

Starting at Claremont School

Prep School Handbook



Claremont

iSP
International
Schools
Partnership

2024/25

Introduction



Welcome to Claremont! As we begin this exciting adventure together, I am delighted that you are joining us and becoming part of our vibrant community. Your child's journey will be filled with opportunities for learning, growth, and discovery. Our dedicated staff are here to support and guide you and your child, ensuring that every step is a meaningful one. I look forward to meeting and getting to know each of you personally. Together, we will make this first year at Claremont an unforgettable chapter in your child's educational journey. This academic year is particularly significant as we will be celebrating the Prep School's centenary in 2025. Here's to a year of exploration, success, and joyful experiences!

Ben Moir

Vice Principal, Claremont Prep School

Our School Values



First Day at School

If you are a new family then you will be contacted before you start by your child's Form Tutor. Every new child is assigned a 'Buddy'. This child in their form group is an extra friendly face to make sure your son or daughter is in the right place at the right time with the equipment they need.

Contacting the School

The School Office is open from 08:00 to 18:00 each weekday during term time.

Claremont Prep School, Baldslow, St Leonards, East Sussex TN37 7PW

Telephone: **00 441424 751555**

Email: enquiries@claremontschool.co.uk Website: claremontschool.co.uk



We have three Houses at the Prep School, Athens, Corinth and Sparta. Each week, the number of Stars and Commendations for students in each team are added up and celebrated during Friday's assembly. The students Heads of House Charity events, the annual Spelling Bee and Sports Day are just some of the inter house challenges that run throughout the year with the winning House announced during Claremont Day.

Student Planner

Every student is issued with a Google student account at the start of the academic year. Class teachers will set up a Google Classroom for their subject. This virtual classroom, will be used to communicate homework tasks, inform students of the resources to be used and deadlines to met. Form tutors will also keep students up to date with activities and main school events using this digital platform. On the first day of term all Year 6-8 students will be shown how to organise and file their work using the Google Drive so they can easily access it at any time.

Attitude to Learning grades (ATLs), targets, attendance data and PSHE work will be recorded in the Student Planner.

School Day and Routines

This example of the school timetable shows our daily routine.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00- 8:25	Registration				
8:25-9:00	Assembly	Form time	Form-time	Community Assembly	Celebration Assembly
9:00-9:40	Maths	English	Horizon (Project Based Learning)	PSHE	Spanish
9:40-10:20	Maths	English		Science	History
10:20- 11:00	English	French		English	English
11:00-11:30	Break				
11:30-12:10	Science	Geog	Maths	Art	Games
12:10-12:50	Science	Geog	Maths	Art	Games
12:50-13:50	Lunch				
13:50-14:30	Music	Maths	Year 5-8 Matches	Year 3-4 Matches	Drama
14:30-15:10	French	Science			Drama
15:10-15:50	Games	IT			Enrichment
15:50-16:30	Games	IT			

*Form Time - Equipment check, attendance and target reviews

*Assembly / Form Time - Tutor lead activity eg: Reading, quiz, handwriting focus

Contacting the School

Our day starts with a form time registration. Children should arrive by 08:25 and go straight to the form room. Students who miss morning registration should report to the School Office and sign in with a member of staff before going straight to class. Before 8am, children should be dropped off at Breakfast Club in the O'Byrne Theatre.

On Tuesdays, instead of an assembly, students have an extended registration with their form tutor to check uniform and update student targets.

Break is between 11:00 - 11:30 and lunch is between 12:50 and 13:45

End of school day is 16:30

Prep is held at the end of each school day. This is an opportunity for students to stay at school and complete homework. A Prep Tea, usually consisting of sandwiches, fruit and a drink is provided (in the winter a warm snack is offered). There is no additional charge to stay for prep. Students attending after school clubs also attend Prep Tea. The final collection time from all school activities is 17.50.

Absence

If you need to bring in or take your child home late, please could you advise the school office.

When you take your child home, please sign them out in the school office.

If your child is off sick, please either phone the school office, leaving a message on the answer phone or email office@daremontschool.co.uk before 08:30.

Requests for absence should be put in writing to the Vice Principle. Forms can be obtained from the school office.

Buses

There is an extensive school mini bus service which is booked and paid for termly in advance. There is a booking form which can be obtained from the school office, on the website and is included in your starter pack.

There is also a free link service which runs both the mornings and evenings between the Prep and Senior School site at Bodiam.

Emergency

Fire alarm, evacuation: if the fire alarm sounds, students must evacuate the building and assemble on the playground until the all clear is given. If students discover a fire they should:

- Shout "fire" and activate the nearest fire alarm
- Evacuate to the designated area. Do not attempt to fight the fire

Evacuations are practiced through a fire drill at least once a term.

What do i need to bring with me?

School Bag

PE kit - See school

Stationery

In Years 7 and 8, students need to bring the following every day:

- Ink pen
- pencil
- ruler
- rubber
- compass
- 180 degree protractor
- 360 degree protractor
- calculator - New Casio FX-83GTX



Mobile Phones

Students are not allowed to bring mobile phones into school. If there is a real need for a phone before or after school, permission should be sought from the Vice Principal and it should be left in the school office and collected at the end of the day.

If students contravene this rule and their phone is seen or heard by a member of staff at any point during the school day, it will be confiscated and will need to be collected by a parent.

Uniform

There are two options for the school uniform (trouser or culotte option). Any gender can choose either option but "mix and matching" is not allowed i.e. no tie with the trouser option or wearing a tie with the skirt option. Our uniform can be purchased via schoolblazer or the second-hand uniform at our Claremont Friends & Family (CFF) Shop based at the Prep School (shop@cff-claremontschool.co.uk). All items must be clearly name labelled. Shoes must be black and made of leather (no canvas, no trainers or trainer style and no boots).

More details about our school uniform can be found at www.claremontschool.co.uk/school-life/uniform

Girls

Laces / Velcro shoes



❖ Winter Uniform



Summer Uniform ❖

Boys



Laces / Velcro shoes



In the event that uniform is lost, then lost property can be found in the O'Byrne Theatre or in lost property in the PE Department

Haircuts

Hair longer than shoulder length should be tied back with a blue/black hairband in Year 7. Year 8 students can wear alternative colour accessories if they wish. Girls are allowed to wear one pair of earrings. Bracelets are not permitted. Extreme hairstyles are not allowed. Hair colouring, tramlines and shaven heads are considered to be extreme. If the school feels that a hairstyle is unsuitable, we will ask for this to be rectified.

Games

Sports matches are held on Wednesday afternoons. Team lists and match locations are shared with parents via email prior to each event. Students can be collected by parents directly from the match venue or once they have returned to school. Parents are most welcome to come and watch their son/daughter participate in matches. Notification of any cancelled or postponed events will be emailed to parents

PE Kit

A full PE kit list can be found on the school website. Please ensure that your child's kit is clearly named before starting school.

When the children have Games lessons before break then they can come into school in their Games kit rather than uniform unless specified by the Games Department.

Skin layers should be covered.

Swimming kit should be brought into school throughout the school year.



P.E Kit - Front



P.E Kit - Back

Lunch

Lunchtime is an important time of the day and we all enjoy eating the freshly prepared, hot and cold menu together. There are always several hot dishes, including a vegetarian option, a salad bar and classic school puddings. Our catering team is able to accommodate specific dietary requirements should they be required. The weekly menus can be found on the parent portal. If your child has any specific dietary requirements, please indicate this on the health form filled in prior to admission.

Clubs and Enrichment and Extra Curricular options

We offer a wide variety of clubs and activities. Students are encouraged to enrich their school life by actively participating in clubs and extra curricular activities. As the children have a long learning day, we recommend they do no more than 1-2 clubs per week.

Each term there will be a list of clubs and activities that your child can join. These will be emailed out at the beginning of each term.

A few clubs take place during lunchtimes. Children should listen out for when these are during assembly announcements.

The enrichment activities are held on a Friday between 15:10 and 16:30.

Music Lessons

Peripatetic music lessons are offered and will be held during the school day. If your child is interested in learning an instrument at school, please contact Mrs Fulford whose contact details can be found at the end of the booklet.



Parents Evenings

These are held once a year and the dates can be found on the School Calendar. We operate an online booking system, and an email will be sent out with a code to book your time slots. If you wish to discuss your child's progress at another time, please contact their form tutor via email.

Trips & Outings

A few trips and outings usually take place throughout the school year. These include the Year 8 Leavers Trip, which is often a week long event abroad. These trips are optional as they are at an additional cost. Details of extra curricular trips are sent to parents via email.

Parent Portal & Parent Play

On your child's first day you will be given your personal log on to our iSAMS Parent Portal which will allow you to view your child's details including reports, attendance etc and will enable you to receive the email communications.

Rewards & Sanctions

Our Prep Keystones provide our school community with clearly defined expectations which promote learning throughout the whole of the school.



Lunch

Students receive STARS for academic work/sport/art/music/being helpful and kind etc. These rewards can be viewed on the Parent Portal. They are added up and go towards your House total every week. Badges are earned as students gain more stars, these are awarded during the celebration assembly each Friday.



Gold Tie Award

This is awarded to recognise students who demonstrate our school values showing Respect or Kindness

Vice Principal Commendation.

These are awarded by the Vice Principal for exceptional work or behaviour. Students are congratulated personally for these in assembly.

Consequences

These can be given for a variety of reasons: **poor behaviour/lack of correct uniform/missed preps.**

Students will receive a Warning and then a consequence if they do not heed the Warning.

We follow a hierarchal system that ensures any Consequence a child receives is both fair and appropriate to the given situation. Parents are able to view all Rewards and Consequences their child has received on the Parent Portal.

Not to be missed!

Throughout the year, there are whole school productions which should not be missed.

Please check on our website for the dates of the Winter Warmer, Springtime Soiree, Sports Day and Claremont Day...to name but a few.



Special Educational Needs (SEN)

The School has a Learning Support Department run by the Special Educational Needs Coordinator (SENDCO) when there are concerns about a student's progress. The SENDCO will work with teachers and the family to determine the best course of action. We will arrange assessments, set targets, plan interventions and review progress against targets if necessary. Some students will require specialist learning support which can include:

- One-to-one interventions
- Group sessions
- Learning Support Assistant in lessons

For more details and pricing please contact sarah.llyd@claremontschool.co.uk

Emergency Closure

Should Claremont Prep School ever be unable to open in the morning or need to close during the school day families will be contacted.

In the event of heavy snowfall, please always presume that the school will be open. If your child can make a safe journey to and from school, they will be engaged in as normal a day's work as possible. The school office will provide as much up-to-date and helpful information as possible and the school will email parents.

In the very unlikely event that the school will be closed for the day, we aim to make any such decision as close to 7am as possible. This decision will be posted on the school website and emailed to all parents.

If bad weather comes in or persists during the school day then a decision may be made to finish the day early and send students (and staff) home. As above, this decision will be emailed to parents.

Photography & Publications

From time to time students are photographed in school. This happens for a number of reasons; for the central database, as a House, or individually when participating in school events such as matches, drama productions or musical presentations. At times we may wish to use some of these images in publications which go outside school and on our social media channels or website. We urge you to read the Photographic and Privacy Policy on our website. If you are a new parent, we require your consent which is done via the Parent Contract. In some subjects photographs and videos are part of evidence for examinations. Should this constitute a problem with your child, please let us know. Claremont Prep School retains photographs and video evidence in line with data protection regulations. These are contained in the school policy.

Academic Matters

Academic Life

All Students study the following subjects: Mathematics, English, Science, French, Spanish, History and Geography. In Years 7 and 8 students study Biology, Chemistry and Physics as individual subjects. Students start learning Spanish from Year 7.

In addition, all students continue to be taught Art, Drama, I.C.T., Music and Physical Education. Year 3-6 students also have Forest School lessons.

Throughout the School PSHE is an integral part of the curriculum and is also embedded throughout curriculum subjects. It is also delivered through subject teaching, assemblies, church services, charity/community involvement, outings, class roles and responsibilities and guest speakers. Our Life Skills curriculum supports students in developing 8 highly transferable skills required within school and later life. Through project-based learning in 'Horizon' and an interwoven delivery within our curriculum, students are supported in developing the following skills:



Each student will receive a Skills Passport to evidence their development of each skill. These booklets are kept and used by each student as they move through Prep and into the Senior School.

There are 45 timetabled lessons a week (including enrichment activities). The lesson allocation is as shown on the next page

Prep

Homework is an integral part of the learning process. It should help students to reinforce the work undertaken in the classroom and it should help them to develop the skills and practice of independent study.

All members of staff are required to set homework in accordance with the current school prep schedule. Year 6-8 teachers will set prep on Google Classroom.

Prep should take no longer than 60 minutes per night and the quantity of prep per week is as follows:

English	2 x 30 mins
Maths	2 x 30 mins
Science	2 x 30 mins
Geography	1 x 30 mins
History	1 x 30 mins
French	1 x 30 mins
Spanish	1 x 30 mins

Subject	Year 8	Year 7	Year 6	Year 5	Year 4	Year 3
English	6	6	6	6	6	6
Mathematics	6	6	6	6	7	7
Science	6	6	5	5	4	3
French	3	3	2	3	2	2
Spanish	2	2	1			
Geography	2	2	2	2	2	2
History	2	2	2	2	2	2
Religious Studies			1	1	2	2
Music	2	2	2	2	2	2
I.C.T.	2	2	2	2	2	2
Art	2	2	2	2	2	2
Games	7	7	7	7	7	7
P.E.	1	1	1	1	1	1
Drama	2	2	2	2	2	2
Enrichment	1	1	1	1	1	1
Forest School			2	2	2	2
Library						1
Total	44	44	44	44	44	44



Grading

Helping you understand the AtL grades we give...

Assessment Bands

- A Outstanding** – The concept in hand has been mastered and become very well connected with other knowledge. Students apply the concept automatically and effortlessly.
- B Excelling** -The student has understood the concept. The vast majority of content knowledge related to the concept can be recalled accurately and situations where the concept applied can be recognised. However, doing so is not fully automatic.
- C Secure** – Substantial progress has been made. The student has understood and retained the majority of the content related to the concept but certain features have been missed out or lost along the way. Some scaffolding is still needed to succeed. Further work is needed to ensure that the student has sufficient skill and knowledge to have really grasped the concept in hand. Aspects of problem solving or creative ability are hampered by lack of knowledge and fluency.
- D Emerging** – Basic knowledge and skills are learned, enabling students to start to apply learning independently and with a little less close scaffolding or guidance. However much of the expected learning is yet to be sufficiently understood to be committed to long term memory. More time thinking, practising and more information or process modelling from an expert is required.
- E Foundation** – The student has been exposed to new knowledge but does not yet understand it. He/she continues to need closely scaffolded support or guidance in order to apply the knowledge. The learning is still insecure and will be forgotten easily if the student does not progress soon to a deeper understanding of the matter in hand.

A - ACTIVE

- participates fully in lessons
- maintains a positive attitude to learning
- sets high expectations
- is willing to think and enquire
- takes intellectual and creative risk

1= always, 2= frequently, 3= usually, 4= sometimes, 5= rarely

C - COOPERATIVE

- brings the right book and equipment
- follows instructions from the teacher
- records homework in their planner
- completes homework and meets deadlines
- presents work carefully
- organises work
- works collaboratively with others

1= always, 2= frequently, 3= usually, 4= sometimes, 5= rarely

I - INDEPENDENT

- reflects on marks and identifies personal targets
- catches up with work missed
- independently shows interest and enthusiasm in the subject

1= always, 2= frequently, 3= usually, 4= sometimes, 5= rarely



Reports & Assessments

There are 2 different types of reports

Full Reports

At the end of the Summer terms, full reports are issued.

There are also Parent/Teacher consultations which are held once a year and these are usually in the Lent Term (apart from Year 8)

Short reports – ATLs – Attitude to Learning

These are produced 4 times a year. Twice in the Michaelmas and Lent Terms and once in the Summer term. Reports give an attainment grade for each subject and also scores students on their Attitude to Learning (AtL).

We focus on three areas:

ACTIVE:

This is a measure of a student's attitude and approach to their work and participation in lessons. For a good score, students need to get involved, ask and answer questions and generally contribute to the learning in the classroom.

CO-OPERATIVE:

Teachers expect students to strive to do their best on a day-to-day basis. Co-operative students' complete homework to a good standard and on time. They get on with tasks in the classroom without needing to be reminded and generally work conscientiously.

INDEPENDENT:

This is the hardest category in which to score highly. To do well here students need to have a self-starting, active approach to learning. They need to complete extra work, research around topics and engage in a pro-active manner with their teachers.

Each area is given a grade out of 4 in each subject (1 being the highest and most positive). For each report the students' average AtL score is then calculated and Form Tutors keep track of their students' scores. The best scores and the biggest improvements are celebrated and rewarded.

The CFF - Claremont Family & Friends

Claremont Family and Friends CFF is a registered parent lead charity established for over 25 years. The principal aim of CFF is to raise funds to help enrich the lives of all our children both here at Claremont but also groups and charities in the wider community.

CFF is run by a dedicated, enthusiastic team of volunteer parents and guardians proudly organising, running, funding and supporting many fabulous events throughout the academic year. The events include the annual CFF Bonfire night firework spectacular and the very special Christmas Fayre. More recently, CFF have funded a visit from a local science observatory, provided prizes for Claremont's annual Science Fayre, table tennis tables for the boarding house and talks by a celebratory story teller. The CFF have also funded and are managing our huge wildflower meadow at the heart of the Prep School, plus lots lots more to help to enhance our community.

We are grateful to the CFF for opening and operating our newly refurbished School Shop where families can purchase selected new or pre-loved clothing and equipment kindly donated by past and present parents.

If you would like to be involved with the valuable work CFF does or would like to help, sponsor or support an event, please get in touch: chair@cff-claremontschool.co.uk



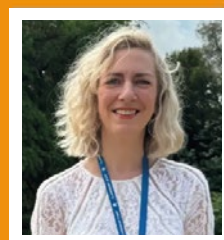


It is important to us that you feel safe

If you are worried about anything, or feel you would like to talk about something, it is important you tell somebody. The best person if you are at school is a trusted member of staff.

We are here for you

From the Safeguarding Team



Rebecca Hurton



Ben Moir





Preparatory School

St Leonards, East Sussex
TN37 7PW
01424 751555

Senior School & Sixth Form

Bodiam, East Sussex
TN32 5UJ
01580 830396

enquiries@claremontschool.co.uk

