

St Martin's  
School



Parents'  
Handbook

2018-19

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Bursar: (01923) 821006  
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Website: [www.stmartins.org.uk](http://www.stmartins.org.uk)  
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St Martin's School  
40 Moor Park Road  
Northwood  
Middlesex  
HA6 2DJ

September 2018

Dear Parents

In the normal day-to-day routines within a school it is often assumed that parents are fully aware of procedures. At St Martin's we feel that communication between the School and parents is of the utmost importance. A written guide, which can be used throughout your son's career with us, will enable you and the School to enjoy a positive working relationship for the benefit of your son.

The majority of the school policies are included in the handbook, but if parents would like a specific policy they are available from the school office. Please e-mail or ring the Headmaster's Secretary.

We hope that this booklet will help both new and current parents to answer the many questions you may have about the structure and running of the School. A great deal of research with boys, parents and staff has been done to prepare a thorough guide. If you have any suggestions or other information that should be included in future communications like this, please do let us know.

Yours sincerely



D T Tidmarsh

## Board of Governors

Mr A Harris (Chairman)  
 Mr S Everson (Headmaster of Merchant Taylors')  
 Mr J Fowler (Headmaster of Aldenham)  
 Mr V Hales (Headmaster of Aldwickbury)  
 Mr N Hinds  
 Mr M Jordan  
 Mrs C Marks  
 Mr J Richards  
 Mr C Scott

## School Staff

### Headmaster

Mr D Tidmarsh\* BSc (Hons) PGCE

### Deputy Headmaster

Mr K Tearle\* BEd (Hons)

### Director of Studies

Mr C Stevens\* BEd (Hons)

### Assistant Staff

Mrs C Ash CELTA PG Cert PCE  
 Ms O Bastien Licence en Langues PGCE  
 Mr M Bell BA (Hons) QTS (Director of Sport)  
 Ms G Brent MBA BA (Hons) CELTA PG Dip SpLD PGCE (Head of Learning Support)  
 Mrs C Carter BSc (Hons) PGCE  
 Miss C Casali BA (Hons) PGCE  
 Mrs C Cranston BPhysEd (Head of Geography)  
 Mrs Z Cregor MA BEd (Hons) (Head of History and RS)  
 Mrs S Dinsdale BA (Hons) PGCE (Head of Classics)  
 Mr R Edmond BA (Hons)  
 Miss S Farrell BA (Hons) PGCE  
 Ms L Flynn BA (Hons) PGCE (Head of English)  
 Mr J Fussey BMus LRAM QTS (Director of Music)  
 Mrs P Gerrard BA Ed (Hons)  
 Miss J Gibson BA (Hons) QTS  
 Mr M Hand BA (Hons) PGCE  
 Mr B Kenny BEd (Head of ICT)  
 Mr T Lewis\* BA (Hons) PGCE (Head of Junior School)  
 Mrs E Linnane MA BSc (Hons)  
 Mr J Manthorp BA (Hons) PGCE (Head of Art and DT)  
 Mr D Miller BA (Hons) QTS (Director of Activities)  
 Mr I Murray BSc PGCE (Head of Mathematics)  
 Mrs S Murray\* BEd (Hons) (Head of Middle School)  
 Ms A O'Farrell-Bernays\* CertEd (Head of Senior School)  
 Mrs C Oliver BA (Hons) PGCE SQH (Head of Modern Languages)

Mr F Rahman MSc PGCE (Head of Science)  
 Mrs F Roberts MA BA (Hons) QTS  
 Mr M Singleton BMus FRCO PGCE  
 Mr O Walliker BSc (Hons) PGCE  
 Mrs D Warren MA BMus BEd Dip PC (Counsellor)  
 Miss S Watkins BA (Hons) QTS  
 Mrs S Williams BA (Hons) QTS  
 Mrs N Wood BA (Hons) PGCE

### **Pre-Prep**

Mrs M Horn\* BEd (Hons) (Head of Pre-Prep)  
 Miss K Blezard HLTA BTEC Level 3  
 Mrs J Bullen DipPP  
 Mrs H Clarke NVQ 3  
 Mrs D Davies BA (Hons)  
 Miss N Henry DipPP  
 Mrs C Jackson HLTA NVQ3  
 Mrs P Lodhia NVQ3  
 Miss A Purkis BA (Hons) PGCE  
 Mrs C Sullivan BSc (Hons) PGCE  
 Miss D Tobin BEd QTS National Award SENCo  
 Mrs S Uezzell BMus (Hons) PGCE  
 Miss C Walsh BA (Hons) PGCE  
 Mrs E Wood BA (Hons) QTS

### **Kindergarten**

Mrs S Tearle BEd (Hons) (Head of Kindergarten and Foundation Stage)  
 Miss J Anderson BA LTCL DipPP EYPS  
 Mrs A Brown Montessori International Diploma  
 Mrs E Killick NVQ3  
 Mrs E Memory NVQ3  
 Miss R Moran NVQ3  
 Mrs A Wakefield CACHE Level 3

\* Member of Senior Management Team

### **Support staff**

Bursar	Mr S Gower
Headmaster's PA	Mrs G Robson
Bursar's assistant	Mrs C Bastie
Medical assistants	Mrs K McGlone
	Mrs L Neal
Receptionist/music secretary	Mrs P Tidmarsh
Administration assistant	Mrs P Pandya
Pre-Prep secretary	Mrs R Macdonald
ICT Manager	Mr R James
Librarians	Mrs N Oldroyd-Elliot
Sports Hall manager	Mr J Wilde
Resident caretaker	Mr B Price
Caretaker	Mr D Welch
Head of Maintenance	Mr S Hafiz
Ground staff	Mr A McIntosh
	Mr A Hill

Catering manager	Mrs J Milton
Catering staff	Mrs M Brogan
	Mrs D Anderson
	Mrs M Conlan
	Mrs M Garlick
	Mrs T Maynard
	Mrs L Price
	Ms T Smith
School Meals Assistant	Mrs I Ramas
Before and After School Care	Mrs J Seddon Cache level 3
	Mrs E Crook Cache level 3
	Mrs J Davies Cache NVQ level 2
	Mrs Z Jaffer Cache level 3
	Mrs P Modha Cache NVQ level 2
	Mrs N Prasad Cache level 3
	Mrs I Ramas Children's Psychology Diploma
	Mrs L Roberts Cache NVQ level 3
	Mrs D Vaja Cache NVQ level 2

### **Visiting Music Staff**

Mr W Alexander Dip TCL (Classical and Electric Guitar)  
 Mrs R Bucknall LTCL FTCL GTCL (Hons) (Piano and Lower Strings)  
 Mr S Byron BMus (Brass)  
 Ms K Cormican GTCL, PDOT (Upper Strings)  
 Mr J Francis (Woodwind)  
 Miss R Fulgoni BMus (Upper Strings)  
 Mr N Martin (Drumkit)  
 Mr M Singleton BMus FRCO PGCE (Piano)  
 Mr D Saunderson GGSM (Singing)  
 Mrs Y Vinden BMus Adv Dip (Piano)

### **Teaching Assistants**

Miss A Finn  
 Miss L Longstaff  
 Mr C Bowskill

**The School Office**

Contact with the School should be made via the School Office. Messages for boys and staff can be taken and passed on from here. For the Main School boys (Years 3-8) messages are posted on the white board outside the main office.

Mrs Robson is the Headmaster's PA and deals with appointments for the Headmaster and admissions enquiries.

Absentees, late arrivals or medical enquiries should be directed through the School Office. For all absences a letter or email should be sent to the form tutor upon return to School. Any matters concerning Pre-Prep or Kindergarten absences or After School Care should be dealt with through the Pre-Prep office. For absences other than medical, permission should be sought from the Headmaster in writing. Absences for holidays in term time are recorded as unauthorised as term dates are published well in advance. The school has an Attendance Policy which is available on request.

To contact a member of staff or make an appointment in the Main School it is advisable to do so via the prep diary. E-mail messages for staff should be sent to [office@stmartins.org.uk](mailto:office@stmartins.org.uk) In the case of Kindergarten and Pre-Prep please refer to those sections of the handbook.

The School Office closes at 5.00pm. If you need to contact the School urgently after this or pass a message to a boy staying after school, use the dining room or Pre-Prep Hall extension given on the telephone answer phone system. In the event of extreme weather conditions a message will be left on the school answer phone, information will be sent by e-mail and text message, as well as posted on the website.

**Late arrival at school or absence during part of a school day**

If your son arrives at School later than 8.35am ((Main School) and 8:45 (Pre-Prep)) he must go to the School Office to sign in. If you need to collect your son for a medical appointment during the School day please notify his form teacher in writing. You should collect him from the Reception at the appropriate time, where he must report back if he returns after the appointment.

Please contact school before 8.30am if your son is unable to attend on that particular day.

It is vital that these procedures are followed in case of fire or other emergency within the school.

**Communication**

Communication is generally done by email so it is important that parents give the School their email address and inform us of any changes.

**Mission Statement**

To provide boys, aged 3-13, with the breadth of education and experience for them to realise their full potential at school in a safe and friendly environment, and to be well prepared for future life.

**Key Principles**

The school to have a happy, friendly atmosphere as well as a fair, secure, disciplined framework for learning.

The boys to receive an all-round education to develop the whole person, by the provision of sporting, artistic, musical and academic opportunities.

The teaching to be of the highest quality, including the best of traditional and contemporary approaches, to enable the boys to fulfil their potential.

Communication between parents, headmaster, staff and boys to be of paramount importance at all stages of school life.

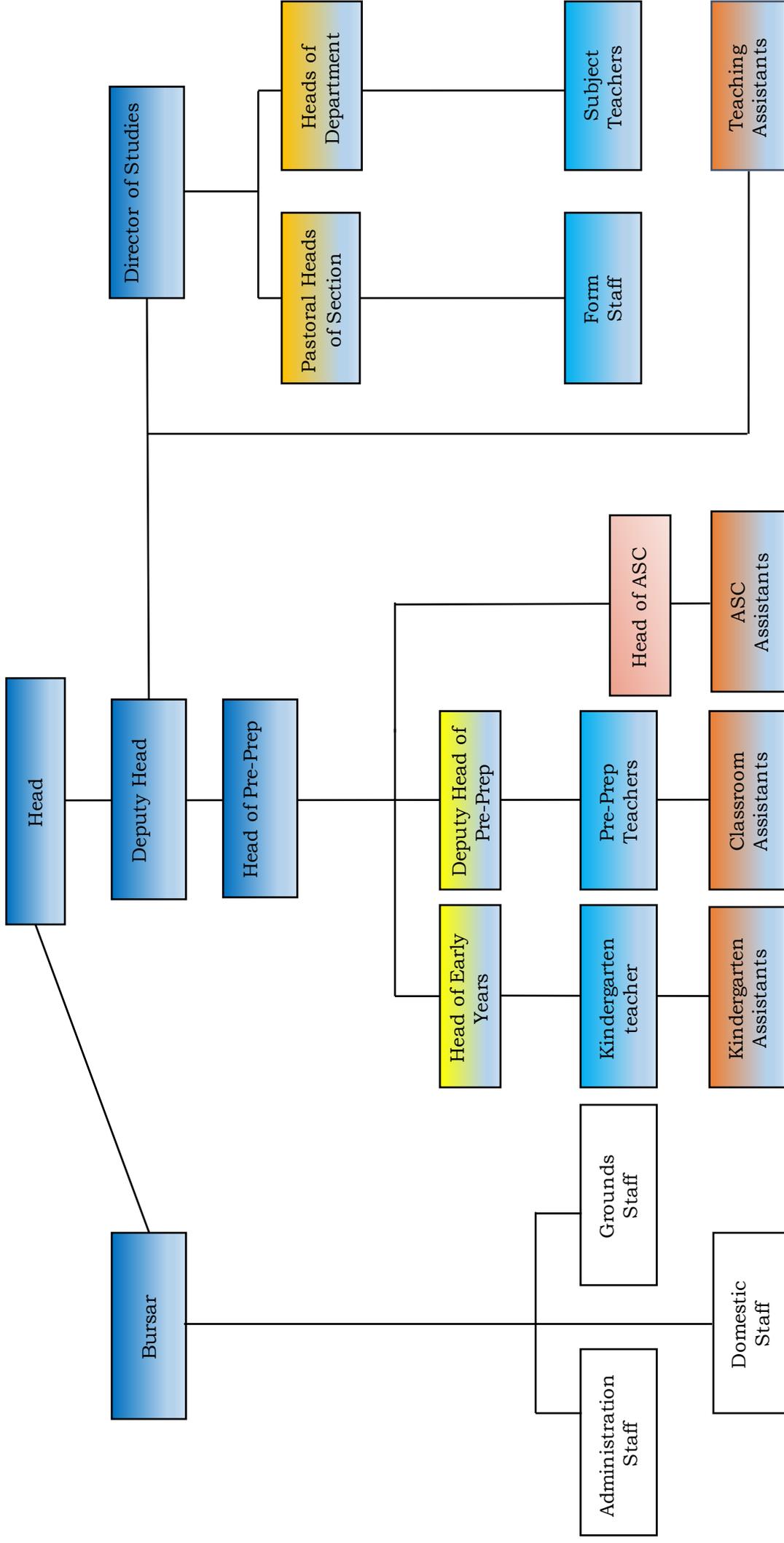
While preserving the fundamental Christian ethos of the school in its present multi-cultural mix, to cultivate respect and understanding of other faiths and cultures.

The buildings, facilities and resources to be of a high standard, safe and suitable for today's needs.

Good relations with the local community to be fostered and, where appropriate, joint projects to be developed and school facilities to be made available.

The pastoral care to underpin the moral ethos of the school by promoting the values of honesty, integrity, respect and humility.

# St. Martin's School Structure



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## Welcome to the Kindergarten

We hope you will find all the information you require in this section of the Parents' Handbook. It is designed to explain how the Kindergarten is organised and facilitate your understanding of our procedures.

The Kindergarten consists of two qualified teachers, two full-time and three part-time teaching assistants. We also have a Learning Support teacher and specialist teachers for Swimming, Music, P.E. and French.

### Sample Structure of the Kindergarten Day

09.00	Arrival Time
09.30	Registration
09.30-10.45	Activities
10.45-11.00	Milk and Fruit
11.00-11.55	Activities
12.00	Morning session ends
12:00-12:15	Preparation for lunch
12.15-12:40	Lunch
12.40-14:45	Activities
14.50	End of the day

## Curriculum

The Kindergarten follows the curriculum contained in The Statutory Framework for the Early Years Foundation Stage. A [leaflet](#) for parents outlining the EYFS is available on the website.

The boys in the Kindergarten and Reception follow the curriculum encompassing the 7 Areas of Learning and Development:

The 3 Prime Areas of Learning and Development:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language Development

The 4 Specific Areas of Learning and Development:

- Literacy
- Mathematics
- Understanding the world
- Expressive Arts and Design

The boys are assessed in Kindergarten and Reception using EYFS Profiles and these form a basis for discussion during Parents' Evenings and writing reports.

## **Beginning and End of School Day**

### **Arrival at School**

Kindergarten boys use the gate in Kewferry Road. Boys should arrive at School at 9.00am. The Head of Kindergarten and a member of staff will greet parents and boys at the door. The boys should arrive smartly dressed wearing the correct items of uniform. Parents should take care to park safely as this can be a busy road and show consideration for our neighbours by leaving driveways clear.

### **Late Arrival**

Parents of boys arriving late for school are asked to report to the School Office. The gate in Kewferry Road is locked during the school day and parents will need to use the Main School entrance in Moor Park Road.

### **Collection from School**

Staff will bring boys to the gate at the end of the day at 12.00pm or 2.50pm depending on the length of the boy's day.

If someone other than the usual person is collecting your son please record this in the message book. We ask you where possible to avoid letting us know at the end of the day by telephone. Your assistance with this is appreciated.

### **Absence**

Please contact the School before 8.30am if your son is unable to attend on that particular day. Absences should be followed up with a written note of confirmation on your son's return to school.

Should you need to take your son out of school during the day, please report to Reception when you collect and return him.

Written permission for absence must be requested from the Headmaster. We ask parents to avoid removing their son from school during term time whenever possible.

### **Illness**

Please do not send your son into school if he feels unwell. He will struggle to cope with all the activities during the day and may spread illness to the other children in the class. Children who have vomited, or had diarrhoea or a temperature, should remain at home for a minimum of 24 hours without continued symptoms.

In the event of your son being diagnosed with an infectious disease please inform the School by telephone or email with details of the infection.

If your son becomes unwell at school or has an accident he will be looked after a member of staff who holds the Paediatric First Aid Qualification necessary to deal with medical issues relating to children in the Foundation Stage. A medical consent form may be obtained from the first aid room in Kindergarten and any medication must be discussed with Miss Anderson before administration. Further information is in MS6 of the Parents' Handbook.

**Contact Details**

Parents are asked to complete contact detail sheets annually. Please ensure that details are up-to-date and sent in writing to the Main School office, as we rely on this information should we need to contact parents in the case of illness or emergency.

Please sign to give permission to include your son's photograph and name in our SMartnews, School and other publications. If you do not wish your son to be included we understand and respect your wishes. All information is used with reference to the School's Data Protection Policy.

**Security and Visitors**

All reasonable steps have been taken by the School to prevent unauthorised access to its premises. Parents are requested to co-operate with the School on security matters to help keep both the boys and staff safe. In particular, parents must report to Reception in the Main School building when visiting the School for appointments or any other purpose. Security at St Martin's is based on the vigilance of staff to challenge strangers and investigate any unusual activity. If parents expect to be unaccompanied at any time on School premises they should collect a visitor's badge from Reception.

**Before School and After School Provision**

This is managed by Mrs Seddon and consists of a team of 7 qualified assistants. A charge is made by the hour to cover costs and includes a snack and drink. It operates in the Pre-Prep Hall from 8.00am to 9.00am and then from 3.00pm to 6.00pm. Boys are able to take part in a range of practical activities.

If you wish to use this service for your son, please complete a registration form from Mrs Seddon or the School Office. If there is any further information you would like about the facility, please contact the After School Care staff on weekdays between 3.00pm and 6.00pm or Mrs Seddon on 07775 354101.

The **Before School and After School Care** service is ISI registered and is provided for the benefit of Kindergarten and Pre-Prep boys.

**Before School Care**

Boys attending this session may be dropped off between 8.00am and 8.15am each morning. The gate on Kewferry Road is open during this time for early drop off, but please note it is closed again at 8.15am.

Breakfast is not provided but boys may bring in a small snack to eat if required.

**Before School**

Charges are £6.50 per morning.

**After School Care**

After School Care is available from 3.00pm to 6.00pm each afternoon. Boys may be collected at any time during these hours. Children who have not been collected by 6.00pm, whose parents have not contacted us to say they are held up, will be taken to the Headmaster.

For those parents who require Before School or After School Care on an occasional basis, please note we require a minimum of one day's notice as the facility tends to be busy and places are quickly filled.

Activities covered in the sessions are varied and include outdoor play, bike riding, short tennis, cookery, painting, creative craft work, computing, board games and story time. Boys who stay later than 4.30pm are provided with refreshments which usually consists of sandwiches, fruit or yoghurt with a drink.

The charge for the After School Care service per session is as follows:

£10.00 until 4.00pm

£15.00 until 5.00pm

£20.00 until 6.00pm

This is added in arrears to the termly invoice.

In the interests of security please note:

Parents should notify the staff in writing if another adult will be collecting their child. If this is not possible please telephone 07775 354101 and speak to After School Care staff.

If a parent is unhappy with any aspect of the service, in the first instance please speak to Mrs Seddon. If it cannot be resolved, please speak to the Head of the Pre-Prep or alternatively to the Headmaster. If the matter cannot be resolved it is possible to log your complaint with ISI. The contact details are available from the School Office.

### **Communication with School**

Boys are given a message book which is taken to and from School. It is a most effective means of communication between home and School. We are always happy to discuss any concerns you may have and appointments can be requested via the message book.

The Blue Card is issued at the beginning of each term and informs parents of events and meetings. Information is also sent via the school email system and hard copies of letters are displayed in the noticeboard by the Kindergarten door.

In the autumn term an Information Evening is held to inform you about aspects of teaching and learning, classroom routines and how you can help your son at home.

## **Reporting and Assessment**

Pupil attainment is continually monitored and we are happy to answer any questions you may have regarding your son's progress.

In addition to the EYFS Profiles we carry out ASPECTS at the beginning and end of the year.

Parents' Consultations are held in November and March when there will be an opportunity to see your son's work and discuss his progress with both the teacher and teaching assistant. The Head of Pre-Prep is also available on these occasions.

A report is sent home at the end of the school year.

If you or the school are concerned about your son's progress, we will involve Miss Tobin, our Learning Support specialist.

## **Lunch and Break times**

We provide milk and fruit at morning break. If your son does not wish to drink milk, water will be provided. Water is readily available throughout the day in the classroom.

The lunches at St Martin's are freshly cooked on the premises. There is always a vegetarian option and dietary needs are taken into consideration. The menu is on the website and posted on the Kindergarten door. We welcome your support in the teaching of good table manners at home.

During cold weather boys wear their blue, woollen hat at playtimes. This hat is worn on arrival at School in the morning and on dismissal at the end of the day.

In sunny weather the boys wear their St Martin's cap on arrival at School in the morning and on dismissal at the end of the day. In addition, during the summer term, boys wear their legionnaire style sunhat during playtimes and outside activities. Sunhats are kept in the boys' trays. They can be purchased at a cost of £7 via a note in your son's Message Book. Do please remember to name them clearly in a script that your son can read for himself.

In anticipation of sunny weather, we would also like to remind you to apply long-lasting sunscreen to your son before arrival at school.

## Uniform

**All clothing must be clearly marked with name tapes.**

All footwear should be clearly named, preferably on the inner heel/sole. Name tapes should be sewn into the waistbands and collars.

Items marked • must be obtained from Uniform4Kids

- Navy jacket
  - Grey trousers/shorts
  - Grey shirt
  - Grey socks
  - Black leather shoes with Velcro fastening
- Sweater
- Cap
- Scarf (optional)
- Blue art overall
  - Blue sun hat (obtainable from school)
  - Navy woollen hat (obtainable from school)
- Navy swimming trunks
  - Towel for use after swimming
  - Plimsolls (slip-on or Velcro fastening)
  - Spare pair of underpants

Blue book bag (available from School)

### SCHOOL OUTFITTERS

**Uniform4Kids (formerly known as Pullens Ltd)**

**50 High Street  
Northwood  
Middlesex HA6 1BL  
01923 840050**

**48-50 Church Road  
Stanmore  
Middlesex HA7 4AH  
0208 954 3850**

**Online:**

**[www.uniform4kids.com](http://www.uniform4kids.com) then select St Martin's School**

**Birthdays**

We will celebrate your son's birthday with him in our special birthday assembly. We ask you not to send a large cake into school but you are welcome to send a small token such as a fun-sized treat instead. Please ensure that such items are sent in a bag listing the ingredients. They will then be placed in the School bags to be eaten at home under parental supervision. We are sure that you understand our reasons for this decision and appreciate your help in ensuring that the needs of children with allergies or dietary needs are fully met.

**Lost property**

Items of lost property are stored in a box in the Kindergarten. Please help your son to look after his belongings by ensuring that all items are named.

**Pastoral Care**

In the Kindergarten the boys are cared for by Mrs Tearle, Head of Kindergarten, and the teaching assistants. All the staff are actively concerned for the boys and are always available for the boys should they need any support at any point during the day.

**Circle Time**

The SEAL (Social and Emotional Aspects of Learning) is incorporated during circle time. Aspects of behaviour and personal, emotional and social development are discussed amongst the group, sometimes with the use of puppets and follow-up activities linked to other curriculum areas.

**Kindergarten Code**

The Kindergarten has an agreed code of behaviour that is based on Margaret Goldthorpe's Golden Rules. These are displayed around the School and use age appropriate language accompanied with pictorial cues.

“Everyone will act with courtesy and consideration to others at all times”.

Do be gentle - Do not hurt anybody.

Do be kind - Do not hurt other people's feelings.

Do work hard - Do not waste your or other people's time.

Do look after property - Do not waste or damage your things.

Do listen to people - Do not interrupt.

Do be honest - Do not cover up the truth.

## **Rewards and Sanctions**

We aim to develop the boys' social and emotional skills within a supportive and nurturing environment. The excellent staff ratio enables the boys to respect the rules needed to keep them safe and happy. Praise and reassurance encourage a positive learning environment reinforced with rewards such as stickers.

## **Homework**

Every Friday the boys will bring home a book to share which needs to be returned on Monday. As the year progresses they will get a practical activity involving Literacy and Numeracy to complete at home. Every half term a 'Partnership with Parents' activity will be sent home to be completed during the holiday.

## **Friends of St Martin's (FOSM)**

The Friends of St Martin's was formed in 1980 to provide opportunities for parents of the boys at the School and staff to meet together at social events. Profits raised are used to buy the special "extras" that help make life at St Martin's even more rewarding. FOSM has grown with the School over the years, but we like to think we still make the social aspect of our events our first priority, whilst ensuring the funds raised benefit all boys throughout the School.

The Friends of St Martin's is a Charitable Trust and organised by a committee comprising of parent and teacher representatives who meet twice each term. All St Martin's parents are members of FOSM and are eligible for nomination to the FOSM committee. Nominations are generally made at the Annual General Meeting held at the beginning of each School year. In addition to membership of the committee, FOSM relies on a great deal of parental support and assistance at events and offers of help are always welcome.

FOSM aims to offer a wide variety of events for parents to suit every taste. We also arrange events with the boys in mind, with discos, firework displays, film nights, balloon races and cake sales all providing great fun. The Christmas and Summer Fairs are events enjoyed by all the family and provide a good opportunity for as many people as possible to be involved in the different stalls and attractions.

## **Accounting Information**

Each year a number of enquiries are made about the payment of bills and other accounting matters. Consequently we have attempted to address some of the matters most frequently asked. These notes are meant as guidance and do not form part of your parent contract.

### **Payment of Fee Accounts**

Fees are due on or before the first day of each term.

Parents may wish to pay fees electronically into the School bank account at NatWest Bank, Northwood (account number 31815839 and sort code 60-15-30). Parents should use the pupil number shown on the invoice as a reference for all transactions.

Late payment will incur an interest charge, which is 2% of the total balance outstanding calculated on a daily basis. Interest will continue to accrue until cleared funds are received by the School. Please note that we cannot make any allowance for delays in the postal service.

### **Fees Refund Scheme**

Parents may choose to enroll in the School Fees Refund Scheme operated by Marsh Insurance. This will refund fees if your son is absent from school because of sickness or injury. This operates on an "opt in" basis, and further details may be obtained from the Bursary or Reception and in new joiner information packs.

Once a parent has opted into the scheme the premium will be added to each termly bill. Membership of the scheme will continue until notice to leave is received in writing.

Should a parent wish to make a claim against the scheme they should complete the claim form and return it with the relevant supporting information. The School then forwards this to Marsh, and when the claim is agreed and funds received from Marsh a credit is applied to your son's account.

Parents should note that the insurance contract is between the School and the insurers. All requests, therefore, to join or leave the scheme, should be made to the School.

### **Payment by Instalments**

School Fee Plan operate a scheme for the payment of fees by instalments. A link to the scheme giving full details, together with a payment calculator, can be found under the fees information area of the School website.

### **Nursery Education Grant**

The School is a registered provider of Early Years education, which is funded, in accordance with the DSCF Code of Practice, by the Local Education Authority (Hillingdon) for 3 and 4 year olds. Each term Hillingdon provides the School with date of birth criteria for eligible boys. The School submits the names and addresses of those boys falling within the criteria and receives the funding. Eligible parents will receive the funding as a credit on their fees account. Funding is available for a maximum of 6 terms. The funding does not affect your

parent contract with the School and fees remain payable in full on or before the first day of term.

The School has chosen to continue with the extant fifteen hours per week funding. The School will not be able to participate in the thirty hours funding available from 2017. Parents should note that the School is permitted to make an administration charge taken from this funding.

### **Child Care Vouchers**

A number of employers operate salary offset schemes to provide their employees with tax free child care vouchers. The School accepts these vouchers from all the main providers.

You may use the money to pay for your fees up until the end of the term following that in which your son reaches the age of 5. In general this means Kindergarten fees but not Pre-Prep or Main School fees. They may also be used for any after school care or breakfast club provision shown on your School bill throughout your son's time at the School and for SMart Camp. The vouchers, which are usually paid to you monthly, cannot be used as instalment payments for your fees account which remains payable in accordance with the terms of the parent contract on or before the first day of term. You may, however, pay the vouchers to the School in advance as a credit for the following term's bill.

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The School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. We aim to resolve any difficulties in a positive manner but if parents do, however, have a complaint they should follow the St Martin's Complaints Procedure which is available on the school website. It is also possible to log your complaint with ISI and OFSTED. The contact details are available from the School Office.

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## Welcome to the Pre-Prep

We hope you will find all the information you require in this section of the Parents' Handbook. It is designed to explain how the Pre-Prep Department is organised and facilitate your understanding of our procedures. Please contact Mrs Horn, Head of Pre-Prep, if there is anything else you wish to know.

## Structure of the Pre-Prep

Reception:	Bears and Kangaroos	4/5 year olds
Year 1:	Tigers and Pandas	5/6 year olds
Year 2:	Lions and Leopards	6/7 year olds

The Pre-Prep consists of Head of Pre-Prep, 6 full-time teachers and 6 full-time qualified teaching assistants. We also have a Learning Support teacher and specialist teachers for French, Swimming, Music, P.E and Computing.

At present, the classes go forward to the next academic year as the same class ensuring that friendship groups are consolidated. The classes are not based on ability but balanced to ensure an equal spread of ages.

## Sample Structure of the Pre-Prep Day

8.30-8.40	Arrival Time	
8.45	Registration	
8.50	Assembly	
9.05-10.10	Lessons	
10.10-10.20	Milk and Fruit	
10.20-10.40	Break	
10.40-11.45	Lessons	
11.45-11.50	Preparation for lunch	
11.50-12.20	Lunch	
12.20-13.00	Break	
13.00-14.15	Registration/lessons	
14.15-14.30	Break	
14.30-15.00	Lessons	End of Day for Bears/Kangaroos
14.30-15.15	Lessons	End of Day for Tigers/Pandas
14.30-15.30	Lessons	End of Day for Lions/Leopards

## Curriculum

In the Pre-Prep we follow the curriculum contained in The Statutory Framework for the Early Years Foundation Stage and The National Curriculum for Key Stage 1.

The boys in the Kindergarten and Reception follow the curriculum encompassing the 7 Areas of Learning and Development:

The 3 Prime Areas of Learning and Development:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language Development

The 4 Specific Areas of Learning and Development:

- Literacy
- Mathematics
- Understanding the world
- Expressive Arts and Design

The boys are assessed in Kindergarten and Reception using EYFS Profiles and these form a basis for discussion during Parents' Evenings and Reports. Further details can be obtained on the Pre-Prep area of the website – [EYFS Information for Parents](#).

The boys in Year 1 and 2 follow the syllabus laid down in the National Curriculum for Key Stage 1. The Core subjects are English, Mathematics and Science. The Foundation subjects are Art and Design, Life Skills, Computing, Design and Technology, French, Geography, History, Music, Physical Education and Religious Education.

## Beginning and End of School Day

### Arrival at School

Pre-Prep boys use the gate in Kewferry Road. Boys should arrive at school between 8.30am and 8.40am. The Head of Pre-Prep and a member of staff will greet parents and boys at the Entrance to the Pre-Prep. Boys should arrive smartly dressed wearing the correct items of uniform. Please take care to park safely as this can be a busy road and show consideration for our neighbours by leaving driveways clear.

### Late Arrival

Parents of boys arriving late for school are asked to report to the School Office. The gate in Kewferry Road is locked during the school day and parents will need to use the Main School Entrance in Moor Park Road.

### Collection from School

Staff will bring boys to the gate at the end of the day at the following times:

Reception	3.00pm
Year 1	3.15pm
Year 2	3.30pm

If someone other than the usual person is collecting your son please record this in the message book. We ask you where possible to avoid letting us know at the end of the day by telephone. Your assistance with this is appreciated.

**Absence**

Please contact school before 8.30am if your son is unable to attend on that day. Absences should be followed up with a written note of confirmation on your son's return to school.

**Absence**

Should you need to take your son out of school during the day, please report to the School Office before you collect and return him.

Written permission for absence must be requested from the Headmaster. We ask parents to avoid removing their son from school during term time where possible.

**Illness**

Please do not send your son into school if he feels unwell. He will struggle to cope with all the activities during the day and may spread illness to the other children in the class. Children who have vomited, or had diarrhoea or a temperature, should remain at home for a minimum of 24 hours without continued symptoms.

In the event of your son being diagnosed with an infectious disease please inform the school by telephone or email with details of the infection.

If your son becomes unwell at school or has an accident he will be looked after by one of our qualified first aiders who hold the Paediatric First Aid Qualification necessary to deal with medical issues relating to children in the Foundation Stage. A medical consent form may be obtained from the First Aid Room in the Pre-Prep and any medication must be discussed with the teacher or teaching assistant before administration.

Further information is in MS6 of the Parents' Handbook.

It is expected that all boys who attend school should be fit enough to participate fully in all lessons and activities. If your child is returning to school after a period of illness a written note should be submitted if he is unable to take part in P.E. or swimming.

**Contact Details**

Parents are asked to update contact detail sheets every year. Please ensure that details are up-to-date and sent in writing to the Main School office as we rely on this information should we need to contact parents in the case of illness or emergency.

Please sign to give permission to include your son's photograph and name in our SMartnews, School and other publications. If you do not wish your son to participate in such activities we understand and respect your wishes. All information is used with reference to the School's Data Protection Policy.

**School Office**

The School Office may be contacted on 01923 825740 between 8.00am and 5.00pm Monday to Friday during term time. At other times a message can be left on the School answerphone.

**Security and Visitors**

All reasonable steps have been taken by the School to prevent unauthorised access to its premises. Parents are requested to co-operate with the School on security matters to help

keep both the boys and staff safe. In particular, parents must report to Reception in the Main School building when visiting the School for appointments or any other purpose. Security at St Martin's is based on the vigilance of staff to challenge strangers and investigate any unusual activity. If parents expect to be unaccompanied at any time on School premises they should collect a visitor's badge from Reception.

### **Before and After School Care Provision**

This is managed by Mrs Seddon and consists of a team of 7 qualified assistants. A charge is made by the hour to cover costs and includes a snack and drink. It operates in the Pre-Prep Hall from 8.00am to 9.00am and then from 3.00pm to 6.00pm. Boys are able to take part in a range of practical activities.

If you wish to use this service for your son, please collect a registration form from Mrs Seddon or the School Office. If there is any further information you would like about the facility, please contact the After School Care staff on weekdays between 3.00pm and 6.00pm.

The **Before School and After School Care** service is ISI registered and is provided for the benefit of Kindergarten and Pre-Prep boys.

#### **Before School Care**

Boys attending this session may be dropped off between 8.00am and 8.15am each morning. The gate on Kewferry Road is open during this time for early drop off, but please note it is closed again at 8.15am.

Breakfast is not provided but boys may bring in a small snack to eat if required.

#### **Before School**

Charges are £6.50 per morning.

#### **After School Care**

After School Care is available from 3.00pm to 6.00pm each afternoon. Boys may be collected at any time during these hours. Children who have not been collected by 6.00pm, whose parents have not contacted us to say they are held up, will be taken to the Headmaster.

For those parents that require Before School or After School Care on an occasional basis, please note we require a minimum of one day's prior notice as the facility tends to be busy and places are quickly filled.

Activities covered in the sessions are varied and include outdoor play, bike riding, short tennis, cookery, painting, creative craft work, ICT, board games and story time. Boys can do their homework during these hours at parents' request.

Boys who stay later than 4.30pm are provided with refreshments which usually consists of sandwiches, fruit or yoghurt with a drink.

The charge for the After School Care service per session is as follows:

£10.00 until 4.00pm

£15.00 until 5.00pm

£20.00 until 6.00pm

This is added in arrears to the termly invoice.

In the interests of security please note:

Parents should notify the staff in writing if another adult will be collecting their child. If this is not possible please telephone 07775 354101 and speak to Mrs Seddon.

If any parent is unhappy with any aspect of the service, in the first instance please speak to Mrs Seddon. If it cannot be resolved, please speak to the Head of the Pre-Prep or alternatively to the Headmaster. If the matter cannot be resolved it is possible to log your complaint with ISI and OFSTED. The contact details are available from the School Office.

### **Communication with School**

Boys are given a message book which is taken to and from School in the blue book bag. It is a most effective means of communication between home and School. We are always happy to discuss any concerns you may have and appointments can be requested via the message book.

The Blue Card is issued at the beginning of each term and informs parents of events and meetings. Information is also sent by email and hard copies of letters are displayed in the noticeboard outside the Pre-Prep Building.

In the autumn term an Information Evening is held to inform you about aspects of teaching and learning, classroom routines and how you can help at home.

### **Reporting and Assessment**

Pupil attainment is continually monitored and we are happy to answer any questions you may have regarding your son's progress.

In addition to the EYFS Profiles and on-going teacher assessments, we carry out Pupil Performance in Primary Schools (PIPS). These take place in Reception at the beginning and end of the year (baseline assessment), and mid-year for Year 1 and 2.

Parents' Consultations are held in November and March when there will be an opportunity to see your son's work and discuss progress with both the teacher and teaching assistant. The Headmaster and Head of Pre-Prep are also available on these occasions.

Reports are sent home in February and form a basis for discussion at Parents' Consultation Evenings in February. A full academic report is also sent home at the end of the school year.

If you or the school are concerned about your son's progress, we will involve Miss Tobin, our Learning Support Specialist.

## Uniform

All clothing must be clearly labelled with sewn in name tapes.

All footwear should be clearly named, preferably on the inner heel/sole. Name tapes should be sewn into the waistbands and collars.

Items marked • must be obtained from Uniform4Kids

- Blazer (optional)
- Navy jacket
  - Grey trousers/shorts
  - Grey shirt
  - Grey socks
- Sweater
  - Black leather shoes
- Cap
- Tie
- Scarf (optional)
- Blue overall for art
  - Games bag and book bag (obtainable from School)
- Track suit trousers and fleece
  - Plain white cotton shorts
- White T shirt with logo (2 for Reception)
  - White socks for PE
  - Blue sun hat (obtainable from school)
- Navy swimming trunks
  - Towel for use after swimming
  - Plimsolls for indoor use
  - Trainers for outdoor use\*

\*Please note that boys starting in Reception (Bears and Kangaroos) will not need trainers until their first summer term.

## SCHOOL OUTFITTERS

**Uniform4Kids (formerly known as Pullens Ltd)**

**50 High Street  
Northwood  
Middlesex HA6 1BL  
01923 840050**

**48-50 Church Road  
Stanmore  
Middlesex HA7 4AH  
0208 954 3850**

**Online:**

[www.uniform4kids.com](http://www.uniform4kids.com) then select St Martin's School

## Lost property

Items of lost property are stored in a box under the table in the entrance to the Pre-Prep. Please help your son to look after his belongings by ensuring that all items are named.

## **Lunch and Break times**

We provide milk, water and fruit at morning break. We encourage the boys to drink water at frequent intervals during the school day and St Martin's spill-proof water bottles are available at a cost of £5 via a note in your son's message book.

The lunches at St Martin's are freshly cooked on the premises. There is always a vegetarian option and dietary needs are taken into consideration. The menu is on the website and posted in the Pre-Prep Notice Board. We welcome your support in the teaching of good table manners at home.

During cold weather boys wear their blue, woollen hat at playtimes. This hat is worn on arrival at School in the morning and on dismissal at the end of the day.

In sunny weather the boys wear their St Martin's cap on arrival at School in the morning and on dismissal at the end of the day.

In addition during the summer term, boys wear their legionnaire style sunhat during playtimes and outside activities. The sunhat is kept in your son's tray. The sunhats can be purchased at a cost of £7 via a note in your son's Message Book. Do please remember to name them clearly in a script that your son can read for himself.

In anticipation of sunny weather, we would also like to remind you to apply long lasting sunscreen to your son before arrival at school.

## **Birthdays**

We will celebrate your son's birthday with him in our special birthday assembly. We ask you not to send a large cake into school but you are welcome to send a small token such as a fun sized treat instead. Please ensure that such items are sent in a bag listing the ingredients. They will then be placed in the school bags to be eaten at home under parental supervision. We are sure that you understand our reasons for this decision and appreciate your help in ensuring that the needs of children with allergies or dietary needs are fully met.

## **Toys**

Please do not send toys into school as this can cause upset if they become lost or damaged.

## **Pastoral Care**

Each class of boys in the Pre-Prep is cared for by a teacher and a teaching assistant. All the staff are actively concerned for the boys and are always available for the boys should they need any support at any point during the day.

Assemblies are held every day and aim to foster a strong moral code. They are as follows:

Monday	Headmaster's Awards
Tuesday	Birthday
Wednesday	Hymn Practice
Thursday	Class
Friday	Good Work

We sing a hymn and end our Assembly with the Pre-Prep Prayer:

“Help us to do the things we should,  
To be to others the things we should,  
In all we do at school and play,  
To do our best each and every day.  
Amen”

## **Circle Time**

The SEAL (Social and Emotional Aspects of Learning) is incorporated during circle time. Aspects of behaviour and personal, emotional and social development are discussed amongst the group, sometimes with the use of puppets and follow-up activities linked to other curriculum areas.

## **Rewards and Sanctions**

Encouragement and praise are usually the best rewards and stars, stamps and stickers are used to reinforce achievements. Teachers may send a boy to receive a Headteacher's Award, which is a special gold sticker from the Head of Pre-Prep. When a boy achieves two of these, he will then be awarded a bronze merit certificate, a further two to achieve silver and a total of six are recognised by a gold merit certificate for outstanding effort and achievement. These awards are not easy to achieve and are presented in the Headmaster's assembly on Monday.

## **Golden Time**

This is a pleasurable time set aside each week when special and different activities take place. It is used to reward and sanction behaviour accordingly.

## **Pre-Prep Code**

The Pre-Prep has an agreed code of behaviour that is based on Margaret Goldthorpe's Golden Rules. These are displayed around the School and use age appropriate language accompanied with pictorial cues.

“Everyone will act with courtesy and consideration to others at all times”.

Do be gentle - Do not hurt anybody.

Do be kind - Do not hurt other people's feelings.

Do work hard - Do not waste your or other people's time.

Do look after property - Do not waste or damage your things.

Do listen to people - Do not interrupt.

Do be honest - Do not cover up the truth.

## **Monitors**

Boys in Year 2 are given the opportunity to develop responsibility and to help the younger children. Each boy will be given a chance to perform these duties and wears a special badge to denote this role.

## **After School Activities**

We feel that the school day is long enough for our youngest children and therefore do not ask boys in Reception to attend clubs after school.

Currently Year 2 can take part in Choir and Year 1 and 2 can participate in football or cricket depending on the term.

## **Music Tuition**

A variety of musical activities take place. All classes are taught by Music specialists. Instrumental lessons are available from Year 2; details are available from the Music secretary.

## **Homework**

Throughout the Pre-Prep homework is set to reinforce and consolidate learning. Tasks are Literacy and Numeracy based or may involve some form of research surrounding the topic. There is no better activity, however, for developing curiosity in young minds than playing in the garden, getting muddy, cooking and enjoying friendships with playmates!

## **Friends of St Martin's (FOSM)**

The Friends of St Martin's was formed in 1980 to provide opportunities for parents of the boys at the School and staff to meet together at social events. Profits raised are used to buy the special "extras" that help make life at St Martin's even more rewarding. FOSM has grown with the School over the years, but we like to think we still make the social aspect of our events our first priority, whilst ensuring the funds raised benefit all boys throughout the School.

The Friends of St Martin's is a Charitable Trust and organised by a committee comprising of parent and teacher representatives who meet twice each term. All St Martin's parents are members of FOSM and are eligible for nomination to the FOSM committee. Nominations are generally made at the Annual General Meeting held at the beginning of each School year. In addition to membership of the committee, FOSM relies on a great deal of parental support and assistance at events and offers of help are always welcome.

FOSM aims to offer a wide variety of events for parents to suit every taste. We also arrange events with the boys in mind, with discos, firework displays, film nights, balloon races and cake sales all providing great fun. The Christmas and Summer Fairs are events enjoyed by all the family and provide a good opportunity for as many people as possible to be involved in the different stalls and attractions.

## **Accounting Information**

Each year a number of enquiries are made about the payment of bills and other accounting matters. Consequently we have attempted to address some of the matters most frequently asked. These notes are meant as guidance and do not form part of your parent contract.

### **Payment of Fee Accounts**

Fees are due on or before the first day of each term.

Parents may wish to pay fees electronically into the School bank account at NatWest Bank, Northwood (account number 31815839 and sort code 60-15-30). Parents should use the pupil number shown on the invoice as a reference for all transactions.

Late payment will incur an interest charge, which is 2% of the total balance outstanding calculated on a daily basis. Interest will continue to accrue until cleared funds are received by the School. Please note that we cannot make any allowance for delays in the postal service.

### **Fees Refund Scheme**

Parents may choose to enroll in the School Fees Refund Scheme operated by Marsh Insurance. This will refund fees if your son is absent from school because of sickness or injury. This operates on an "opt in" basis, and further details may be obtained from the Bursary or Reception and in new joiner information packs.

Once a parent has opted into the scheme the premium will be added to each termly bill. Membership of the scheme will continue until notice to leave is received in writing.

Should a parent wish to make a claim against the scheme they should complete the claim form and return it with the relevant supporting information. The School then forwards this to Marsh, and when the claim is agreed and funds received from Marsh a credit is applied to your son's account.

Parents should note that the insurance contract is between the School and the insurers. All requests, therefore, to join or leave the scheme, should be made to the School.

### **Payment by Instalments**

School Fee Plan operate a scheme for the payment of fees by instalments. A link to the scheme giving full details, together with a payment calculator, can be found under the fees information area of the School website.

### **Nursery Education Grant**

The School is a registered provider of Early Years education, which is funded, in accordance with the DSCF Code of Practice, by the Local Education Authority (Hillingdon) for 3 and 4

year olds. Each term Hillingdon provides the School with date of birth criteria for eligible boys. The School submits the names and addresses of those boys falling within the criteria and receives the funding. Eligible parents will receive the funding as a credit on their fees account. Funding is available for a maximum of 6 terms. The funding does not affect your parent contract with the School and fees remain payable in full on or before the first day of term.

The School has chosen to continue with the extant fifteen hours per week funding. The School will not be able to participate in the thirty hours funding available from 2017. Parents should note that the School is permitted to make an administration charge taken from this funding.

### **Child Care Vouchers**

A number of employers operate salary offset schemes to provide their employees with tax free child care vouchers. The School accepts these vouchers from all the main providers.

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- [The Junior School](#) M3
- [The Middle School](#) M5
- [The Senior School](#) M8
- [Rewards and Sanctions](#) M11

## The School Day

<b>Time</b>	<b>Middles (Yrs 5 &amp; 6) Seniors (Yrs 7 &amp; 8)</b>	<b>Juniors (Years 3 &amp; 4)</b>
8.20am	Boys come into School	
8.25am	Registration	
8.35am	Assembly/Form Period	
8.55am	Period 1	
9.35am	Period 2	
10.10am	Period 3	
10.45am	Break	
11.05am	Period 4	
11.40am	Period 5	
12.15pm	Period 6	
12.30pm		Junior Lunch
12.50pm	Middle/Senior Lunch	
1.35pm		Junior Registration and Form Time
1.45pm	Registration	
1.55pm	Lesson 7	
2.30pm	Lesson 8	
3.05pm	Break	
3.20pm	Lesson 9	Juniors Tutor time
3.30pm		Juniors depart
		Junior Prep
		Junior Activities
3.55pm	Middles/Seniors depart	
4.00pm	After School Activity	Junior Activities and Supervision
	Duty of Care Supervision	
5.00pm	End of Activities	End of Junior Supervision
5.30pm	End of extended activity	
6.00pm	End of Duty of Care Supervision	

## Junior School

As the boys move from Pre-Prep into Year 3 they are joined by new pupils from other Schools, to make three mixed ability classes with a maximum of 18 boys in each. The Year 3 and 4 groups make up the Junior School. The boys are based in their own form room with a form tutor who is also responsible for their pastoral care. This provides them with a secure foundation. The majority of the subjects are taught by members of the Junior Department. For DT/Art (Year 4 only), Computing, Music, French, PE and Games the boys are taught by specialist teachers.

During these two years the boys are encouraged to become independent, take on greater responsibility and show organisational ability.

The boys begin to take part in competitive sports and are involved in fixtures with other schools. The department also encourages group activities such as the Junior production involving all the boys in the spring term. Throughout the year outings related to subjects are organised. In addition, to enhance the boys' learning and enrich the curriculum, guest speakers or theatre companies visit the School. All Junior boys have the opportunity to attend a residential activity centre in the summer term, for some it will be in Year 3 whilst for others this is in Year 4.

### Curriculum

*The following subjects are studied:*

English,	Mathematics,	Science,	French,
History,	Geography,	Religious Education,	
Life Studies,	Physical Education,	Philosophy for Children, Games,	
Swimming,	Music,	Art	Computing
Design Technology, and Drama			

Summaries of topics covered in each department are posted on the School website.

### Assessment

Our curriculum follows many National Curriculum principles but we do not follow it to the letter. We offer a very broad, deep and balanced programme of study for all our boys.

Boys are regularly assessed, their progress tracked and, from Year 3 onwards, examinations form the basis of the summative assessment at the end of each academic year.

The exams in Year 3 and 4 are an introduction to the process. The boys, being 7 to 9 years old, have not had many formal exams before or maybe none. Our main aim is to make sure that boys are not concerned or worried about writing exams now or in the future. Boys will be revisiting topics in class in preparation for these exams and homework set leading up to the exams will support this. Boys are not expected to revise in addition to the homework set.

The exams take place once a year during the summer term and are spread over two days in Year 3 and three days in Year 4 (mornings only). There are examinations in Maths and English in Year 3 and Maths, English, Science and French in Year 4. The form teacher gives revision guidance at the appropriate time. Examination marks and the year average are sent to parents and appear on the end of term report.

Standardised tests are used to help indicate progress and ability. In Years 3 and 4 we use Performance Indicators in Primary Schools, known as PIPS. Year 3 PIPs occur during the autumn and summer term, Year 4 in the summer term. Results remain confidential to the School and form part of the overall assessment of a boy. In addition to this, boys complete a Progress in Maths and a Progress in English assessment. Standardised tests are never used as a sole indicator of performance but form part of a bigger picture.

### **Reports and Parents' Evenings**

All pupils receive a full written report at the end of the summer term.

Open Afternoons and more formal Parents' Evenings take place in the autumn and spring terms. Parents' Evenings start at 5:00pm and parents have allocated times.

Appointments with staff can be made at a mutually convenient time, by letter or a note in the prep diary. Alternatively parents can email or telephone the School Office. When a meeting has been arranged, parents are asked to wait in Reception where the member of staff will meet them.

An Independent Senior Schools information evening takes place in the autumn term. This is an opportunity for parents to hear former pupils talk about their schools and to obtain information about the entrance process. There is an Information Evening for Years 3 and 4 at the beginning of the autumn term. There is another evening held in the summer term for Year 4 which gives details and advice about the transition into the following year.

### **Sets**

In Year 3 boys are placed into mixed ability forms with the exception of spellings, where they are placed into sets. At the start of Year 4 they are put into sets for Mathematics and English, which continues into Year 5.

### **Homework/Prep**

After entering Year 3 boys will be expected to do homework to support the learning done in the classroom. All boys receive a timetable for the evenings on which specified subjects must be done.

Homework of 40 minutes maximum is set daily. In Year 3 there is one homework of 20 minutes per night, plus 10 minutes reading and learning timetables; in Year 4 the homework task is increased to 30 minutes and reading to 15 minutes. The reading record and the prep diary should be signed by a parent once the work is completed to the best of the child's ability. French homework is introduced in the summer term.

In the event that the lesson when homework is normally set is not delivered (for example, when the boys have been on a school trip or the daily timetable has been changed) the homework may not be set.

A Junior Prep facility is available daily from 3.30pm to 4.00pm.

### **End of Day Arrangements**

Boys should be collected from the gate in Moor Park Road promptly at 3.30pm or at the end of an activity.

If parents are delayed at the end of the school day, the boys go to the dining room until they can be collected.

## **Middle School**

The Middle School comprises of Years 5 and 6. The boys move from the Junior School into three new mixed ability classes. Whilst in the Middle School we aim to encourage a sense of independence and responsibility. The change from form teacher to subject teachers can be a bit daunting for some, so we aim to make this transition as gentle as possible by guiding the boys through the first few weeks.

Advice is given to the boys to encourage their personal organisation and so facilitate an easy transition.

Significant changes:

1. There will be a longer day of nine lessons instead of eight.
2. Boys will have twice daily contact with their form tutor during registration; this provides continuity for them while the subjects they learn will be taught by a variety of specialist teachers.
3. Organisation is the key to success as boys will move around the School to different subject rooms and carry their books with them.
4. Text books and exercise books are kept in form room based lockers. We recommend a zipped plastic folder to store books for each subject. These are available to purchase from the school office. Boys need to plan ahead in order to carry a minimal number of folders in their rucksacks.
5. Boys begin to study Latin in Year 5.
6. Years 5 and 6 combine for Games lessons. This provides an opportunity for boys to join Colts or Patrol teams in football, rugby and cricket. Details of team selection and fixtures are posted outside the Sports Hall and the main office. Boys are expected to read notices and inform parents if they are selected for teams and the pick-up time is published on the sports forecast and team sheet.

## **Curriculum**

*The following subjects are studied:*

English	Mathematics	Science
French	History	Latin
Geography	Religious Education	Life Studies
Physical Education	Games	Music
Art	Design Technology	Computing

Summaries of topics covered in each department are posted on the School website.

**Assessment**

Our curriculum follows many National Curriculum principles but we do not follow it to the letter. We offer a very broad, deep and balanced programme of study for all our boys.

Standardised tests are used to help indicate progress and ability. From Year 5 we test all pupils with Cognitive Ability Tests, known as CATs. Results remain confidential to the School and form part of the overall assessment of a boy. Standardised tests are never used as a sole indicator of performance but form part of a bigger picture.

Pupils are assessed informally, within each subject, and their progress tracked throughout the year. Examinations are a familiarisation process in preparation for the Senior School entrance examinations in Year 6 or Year 8. They provide an opportunity to experience formal testing conditions, and for the boys to revise and demonstrate their knowledge.

Year 6 examinations take place during the spring (January) and summer (May) terms in English, Maths, Science, French, Geography, History, Religious Studies and Latin. Year 5 are examined in the summer term only in the four core subjects, English, Maths, Science and French.

Pupils are given comprehensive guidance on revision and exam technique and are issued with revision lists in all subjects prior to the examination period; these are also available on the website. The lists outline topic areas and give advice on how to maximise marks.

Examination results are given as a percentage with the year average, parents are also informed of the boy's position within his form/set. The exam papers will not be sent home but each subject teacher will review the paper with the boys.

We regard all examinations as important, but those during the summer term in Year 6 have particular significance. Pupils receive advice from their teachers not only about the content of the exams, but how to revise. Examination results for Year 6 play a part in deciding into which class a boy will be placed for the following two years. A great deal of careful thought and discussion is given about each boy, before he is placed in the class which will be most appropriate to his development in the Senior part of the School.

**Reports and Parents' Evenings**

Parents are kept informed of their son's progress by reports and parents' evenings. Teachers are always willing to discuss any queries parents may have and appointments should be made through the School Office.

Each year group has two parents' consultation evenings during the year, in the autumn and spring terms. These will commence at 5:00pm and parents have allocated times. If necessary parents can make appointments to see form tutors at other times during the year.

All pupils receive a full written report at the end of the summer term.

A curriculum evening is held early in the autumn term for Year 5 parents. This is an informal occasion for parents to meet the staff who will be teaching their son. A Year 6 Information Evening in the summer term provides specific details regarding the transition into Year 7.

An Independent Senior Schools information evening takes place in the autumn term. This is an opportunity for parents to hear former pupils talk about their schools and to obtain information about the entrance process.

### **Sets**

On entering Year 5 boys are placed in parallel forms and continue to be taught in sets for English and Maths. Careful consideration is given to placing the boys in the most suitable sets; these are flexible and changes may be made at the discretion of the Head of Department. In Year 6 there are sets for English, Maths, and French. Latin is set following an assessment in the spring term. As a consequence Computing, History/RS and Geography classes are altered to accommodate this change.

In Year 6, we are able to offer pupils a term of Spanish, German and Italian. This gives them an insight into other cultures and languages and helps them when choosing another Modern Language at their Senior School.

### **Homework**

In Year 5 one main prep per evening is set from Monday to Thursday, with two subjects set on a Friday. Two short English and Maths preps are also included to reinforce spellings and basic skills as appropriate to the year group. From Year 6 there are two subjects per evening.

Each boy is issued with a prep diary in which he must write his homework every day. Parents are required to sign and check the diary to confirm that the homework has been done. In Years 5 to 8 the diary is checked once a week during the form period. An additional check is made by Section Head. If for some good reason a boy has not managed to complete a piece of work, parents must provide a written reason why the boy was unable to do prep and hand it to the teacher on the day it was due.

Parents are requested to support the child when doing homework but not to do the tasks themselves. Any parental concerns regarding prep should be referred to the subject teacher in the first instance, then the Head of Section or the Director of Studies for further issues.

In the event that the lesson when homework is normally set is not delivered (for example, when the boys have been on a school trip or the daily timetable has been changed) the homework may not be set. Homework is not formally set when examinations are taking place.

No homework is set in holiday time as it is thought best that boys have a break from their academic work. The Director of Studies oversees the amount of prep set by each department.

Staff will not set prep for pupils absent from school for any reason other than long term illness. Boys who have had short term absence from school should collect any work they have missed from staff.

### **Trips and outings**

Boys within the Middle School have the opportunity to partake in a wide range of activities. Educational visits are arranged to the theatre and museums, and presentations are offered by visiting speakers. The boys in Year 6 participate in a 2 day residential trip in the summer term.

## **Senior School**

Boys in Years 7 and 8 belong to the Senior School. The main academic focus is their entry at 13+ to senior independent schools. In addition, there are many opportunities on offer for boys where they can take on roles of responsibility which are held in Year 8.

The curriculum is based on the syllabus for entrance into a variety of senior schools including Aldenham, Berkhamsted, Eton, Haberdashers' Aske's, Harrow, John Lyon, Merchant Taylors', Mill Hill and Westminster.

Boys in the two mixed ability classes are taught in sets for Maths, English, Latin and French, and in forms for Science, History & Religious Studies, Geography, Computing, Art, Design Technology, Music, and Life Studies. Regular advice is also given about study skills.

Physical Education is taught in year groups and Games is offered to all the boys in the Senior School with Year 7 and 8 combining for lessons. Many of the teams will include boys from both year groups.

Most senior schools require a boy to have an interview during the entrance process. All boys in Year 7/8 are given advice on interview technique following a practice session.

### **Curriculum**

*The following subjects are studied:*

English	Mathematics	Science
French	History	Latin
Geography	Religious Education	Life Studies
Physical Education	Games	Music
Art	Design Technology	Computing

Summaries of topics covered in each department are posted on the School website.

### **Assessment**

Our curriculum follows many National Curriculum principles but we do not follow it to the letter. We offer a very broad, deep and balanced programme of study for all our boys.

Examination results are given as a percentage with the year average, parents are also informed of the boy's position within his form/set. Parents who wish to discuss examination performance are encouraged to see subject teachers or the Director of Studies.

From Year 7 exams are geared increasingly to the demands of Senior Schools. As a School we follow the Common Entrance Syllabus, although the majority of boys

who take 13+ entrance will sit exams set by their target Senior School. These usually take place early in the spring term of Year 8.

Standardised tests are used to help indicate progress and ability. In Year 7 we test all pupils with Cognitive Ability Tests, known as CATs. Results remain confidential to the School and form part of each boy's overall assessment. Standardised tests are never used as a sole indicator of performance but form part of a bigger picture.

### **Examinations**

Year 7	Spring	Summer
Year 8	Autumn (mocks)	
	13+ Entrance	(January/February)
	13+ Common Entrance	(June)

### **Reports and Parents' Evenings**

All pupils receive a full written report at the end of the summer term. There is shorter report written at the end of the autumn term for both Years 7 and 8. It will comment on progress in English, Mathematics, Science, French, History/Religious Studies, Geography, and Latin.

Once the boys are in the senior part of the school they are expected to attend the Parents' Evening with their parents. Year 7 has two parents' consultation evenings during the year, in the spring and summer terms. These will commence at 5:00pm and parents have allocated times. If necessary parents can make appointments to see form tutors at other times during the year. Year 8 will have one parents' evening in the second half of autumn term after their November examinations.

An Independent Senior Schools' information evening takes place in the autumn term. This is an opportunity for parents to hear former pupils talk about their schools and to obtain information about the entrance process.

### **Homework**

The amount of homework, sometimes referred to as prep, will increase as a boy goes through the School and in Years 7 and 8 reflects the demands of Senior School entrance. The guideline is 30 minutes per subject. There are two subjects on two evenings and three set on the other nights.

Each boy is issued with a prep diary in which he must write his homework every day and note the time taken for his prep. Parents are required to sign and check the diary to confirm that the homework has been done. In Years 7 and 8 the diary is checked once a week during the form period. An additional check is made by the Head of Section. If for some good reason a boy has not managed to complete a piece of work, parents must provide a written reason why the boy was unable to do prep and hand it to the teacher on the day it was due.

Parents are requested to support their child when doing homework but not to do the tasks themselves. Any parental concerns regarding prep should be referred to the form tutor, in the first instance, Head of Section or the Director of Studies for further issues.

No homework is set in holiday time as it is thought best that boys have a break from their academic work. An exception to this would be for pupils who are preparing for their Senior School entrance examinations. This commences when Year 7 pupils leave for the summer holiday; they will be expected to complete

homework during this period prior to entering Year 8. The Director of Studies oversees the amount of prep set by each department.

Staff will not set prep for pupils absent from school for any reason other than long term illness. Boys who have had short term absence from school should collect any work they have missed from staff.

### **Responsibilities**

Year 8 boys will hold positions of responsibility. Selection is carefully made and guidance is given to enable the boys to develop their sense of responsibility and leadership skills.

These responsibilities include:

- Head Boy and Deputy Head Boy
- Patrol Captains and Deputy Patrol Captains
- Form Prefects
- Senior Team Sports Captains
- Head Chorister
- Digital Leaders and Librarians
- Lunch and break duties
- School Council
- Tour guides on Open Days
- Eco Monitors
- FOSM reps

### **Post Year 8 Examinations**

Some boys may be studying for Common Entrance Examinations (CEE) in June. For those who have already taken their senior school examinations there is the opportunity throughout the summer term to extend the syllabus and offer additional topics for study in each subject, for example, Ancient Greek. In addition there will be:

- a residential activities trip abroad in June
- French plays as part of the celebration evening
- Kindergarten toddle (Year 8 boys assist)
- an Activities Week Programme

### **Year 8 Activities Week**

After the residential trip, the boys take part in an Activities Week. They follow a first aid course, attend a drugs awareness presentation, a police presentation on internet safety, set up a court room with visiting magistrates, take part in a course on self-defence. In addition they participate in a water sports day (canoeing and kayaking) as well as take part in land-based team-building and climbing challenges. They also develop their cookery skills, play golf and have an opportunity to play extra sports.

### **Year 7**

In the autumn term, all Year 7 boys will go on a 5 day residential trip to Normandy. In the summer term all Year 7 boys take part in a team building day when they have the opportunity to participate in a variety of group challenges and hone their cooperative skills in problem-solving activities.

### **Senior Showcase**

The boys in Years 7 and 8 enjoy the opportunity to share in each other's successes both in and outside the classroom. The Senior Showcase noticeboard proves an opportunity to display recent achievements with photographs of events in a wide range of activities.

### **Rewards and Sanctions**

At St Martin's we believe that boys will thrive in an environment in which the emphasis is placed on reinforcing and rewarding good behaviour and individual achievements, whilst acknowledging that clear boundaries must be set. There is a clear system of sanctions, which will be applied after incidents of bad behaviour and/or work.

### **Mark Books**

Every boy in Years 3 to 8 will be given a mark book at the beginning of each term. He must carry this with him at all times in School. The Form Tutor collects Good and Bad Marks each week. If a markbook is lost, then a new one is issued by the Deputy Head, who gives a verbal warning about the care of the replacement markbook. If a second replacement markbook in a term is issued, a bad mark is given.

### **Good Marks and Good Copies**

One or two Good Marks may be awarded for pleasing and careful work and for very helpful behaviour or initiative. Good Copies are the equivalent of three Good Marks and they may be given when a boy has produced a piece of work that is his personal best. He will receive a signed Good Copy certificate, which is signed by the Headmaster and recorded in SMartnews.

Top scorers of Good Marks with no Bad Marks each week, will be rewarded with a certificate in each of the three Sections. At the end of each term, the boy achieving the highest score in his year group receives a certificate. At the end of the academic year, the boys scoring the highest cumulative number of good marks in his year group receives a prize. Bronze, Silver or Gold Certificates are awarded for cumulative totals during the year. The totals for these awards are different for each section of the Main School.

	Bronze	Silver	Gold
Junior Year 3	200	400	600
Year 4	150	300	500
Middle Years 5/6	100	200	300
Senior Year 7	75	150	200
Year 8	50	100	150

### **Warnings and Bad Marks**

Each teacher deals with the matter of ill discipline in his or her own way, but all staff are expected to use the warning and bad mark method. A warning is for an offence which is deemed by the teacher not to be as serious as to merit a bad mark. It will probably be for a repeated piece of bad work or behaviour and/or follow a verbal warning.

Three written warnings will result in a Bad Mark. Poor work or bad behaviour will result in one or two Bad Marks being given, and the form tutor will discuss the reasons with the boy at the weekly mark collection. If Bad Marks persist the Head of Section will meet with the boy to discuss strategies for improvement.

Three Bad Marks or a Bad Copy may only be given by the Headmaster or Deputy Head for serious cases of indiscipline.

### **Standard Copy**

If a boy has three or more Bad Marks in a week he will be sent to the Head of Section. On the accumulation of five Bad Marks a Standard Copy will be issued and parents will be informed. The boy will be required to copy out the Smart rules on the Blue Card.

### **Help Card or Behaviour Report**

Sometimes a boy may need special support to help him control and improve his behaviour or organisational skills. He will be given a help card for a minimum of week. After each lesson his teacher will record his behaviour or organisation and will write in an appropriate comment with a signature. His Form Tutor will check it each day and a parent should sign it. The Head of Section will see the card at the end of the week in order to discuss it with the boy. If necessary the card will be re issued.

### **Detention**

- 10 Bad Marks: Section Detention issued by Head of Section, letter sent home, ½ hour detention after school, boy required to copy out school rules and discuss them with the Head of Section.
- 15 Bad Marks: Detention issued by the Deputy Head, letter sent home, 1 hour detention after school, appropriate task set.
- 20 Bad Marks: Detention issued by the Headmaster, letter sent home, 2 hour detention on a Friday evening, Community Service.
- 25 Bad Marks: Section Detention, letter sent home and meeting arranged with Head of Section, Deputy Head and Parents. At this point the Deputy Head may mention the possibility that the boy may be suspended.
- 30 Bad Marks: Parents invited to a meeting with Headmaster, Deputy Head and Section Head.

At each stage the letter would warn of the next level of Sanction.

### **SMart Rules**

#### **Consideration**

- Respect everyone and treat others as you would like to be treated yourself
- Respect each individual's personal possessions
- Respect people's games, play fairly and try to include others

#### **Behaviour**

- Always be polite and well mannered
- Move around the school safely and responsibly
- Offensive language is unacceptable
- Acts of bullying and unkindness will not be tolerated

#### **Work**

- Try your best and take pride in whatever you do
- Remember to use your prep diary correctly
- Be punctual for lessons and notify teachers of any absence

#### **Property**

- Use your lockers and keep them tidy
- Name all items of uniform and property
- Always leave your bags safely

- Be organised and ensure you have all you need at all times
- Always wear your uniform with pride and try to look smart

Follow these rules *with all thy might*

School Council

These are the general School rules as seen on the Blue Card. For a full list of School rules please refer to the Miscellaneous section.

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## **The School Calendar**

The academic year consists of three terms: autumn, spring and summer. A yearly calendar will be provided at the beginning of the academic year in September giving the dates of the important school events. These are listed termly on the Blue Card (our School calendar) and may also be viewed on the website.

The Blue Card lists all sporting fixtures, meetings, exams, productions, outings, FOSM and special events. Term dates are also shown for the following year. Annual events include a Christmas fair, Carol Service, Harvest Festival, Christmas productions, book events, charitable fund raising events and Speech Day.

Speech Day – Attendance is mandatory for boys in Years 3 to 8 as this is a school day. Only prizewinners in Kindergarten and Pre Prep are expected to attend. Term ends for them after the formal proceedings on Speech Day which is held on a Saturday.

Carol Service – Attendance is expected for Years 3 to 8. If boys cannot attend, they should request permission in writing from the Headmaster.

The weekly plan of the School events and fixtures is posted on the website.

## **Activities**

After-school activities for the Prep School take place every weekday. The Juniors have activities from 3.30pm to 4.00pm and then from 4.00pm to 5.00pm/5.30pm. The Middles and Seniors have their activity session from 4.00 to 5.00pm/5.30pm. For the boys in Year 1 and 2 each week there is a provision for one after-school sporting activity as well as choir for Year 2.

Boys in the Prep School have the option to sign up for at least one activity each week. The activities on offer are wide-ranging, including academic and arts-based clubs, music, hobbies and sporting pursuits. Some clubs are by invitation only, primarily sports teams, orchestra and choirs; if allocated places pupils are expected to attend these activities.

Activities are run by members of staff and occasionally an external organisation. The majority of activities take place on School premises but a few are off-site. There is only a charge when an activity is run by an external organisation. Numbers are limited for some activities.

Towards the end of each term, the activity options for the following term are presented to the boys from which they make their selection. Parents are informed by e-mail the activity choices for the following term.

Following an activity, boys are expected to go home in their school uniform and should be collected at the gate.

## Supervision of Care

At the end of the Junior School day, boys who are going home should wait at the gate to be picked up from 3.30pm to 3.45pm. At 3.45pm they are taken to Junior Prep by the member of staff on duty. At 3.55pm all of Years 3-8 go to the gate, except those signed up to an activity, supervision or prep. Boys will wait there to be picked up until 4.20pm. At 4.20pm those boys not collected will go to the dining room. Teachers taking the supervision will start the session at 4.20pm.

As part of the School's duty of care, from 3.30pm for Juniors and from 3.55pm for Middles and Seniors, there is supervision by a member of staff at the gate, in a classroom, the Woodroffe Hall Foyer, or the Dining Room. There will be supervision for Years 3-4 every day from 4-5pm in the Foyer which boys have to sign up for previously. There is prep for Years 5-8 from 4-5pm in the classroom of the teacher taking the session. On the rare occasion where a boy is unable to be collected at the usual times, they will be in a supervised environment until 6.00pm at the latest. Whilst there they can complete prep, then read or play a quiet game. They should be collected at the earliest opportunity from the dining room or alternative room.

Senior boys can leave the School unattended if prior consent has been given by the parent.

## Equipment and Stationery

**All boys in Years 3 to 8 will need the following general stationery:**

Named pencil case  
Pencils  
Rubber (putty rubber also needed for Art)  
Sharpener  
Rulers (15cm and 30cm)  
Glue stick (large)  
Safety scissors  
Coloured pencils  
Felt tips

In addition, the following is required:

### **Years 3 to 8:**

Art overall (or old shirt)

### **Year 4**

Child's fountain pen

### **Years 5 to 8:**

Cartridge pen with spare cartridges  
Highlighter pen  
Ink eradicator  
Coloured biros especially red and green  
Strong, colour-coded plastic folders for 8 academic subjects (available from the office)

**English for Years 5 to 8:**

Coloured pencils, glue  
The Usborne Illustrated Thesaurus  
www.usborne.com (to use for homework)  
Collins Pocket Dictionary and Thesaurus  
www.collinsdictionaries.com

**Geography for Years 5 to 8:**

Philip's Modern School Atlas (for home use)

**Maths Years 5 to 8:**

Pencil  
Ruler  
Semi-circular protractor and Circular protractor (both required)  
Compass  
Casio calculator (80series, eg fx83)

**French (Years 7 & 8)**

Recommended Collins Pocket French dictionary  
2 hole ring binder with 8 dividers

***All of the above items must be clearly named and checked regularly.***

**Friends of St Martin's (FOSM)**

The Friends of St Martin's was formed in 1980 to provide opportunities for parents of the boys at the School and staff to meet together at social events. Profits raised are used to buy the special "extras" that help make life at St Martin's even more rewarding. FOSM has grown with the School over the years, but we like to think FOSM still make the social aspect of their events the first priority, whilst ensuring the funds raised benefit all boys throughout the School.

The Friends of St Martin's is a Charitable Trust and organised by a committee comprising of parent and teacher representatives who meet twice each term. All St Martin's parents are members of FOSM and are eligible for nomination to the FOSM committee. Nominations are generally made at the Annual General Meeting held at the beginning of each School year. In addition to membership of the committee, FOSM relies on a great deal of parental support and assistance at events and offers of help are always very welcome.

FOSM aims to offer a wide variety of events for parents to suit every taste. They also arrange events with the boys in mind: discos, film nights, balloon races and cake sales all providing great fun. The Christmas and Summer Fairs are events enjoyed by all the family and provide a good opportunity for as many people as possible to be involved in the different stalls and attractions.

## Lunches

The boys are served their lunchtime meal from an extensive range of food. The food is freshly prepared on the premises and there is a choice of hot and cold dishes (including sandwiches from Year 4), desserts and fruit. There is a daily hot vegetarian option and dietary requirements are taken into consideration. We expect the boys to be able to use cutlery correctly, have good table manners and encourage them to not waste food.

## Snacks

The boys are allowed to bring in snacks to eat during morning breaks. As we are a healthy eating school, we ask that they **only** bring in fruit, vegetables or occasionally dried fruit. Years 7 and 8 are also allowed to bring in a small sandwich/pitta bread or a wrap. To reduce litter and waste, we encourage the boys to bring their food in reusable clip boxes. Nuts are banned due to some boys having severe allergic reactions. Chewing gum is forbidden. The boys can bring in a bottle of water to drink throughout the day.

## Menus

Copies of the menus are available on the website and are posted on notice boards.

## Birthdays

We ask you not to send a large cake into School but you are welcome to send a small treat instead. Please ensure that such items list the ingredients. Parents will understand the reasons for this decision to ensure that the needs of children with allergies or dietary needs are fully met. Please be aware that no treats should contain nuts.

## Health

St Martin's has a first aid room that is staffed by fully qualified first aiders between 8.30am and 4.00pm daily. The staff are able to give first aid and normal home nursing care. The children are looked after until they have recovered and can return to lessons or their parent, guardian or a named carer arrives to take them home. In the case of a serious accident, an ambulance will be called and parents / guardians contacted. **We must emphasise that it is vital that we have current contact telephone numbers for parents during the school day.**

In situations whereby an injured pupil has impaired mobility, parents must contact the School **BEFORE** the boy returns to School in order that a Personal Emergency Evacuation Plan can be drawn up, then meet with the Deputy Head and first aid staff when they arrive at school.

In line with the Health and Safety Executive guidelines, first aiders are not qualified to make a diagnosis, give medical advice or recommend medication. This has to be provided by a qualified medical practitioner.

## Medication

Apart from asthma inhalers, boys must not have any type of medication in School; this is a safety precaution. The School is only able to give medication if it is accompanied by written instructions through completion of a "Care Plan" (forms are available from the first aid room). The medication itself must be clearly labelled with the child's name. We prefer parents to bring the medication into the first aid room in person. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. The School will never accept medicines that have

been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Staff are unable to administer sun cream; parents should apply long-lasting sun cream before school.

### **Asthma Inhalers**

With guidance from the Hillingdon school nurses, the School has developed and maintains an asthma policy. We ask that if your son uses an inhaler, an 'in date' spare is always kept in the first aid room. Please do not send in brown inhalers; they are preventative and useless in an emergency.

### **Illness and injury at home**

***Please do not send your son into school if he is ill.*** Remember that school is hard work and it is unfair to send in a child who is not fully fit. Parents must telephone the School first thing in the morning if their son is absent giving the reason. Please do not send your son in if he has had diarrhoea or vomited. If your son has had a raised temperature it must be registering within the 'normal' band for 24 hours before he returns to school; the same applies to diarrhoea and vomiting

In the event of your son being diagnosed with an infectious disease please inform the School by telephone or email with details of the infection.

### **Medical history and emergency telephone contact numbers**

New information sheets asking for contact telephone numbers are sent out with the reports and bills every July. These must be returned to the Headmaster's Secretary by the first day of the autumn term. Parents should notify the School in writing if there are any changes in a child's health or the parents' telephone contact numbers during the school year.

If your son feels ill during school hours, he must speak to a member of staff who will send him to the first aid room, where the appropriate action will be taken. Your son must not telephone you to ask to go home.

### **Patrols**

There are four Patrols: Churchill, Drake, Nelson and Scott. In Main School, every boy and member of staff in the Main school is allocated to a Patrol.

Patrol meetings take place every term. Their purpose is to encourage Patrol spirit, team work and integration between the year groups and select teams for Inter Patrol events. It is also an opportunity for Patrol Captains and their deputies to lead meetings and organise events, under the direction of a member of staff.

On Speech Day, a cup is awarded to the Patrol that has gained the most points over the academic year. Points are awarded in the Good Marks competition, Inter Patrol sporting matches (for the Wallaby Cup) and Inter Patrol events.

## **School Council**

There is a School Council with eighteen elected representatives from Years 3 to 8 and three staff members. The aim is for the boys to make a positive contribution to the environment and ethos of the School and to be aware of the democratic processes involved in elections.

Elections are held twice a year when candidates give a brief presentation to the boys in their form explaining why they would like to stand for the Council and what they hope to contribute.

Since the Council was set up in 2007, the boys have suggested and developed their own themes. These have included improving playtimes with new equipment and apparatus, promoting healthy eating, offering their favourite recipes which are included on the School menu, and encouraging safer, more environmentally-friendly ways of travelling to School and improving and decorating the boys' entrance area and bag storage. The Council has achieved a Silver Standard in the Eco Schools Awards by promoting energy conservation and recycling. The Council have been responsible for establishing the revised code of conduct in the form of SMart Rules on the Blue Card.

The Council consults other pupils, listen to their views and present ideas to the Headmaster, thereby learning a variety of important and useful life skills.

## **Music**

### **Choral music**

All boys sing in class music lessons, and hymns are sung twice a week in assemblies, sometimes accompanied by the mainstay of the school orchestra. There is a Pre-Prep Choir for boys in Year 2 and any boy in Years 3 and 4 may join the Junior Choir. The Chamber Choir consists of the best singers, and they rehearse before school on Tuesdays.

### **Individual music lessons**

Individual lessons in School are available from Year 2 although some pupils would benefit from waiting until they are older. Lessons generally follow a rota during the School day. A variety of instruments may be hired from the School for a nominal charge. There is an additional termly charge (currently £15) for drum pupils for the use of the School drum kit.

### **Visiting Teachers**

The self-employed visiting teachers currently teach piano, drums, classical and electric guitar, violin, viola, 'cello, double bass, clarinet, flute, saxophone, cornet, trumpet, trombone, euphonium and French horn. Singing lessons are also available.

### **Instrumental assemblies**

Boys learning an instrument may be invited to join a group or ensemble. When instrumentalists have passed Grade 1 they are invited to join the orchestra. Rehearsals take place during a lunchtime. The orchestra takes part in at least one major concert at School and plays in orchestral festivals at senior schools. The Senior Chamber Ensemble also accompanies assembly twice a week.

### **Examinations**

Boys take the examinations of the Associated Board of the Royal Schools of Music at the end each term if selected by the teachers. Those who show particular musical talent are encouraged to enter for music scholarship examinations to senior Schools.

**Concerts**

There are several instrumental and choral concerts throughout the year, involving boys of all ages throughout the School.

**Parking and Security**

There is limited parking for staff in the car park at the front of the School. Parents may park on Moor Park Road and Kewferry Road but are reminded to respect access requirements of local residents and not to park in front of driveways. There is a 5mph speed limit on the School premises. Visitors bringing vehicles on to the School site should be extremely vigilant. Cars parked on the School site are parked at the owner's risk.

**Security and Visitors**

All reasonable steps have been taken by the School to prevent unauthorised access to its premises. All visitors report to reception on arrival and are issued with a visitors badge. Parents are requested to co-operate with the School on security matters to help keep both the boys and staff safe. In particular, parents must report to Reception in the Main School building when visiting the School for appointments or any other purpose, other than collection at the end of the School Day as described below. Security at St Martin's is based on the vigilance of staff to challenge strangers and investigate any unusual activity. If parents expect to be unaccompanied at any time on School premises they should collect a visitor's badge from Reception.

Parents are requested to remain at the School gates at collection and drop off times. If not collected, Main School boys will go to supervision in the Dining Room. Parents may, on their arrival, collect boys from the Dining Room without first reporting to Reception. Parents should not wander around the site or into other School buildings.

Teaching staff of pupils from other schools at St Martin's for the purposes of events such as sporting fixtures, take responsibility for any supporting parents from the visiting school.

In the unlikely event of a fire, all persons on site must adhere to the School Fire and Evacuation Policy. All visitors and parents will be directed to a safe muster area.

**Administration**

School administration is the responsibility of the Bursar whose office is located within the Main School building. The majority of the administrative team are located in this building apart from some local administrative support for the Pre-Prep. Parents requesting information about the School and its operation should, in the first instance, contact the Headmaster's Secretary.

**Pastoral Care**

There is a very strong tradition of pastoral care at St Martin's.

Each boy's form tutor/class teacher is responsible for his pastoral care at all times and will support him if he has concerns with work, problems with friends, lost uniform or equipment, and any other issues. The boys are encouraged to see their tutors whenever they wish to share their achievements or problems that may arise. They can always be sure of a positive response.

Parents are asked to write notes in the message book (Kindergarten and Pre-Prep) or the prep diary / email (Main School) if any minor problems arise, or to make an appointment via the office if they wish to see a form tutor regarding more serious issues. These meetings will be conducted sensitively and always with the utmost regard for each boy's well-being.

The form tutor/class teacher may then consult the Head of Kindergarten for Kindergarten and Head of Pre-Prep for Reception, Years 1 and 2, Head of Juniors for Years 3 and 4, the Head of Middle School for Years 5 and 6, or the Head of Senior School for Years 7 and 8. Parents may be asked to attend meetings if the issues cannot be easily resolved and records are kept of all such meetings.

The Heads of Section, in the Main School, collate termly confidential questionnaires from the boys in their section and act upon the information as appropriate.

## Physical Education and Games

### PE Lessons

All boys have timetabled PE Lessons. Boys will be taught in the Sports Hall, outside in the School grounds or in the swimming pool. The aim of the lessons is to introduce a wide variety of skills that are relevant to the sports that are played at the School. Hockey, basketball, badminton and table tennis are introduced. In Years 3 to 8 the PE groups are arranged according to the swimming ability of each boy. The groups have no more than 20 boys.

### Games (Years 3 - 8)

In the Main School boys will have designated afternoons for playing the main sports. They will be coached in groups that suit their ability. Additional coaching time after normal School hours will be given to boys who are selected for School teams or part of the activities programme. There are opportunities for boys to play competitive matches against other Schools as well as inter-patrol competitions.

Autumn: Main sport soccer plus basketball, 5-a-side football, hockey, badminton and swimming

Spring: Main sports rugby and hockey plus cross-country running, basketball and swimming

Summer: Main sports cricket, athletics and swimming plus tennis

### Swimming

The School has excellent facilities for swimming and the boys are taught by ASA qualified staff. Swimming takes place during PE lessons or on games afternoons. There is a rotation of the boys. Years 3 to 8 are taught in three to four week blocks; Kindergarten, Pre-Prep and the Junior School boys swim weekly. There are opportunities for supervised recreational swims, known as 'free swims' after school. The swimming squads train weekly after school.

### PE Kit

- **All kit must be clearly named and stored in the appropriate places in School.**
- Blue kit bags are available from the School. These can be obtained at the new parents' and boys' visits.
- Lost property: The boys are primarily responsible for looking after their own kit and equipment. Lost property bins are provided in the changing rooms for boys in the Main School. Pre-Prep has a bin near the main entrance. There is also a lost property bin in the Sports Hall. Teachers can help with looking for lost items but they cannot guarantee the retrieval of the lost item.
- Kit must be kept in a named bag.
- No jewellery, including watches, may be worn for physical activities. Religious bands worn may be covered by a sweatband at the discretion of the teacher taking the activity.
- The School provides all the necessary equipment for playing all the sports that are taught. Equipment from home must be clearly named and only used by the owner.
- The School provides special kit for matches for some teams.
- A towel must be provided for games and PE
- Kit must be taken home to be cleaned once a week. Many of the items of clothing can be used in a variety of activities, for example, the same tracksuit can be worn for athletics, cross-country running etc.

**PE**

Boys will need a pair of outdoor trainers. Plimsolls or a separate pair of trainers (i.e. not the same pair as the outdoor trainers) must be worn in the Sports Hall. Tracksuits may be worn for outdoor PE. A School woollen hat can be worn for outdoor PE in the winter, cap in the summer.

**Swimming**

Regulation navy swimming shorts and a towel are needed. Goggles may be worn but must be named. Boys in Years 3 to 8 must bring their swimming kit to all their PE lessons.

**Soccer**

In accordance with FA regulations, shin pads must be worn.

**Rugby and Hockey**

For playing rugby, football boots must have their football studs replaced with kite marked rugby studs. In accordance with RFU recommendations mouth guards should be worn. Mouthguards can be obtained from OPRO who visit the School in the autumn term or through a dentist or sports shop. Mouthguards must be worn in rugby and hockey lessons in games and PE lessons and all matches.

**Cross Country Running**

In very cold weather, boys can wear navy gloves and hats.

**Cricket**

Boys representing the School should wear cricket whites but any boy may wear them. The School provides the necessary pads, bats, gloves and helmets. Boys must provide their own box. Personal equipment that boys choose to bring to School must be named and must not be lent to other players.

**Athletics**

Specialised footwear such as running spikes can be worn.

**School Matches (Years 3-8)**

- Matches are arranged against other schools in all the major sports that are taught in the school. Some events, such as tournaments, take place at the weekend.
- Every effort is made to involve as many boys as possible in competitive sport. Selection for teams is done on the playing ability and attitude of the boy. The teacher in charge of the team judges the ability of the boys in the team practices. Despite the opportunities that are available, it is not always possible for all the boys to take part in competitive matches against other schools.
- The details of matches are in the Blue Card.
- Results of the matches appear in SMartnews.
- Boys selected to play in matches in Years 3 and 4 will be informed by email and the names of the players in Senior and Colts teams will be shown on the Games notice board outside the Sports Hall and the main office.
- Team players will be informed of the clothes they should wear for the event as well as any equipment they must take with them.

Team shirts are usually provided for these teams:

**Soccer**

1<sup>st</sup> IX, 2<sup>nd</sup> IX, Colts A and B

**Rugby**

Under 13 XIII

**Cricket**

1<sup>st</sup> XI and Colts A XI

**Hockey, Basketball, Cross-Country and Athletics**

Team shirts/singlets provided

- Teas for the boys and supporters are usually supplied.
- Boys will travel by the School minibus to away matches. There may be times when coaches are used for transporting teams.
- Pick-up times for fixtures are indicated on team sheets.

**School Matches – Supporters**

- Support for School matches by parents, family and friends is welcome.
- Support at matches must be friendly and fair. Comments and criticism, especially to the referee and coach are not tolerated.
- Matches may be cancelled, mainly due to bad weather. Wherever possible, decisions about weekday matches will be made before 11.00am and Saturday tournaments at lunchtime on the Friday.
- Parents should assume that a match will be played unless a message has been sent out from the School.

**Off Games**

Boys who are unable to take part in sporting activities must have a written note from home to explain why they cannot participate, which should be handed to the Director of Sport at the start of the School day.

If a boy is hurt at school or feels unwell he may have a note from one of the first aid staff.

Boys who are unwell or injured will attend the session and will be supervised and expected to listen to and observe teaching points demonstrated.

**Educational Visits**

St Martin's runs a variety of trips and excursions, ranging from local day trips and London theatre visits to residential trips abroad which include the Junior PGL trip, a ski trip, a Year 7 French language visit to Normandy, cricket tours and the Year 8 activities stay in Italy.

Parents will be asked to give their consent and other relevant information for their sons to go on a trip. This will also include signing a Behaviour Consent form for residential trips. Prior to residential trip an information evening will be arranged for parents of the boys taking part.

The Headmaster is ultimately responsible but delegates an overview to the Deputy Head, who reviews the viability and safety of all School trips, particularly with reference to guidelines produced by the Department for Education and Skills. Risk assessments will be produced for every trip.

There is an 'Off Site Visits and Activities' policy.

## School Uniform

**All clothing must be clearly marked with name tapes.**

All footwear should be clearly named, preferably on the inner heel/sole. Name tapes should be sewn into the waistbands and collars.

Items marked • must be obtained from Uniform4Kids.

- Blazer (optional) (compulsory from Year 5 upwards)
- Navy jacket with school logo (optional)  
Plain jacket or coat (navy blue or black) (optional)  
Grey trousers/shorts  
Grey shirt (up to Year 7)  
White shirt (Year 8 only)
- Sweater
- Cap (up to Year 4)
- Tie
- Scarf (optional)  
Grey socks  
Black leather shoes
- Blue overall for art for Years 3 and 4/Art overall or adult shirt for Year 5 and above  
Baseball cap (optional – available from the main office)  
Navy woollen hat (optional – available from the main office)  
Rucksack (any style, dark coloured)

## Games Kit

Games bag (obtainable from main office)

- Tracksuit top with school logo (new style)
- Tracksuit trousers with school logo (new style)
- Navy and light blue fleece (new style) (optional)
- Games shorts with school logo (new style)
- Games top (new style, reversible)
- Games socks
- Navy baselayer top (for autumn/spring) (new style) (optional)
- Navy baselayer shorts (for autumn/spring) (new style) (optional)
- White baselayer top (for summer) (new style) (optional)
- Cricket shirt with school logo (for summer)  
White cricket trousers (for summer)
- Sleeveless cricket jumper in school colours (for summer) (new style) (optional)  
Football boots  
Shin guards  
Mouthguard (for rugby/hockey in Years 4 – 8)  
Trainers (for outdoor use only)  
Plimsolls/trainers (for indoor use only)
- PE Kit
- Polo shirt in Patrol colours with school logo (new style)
- White shorts with blue trim (new style)  
Plain white sports socks
- Swimming kit
- Plain navy swimming trunks  
Towel for use after swimming

## SCHOOL OUTFITTERS

**Uniform4Kids (formerly known as Pullens)**

**50 High Street  
Northwood  
Middlesex HA6 1BL  
01923 840050**

**48-50 Church Road  
Stanmore  
Middlesex HA7 4AH  
0208 954 3850**

**Pullens online: [www.uniform4kids.com](http://www.uniform4kids.com) then select St Martin's School**

## School Rules

St Martin's School strongly believes that boys need an ordered, structured environment in which discipline is seen to be firm but fair. School rules are based on courtesy, respect, common sense and personal safety. The highest standards of behaviour and dress are expected and the boys will be encouraged to observe the School's expectation through positive incentives as well as sanctions.

This is not an exhaustive list of Dos and Don'ts. Positive behaviour is encouraged and there are expected standards which are not rewarded but are certainly demanded from the boys.

There is not an exhaustive list of written rules and therefore common sense should prevail. Some rules may be applicable to particular year groups at specific times and places. Members of staff will endeavour to let everyone know what these are and if a boy needs help, he must ask a member of staff.

The Pre-Prep follow the **Golden Rules (written by Margaret Goldthorpe)** which is our agreed code of conduct, and underpin the ethos of the St Martin's School community (Boys, staff and parents).

"Everyone will act with courtesy and consideration to others at all times".

Do be gentle - Do not hurt anybody.

Do be kind - Do not hurt other people's feelings.

Do work hard - Do not waste your or other people's time.

Do look after property - Do not waste or damage your things.

Do listen to people - Do not interrupt.

Do be honest - Do not cover up the truth.

The school is also mindful of this rule.

Think before you speak...Is it kind?...Is it true?...Is it necessary?

School Rules which specifically apply to the Main School (Years 3 to 8) have been put into five categories. Many apply to ALL boys in the school.

### Consideration

Everyone at St Martin's is expected to set a good standard of behaviour by being friendly, kind, polite, helpful and respectful towards each other. It is expected that boys show good manners at all times.

- Boys are to play fairly and safely and try to include as many as possible in their games
- Boys must take care to keep the school tidy and clean. If anything is found broken or damaged, it must be reported immediately to a member of staff. Deliberate damage to school property and graffiti writing are serious matters. Wilful damage will be charged to those responsible.
- Boys can only go into School buildings before 8.20am if they have permission from a member of staff.
- Boys may only leave the school grounds with the permission of a member of staff and must be under the supervision of a parent/guardian or member of staff. A boy in Years 5 to 8 may travel alone to and from school only when his parent's written permission has been granted.
- Boys arriving late to school and/or leaving early must report to the School Office.
- Boys must use school equipment correctly, safely and use it for the purpose for which it was intended and return it to the proper place after use.

### Behaviour

St Martin's pupils should be aware of their surroundings, their peers and adults. They are responsible for their own actions and therefore should accept the consequences if a punishment is given. Acts of bullying and unkindness will not be tolerated. Honesty is viewed to be the best policy in all situations at school.

- Offensive language in any situation is unacceptable.
- Boys are expected to move around the school quietly, with care, at a walking pace, being sensitive to others and to potential dangers.
- Punctuality is expected for school, registrations, lessons, activities and events.
- There are clear rules for a variety of activities and places, e.g. Laboratory, ICT, the Design Technology Workshop and for each sport played at school.

### Appearance

School uniform (including PE and Games kit) should be worn correctly and boys should take a pride in their appearance at all times. Clothing should be clean, tidy and in good repair and worn correctly (ties done up, shirts tucked in and footwear clean).

- Boys' hair should be natural in colour and unobtrusive in style and cut, neat and tidy and of an appropriate length (i.e. off the collar and clear of the eyes). If a boy's hair is deemed to be insufficiently smart, parents will be contacted and asked to remedy the situation as soon as possible.
- Boys may only wear badges and jewellery if they have been approved by a member of staff. If approved jewellery is worn it must be removed for PE, Games and Swimming or covered by a sweatband..

### Work

In all areas of school life, everyone has a right to learn and to enjoy learning, be listened to and to listen to others.

- Boys must always try their best and take a pride in whatever they do. This will involve self-discipline, effort and a willingness to improve and take advice.
- The staff are here to help boys to do as well as they can. If any boy needs help with their work, they must find a good time to ask a teacher for assistance.
- Homework must be done on time and the prep diary must be used correctly.

### Possessions

Boys should be prepared with the right equipment for all activities. To ensure ownership, all possessions must be labelled and kept tidy in the proper place. Boys should not tamper with anything that does not belong to them.

- Boys should always place school bags, sports bags and musical instruments in the correct safe place. Only cricket bags may be wheeled on the school site.
- Healthy snacks only are permitted to be eaten at morning break. Only water may be brought in to drink.
- Boys should not bring anything into school which is not needed in lessons and activities, especially expensive items of personal property, Money may only be brought into school on special days, e.g., charity events and must be given to the Form teacher at morning registration.
- The school cannot be responsible for the loss of or damage to personal property, although every reasonable effort will be made to ensure that property is found.

The SMart Rules found on the Blue Card were written by the School Council. They are a shortened version of the School rules designed to focus on specific areas and these have proved to be very helpful to the boys.

**Accounting Information**

Each year a number of enquiries are made about the payment of bills and other accounting matters. Consequently we have attempted to address some of the matters most frequently asked. These notes are meant as guidance and do not form part of your parent contract.

**Payment of Fee Accounts**

Fees are due on or before the first day of each term.

Parents may wish to pay fees electronically into the School bank account at NatWest Bank, Northwood (account number 31815839 and sort code 60-15-30). Parents should use the account number and the pupil number shown on the invoice as a reference for all transactions.

Late payment will incur an interest charge, which is 2% of the total balance outstanding calculated on a daily basis. Interest will continue to accrue until cleared funds are received by the School. Please note that we cannot make any allowance for delays in the postal service.

**Fees Refund Scheme**

Parents may choose to enroll in the School Fees Refund Scheme operated by Marsh Insurance. This will refund fees if your son is absent from school because of sickness or injury. This operates on an "opt in" basis, and further details may be obtained from the Bursary or Reception and in new joiner information packs.

Once a parent has opted into the scheme the premium will be added to each termly bill. Membership of the scheme will continue until notice to leave is received in writing.

Should a parent wish to make a claim against the scheme they should complete the claim form and return it with the relevant supporting information. The School then forwards this to Marsh, and when the claim is agreed and funds received from Marsh a credit is applied to your son's account.

Parents should note that the insurance contract is between the School and the insurers. All requests, therefore, to join or leave the scheme, should be made to the School.

**Nursery Education Grant**

The School is a registered provider of Early Years education, which is funded, in accordance with the DSCF Code of Practice, by the Local Education Authority (Hillingdon) for 3 and 4 year olds. Each term Hillingdon provides the School with date of birth criteria for eligible boys. The School submits the names and addresses of those boys falling within the criteria and receives the funding. Eligible parents will receive the funding as a credit on their fees account. Funding is available for a maximum of 6 terms. The funding does not affect your parent contract with the School and fees remain payable in full on or before the first day of term.

The School has chosen to continue with the extant fifteen hours per week funding. The School will not be able to participate in the thirty hours funding available from 2017. Parents should note that the School is permitted to make an administration charge taken from this funding.

**Child Care Vouchers**

A number of employers operate salary offset schemes to provide their employees with tax free child care vouchers. The School accepts these vouchers from all the main providers.

You may use the money to pay for your fees up until the end of the term following that in which your son reaches the age of 5. In general this means Kindergarten fees but not Pre-Prep or Main School fees. They may also be used for any after school care or breakfast club provision shown on your School bill throughout your son's time at the School and for SMarT Camp. The vouchers, which are usually paid to you monthly, cannot be used as instalment payments for your fees account which remains payable in accordance with the terms of the parent contract on or before the first day of term. You may, however, pay the vouchers to the School in advance as a credit for the following term's bill.

**Year 8 Leavers**

Parents of Year 8 leavers will receive a final account at the end of the Summer term which will show the refund of any deposit held by the School less any extra charges incurred during the final term. If, as is likely, the bill is in credit, a cheque will be sent with the account.

**General**

If parents have questions about any items that appear on their bill, they should contact the Bursar's office as soon as possible. Payment of the bill should not be withheld because of such an enquiry. The bill should be paid in full by the due date and if you are owed a refund a cheque will be posted to you or a credit placed your next fee account.

If parents are experiencing difficulty in paying an invoice, they should contact the Bursar at the earliest opportunity. Such action will help prevent the issue of unnecessary reminder letters.

**Contents**

- [Anti-Bullying Policy](#) P2
- [Mobile Phone Policy](#) P6

Policies available on the school website are:

Safeguarding (Child Protection) Policy

Complaints Procedure

Special Educational Needs Policy

English as an Additional Language Policy

Privacy Notice

## Anti-Bullying Policy

### Statement

The school is committed to provide a safe, secure and respectful environment to ensure all members of the school community are able to learn, work and socialise without fear or experience of other individuals or groups bullying them in any way.

### Aims

The aim of the anti-bullying policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available at school.

### What is Bullying?

Bullying is the use of repeated aggression or a single act of aggressive behaviour with the intention of hurting another person(s). It is also a form of abuse. Bullying results in pain and distress to the victim. The three main types of bullying are:

- physical (hitting, kicking, theft)
- verbal (name calling, racist remarks)
- indirect (spreading rumours, excluding someone from social groups)

Bullying can be:

- Emotional being unfriendly, excluding, prejudicial tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing in relation to religion, culture, SEN or disability or domestic situation.
- Cyber All areas of internet, such as email and internet chat room misuse. Mobile threats by text messaging, sexting and calls. Misuse of associated technology, i.e. camera and video facilities

### Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- doesn't want to go to school on public transport
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- come home with clothes torn or books damaged
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money (to pay bully)
- has break (snack) continually "lost" or stolen?
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings

- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone at home
- is nervous and jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be reported and investigated.

### **Seriousness – Why it is important to respond to bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

Schools have a legal responsibility to respond promptly and effectively to issues of reported bullying. A bullying incident should be treated as a child protection concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm. The member of staff should complete the 'Child Abuse – Concerns and Allegations Record Sheet'.

St Martin's follows the DCSF Safe to Learn Guidelines and the principles of the Anti-Bullying Charter.

### **Procedures**

The following steps may be taken by the school when dealing with incidents:

- if bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached or observed it
- the teacher will interview all concerned and will record the incident
- form tutors will be kept informed and notify appropriate Head of Section
- an incident form will be completed if appropriate. The form is handed to the Deputy Head for distribution to Form tutor of victim and offender as well as Head of Section
- parents will be informed as necessary
- punitive measures will be used as appropriate and in consultation with all parties concerned
- after the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place
- following the investigation, if there is a safeguarding concern then this should be reported to the designated safeguarding person

Pupils who have been bullied will be supported by:

- monitoring the situation
- offering an immediate opportunity to discuss the experience with a form tutor or member of staff of their choice
- offering continuous support through methods such as a bullying diary, pupil questionnaire and informal discussions
- restoring self-esteem and confidence
- reassuring the pupil

Pupils who have bullied will be helped by:

- monitoring the situation
- discussing what happened
- discovering why the pupil became involved
- establishing the wrong doing and encouraging reconciliation
- informing parents to help change the attitude of the pupil
- offering continuous support through pupil questionnaire and informal discussions
- senior pupils are offered bullying diaries to help them monitor any incidents should they reoccur

The following disciplinary steps can be taken

- official written warnings to cease offending (incident form on main pupil file)

- exclusion from certain areas of school premises
- Headmaster's detention
- fixed-term exclusion
- permanent exclusion

**Establishing a Positive Environment and Promoting Anti-Bullying**

The school seeks to establish a positive environment by establishing standards of behaviour that incorporate an individual and community sense of responsibility for the welfare of others.

The anti-bullying policy is in line with the school rules which parents accept and sign on admission. Parents are asked to reinforce the principles of this policy and ensure that their sons are clear about the part they can play to prevent bullying, including when they find themselves as bystanders.

The SMart Rules and Golden Rules state that acts of bullying and unkindness will not be tolerated. Boys in Years 3 to 8 have access to advice on how to deal with bullying incidents. The school also is involved in the 'National Anti-Bullying Week'

**Educational Elements**

Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in Life Studies, form tutorial time, assemblies and subject areas, as appropriate, in an attempt to eradicate such behaviour. Differences between people and the importance of avoiding prejudice-based language should be included.

**Raising Awareness**

The School's teaching and ancillary staff are trained to recognise the signs of bullying and act promptly and firmly against it in accordance with school policy.

Staff are made aware so that the principles of the school policy are understood, legal responsibilities are known, action is defined to resolve and prevent problems, and sources of support are available; where appropriate, the school can invest in specialised skills to understand the needs of their pupils, including those with special educational needs or disabilities, and gay, bi-sexual and transgender pupils.

**Basic Expectations – A summary**

St Martin's expects the following from all members of the school community:

- treat others as you would wish to be treated
- consider how your behaviour and attitude affects others
- respect and accept others irrespective of personal differences
- have a personal commitment to ensure bullying does not happen within the school community
- take a proactive responsibility to ensure bullying does not occur by informing the appropriate authorities of any bullying of which you are aware.

In line with other schools, St Martin's has used ISI guidelines and Kidscape as a source for the anti-bullying policy. Further information is available on [www.kidscape.org.uk](http://www.kidscape.org.uk)

Other useful information can be obtained from <http://www.bullying.co.uk/>.



**Mobile Phone Policy**

The decision to provide a mobile phone to their boys should be made by parents. It is incumbent upon parents to understand the capabilities of the phone and the potential use/misuse of those capabilities.

Boys are to be informed that the sending of, or recording of, offensive or threatening messages is illegal.

Only boys in Years 7 and 8 may bring mobile phones into school.

Boys wishing to bring mobile phones to school must first register them using the relevant form which can be obtained from the School Office or downloaded from the School website.

Mobile phones should be insured, like any other valuable items brought to School, as part of an "All Risks" policy. The School cannot accept liability for the loss of, theft of, or damage to a mobile phone.

When a boy arrives at School, he must hand his switched off mobile phone to his Form Tutor, Deputy Head or to the School Office. They will keep it in a safe place until it is needed.

Mobile phones may only be used during the school day when a member of staff has given permission. They must use it sensibly and be in sight of the member of staff.

On some occasions it is important that mobile phones are available on School Trips but arrangements for their use will be determined by the member of staff leading the trip.

Boys must not allow anyone else to use their mobile phone. It is strongly advised that boys use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other boys, or if stolen). Boys must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

Camera and video phones must never be used other than as telephones.

Mobile phones may not be used as personal music systems.

Boys should protect their phone numbers by only giving them to close friends and keeping a note of who they have given them to. This can help protect a number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

Mobile phones are banned from any examination room even if switched off. Contravention of this ban may result in disqualification from the examination.

Mobile phones must not be bought, sold or lent at any time during the School day or on School premises.

Failure to adhere to this code may result in confiscation, a ban and/or a punishment.

**CONSENT FOR MOBILE PHONE      REGISTRATION FORM**

Name \_\_\_\_\_

Mobile Telephone Number      \_\_\_\_\_

Make and Model      \_\_\_\_\_

Colour      \_\_\_\_\_

Serial Number      \_\_\_\_\_

I have read and agree to abide by the St Martin's Boys' Code of Use for Mobile telephones.

Signature of Pupil      \_\_\_\_\_      Date \_\_\_\_\_

Signature of Parent      \_\_\_\_\_      Date \_\_\_\_\_