For further details please see the *Standard Terms & Conditions*.

'FRIENDS OF STAINES PREP.'

The Friends are actively involved in supporting the School by organising fundraising events as well as social events for the pupils, parents and staff. These help to strengthen the School community.

It is hoped that parents will take part in the Friends' events as these are always most enjoyable and the moneys raised help to provide extra resources for the School. Any parent wishing to become involved with the work of the Friends will be most welcomed by them. Parents may contact the Friends Committee through the Postbox by the Reception Office or by e-mail on thefriends@stainesprep.co.uk.

GAMES & SWIMMING

Games and Swimming are an integral part of our curriculum and full participation is expected.

Games Afternoons

Parents should be aware that on Games afternoons pupils may not be ready for collection until approximately 4.10pm. This will vary from child to child dependent upon the speed with which they change back into uniform!

Off Games

Pupils who are 'off games' or 'off swimming' must bring a note explaining the reason why they are unable to participate. Pupils in Years 4 - 6 who are 'off games' or 'off swimming' may be collected at 2.40pm if convenient, with the exception of Year 5 pupils on Fridays who have a classroom lesson after Games/Swimming. Please state in the note whether or not you wish to collect your child at this earlier time.

Matches

Pupils who are selected to represent the School are expected to play, including Saturday matches, unless there are exceptional circumstances preventing them doing so. Parents should check the Calendar for fixtures that their child may be involved in at the beginning of each term.

Pupils involved in matches will be informed at least two days in advance, whenever possible. Matches often finish after normal school hours and parents should collect their children from the School at the specified time. Any child not collected by five minutes after this time will be sent to SPARKS and normal charges will apply.

Parents are encouraged to watch school matches and provide constructive support. Help with transport and teas when asked, is much appreciated.

It is the pupil's responsibility to 'catch up' any work that may be missed due to playing in a match. Failure to do so will jeopardise their place in the team.

If a match is cancelled, for any reason, the School will post details on the website under *Sport Newsflash!* at the earliest opportunity. If the weather is inclement parents are expected to check the website or ring the Reception Office by 3.30pm to check whether or not the match is going ahead.

HOMEWORK

Lower School

Parents are encouraged to read with their children daily and to help them with the learning of tables, spellings, etc. Playing with young children, particularly number or word games, and involving them in practical problems around the house is hugely beneficial.

In Year 1 reading books are sent home daily for the children to read with parents at home. There will be weekly spellings to be learned, plus either literacy or numeracy homework. In Year 2 we encourage daily reading and there will be one item of literacy and numeracy homework per week, as well as the weekly spellings.

Upper School

In Year 3 the children will be expected to read for 15 minutes every weekday evening. There will be spelling and tables to learn on Mondays, English or Maths on Wednesdays and English & Maths homework on Fridays. Occasionally they will do home study in connection with Science, History or Geography.

Pupils in Year 4 have one homework per evening, which should last between 20-30 minutes.

Year 5 and 6 pupils have two pieces of homework per evening, each of which should again last 20-30 minutes.

Children in Years 4 - 6 are provided with a homework diary for recording the details of their homework and there is a space for parents to sign each week. Children who fail to do homework without a good reason may be given a Sanction Slip.

Parents must send a note to the teacher concerned if, for any reason, a child cannot do their homework, or consistently takes much longer than the suggested time.

HOUSE SYSTEM

The School operates a House system to encourage a sense of team spirit and healthy competition. There are four Houses - Brunel, Churchill, Raleigh and Shakespeare - and each child is allocated a House upon entry to the School.

Throughout the year there are a number of House events that are publicised through the Calendar or Weekly Newsletter.

ICT & INTERNET - ACCEPTABLE USE

The School operates a strict Acceptable Use Policy for ICT and the Internet, a copy of which is available on our website. Parents are strongly advised to follow similar principles at home, especially with regard to monitoring use of the Internet and e-mails.

INDIVIDUAL NEEDS

Pupils' progress is monitored throughout the School and there is the opportunity for children to have Individual Needs lessons where the School and parents agree this would be beneficial.

Individual Needs lessons are provided at an additional charge.

LATE ARRIVAL

The School gates will be closed from 8.50am. Any pupil arriving after this time should be taken to the Reception Office via the front door of No.3 house where they will be registered as late.

It is essential that parents make every effort to get their children to school on time. Pupils arriving late disturb the lesson, disrupt the class and affect the learning of the group as well as the individual.

The number of late arrivals will be recorded on the pupil's report at the end of each term.

LOST PROPERTY

Every item of school clothing, including games kit and underwear, must be clearly marked with the pupil's name. It is also wise to mark other personal possessions such as school and games bags, pencil cases, etc. It is advisable to have watches engraved with the child's name on the back.

In general, lost property is taken immediately to the Reception Office from where it may be reclaimed. However, lost games kit is held in the changing areas until Friday each week when it is transferred to the Reception Office. The School endeavours to return any marked items to their owners as soon as possible. At the end of each half-term unmarked items are donated to the Nearly New Uniform Shop where appropriate.

It is a great help if parents can check their child's games kit from time to time to ensure that other pupils' kit has not been collected accidentally.

PARKING

Drop Off and Collection

There is a limited amount of parking in the Council Offices car park and we ask parents to park **for only as long as is absolutely necessary**. Whilst we appreciate that parents of very young children may wish to see their children into school, it remains important to free up parking spaces for other parents and the general public. Therefore, it is essential that **parents who are going to be parked for more than a few minutes do not use the car park**.

During the afternoons it is important to keep parking spaces in the Council Offices car park free for people visiting Spelthorne Borough Council. Consequently, the Council Offices car park may be used for **a few minutes only** to facilitate a 'quick collect'. Parents are therefore asked to find a parking space in roads further away from the School, or possibly the car park in Commercial (Staines) Park, and walk a few extra steps. **This means that parents who may be collecting younger children from 3.20 - 3.30pm and waiting for older siblings to finish at 4.00pm must not use the Council Offices car park.**

When the Council Visitors car park is full, parents must not queue on the access road, which blocks the way for emergency vehicles, council employees and visitors to the Council Offices. In these circumstances **please park elsewhere**. There are many other places to park in and around Knowle Green, which, with a short walk, will allow safe access.

The disabled parking bays are strictly for the use of disabled persons with blue disabled badges, which must be displayed.

In the mornings, older children may be dropped off on the loop in front of the Council Offices.

Pupils should be supervised **at all times** in the car park. Children running/playing, unsupervised, in an area where there are moving vehicles is extremely dangerous.

Parking in the Vicinity of the School

The roads near the School are extremely busy and parents are asked to park safely and with consideration for other road users and local residents.

There should be no illegal parking in the vicinity of the School, especially the yellow lines and zigzags at the front of the SPS. **(This will be enforced by Spelthorne Borough Council.)**

Vehicles parked illegally or inconsiderately may be photographed and shown on the School website.

General

Parents must not use the car park at the front of the School when dropping-off or picking-up children before and after school.

When delivering, or collecting their children, parents should use the footpath rather than cutting through the Car Park.

Our aim is to keep **all** our pupils safe!

PASTORAL CARE

The School has a long history of providing excellent pastoral care. Form Teachers are responsible for the general care of the pupils in their class. If any problems or difficulties arise at school, parents will be contacted. Similarly, if parents have any concerns the School would like to know as soon as possible.

The Head of the Lower School and the Head of the Upper School are responsible for the co-ordination of the pastoral care in their respective areas and for dealing with discipline and personal problems which may be referred to the Deputy Head or Head, where appropriate.

PERSONAL PROPERTY

Pupils should not bring money or items of value to school. Where this is unavoidable, the money or valuables must be handed to the child's Form Teacher at registration and be collected from the Reception Office at the end of the school day.

On Games/Swimming days pupils must hand in watches at the start of the lesson. These will be placed in a box for collection at the end of the session.

Pupils must not bring mobile phones to school.

SCHOOL HOLIDAYS

Parents are informed of the dates for the next academic year during the Spring Term each year. These dates are also available on the School website.

School ends at 11.30 for Nursery, 11.50 for Reception - Year 2 and 12.00 for Years 3 - 6 for all holidays, including half-terms.

SPARKS

SPARKS, the School's 'Childcare Facility' operates from 7.30am - 8.30am, when teaching staff come on duty, and after school until 5.30pm at the latest. Pupils arriving prior to 8.10am can have breakfast and those remaining after school can be provided with a snack.

SPARKS places are limited and must be booked in advance to ensure appropriate staffing. Some extra places are available in case of emergencies. Those who have attended in the case of emergencies will be charged at the emergency rate based on the registers taken by the minders.

It should be noted that any child arriving prior to 8.30am will be registered, as will any child who has not been collected by ten minutes after the end of their normal school day.

Pupils must not leave the School unaccompanied at any time without the written permission of the Head.

Disciplinary matters arising from SPARKS are dealt with by the Heads of School and the School retains the right to deny use of the facility if any child persistently misbehaves.

Childminding charges are billed monthly in arrears for settlement within fourteen days.

SPORTS' DAYS

Each year the School holds two Sports' Days during the Summer Term, one for children in Reception - Year 2 and one for children in Years 3 - 6. All pupils are expected to take part and parental attendance on the day is most welcome.

Sports' Days go ahead if at all possible, however, if the weather is very bad and the Sports' Day is cancelled, a message will be left on the School answerphone from 12.30pm and a *Sport Newsflash!* placed on the website. If there are no messages parents must assume that the Sports' Day is proceeding.

UNIFORM

All pupils are expected to wear correct school uniform at all times. All items of clothing should be purchased from the School's suppliers, Billings & Edmonds, details of which can be found on the Uniform List (Appendix C).

Nearly new uniform may be purchased from the School. The Nearly New Uniform Shop will be open during term time at times that are advised and larger sales are held from time to time. The Nearly New Uniform Shop will resell only items purchased from the School suppliers.

All items of uniform, including shoes and undergarments, must be clearly marked with the owner's name. Marked items of uniform will be returned to their owners wherever possible. Unmarked items of lost property will be donated to the Nearly New Uniform Shop at the end of each half term if they have not been reclaimed.

WATER

A number of recent studies have shown the benefits of drinking water both on health and academic performance. Children may bring clearly marked, robust water bottles to school for use throughout the day. We ask parents to ensure that water only is brought in these bottles.

Lower School and Year 3 children will keep their water bottles in their classrooms and pupils in Years 4 - 6 will keep theirs in their bags rather than carrying them from room to room.

It is recommended that water bottles are cleaned daily and then filled each evening and put in the refrigerator overnight. They may be sensibly refilled during the day from one of the many taps at school.

WEBSITE

The School's website can be found at www.stainesprep.co.uk. There is much useful information on the website, including access to the Weekly Newsletter, The Parents' Handbook, The Calendar, Weekly Menus, etc.

If there are any last minute pieces of information such as matches or activities cancelled due to the weather, these will be posted as soon as possible under the title *Newsflash! or Sport Newsflash!*

WELFARE

Introduction

The Welfare room at SPS is a fully equipped resource with day bed and shower, staffed on weekdays by qualified staff between 0830 and 1615. A qualified first aider is on duty in school at all other times.

The Welfare Officer and Assistant deal with accidents and emergencies and with children who become ill during the school day. Parents are asked not to send their children to school if they are unwell. Should your child experience either diarrhoea or vomiting, they should not attend school for 48hrs after the last episode, to help prevent any possible spread of infection.

Health Information and Contact Details

It is essential that parents and carers can be contacted immediately, should the need arise, so please ensure the School is kept updated with contact details e.g. change of mobile telephone numbers, work place, etc.

It is also important that several contact names and numbers are provided for each child and that these contacts are able to collect a sick or injured child on behalf of a parent or carer should they not be available.

The health details completed by parents and guardians at the time of the child joining the School are kept in the Welfare Office. Please ensure that the Welfare Office is advised of any relevant changes/dates of hospital visits/operations or investigations, etc throughout the child's time in the School. Where appropriate, this information is made available to staff so that suitable support is offered.

Administration of Medication

Medication can be given provided that a *Request to Administer Medication* form has been completed by a parent or carer and handed in by an adult to the Welfare Office along with the medication. The child's name, name of medication, dosage to be given and time the parent requests the medication to be given, must be included on the form. The timing should fit into break or lunchtime wherever possible, to avoid disrupting lessons.

All medication must be in its original bottle or packet and properly labelled with the child's name and dosage to be given. A separate form must be completed for each medicine held in school. The parent or carer must amend the form if changes need to be made regarding the administration of the medicine, e.g. dose or time.

No medication is kept as 'stock' by the School. When medicine is given on an 'Optional' basis, a *When Administered* note is given with the time details for the child to take home and show parents or carers.

For children using SPARKS, forms and medication must be handed to the Supervisor who will pass them on.

Medicine can be collected via the School Reception Office if out of Welfare hours.

'*Request to Administer Medication*' forms are available from the website or the Welfare Office.

Dietary Requirements

Dietary details are requested from the parents of all children on admission to the school. It is the responsibility of the parent to inform the Welfare Office of any changes. Records are updated and distributed so that all staff are aware of children's needs.

Special diets are catered for by arrangement. Welfare staff liaise with the Bursar, parents and kitchen staff to ensure that individual needs are met. Packed lunches provided from home are only permitted if instructed by a Doctor, eg for a gluten free diet.

Children from Reception to Year 2 inclusive are issued with lunch badges, identifying special requirements. These badges are made up annually at the start of the new academic year, from the information provided by parents.

Parents are encouraged to supply secure, named, filled water bottles that may be drunk during class time, especially during hot weather. Water fountains are provided for break times. Only water is permitted in class.

The School operates a nut free policy. Food containing nuts is not served in school, and any food brought into school must be nut free. This includes birthday treats, which must be shown to and checked by the class teacher.

Prevention of Head Lice

Loose hair must be tied back, to help prevent the spread of head lice. Small hair bands will be provided by Welfare and children asked to tie their hair back, if it is thought to be necessary.

Parents are reminded to check their children's hair weekly, with a fine toothcomb. Combs and leaflets on what to look for, effective examination and how to treat are available from the Welfare Office.

Any cases of head lice or nits (eggs) should be reported immediately to the Welfare Office, where information will be treated confidentially. Welfare will then inform all class members' parents to be extra vigilant whilst respecting the individuals' identity.

Pierced Ears

Earrings are not permitted in school. Small studs are allowed but should not be worn on days when children have PE, Games or Swimming lessons. For this reason, ears should be pierced at the start of the summer holidays to ensure that earrings/studs can be removed at the start of the school term. Otherwise a roll of micro pore tape should be supplied from home and studs will be taped over.

Welfare Clothing

A small stock of clothing is held in the Welfare Office, to be lent should your child need it. Borrowed items should be washed, ironed and returned as soon as possible so that others may use them if necessary.

Sun Protection

All staff understand the dangers posed to children and themselves by over exposure to the Sun.

When appropriate, parents are asked to apply a high factor, nut oil free, sun cream at home, before school. The sun cream, marked with the child's name, may be sent into school for reapplication during the day. Staff will be available to assist younger children who are unable to apply their own cream. Children should be made aware of the dangers of sharing creams, in case of allergies.

Shaded areas are provided and SPS sun hats, preferably legionnaire style, are encouraged.

APPENDIX A

THE STAINES PREP WAY:

Treat other people as you would be treated

Forgive

Share

Be honest

Listen to others

Be kind and helpful

Do your best to be your best

APPENDIX B

THE SCHOOL RULES

Pupils should :

1. be polite and well mannered at all times, particularly to visitors
2. show respect for others and their property
3. be tolerant of others
4. be honest and trustworthy
5. take care when the playground is crowded
6. be punctual
7. show consideration for others
8. walk around the School
9. follow the instructions of teachers
10. hand items of value and money to their Form Teacher
11. conform to School Dress Regulations

Pupils must not :

1. bully other pupils
2. use foul or abusive language
3. fight
4. go out of bounds
5. swap items
6. bring unsuitable toys to school
7. bring nuts, or foodstuffs containing nuts, sweets, chocolate or chocolate coated biscuits as part of their 'break'