



CLAREMONT SCHOOL

PARENTS' HANDBOOK

CLAREMONT SCHOOL

Founded 1925

Principal: Mark Beaumont B.Sc.Hons.

Baldslow, St. Leonards-on-Sea
East Sussex, TN37 7PW

Telephone:
01424 751555
Facsimile:
01424 754310

Also at La Maison Claremont, 14 rue de l'Arbalète, 62500, St. Omer, France

Email: enquiries@claremontschool.co.uk

Website: www.claremontschool.co.uk

Registered Office: Claremont School (St. Leonards) Limited,
Baldslow, St. Leonards-on-Sea, East Sussex TN37 7PW
Registered No.: 2827000

Introduction by the Headmaster

Starting a new school can be a nerve-racking experience, particularly for the parents!

"What should or should not be worn? What time should I pick up on a Thursday evening?" and "How often will my child get the opportunity of visiting La Maison Claremont?"

This handbook has been designed to try and answer some of the many questions that a new parent might have however it will probably prove of considerable use, as well, to current parents.

I hope you find all this information useful. Moreover I hope you all realise that I am readily available and if you have any queries regarding your child's education please feel free to come and talk to me. Likewise Mrs Durrant, Deputy Head (Pastoral) Mrs Edmunds (Director of Studies), Mrs Castro, Senior Mistress and Mr Brownbill Senior Master in the Main School as well as Mrs Wintle, Head of Lower School, are all always ready to help with any queries you may have.

Richard Keeble, Headmaster

Division of School

Pre-Nursery School	age 1-2
Nursery School	age 2-4
Pre-Preparatory School	age 4 –7 (Reception to Year 2)
Preparatory School	age 7-13 (Year 3 to 8)

Headmaster: Mr Richard Keeble

Head of Pre-Prep	-	Mrs Diane Durrant
Heads of Nursery	-	Mrs Denise Croucher Miss Laura Parsons
Deputy Head (Pastoral)	-	Mrs Diane Durrant
Senior Mistress	-	Mrs Trish Castro
Senior Master	-	Mr Daniel Brownbill
Academic Administrator	-	Mrs Stephanie Edmunds

Aims of the School

To provide an enthusiastic and stimulating learning environment in which the children can develop their potential as widely as possible

We aim to prepare all pupils for their academic future and to ensure that they leave school with well trained, enquiring minds.

Absence

Parents/guardians are asked to telephone the school between 08.15 and 09.00 to report any absence.

On returning to school after any absence children should always bring a written note from their parents/guardian explaining the reason for and the length of absence. This note must be handed to the child's teacher at morning registration.

Parents/guardians are reminded that children are not allowed to be absent from school, except through illness, unless by prior arrangement with the Headmaster. Such leave can only be granted for a real emergency or a very important family occasion. It is particularly requested that neither the term, nor the week, is 'clipped' at either end for the foregoing, nor for holidays, which should not be taken during term time.

Visits to the Doctor or Dentist should be arranged as far as is possible in the holidays or out of school hours. This is most important and disruption to the children's lessons should be avoided wherever possible.

Accidents and Illness

The duty tutors and first aid specialists deal with minor injuries. The Headmaster will deal with more serious injuries and in these circumstances the parents will be contacted and asked to collect their child.

When a child feels unwell they are sent to a senior member of staff or the office. If they are obviously ill, do not get better quickly, or it seems likely that they have something infectious; parents are contacted and asked to come and collect their child. In these circumstances, children should remain away from school until fully recovered and the following suggested guidelines should be adhered to:

Infectious diseases	- e.g.) Chicken Pox – 10 days
Sickness/Diarrhoea	- 48 hours
Colds/flu	- 48 hours
Impetigo/Conjunctivitis	- according to doctor's instructions

Activities

The Main School offers a wide range of activities catering for a variety of interests. After school clubs are run on Friday afternoons throughout each term and may include such activities as Art, Computer, Drama, French, Golf, Gymnastics and Music.

The Pre Prep Clubs are on offer between 3.30 and 4.30 each day and include activities such as Art, Music, Dance, Tennis, Riding, Football and Gymnastics.

After School Care

Supervised care is available in the Pre-prep department every evening from 3.30 to 5.50. The children are cared for by a member of the Pre-prep teaching staff and tea is provided. During their 'late stay', children may be involved in a club but will be able to continue in care until 5.50pm.

Prep time in the Main School is from 4.50 – 5.50pm and tea is provided. Children are encouraged to stay to prep and to complete their homework during this period. There may, however, be occasions when a child will need to revise at home and over the weekend in addition to evening prep – especially years 7 & 8. Children should be collected from Prep either at 5.15 (halfway through) or at the end of prep (5.50pm). Please would parents respect the need for children to have a quality period of study in the evening and only disturb the working atmosphere at 5.15.

Addresses & Contact Details

Parents/guardians are asked to inform the Headmaster immediately of any change of address or home, work & mobile telephone numbers (including emergency contact details) so that our records are up to date and we are able to contact you if necessary. For the same reason, emergency contact details should also be kept up to date.

It would be most helpful if parents/guardians could inform us of any problems at home e.g. bereavement, family illness, and new baby – which may affect your child.

Assemblies

Main School and Pre-Prep meet separately on Mondays, Wednesdays and Thursdays when assembly is taken at 8.40am. On Tuesdays the Main School meet in their classes for PSHE and on Fridays the whole school meets together when assembly is taken by one of the classes.

Behaviour Report

See Appendix I.

Break

All children spend break times outside the school unless the weather is inclement and they are closely supervised at all times. When the weather is poor, the children will remain indoors until the conditions improve. Pre-Prep break is 10.30-11.00 am and Main School is 11.00-11.30 am. Drinks and fruit are available for everyone.

Bullying

Please refer to the Anti-Bullying Policy.

Calendars

Every term, each Main School child is given a calendar card, which includes activities, events and sports fixtures, parents' evenings and social events, which take place during the term. On the back of the card are term dates, contact details and a lesson plan table for the children's use in Main School.

Carol Service

A carol service is held during the final week of the Michaelmas Term. The School subscribes to Christian beliefs, but all religions are respected and, indeed, welcomed. The service is held at St Mary's Church, Battle for the Main School. Pre-Prep perform Nativity plays each year..

Check-Out

At the end of the day, parents must sign a register in the Chapel or in the Main Hall to indicate that they have collected their child. Parents must contact the Office if they are delayed. Pre-Prep parents must sign out with the late-stay teacher if they collect their children after 3.30

Clothes and Possessions

Parents are asked to see that all items of children's clothing and equipment are clearly marked with your child's name. Lost property can only be returned if named. If anything is lost and cannot be located in the 'lost property bin' situated outside the Headmaster's office or in the Pre-Prep cloakroom, please consult with your child's form tutor. The school cannot accept responsibility for lost clothing or possessions.

Code of Conduct

It is important that we, at Claremont, value good behaviour and are seen consistently to do so by being:

- Careful, kind and considerate;
- Polite and friendly;
- Helpful to one another;
- Hard-working and well-mannered;
- Respectful of each other;
- Respectful of our school uniform;
- Respectful of the school and its surroundings;
- Respectful of our own and other people's property

Complaints Procedure

At Claremont we very much encourage parents to come in and air their views with either the Headmaster or any other member of staff, on any subject relating to their child's education and welfare. We understand that it is important to maintain communication between school and home and that if parents feel able to come in to school and talk in the first instance then many problems can be resolved before becoming a major issue.

In the event of having cause for complaint parents should follow this procedure. In the first instance the child's form teacher or form tutor should be approached with regard to relatively minor day to day issues regarding the child's social or educational welfare. If this does not satisfactorily resolve the problem then the Senior Master or Senior Mistress should be approached. The Headmaster should be the final port of call regarding complaints but it should be noted that the Headmaster will be made aware of any complaints in their first instance and may choose to intervene at an earlier stage. It should also be recognised that parents may feel

the need to approach the Headmaster in the first instance with a complaint should they deem it serious enough.

For all complaints relating to financial issues, the accounts department in the school office should be approached, failing that the School Principal, who acts as bursar, should be notified.

If a concern cannot be easily settled to your satisfaction, you can make a formal complaint.

You will need to do this by:

- Writing or telling the Headmaster that you wish to make a formal complaint, then
- He will write the complaint in the Complaints Book then
- You will get a letter from the Headmaster saying that he has noted the complaint and that it will be attended to within two school days of your making the complaint
- You will then be asked to talk the matter through with the Headmaster. If, within two more days, you have not had the matter satisfactorily resolved, you may wish to bring the matter to a panel of people put together specifically to listen to complaints like yours. The panel will consist of three people: the Headmaster, the Principal and the school's nominated Independent Person. You may attend this hearing and if you wish, bring someone with you. The panel will publish a confidential report of its findings and any recommendations it wishes to make
- All complaints are acknowledged within 24 hours, hopefully resolved within 48 hours, and if not then reviewed with 7 days by the panel mentioned above.
- All correspondence, statements, records of complaints are kept in the school's confidential Complaints Book. The school is obliged to show the Complaints Book to appropriate visiting inspectorates and must provide copies to the Registration Authority at their request.
- After a complaint has been logged, the complainant, Headmaster, Principal and person complained about will be given a copy of any findings and recommendations

**YOU DO NOT HAVE TO INFORM STAFF OR ANYONE ELSE
THAT YOU ARE COMPLAINING ABOUT THEM**

All complaints can be dealt with by an independent organisation
– Commission for Social Care – Telephone: 01323 636200
-- Ofsted **08456 404045**/enquiries@ofsted.gov.uk.

Daily Routine

Children assemble in their classrooms at 08.25 each morning for registration. Children taking peripatetic classes **must** register **before** attending the lesson.

	Main School	Pre-Prep
Assembly	08.35	08.45
Lessons	09.00-11.00	09.10-10.20
Break	11.00-11.30	10.20-11.00
Lessons	11.30-12.50	11.00-12.00
Lunch	12.50-1.50	12.00-1.15
Lessons	1.50-4.30	1.15-3.30
Main School may stay for Tea & Prep until 5.50		After school care is available From 3.30 until 5.50

Discipline

Claremont believes in firm discipline, based upon standards and rules necessary for civilised relations and orderly conduct. We endeavour to foster self-discipline and an understanding of the values necessary for life in a community. Unacceptable behaviour or work is firmly dealt with first by the class teacher, or Deputy Head (Pastoral) and then, if necessary, by the Headmaster. The School has a Behaviour Policy in force, which explains, in detail, the system of reporting which comes into place if a child's behaviour falls below acceptable standards. The policy document is available for all to see.

Drama and Musical Events

There are a number of occasions when the children are involved in public performances. We depend on parental support to make these a success. A full school play is produced every year as well as a number of minor productions, concerts and performances. It is the aim of the school that all children should be able to perform on stage at least once a year.

Food and Drink

Food and drink should not be brought into school except by prior arrangement with the Head or (a packed tea) for after school sporting events. Sweets, crisps and fizzy drinks are NOT allowed.

Form Structure

Each child is allocated to a class at entry to the school. The child's tutor is the first port of call for both children and their parents and there are a number of formal and social occasions during the academic year in which to meet the tutors and the Headmaster.

Each Year group is divided into 2 forms, which, generally speaking, are of mixed ability. The Pre-Prep forms comprise Reception, Year 1 and Year 2 with a maximum of 16 children in each of the 6 Pre-prep forms. i.e. a maximum of 96 children.

The Main School forms are Year 3 through to Year 8 with a maximum of 18 children in each form and a maximum of 216 children in the Main School

France

In 2001, Claremont purchased a large town house in St Omer, 30 km south of Calais, to facilitate regular short trips to France for all Claremont pupils from Year 3 upwards. This will give our children the opportunity of learning more about the French language and culture and, hopefully, break down any barriers or worries there may be about travelling to a foreign country. The house sleeps 20 children and 3 adults. Every year each form gets the opportunity to visit at some point. The cost of these trips is kept to a minimum and covers transport, accommodation, food and outings etc.

Friends of Claremont School (FOCS)

Friends of Claremont School is a registered charity, run by a committee of parents. The committee meets once a month during term time only and they organise three main events- Bonfire Night, Easter Egg Hunt and the Ball, They also raise funds through the second hand uniform shop. All money raised is used to directly benefit the children of the school by replacing or refurbishing school or play equipment and funding special trips and visits for the children. Volunteers amongst the parents are always needed to help at the above events, even if only once a year and at only one event, this is still very much appreciated.

Future Schools

The Headmaster will be pleased to offer advice on suitable future schools at any time.

Games

We expect each child to actively participate in games. The children have the opportunity to participate in a variety of games that reflect the ages, interests and facilities of both sexes within the school. If for any reason a child is unable to participate in games, a note from the parent, or guardian, should be sent in to the form teacher or games' staff, clearly stating how long the child is to be 'off games'. Please see Appendix VI / Games & P.E – Games Kit & Safety issues.

Health

Any medicine brought into school must be handed in to the Form Tutor to keep and administer, together with a written note giving clear instructions as to the dosage (number, times etc.). A 'Child Health Record', supplied by the school every Michaelmas mailing, MUST be completed and returned to the school with clear, up-to-date information.

Holiday Scheme

The school organises Summer Holiday Activities during July and August for 3 - 12 years olds. Details and Booking forms are sent out at the end of the Summer Term.

Houses

Each child is allocated to a House in which he or she will remain throughout the school and siblings will often be placed in the same Houses. The three houses are Athens, Corinth and Sparta. Each child can obtain red stars and red slips (good marks) for their house, or blue slips (bad marks) which count against their house. Every 3 weeks, or at half term and the end of

term, the House points are totalled up and read out at Assembly. Every week, the total number of red and blue slips is announced.

House Competitions

A range of sporting and non-sporting activities take place through the year. The children are encouraged to become involved and to take part. A cup is awarded at the end of the year to the House which has amassed the most points altogether.

Information:

The following information is available on request:

- Policies on Bullying, Child Protection, Health and Safety, Behaviour and Admissions
- Details about pupils' performance in public examinations
- The number of staff employed at the school and their qualifications
- Details of the curriculum offered here
- Arrangements for children with Special Educational Needs and/or English as an Additional Language

Interviews

See also Parent/Teacher Consultations

Parents can arrange interviews with a member of staff by making an appointment via the office. Interviews with the Headmaster can be made in the same way but he is often available in the morning or at pick-up times.

Letters Home

Letters are often sent out at the check-out at the end of the day. Both parents and children need to be alert to this possibility.

Learning Support

The school offers one to one learning support to children for which a fee is charged. The exact help, support and cost will be discussed with parents in advance of the help being given. 'We seek to identify children experiencing learning difficulties and bring this to the attention of all members of staff and the child's parents. If the problem persists, it is the school's policy to advise parents to seek advice from qualified Educational Psychologists and obtain a full report on the child and the learning difficulties. The school will then act upon the recommendations contained within that report.'

Music

In addition to time tabled music lessons; there are musical activities available to children throughout the school. Instrument lessons are arranged on a one to one basis, at an additional cost and applications for such lessons should be made to the Head of Music.

Newsletter

This is compiled regularly by the Headmaster and is emailed home on a weekly basis..

Parent/Teacher Discussions

Formal Parent/Teacher Discussion evenings are held once a year during the LentTerm. These give all parents the opportunity to meet with any of their children's teachers to discuss progress.

Notice is usually sent out a few weeks before these meetings to give parents a chance to book appointments with who ever they wish to see. It is however, very much the case, that if you wish to see any teacher in between times you only have to telephone the office to book an appointment and this will be arranged as early as possible.

Parents' Attendance at School Events

Parents are warmly invited to all school matches, concerts, plays and other events as shown in the termly calendar card or by letter home. Parental help and support is greatly appreciated on all such occasions.

Parental Responsibility

Parents are responsible for their children in the car park and around the school both before and after school.

Parking

Parking can be difficult, particularly at peak times. Please be patient and considerate to others. We regret the school cannot be held responsible for accidents in the car parks.

Preparation/Homework

Prep is regarded as an integral part of the programmes of study in the Main School and parents are requested to ensure that children complete any homework, which may be set. Prep can be completed at school (4.50 p.m.-5.50 p.m.) and years 7 & 8 are actively encouraged to remain at school for this.

Prize Giving/Speech Day

The prize-giving event takes place in the Summer Term. Form prizes will be awarded to individuals who have an outstanding year in some way. There will also be an array of other awards. All children attend Speech Day (usually the last Saturday in June) and it is hoped that parents will too.

Reporting

A full written report on each child is completed at the end of the Michaelmas and Summer Term and is an honest assessment of a child's performance. Children in the Pre-Prep take home a full report each term. Effort and Attainment grades are sent out at intervals of approximately 3 – 4 weeks to inform parents of their children's progress.

School Visits

These are greatly encouraged and a large number will take place throughout the year. Parents will be advised of these as soon as possible and any help, which parents can offer, will be much appreciated. It is assumed that parents give their permission for children to be transported by coach or school minibus unless they advise the school to the contrary.

School Fees

These are due on or before the first day of each term, failing which interest at the contracted rate will apply. The School reserves the right to withdraw a place if fees are late/remain unpaid.

Special Diets

Our catering staff are able to provide vegetarian meals for children when required. Parents with children who require special diets are invited to discuss their requirements with the Headmaster.

Valuables

Children are not allowed to bring expensive items to school. Valuables can be handed to staff for safekeeping.

White Board

A daily bulletin board is set in the car park by the exit gate. This is updated every week.

Website

The school's website is updated frequently, containing most information parents might require - www.claremontschool.co.uk

Appendix I

Behaviour - Policies and Processes – an Overview of Discipline

A system of 'stars' and 'stripes' to encourage good work and behaviour.

Stars, Commendations and Headmaster's Commendations

Stars (worth one house point each) can be awarded for instances of good behaviour around the school or for work that displays high levels of effort or achievement, up to a maximum award of 5 stars, at which point a Commendation will be awarded. For outstanding examples of effort, achievement or conduct, a Headmaster's Commendation will be given and the Headmaster will write to the family of the child concerned. All commendations will be announced in Assembly on Friday mornings.

Stripes and detentions

Stripes (two of which will result in the removal of one house point) are awarded for minor instances of negative behaviour (e.g. repeated untidiness, unintentional lapses). More serious examples of negative behaviour (e.g. rudeness, dangerous behaviour) will earn up to five stripes. Teachers will detain children who repeatedly ignore the guidance in the Code of Conduct and persistent offenders will earn a detention between 4.45 and 6pm on a Friday evening.

The rewards and sanctions above are reinforced as follows:

- All awards, both positive and negative, are given electronically. Form tutors are alerted when pupils in their form receive stars and stripes
- The pupils' strong loyalty to their house is exploited (through the adding and taking away of the relevant house points), and house staff will also follow up the award of Commendations to pupils in their house.
- Pupils who are awarded Commendations are recognised in assembly weekly, and the leading points scorers for each house receive certificates termly, and a cup on Speech Day.

Behaviour Support System

Report System

Pupils who receive three blue slips within one term or whose behaviour has caused particular concern will be placed 'on report'. This requires a form to be taken to all lessons for one week, and a signed comment made by each member of staff about the behaviour of the pupil. Targets on the front of the form, linked to the particular behaviour that has caused concern and agreed with the pupil, will guide the teachers' comments.

The form should be taken home for parents to sign every evening and presented to the member of staff who is overseeing the report each morning (see below).

The reporting system has two levels:

Level 1 – Deputy Head (Pastoral)

Level 2 – Headmaster.

Pupils who manage to obtain positive comments for two or three days report will exit the reporting system. Pupils who show little or no improvement in their behaviour will move to the higher level. This is rare, as pupils are generally well motivated to obtain immediate positive feedback on the form.

Appendix II

Code of Conduct

It is important that we, at Claremont , value good behaviour and are seen consistently to do so by being:

- **Careful, kind and considerate;**
- **Polite and friendly;**
- **Helpful to one another;**
- **Hard-working and well-mannered;**
- **Respectful of each other;**
- **Respectful of our school uniform;**
- **Respectful of the school and its surroundings;**
- **Respectful of our own and other people's property**

Pre-Prep General Rules

Be kind to others at all times.
Be polite and remember your manners at all times.
Be honest and always tell the truth.
Respect other people's belongings.
Listen carefully when others are talking and do not interrupt.
Work quietly so that you do not disturb others.
When in school, walk and keep to the left.
At playtime, stop and listen when you hear the whistle.
Sticks and stones are dangerous, never throw or play with them.
Use your common sense at all times and make Claremont a happy and safe school.

Main School General Rules

Attendance: Children are expected to be punctual at the start of the day and for each lesson.

Absence: Leave of absence only obtained from the Head.
Requests should be made in writing and with as much advanced warning as possible.

Illness: After every absence children must hand a signed parental note to their teacher stating their reasons for absence.

Dress: All children must wear school uniform in accordance with the published list.

Hair: Hairstyles should be conventional. A neat appearance is expected at all times
– Long hair must be tied up away from face.

Lunch: All children staying for a full day at school are required to have school lunch unless agreed with the Headmaster.

Department: Good behaviour in the classrooms, corridors and other areas of the school is expected.

Litter: Children should be tidy and place litter in the bins provided.

Bounds: Children must adhere to the out of bounds areas.
No child is allowed to leave the school grounds without permission.

School equipment: School equipment can be used with the permission.

Personal property: All property must be clearly marked.
Children must not bring valuable items into school.

Money: Money must be handed to the teacher for safekeeping.

Visits: The highest standards of behaviour are expected on all visits outside the school.

Jewellery: Watches and official School badges may be worn.
Girls may wear one gold stud in each ear.

Dangerous items: Children must not bring items that may harm themselves or others in school.

Mobile phones are not allowed in school

- and children needing to bring one in for an after school event must hand it to their tutor or a senior tutor for safekeeping.

Appendix III

Welcome to Reception

If your child is able to achieve most of the following tasks, they will settle into the Pre-Prep department more easily. Please help to prepare them before they start at school.

Personal matters

Dress themselves correctly.

Undo and do up buttons and open ended zips.

Put shoes on the correct feet and do them up.

(Shoelaces are not appropriate unless your child is able to do them up).

Eat using a knife, fork and spoon correctly.

Observe basic table manners, e.g. not talking with a mouthful and closing their mouths when eating.

Wipe their own bottoms after using the toilet.

Wash hands and dry them properly.

Put their hands in front of their mouths when coughing or sneezing.

Blow their nose properly using a handkerchief or tissues that are kept in their pockets.

Are able to tidy up after themselves.

Basic learning

It would be helpful if the children knew how to:

Recognise numbers to 10.

Know the majority of letters as a phonic sound.

Recognise/write their name on their own.

Recognise all the basic colours.

Recite familiar rhymes.

Use as wide a vocabulary as possible.

Communicate and socialise with both adults and other children.

Listen and carry out an instruction.

Sit and listen to stories etc. without interrupting the reader.

Be familiar with books.

Things needed for Reception classes:

Plimsolls and trainers

Wellington boots

Waterproof coat

Thick winter uniform coat *(with hood and coat labelled separately)*

Games Kit : tracksuit, white t-shirt

Fleece, optional

Book bag from the school office

Everything should be labelled *(preferably sewn in, including shoes).*

Coats also need a strong hook sewn in so they can be hung up)

Things not needed for the Reception year:

Blazer

Long blue socks
Swimming things (*unless asked for by the teacher*)
P.E. shorts – until the Summer Term

The school day finishes at 3.20 pm

Appendix IV

Guidelines for Pre-Prep

A few guidelines to help you get to know the school routine from the Head of Pre-Prep

As well as your child's form teacher, I am also available to see any parents from early morning before registration and after 3.30pm but you may, in the first instance, wish to speak to your child's form teacher. Please contact me if you wish to make an appointment.

The school day runs from 8.30am to 3.30pm and 8.40 – 3.30pm on Friday, with late stay available until 6pm. Children can be dropped off at school from 8.00am onwards which gives us an opportunity to hear them read and for them to participate in informal activities. Registration takes place at 9am and it is important that all children are in school for this event.

If your child is not going to attend school, for any reason, a telephone call to the school office before 9.30am would be very much appreciated.

Pre-Prep Assembly is at 8.45am Monday - Thursday and at 8.40am on Fridays with the whole school. All children are expected to attend. Lessons begin at 9.10am Monday to Thursday and 9.10am on Fridays.

First break is between 10.20 and 11.00am when a drink and fruit are available for everyone.

Lunch is served at 12 noon. Children sit with their own form and their form teacher. All dietary needs are catered for. Children are encouraged to try a little of everything. Please contact your child's form teacher if there is something your child refuses to eat.

If your children wish to celebrate their birthday at school by bringing in a birthday cake, we are very happy to share it amongst friends at break time.

No sweets or money are to be brought to school; trading in anything on the school site is strictly forbidden.

The only jewellery allowed is a plain watch, which must be named, once your child is able to tell the time and plain stud earrings for girls who have pierced ears. Please supply a reel of micropore tape for PE and Games lessons. Nose and tummy piercing is not permitted.

Nail varnish is not allowed.

Hair any longer than collar length must be tied back with the School scrunchie.

It is suggested that every item of clothing is named, preferably with a woven name tape, so that when items are 'lost' they can quickly be returned to their owner.

The school operates a Behaviour Policy, a copy of which is available in the School Office, which we have found to be beneficial to children, staff and parents.

The Main Stairs are for use by Parents, Staff and children in Year 8 only.

It is very important that the School Office is aware of your most recent contact numbers - especially when children are taken ill - and it would be appreciated if you would keep the office informed of any changes to 'phone numbers, addresses and emergency numbers.

Any medication that needs to be taken during the school day can be left with the School Secretary or given to your child's form teacher with a note confirming dosage and parental consent.

If you wish your child to take private music lessons or speech and drama, the necessary forms are available from the School Office.

I hope you find this guidelines useful, but if there is anything further that you need to know, please do not hesitate to contact me directly or the School Office who will usually be able to help you.

Mrs Cilla Wintle
Head of Pre-Prep

Appendix V

Guidelines for Main School

**A few guidelines to help you get to know the school routine
from the Headmaster**

I am always available to see parents and can usually be found early in the morning or after 4.30pm. If you want to make an appointment to see me, this can be done through my Secretary in the Main School Office.

The main school day runs from 8.30am to 5.50pm. Children can be dropped off at school from 8.00am onwards. Registration takes place at 8.30am and it is important that all children are in school for this event.

If your child is not going to attend school, for any reason, a telephone call before 9.30am would be very much appreciated.

Assembly is at 8.35am every day and this is a compulsory event which all children attend. Lessons begin at 9.00am.

First break is between 11.00 and 11.30am when a drink and biscuits are available for everyone.

Lunch is served between 12.50pm and 1.45pm.

All children in Years 7 and 8 are encouraged to stay for Prep which starts after tea at 4.50pm.

If your son or daughter wish to celebrate their birthday at school by bringing in a birthday cake, we are very happy to share it amongst friends at break time. Alternative arrangements are made for children with allergies, particularly nut allergies.

No sweets or money are to be brought to school; trading in anything on the school site is strictly forbidden.

The only jewellery allowed is a plain watch, which must be named, once your child is able to tell the time and plain stud earrings for girls who have pierced ears. Please supply a reel of micropore tape for PE and Games lessons. Nose and tummy piercing is not permitted.

Nail varnish is not allowed.

Hair any longer than collar length must be tied back with the School scrunchie.

Sensible flat shoes are to be worn. We have had a number of accidents in the past where children are falling through wearing shoes with large bulky heels and we discourage this type of shoe.

Blazers are to be worn on entering and leaving the school premises and are always worn on school outings.

Mobile 'phones, Gameboys, Walkman are not allowed in school. Any pupil who brings any of these items onto the school premises will have them confiscated until the end of term.

It is suggested that every item of clothing is named, preferably with a woven name tape, so that when items are 'lost' they can quickly be returned to their owner.

The school operates a Behaviour Policy, a copy of which is available in the School Office, which we have found to be beneficial to children, staff and parents.

The Main Stairs are for use by parents, staff and children in Year 8 only.

It is very important that the School Office is aware of your most recent contact numbers - especially when children are taken ill - and it would be appreciated if you would keep the office informed of any changes to 'phone numbers, addresses and emergency numbers.

Any medication that needs to be taken during the school day can be left with the School Secretary or given to your child's form teacher.

If you wish your child to take private music lessons or speech and drama, the necessary forms are available from the School Office.

I hope you find this little booklet useful, but if there is anything that you need to know, please do not hesitate to contact the School Office who will usually be able to help you.

Richard Keeble
Headmaster

Appendix VI

Games and Physical Education

Below is some information that you may find useful regarding kit and some safety issues for when your child is involved in games and PE lessons in the Main School. Please take the time to read it, and if you have any questions feel free to ask any member of the games department for clarification.

Kit: The items listed below are all required for Main School PE / Games Lessons. Those marked with a * are available from Wards (Please note, some are only available from them).

Autumn and Spring Terms

Boys

Navy Shorts (not shiny / nylon)*
 Reversible royal/navy quartered rugby shirt*
 Claremont tracksuit*
 Navy polo shirt (PE)*
 Navy Football socks*
 Football boots
 Trainers
 Shin pads
 Towel (for showers)
 Claremont Sports Bag*

Girls

Navy Shorts (not shiny / nylon)*
 Reversible royal/navy quartered rugby shirt*
 Navy Pleated Sports Skirt*
 Claremont tracksuit*
 Navy polo shirt *
 Short navy socks(netball)
 Navy Football socks(hockey)*
 Trainers (Clean)
 Trainers / Hockey boots /
 Cross-country shoes
 Shin pads
 Towel (for showers)

Summer Term

Boys

Navy Shorts*
 Claremont tracksuit*
 White polo shirt *
 White sport socks
 Trainers
 Navy swimming trunks (NB¹)
 Towel
 Claremont Sports Bag*
 Claremont Cap
 Sun Cream
Cricket (NB²)
 White Trousers
 Cricket Shirt / Polo Shirt
 Plain White Cricket Jersey
 Predominantly pale / white trainers
 (Or cricket spikes / shoes)

Girls

Navy Shorts*
 Claremont tracksuit*
 Navy Pleated Sports Skirt*
 White polo shirt *
 Short Navy Socks
 Trainers
 Navy Swimming Costume
 White or Blue swimming hat
 Towel
 Claremont Sports Bag*
 Claremont Cap
 Sun Cream

NB¹: These should be 'fitted' trunks, not shorts, and should also be brought into school into the Autumn term until the pool is out of use.

NB²: Cricket whites are only required by those who are likely to play in school matches but are optional for games lessons.

Athletics spikes are highly advantageous to those cross-country runners and athletes likely to run at inter-school level, but are not otherwise compulsory.

Protective Equipment

As already mentioned, shin pads are **compulsory** for hockey and football. All pupils must have them.

Also compulsory for rugby and hockey are mouthguards. These can be fitted at school by O-Pro or by your own dentist. Cheaper, 'boil and bite' versions are available from sports shops, although the effectiveness of these is disputed in some quarters. Additional information will be sent out regarding the visit of the O-Pro dentists.

For rugby, shoulder pads and scrum caps can be worn, but are not at the moment compulsory. In addition, it is likely that studs will have to be changed for rugby, as the majority of football boots are supplied with studs which are unsuitable for rugby because of the way that they wear down. Boys will need aluminium rugby safety studs (unless they are using boots with moulded rubber studs – i.e. no screw-in studs.)

Boys must use boxes (abdominal protectors) for cricket. The school has enough of these but many prefer to have their own. Please note that these cannot be held in place by boxer shorts! (so briefs or 'jockstraps' are required). When batting or wicket-keeping with hard cricket balls (U10 and above) helmets are also compulsory, but again the school has several available for matches.

Jewellery

The wearing of jewellery is **not permitted** during games and PE lessons. This includes watches, bracelets, necklaces and earrings / studs (with the exception of newly-pierced ears when studs may be left in and taped over).

Labelling

It is **very** important that **all** items of PE / Games kit and school uniform are **clearly** named. As well as the standard kit, this includes (commonly overlooked):

Games bags
Socks
Shoes / Boots / Trainers
Protective equipment (mouthguards, shinpads)
Sticks / Bats / Rackets etc.
Towels and swimming kit

To assist with the effective management of your child(ren)'s property, it would be extremely helpful if kit could be named in accordance with the recommendations below.

- The most effective method of naming kit is with a **sewn-on** name tape. Iron-on and glue-on name tapes invariably fall off and names written on labels invariably wash off.
- Games kit shirts and tops should be named on the **outside** on the **left chest area** (under the logo on the tracksuit top).

- Shorts should be named on the **front** of the **left leg**, on the **bottom hem**, on the **outside**.
- Skirts should be named on the **outside**, on the **front**, on the **bottom hem**.
- Tracksuit bottoms should be named on the **outside, under the logo**.
- Socks should be named at the top, preferably with a looped nametape.
- Trainers and boots should be named with commercially available stickers on the inside of the sole, or a nametape on the tongue.

Matches

The games department arranges a large number of fixtures against other schools. Whilst the teams are selected to include as many pupils as possible, selection is mostly made on ability, as these matches are competitive, and also it is an advantage to have team members who learn to play well with those around them on a regular basis.

It should be pointed out that those involved in inter-school matches represent the school both in the sport itself, and also in the way they behave and in their appearance. Therefore, pupils selected for teams will be expected to have clean, smart kit (at the start at least!). Also, any pupils whose behaviour, in any context, suggests that they would not be a credit to the school risk exclusion from teams. The pupils generally accept that representing the school in sporting fixtures is a privilege, and there is rarely a shortage of replacements waiting to take part.

Details of matches can be found on the calendar, sports notice boards and the school website, and those selected to play will bring home slips showing the timings, venue and travel arrangements.

Please note that fixtures can affect those who would normally go home at 4:30 (i.e. forms 3 and 4), particularly cricket in the summer and any fixture at a distant venue.

Thank you for reading this information. We hope that it explains many of the commonly asked questions and that it makes for easier participation in the games and physical education that Claremont has to offer.

Daniel Brownbill, Head of Boys' Games
Chloe Taylor, Head of Girls' Games

Appendix VII

PRE-PREP SCHOOL UNIFORM LIST

GIRLS

WINTER

Fleece (Optional)
Navy Top Coat
Black Shoes
Tartan pinafore
White Shirt (plain)
Navy v-neck cardigan
Navy Socks/ Navy Tights
Navy Waterproof

Blazer Inc Embroidered Badge }
Cravat }
Alice Band – Navy or green only }
Scrunchie – Navy or green only }

Trainers
Wellington boots

SUMMER

Summer Dress (Optional)
White Ankle Socks
Navy Cardigan

Navy Swimming Costume
(Except Reception Classes)
Swimming Hat and Towel (Except Reception Classes)

GAMES KIT

White T Shirt
Navy Shorts
Navy Jog Top with Logo
Navy Jog Bottom with Logo

Gym Shoes
Embroidered Shoe Bag

BOYS

WINTER

Fleece (Optional)
Navy Top Coat
Black Shoes
Mid Grey Trousers (plain)
White Shirt
Navy v-neck pullover
Grey Socks
Navy Waterproof

Blazer Inc Embroidered Badge

Tie

Trainers
Wellington boots

SUMMER

Navy Polo Shirt (Optional)
Grey Shorts (plain)
Navy V-neck pullover

Navy Swimming Trunks
(fitted not "shorts" type)
(Except Reception Classes)
Towel (Except Reception Classes)

GAMES KIT

White T Shirt
Navy Shorts
Navy Jog Top with Logo
Navy Jog Bottom with Logo

Gym Shoes
Embroidered Shoe Bag

All items of clothing must be clearly named

– name tapes preferably sewn in, available from Wards

There is a second – hand uniform shop at the school

During Term time, the shop is open on Tuesdays at drop off and collection times.
Please contact the School Office for opening times of the shop during the school holidays

Appendix VIII

MAIN SCHOOL UNIFORM LIST (YEAR 3 UPWARDS)

GIRLS

WINTER

Fleece }
Navy Top Coat } Optional {
Blazer Inc Embroidered Badge
Badge
Black Shoes (Low Heel)
White Blouse
Navy V-Neck Pullover
Tartan Kilt
Navy Ankle Socks
Navy Tights
Navy Waterproof Jacket
Alice Band
Scrunchie
Tartan Bow
Cravat*
Tie*

SUMMER (Optional)

Navy Polo Shirt
White Ankle Socks
Tartan A Line Skirt
Navy Cardigan

GAMES KIT

Navy Pleated Games Skirt
Navy Shorts
Navy Ankle Socks
White Polo Shirt
Shin Pads
Long Navy Games Socks
Navy Jog Top with Logo
Navy Jog Bottom with Logo
Towel
Games Bag with Logo
Trainers
Hockey Boots/ Cross Country Shoes
Navy Swimming Costume, White Hat
Towel

For more detailed information
about Games Kit in the Main School,
please see Appendix VIII in the
Parent's Handbook

BOYS

WINTER

Fleece
Navy Top Coat
Blazer Inc Embroidered

Black Shoes
White Shirt
Grey Socks
Navy V Neck Pullover
Mid Grey Trousers
Tartan Tie
Navy Waterproof Jacket

SUMMER (Optional)

Navy Polo Shirt
Mid Grey Shorts

GAMES KIT

Navy Shorts
R. Blue Reversible Rugby Shirt
White Polo Shirt
Long Navy Games Socks
Navy Jog Top with Logo
Navy Jog Bottom with Logo
Games Bag with Logo
Trainers
Football Boots
Shin Pads
Navy Swimming Trunks Fitted
Towel

ADDITIONAL SUMMER GAMES KIT

White Sports Socks
Cricket Trousers
Cricket Shirt
Cricket Slipover (or) Cricket Pullover

(Cricket Whites only required for
boys in U11 and U13 School Teams)

N.B. One pair of trainers to be kept clean for use in the Sports Hall

* Girls' cravat -Years 3,4, & 5. Optional Tie or Cravat -Years 6,7 & 8

Girls with long hair must have it tied back

All items of clothing must be clearly named – name tapes preferably sewn in, available from Wards

There is a second – hand uniform shop at the school

During Term time – the shop is open on Tuesdays at drop off and collection times
Please contact the School Office for opening times of the shop during the school holidays