



St Martin's School  
N O R T H W O O D

Parents' Handbook  
Main School  
2023-24

Updated July 2023



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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 can be found on our website – please [CLICK HERE](#) or from the School Office on request.

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

A handwritten signature in black ink that reads "Simon Dunn". The signature is written in a cursive style and is underlined with a single horizontal stroke.

Simon Dunn  
Headmaster

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## 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.

## Key Contacts

Headmaster	Mr S Dunn	<a href="mailto:headmaster@stmartins.org.uk">headmaster@stmartins.org.uk</a>
Assistant Head (Academic)	Mr C Stevens	<a href="mailto:cstevens@stmartins.org.uk">cstevens@stmartins.org.uk</a>
Assistant Head (Organisation & Compliance)	Mrs S Murray	<a href="mailto:smurray@stmartins.org.uk">smurray@stmartins.org.uk</a>
Assistant Head (Pastoral)	Mrs C Oliver	<a href="mailto:coliver@stmartins.org.uk">coliver@stmartins.org.uk</a>
Assistant Head (Pre-Prep)	Mr R Steward	<a href="mailto:pphead@stmartins.org.uk">pphead@stmartins.org.uk</a>
Bursar	Mrs A Curran	<a href="mailto:bursar@stmartins.org.uk">bursar@stmartins.org.uk</a>

Designated Safeguarding Lead (DSL)	Mrs C Oliver	<a href="mailto:coliver@stmartins.org.uk">coliver@stmartins.org.uk</a>
Head of Juniors	Mrs S Williams	<a href="mailto:swilliams@stmartins.org.uk">swilliams@stmartins.org.uk</a>
Head of Middles	Mr J Fussey	<a href="mailto:jfussey@stmartins.org.uk">jfussey@stmartins.org.uk</a>
Head of Seniors	Mr M Bell	<a href="mailto:mbell@stmartins.org.uk">mbell@stmartins.org.uk</a>
Director of Activities and Educational Visits Co-ordinator	Mr R Koya	<a href="mailto:rkoya@stmartins.org.uk">rkoya@stmartins.org.uk</a>
Head's PA and Registrar	Mrs G Robson	<a href="mailto:headpa@stmartins.org.uk">headpa@stmartins.org.uk</a>
First Aid	Mrs M Solanki	<a href="mailto:firstaid@stmartins.org.uk">firstaid@stmartins.org.uk</a>
IT Manager	Mr R James	<a href="mailto:itsupport@stmartins.org.uk">itsupport@stmartins.org.uk</a>
IT Technician	Mr A Budhram	<a href="mailto:itsupport@stmartins.org.uk">itsupport@stmartins.org.uk</a>
Music Secretary	Mrs P Pandya	<a href="mailto:ppandya@stmartins.org.uk">ppandya@stmartins.org.uk</a>
School Office	Mrs L D'Urso and Mrs S Barber	<a href="mailto:office@stmartins.org.uk">office@stmartins.org.uk</a>

## Contacting the School

When phoning the school on 01923 825740 you will hear the following options:

Option 1	For Absence Reporting and First Aid
Option 2	For the Mrs Robson, Head's PA and Admissions
Option 3	For Mrs Pandya and all Music enquiries
Option 4	For IT Support
Option 5	For all Finance enquiries
Option 6	For the School Office and all other enquiries

The office staff are available between 8am and 5pm to answer any queries you may have. At all other times you can leave a message on the answerphone.

You can also email the school office: [office@stmartins.org.uk](mailto:office@stmartins.org.uk)

Please refer to the school website for a complete list of [Staff and Governors](#).

Mrs Robson is the Headmaster's PA and deals with appointments for the Headmaster and all admissions enquiries. She can be contacted by choosing Option 2 or via email [headpa@stmartins.org.uk](mailto:headpa@stmartins.org.uk)

## Absence

To report your son's absence, please call and choose Option 1 or email [absence@stmartins.org.uk](mailto:absence@stmartins.org.uk) no later than 8.30am with your son's name, form and the reason for his absence.

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

For absences other than medical, permission should be sought from the Headmaster in writing. We ask parents to avoid removing their son from school during term time whenever possible. 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.

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

Parents of boys arriving late for school are asked to report to the Main Reception on Moor Park Road to be signed in. A member of staff will then escort him to his classroom. If you need to collect your son for a medical appointment during the School day, please notify his form teacher in writing. You should then collect him from the Main Reception at the appropriate time, where he must report back if he returns after the appointment. It is vital that these procedures are followed in case of fire or other emergency within the school.

## Contact Details

You will be asked to complete a Pupil Information Form when you first join the school and annually thereafter. Please ensure that all details are up-to-date and that any changes are emailed to the School office as they happen e.g. change of address, email, telephone numbers. We do rely on this information should we need to contact parents in the case of illness or emergency. Letters and other communications are sent by email so it is very important that parents provide us with their email address and inform us of any changes.

There is also a checkbox to give permission for us include your son's photograph and first name in our internal and external publications and communications e.g. newsletters, local press, social media and display. 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.

## Communication with School

### Microsoft Teams

We use Microsoft Teams as a way of communicating day to day information with boys. Class and subject teachers and activity leaders use teams as a primary communication and also set tasks and homework via this method.

### iSAMS

iSAMS is the main school Management Information System and is used for all general parent communications including letters emails and the weekly bulletin.

### School Planners

All boys from years 3 to 8 have school planners which are used as a main communication between the teachers, the boys and their parents. Parents should regularly check their son's planners for information and messages. In Years 7 and 8 the planners are digital supported by Microsoft Onenote and are used in exactly the same way.

### iSAMS Parents' Portal

The Parents' Portal is for accessing the school calendar and pupil's academic reports. You will be sent an activation email when you first join the school. Please use your own email and password to log into this site. If you have any problems, please contact the school office or IT Support ([itsupport@stmartins.org.uk](mailto:itsupport@stmartins.org.uk)).

### SchoolsBuddy

This system is used for booking After School Care, Parent Consultations and after school activities. You will be sent an activation email when you first join the school. Please use your own email and password to log into this site. If you have any problems, please contact the school office or IT Support ([itsupport@stmartins.org.uk](mailto:itsupport@stmartins.org.uk)). SchoolsBuddy is also used for communications about sports fixtures.



**EVOLVE**

EVOLVE is the School's trips and Educational visits software and is used for communication regarding such trips. This is also where requests for consent to trips are managed.

**Social Media & Flickr**

The school is very active on Twitter, Instagram, Facebook and LinkedIn. We also have a school Flickr account where all school event photos are available for parents to view.

**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. Parents must report to Reception in the Main School building when visiting the School for appointments or any other purpose. Here, they will be asked to sign in and wear a visitor's badge. Security at St Martin's is based on the vigilance of staff to challenge strangers and investigate any unusual activity.

**Main School: Structure of the school day**

<b>Time</b>	<b>Main School</b>
08.00 – 08.20	Boys come into School
08.20 – 08.30	Registration
08.30 – 08.55	Assembly/Form Time/Hymn Practice/PHSE
09.00 – 09.50	Lesson 1
09.55 – 10.45	Lesson 2
10.45 – 11.05	BREAK
11.05 – 11.55	Lesson 3
12.00 – 12.50	Lesson 4
12.35	Junior Lunch
12.50	Lunch Session 1
13.10	Lunch Session 2
13.40	Junior Registration
13.50	Registration
14.00 – 14.50	Lesson 5
14.55 – 15.45	Lesson 6
15.45 – 15.55	Form Time
15.55	End of School Day
16.00 – 17.00	Activities Programme

### End of Day Arrangements

At 3.55pm all boys go to the gate, except those signed up to an activity. Boys will wait there to be picked up until 4.15pm. At 4.15pm those boys not collected will go to the dining room and signed in to After School Care. If a boy attends After School Care, without prior notice being given there will be a charge of £5 added to your bill.

Senior boys can leave the School unattended if parental consent has been given to the Head of Section.

### Wrap Around Care

Boys on site before 8.00am will automatically be enrolled in Breakfast Club and you will be charged accordingly. From 8.00am the boys will move from the dining room

### Breakfast Club

- Will be open from 7.30am to 8.00am.
- A fee of **£3.75** will be charged and is inclusive of breakfast and a drink.

Please note that at 8am the boys move outside where they will be supervised until they attend Registration at 8.20am.

### After School Club

- Will be open from 4pm until 6pm and consists of two sessions - Boys may be collected at any time during these hours.
- From 4 – 5pm. If boys are not signed up to do an after school activity they can be booked into After School Care (ASC). This must be booked by 9am on the day required. If not booked by 9am there will be a charge of **£5.00**. Please note any boys not collected at 5pm will automatically be enrolled in Late Stay Club and you will be charged accordingly.
- From 5 – 6pm care will continue as Late Stay Club and there will be a charge of **£5.50**. There is an option of pre-booking a hot tea during this session. This must be booked in advanced. The price for the session when booking a hot tea is **£7.50**.

### How to book

All sessions must be booked via Schools Buddy:

- Breakfast Club – Juniors, Middles & Seniors\*
- After School Care – Juniors, Middles & Seniors
- Late Stay Club\* OR Late Stay Club with Hot Tea\*

\*Charges will be added in arrears to the termly invoice.

Please note: once your child is booked in to Breakfast Club or Late Stay Club, 24 hours notice must be given before cancellation, or you may be charged.

## The Juniors

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 Section. 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, 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 develop their 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. Whilst in the Juniors all boys have the opportunity to attend a residential activity centre.

## Curriculum

*The following subjects are studied:*

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

Summaries of topics covered are located in the Files section of the SM Main School Information Team.

## 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 through formative assessment and their progress is tracked. Progress Tests in Maths (PTM) and Progress Tests in English (PTE) are taken twice, once in the Autumn term and once in the summer term to provide standardised scores. These are part of the ongoing monitoring of their progress.

## Reports and Parents' Evenings

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.

Parents receive a progress report at the end of the Autumn and Spring terms and a full written report on their son's progress at the end of the Summer term.

Additional appointments with staff can be made at a mutually convenient time, by email or a note in the prep diary directly to the Form tutor. When a meeting has been arranged, parents are asked to wait in Reception where the member of staff will meet them.

In the Summer term, there are Information Evenings for parents of boys in Year 2 into 3 and those in Year 4 into 5, which gives details and advice about the transfer into the Juniors and Middles Sections.

### Teaching Groups

In Years 3 and 4 boys are taught in mixed ability forms.

### Homework/Prep

Boys are expected to complete homework to support the learning carried out in the classroom. Homework focuses on English and Maths. The Head of Section determines the amount of homework set each week. The amount to be set is as follows:

Years 3 and 4	Frequency and Duration	Total (minutes)
English	2 x 20 mins, Reading 3 x 10 mins.	70 mins
Maths	2 x 20 mins	40 mins
Weekly Total		<b>110 mins</b>

Communication with parents about their son's homework is important and the reading record and the prep diary should be signed by a parent each day once the work has been completed.

### The Middles

The Middles Section comprises of Years 5 and 6. The boys move from the Juniors into three new mixed ability classes. Whilst in the Middles 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. Boys will have daily contact with their form tutor during registration and form time; this provides continuity for them while the subjects they learn will be taught by a variety of specialist teachers.
2. Organisation is the key to success as boys will move around the School to different subject rooms and carry their books and devices (Years 6-8) with them.

3. Textbooks and exercise books are kept in form room-based lockers. We recommend a zipped plastic folder to store books for each subject. Boys need to plan ahead in order to carry a minimal number of folders in their rucksacks.
4. Boys begin to study Latin in Year 5.
5. Years 5 and 6 combine for Games lessons. This provides an opportunity for boys to join Colts or Patrol teams in football, rugby, hockey and cricket. Details of team selection and fixtures are posted outside the Sports Hall, main office and via Schools buddy. 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	PSHE
Maths	Drama
Science	Games & PE
French	Music
Humanities (History & Geography)	Art
Latin	Design Technology
Religious Studies	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. Year 5 continue to sit Progress Tests in English (PTE) and Maths (PTM) to produce standardised scores for these specific subjects in the Autumn and summer terms. 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 5 are examined in the summer term in English and Maths.

Year 6 examinations take place in the Autumn term in English and Maths. In the summer term they will have formal assessments within the classroom in English, Maths, Science, French, Geography, History, Religious Studies and Latin.

Pupils are given comprehensive guidance on revision and exam technique and are issued with revision lists in Maths and English 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. Each subject teacher will review the exam paper with the boys and the English and Maths papers will be sent home.

## Timeline

### ***Year 5 Autumn term***

*CATs assessments*

*PTM and PTE Assessments*

### ***Year 5 Summer term***

Exams/assessments– English and Maths

*PTM and PTE Assessments*

Pupil information sheet distributed before half term for completion and return.

State school applications for 11+ to be completed.

If applying to Merchant Taylors', registration to be completed by 30 June.

End of year report

Draft references written for Merchant Taylors' during summer holiday.

### ***Year 6 Autumn term***

*September*

References signed off and sent to Merchant Taylors'

Boys invited for interview at MTS

Practice interviews by Senior Management Team members prior to actual interviews

Year 6 CATs

PTM and PTE Assessments

State school 11+ exams

*October/November*

State school results released and applications made to individual schools

*November*

Formal exam in English and Maths in the Woodroffe Hall

Year 6 Parents' Evenings – English, Maths, and Form tutor

Other independent school examinations

*December*

MTS – English, Maths and General paper - date and location to be confirmed

Other independent school examinations

### ***Year 6 Spring term***

*February*

Independent Schools' Offers and Waiting List places posted

*March*

State school offers

**Year 6 Summer term***May*

Formative Assessments in class followed by end of year report in July.

*June*

PTM and PTE Assessments

**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 by emailing your son's Form Teacher/Head of Section.

Year 5 have two sets of parents' consultation evenings during the year, in the Spring and Summer terms. These will commence at 5:15pm and parents have allocated times. If necessary, parents can make appointments to see form tutors at other times during the year. Year 6 have one set of parent consultation evenings during the Autumn term. These will commence at 5:15pm and parents have allocated times. If necessary, parents can make appointments to see form tutors at other times during the year.

All pupils will receive a progress report at the end of the Autumn and Spring terms, which will highlight their progress, attitude and attainment. Pupils will then 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. There is an Information Evening at the start of the Autumn Term for Year 6 parents with a focus on 11+ and 13+ transition. A Year 6 Information Evening in the summer term provides specific details regarding the transition into Year 7.

**Sets**

On entering Year 5 boys are placed in mixed ability forms and are placed into 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 and Maths.

**Homework**

The amount of prep set is as below:

<b>Year 5 &amp; 6</b>	<b>Frequency and Duration</b>	<b>Total (minutes)</b>
English	1 x 50 mins	50 mins
Maths	1 x 30 mins	30 mins
French, Science, Latin, History, RS and Geography	1 x 25 mins each	150 mins
<b>Weekly Total</b>		<b>230 mins</b>

Each boy is issued with a prep planner in which he must write his homework every day. Parents are required to sign and check the planner to confirm that the homework has been done. In Years 5 and 6 the planner is checked once a week during a form period. An additional check is made by the 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 Assistant Head - Academic 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 Assistant Head - Academic 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 Middles 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 5 and 6 participate in residential trips in the summer term.

### The Seniors

Boys in Years 7 and 8 belong to the Senior Section. 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, Haberdashers', Harrow, John Lyon, Merchant Taylors', Mill Hill and St Albans.

Boys in the three mixed ability classes are taught in sets for Maths, English, French and Latin. Humanities, Music and Spanish are taught in their Latin sets. Boys are taught in forms for Science, Religious Studies, Computing, Art, Design Technology, Drama, Music, and PSHE. 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 Seniors 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	PSHE
Maths	Physical Education
Science	Games
French	Music
Latin	Art
Spanish	Design Technology
Humanities (History & Geography)	Computing
Religious Studies	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.

Examination results are given as a percentage with the year average. Parents who wish to discuss examination performance are encouraged to see subject teachers or the Assistant Head (Academic)

From Year 7 exams are geared increasingly to the demands of Senior Schools. As a School we follow the Common Entrance Syllabus, although some 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 depending on the school of choice. Boys that sit CEE papers for entrance purposes will sit these in May and June of Year 8.

### Examinations

Year 7 Summer – four core subjects of English, Maths, Science and French

Year 8 Autumn – All eight examined subjects: Maths, English, Science, French, Latin, Geography, History and RS.

13+ Common Entrance (May and June of Year 8)

### Reports and Parents' Evenings

All pupils receive a progress report in the Autumn and Spring term that indicates their progress, attitude and attainment. All pupils receive a full written report at the end of the summer term. It will comment on progress in English, Maths, Science, French, Spanish, Humanities, Religious Studies, and Latin.

Once the boys are in the Seniors, 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.

### Homework

The amount of homework, sometimes referred to as prep, is outlined below:

<b>Years 7 and 8</b>	<b>Frequency and Duration</b>	<b>Total (minutes)</b>
English	1 x 50 mins	50 mins
Maths	1 x 30 mins	30 mins
French, Science, Latin, Spanish, RS and Humanities	1 x 25 mins each	150 mins
<b>Weekly Total</b>		<b>230 mins</b>

Each boy records his homework every day. Parents are recommended to check the diary to confirm that the homework has been done. In Years 7 and 8, the diary is checked by the form tutor regularly.

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 Assistant Head (Academic) 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 Assistant Head (Academic) 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. A boy is not expected to complete homework if he is unwell and prep will not be provided.

### 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
- 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 activity trip in June
- an Activities Programme

### Year 7

In the summer term all Year 7 boys take part in a team building day where they have the opportunity to participate in a variety of group challenges and hone their co-operative skills in problem-solving activities.

### Rewards and Consequences

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 restorative system in place, which supports boys in correcting poor behaviour and/or work and praises them for good behaviour and/or work.

A REWARD is given for good behaviour and work. A CONSEQUENCE is given for poor behaviour or work, after up to 3 verbal warnings have been issued. Digital records are kept of Rewards awarded to pupils and these count towards their PATROL totals, which are shared fortnightly with the form class and/or Patrol via a streamed presentation.

All consequences are reported to parents via an email, to which parents are invited to respond. All consequences are also now recorded in the teachers' digital records system, CPOMS. After 3 written consequences, the boy would meet with their Form Tutor and at 6 with their Head of Section. At 9 consequences the boy would submit a written reflection after school with the assistant Head Pastoral. This gives them an opportunity to reflect,

understand and correct their behaviour. At the end of each term, the boy achieving the highest score in his year group receives a certificate.

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 (see below).

	<b>Bronze</b>	<b>Silver</b>	<b>Gold</b>
Juniors	60	140	200
Middles	45	105	150
Seniors	30	70	100

Above are *guidelines* of totals – these could be adjusted on a yearly basis. Refer to the Consequences Ladder in the [Behaviour Policy](#) that can be found on the school website.

### Blue Card, Red Card or Help Card

A blue card may be issued if a boy feels that, for his own wellbeing, it would be best for him to take some time out. In this case he will be accompanied by another pupil to the First Aid room and return only when he feels able to cope in the lesson again.

A red card may be issued to a boy, if his behaviour or attitude in class negatively affects the progress of the lesson. The boy will be removed from class and the Head of Section or Assistant Head pastoral will work with him, outside the class.

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.

### 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.

### Behaviour Expectations

1. Be helpful and polite to everyone.
2. Be safe, smart and sensible.
3. Work hard and do your best at all times.
4. Respect everyone's property.
5. Listen carefully

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 SMart Rules, found in the student planners, were written by the School Council. They focus on specific areas and have proved to be very helpful to the boys.

### 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

### Digital Devices, Use of the Internet and Screentime

In The Pre-Prep, there is currently a single set of shared iPads, which the boys use when appropriate.

In The Juniors, there are class sets of iPads, which the boys use in a variety of lessons.

In The Middles, boys are provided with a personal iPad which they look after throughout the day, and which never goes home.

In The Seniors, boys are expected to bring their own device into school every day. There is flexibility for the boys around what devices they may use but Windows devices are recommended as is the ability to access the software via touchscreen technology.

A separate set of devices is used in the After School Care provision in order to allow boys the opportunity to do homework after school.

All mobile school devices connect to a specific Wi-Fi network which carefully controls all access available to the boys.

All mobile devices that are brought into school by Year 7 and 8 boys connect to a specific pupil Wi-Fi network which is also carefully controlled.

All expectations around internet use and use of devices in school are detailed in the Acceptable Usage Policy, the most recent version of which is available [here](#).

The School is aware of the implications of excessive screentime and it is our intention to manage screentime on site as follows:

	<b>Examples</b>	<b>SM view</b>
Passive/Consumptive screentime	Just watching TV or music videos	This is rarely appropriate in the school setting and is recommended only as a whole-class activity and never on a pupil device. A simple example of an appropriate situation is during a "wet play" session.
	*It is important to note that pupils watching a video as part of a learning exercise is NOT a passive/consumptive activity but is active and sometimes interactive	
Active/Interactive screentime	Internet searching, playing educational games, watching a video as part of a learning exercise	Where this is appropriate to the pupil's learning or under the supervision of an adult, this may be permitted
Creative/Educational screentime	Using Office 365 to create a document, editing a poster on Canva, accessing Microsoft Teams, using Scratch to program a game	The majority of boys' screentime in our school is in this category
Communicative/Social screentime	Using WhatsApp or Instagram	This is inappropriate in the school setting and is not permitted *3G/4G/5G connectivity for pupils is forbidden

## Activities

After-school activities for the Main School take place every weekday. All boys have activities from 4.00pm to 5.00pm.

Boys have the option to sign up for activities via SchoolsBuddy. Mr Koya, Director of Activities, sends all details to parents, via SchoolsBuddy prior to the start of each term. 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.

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

After School Care (4-5pm) should be booked in advance, as an activity choice, via SchoolsBuddy. Please note there will a charge of £5.00 if not booked before 9am on the day required.

### Equipment and Stationery

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

Named pencil case	Safety scissors
Pencils	Coloured pencils
Rubber	Felt tips
Sharpener	Personal earphones
Rulers (15cm and 30cm)	
Glue stick (large)	

In addition, the following is required:

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

Cartridge pen with spare cartridges or other suitable handwriting pen

Highlighter pen

Ink eradicator

Coloured biros especially red and green

Strong, colour-coded plastic folders for 8 academic subjects

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

Pencil

Ruler

Semi-circular protractor and Circular protractor (both required)

Compass

Casio scientific calculator (80 series, eg fx83)

***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) 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. These must be named. 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 [HERE](#) on the school website.

### Birthdays

We will celebrate your son's birthday with him in class. Please do not send cake or treats into school. 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.

### Health (Physical / First Aid)

St Martin's has a first aid room that is staffed by a fully qualified first aider between 8:00am and 4.30pm daily. 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 where an injured pupil has impaired mobility, parents must contact the School **BEFORE** the boy returns to School in order that a Risk Assessment and a Personal Emergency Evacuation Plan can be drawn up, then meet with a member of the management team 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.

For any other queries or clarification please refer to the First Aid Policy available on the website.

### Medication

Apart from asthma inhalers, boys must not have any type of medication in School. 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 not effective 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. He will struggle to cope with all the activities during the day and may spread illness to the other children in the class. Parents must telephone or email the School first thing in the morning if their son is absent, giving the reason.

Children who have vomited and/or diarrhoea, should remain at home for **a minimum of 48 hours** without continued symptoms.

If your son has had a raised temperature it must be registering within the 'normal' band before he returns to school.

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. Please also refer to the 'Managing Communicable Diseases including pandemics' policy.

If your son injures himself out of school please inform the school regarding access/mobility/medication on or before his return to school so we can manage his needs appropriately.

If your son becomes unwell at school or has an accident he will be looked after by 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 medication consent form may be obtained from the first aid room and any medication must be discussed with a member of staff before administration.

It is expected that all boys who attend school should be fit enough to participate fully in all lessons and activities including swimming. 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.

Specific COVID rules in line with government and Department for Education advice will be published from time to time.

#### Medical history and emergency telephone contact numbers

Pupil information sheets asking for updated contact telephone numbers and medical information are sent out in July each year. These must be returned to the school office 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.

#### Health (Mental)

There are two Mental Health Practitioners to offer support for SEMH, Mrs Rawson Jones and Mrs Warren. Boys will be referred for sessions with the Mental Health Practitioner after a discussion between the parents and the Assistant Head pastoral, Mrs Oliver and then an initial introduction with the boy himself.

#### Patrols

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

We aim to have Patrol meetings 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 Rewards competition, Inter Patrol sporting matches (for the Wallaby Cup), Sports Day and a variety of 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.

Representatives meet on the first Thursday of each month and, in Patrol groups, the Years 7 and 8 lead the younger boys in discussion, recording this on their device, on OneNote. There is a Microsoft Team for all representatives to post ideas on and during each meeting 3 ideas are agreed upon, which boys take forward, in consultation with an appropriate member of staff.

Since the Council was set up 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.

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, sing as part of the Patrol (House) Music Competition with hymns are sung twice a week in assemblies, accompanied by chamber orchestra. There is a Pre-Prep Choir for boys in Year 2, boys in Years 3 and 4 may join the Junior Choir. The Chamber Choir consists of the best singers, and they rehearse with the Headmaster before school on Tuesdays and Thursday.

### 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.

### 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 Groups

Boys learning an instrument may be invited to join one of the 15 extra curricular groups that take place every week. The groups start in Year 2 with the Pre-Prep Orchestra and are based on ability with boys moving up depending on their performance all the way through to the Symphony Orchestra for more advanced instrumentalists. Rehearsals take place before, during lunch or after school. The groups include strings orchestras, wind band, classical guitar ensembles, jazz band, chamber orchestras and djembe drum circles. The Senior Chamber Ensemble which includes some of the best instrumentalists also accompanies hymns in the Headmaster's Assembly.

### 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, choral concerts and shows throughout the year, involving boys of all ages throughout the School.

There is an informal lunchtime concert series involving soloist performances from teachers, busking performances at lunchtimes on the terrace in the summer and larger after school concerts featuring the orchestras, ensembles, bands and choirs. Performances accompany all major school events like Speech Day, Harvest Festival and of course the Carol Service.

### Parking and Security

There is limited parking for staff only 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. Please note there are parking restrictions on Moor Park Road.

### 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. Parents are expected to be accompanied at all times on School premises they should sign in and 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 After School Care in the Dining Room. Parents arriving after 5pm should collect boys from the Dining Room. 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.

### Pastoral Care

There is a very strong tradition of pastoral care at St Martin's. Pastoral Care of boys is overseen by the Assistant Head Pastoral, who is also the Safeguarding Lead.

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 prep diary or email if any minor problems arise. If parents wish to see a form tutor regarding more serious issues an appointment can be made. 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 Heads of Section. 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.

Counselling and drawing and talking therapy is offered in-house, to boys who require it, organised on a termly basis by the assistant Head Pastoral.

### 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; Nursery, 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.

Lost property: The boys are primarily responsible for looking after their own kit and equipment. There is a large lost property box located outside the School Office. Staff regularly check it's contents and return named items to the relevant pupil. 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.

**Please ensure all items are named with your son's full name.**

### **PE**

Boys will need a pair of outdoor trainers. 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, and a 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**

- 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 given via Schools Buddy.
- 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 emailed via Schools Buddy.
- Team players will be informed of the clothes they should wear for the event as well as any equipment they must take with them.
- 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. All trip costs are recharged to parents and details published before the event.

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 Educational visits Co-ordinator (EVC), 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, in line with our Educational Visits Policy.

## School Uniform

	Optional	Available from school outfitters	Available from School Office
Blazer Year 5 - 8 only		Yes	
Navy Coat, embroidered with school logo		Yes	
Charcoal (Dark Grey) Trousers		Yes	
Shirt, white, long sleeved		Yes	
Jumper, navy, embroidered with school logo		Yes	
Tie, mint/navy striped		Yes	
Scarf, grey/mint	Yes	Yes	
Charcoal (dark grey) socks		Yes	
Black leather shoes			
Blue nylon paint overall for art for Years 3 and 4		Yes	
Navy lab coat style art apron for years 5-8		Yes	
Woollen hat, navy, embroidered with school logo	Yes		Yes
Rucksack (any style, dark coloured)			
Charcoal (Dark Grey) Shorts **	Yes	Yes	
Dark Blue Summer Baseball Cap			Yes
<b>GAMES KIT</b>			
Games bag			Yes
Tracksuit top with school logo		Yes	
Tracksuit trousers with school logo		Yes	
Navy and light blue fleece	Yes	Yes	
Games shorts with school logo		Yes	
Games top (reversible)		Yes	
Games socks		Yes	
Navy baselayer top (for autumn/spring)	Yes	Yes	
Navy baselayer shorts (for autumn/spring)	Yes	Yes	
White baselayer top (for summer)	Yes	Yes	
Cricket shirt with school logo (for summer)		Yes	
White cricket trousers (for summer)	Yes	Yes	
Sleeveless cricket jumper in school colours (for summer)	Yes	Yes	
Football boots			
Shin pads			
Mouthguard			
Trainers (for outdoor use only)			
Trainers (for indoor use only)			

<b>PE KIT</b>			
Polo shirt in Patrol colours with school logo ***		Yes	
White shorts with blue trim (new style)		Yes	
Plain white sports socks		Yes	
<b>SWIMMING KIT</b>			
Plain navy swimming trunks		Yes	
Towel for use after swimming			

**All clothing must be clearly named.**

**All footwear should be clearly named, preferably on the inner heel/sole.**

**Name tapes should be sewn into the waistbands and collars.**

\*\* Summer Term - Oct Half Term Only

\*\*\* **Patrol Colours**

Blue Churchill

Yellow Drake

Red Scott

Green Nelson

### 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.

You can book an appointment via the website:

<https://www.uniform4kids.com/pages/book-an-appointment> at either Northwood or Stanmore branches.

### 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.

We also offer 2 direct debit payment options, neither of which attract any charges:

- The first is to pay the school fees evenly over the year with each term's fees being paid in 4 equal monthly instalments. Autumn Term : 4 x monthly payments (Early September, October, November, December), Spring Term: (Early January, February, March, April), Summer Term: (Early May, June, July, August)
- We also allow parents to pay by direct debit on a termly basis paying the whole term's fee as a single instalment at the beginning of each term.

Any enquiries regarding the direct debit scheme should be addressed to the Bursar's Office.

The only way to pay by instalments is via the direct debit scheme outlined above.

Payment of School fees by credit or debit card is not available due to the processing costs.

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 enrol 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.

### 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. The Government closed the Childcare Vouchers scheme to new entrants on 4th October 2018 and introduced Tax Free Childcare. Parents already on the voucher schemes before this date can continue to use Childcare Vouchers and all other parents can apply for Tax Free Childcare. For more information, visit <https://www.childcarechoices.gov.uk/how-to-use-tax-free-childcare/>

The vouchers may not be used as a contribution to school fees but may 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/Activity Camps.

### Year 6 & 8 Leavers

Parents of Year 6 & 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 fee account for the next term's bill.

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.

Should you have any queries on matters relating to finance please contact the Bursar's office as indicated below.

Bursar	Mrs Curran	<a href="mailto:bursar@stmartins.org.uk">bursar@stmartins.org.uk</a>	01923 821006
Assistant Bursar	Miss Lakhani	<a href="mailto:accounts@stmartins.org.uk">accounts@stmartins.org.uk</a>	

### Inspections

The School is inspected by ISI and details of the last Inspection are available on [www.isi.net](http://www.isi.net)