

# ROSE HILL SCHOOL

ROYAL TUNBRIDGE WELLS



## PARENTS' HANDBOOK

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*This handbook is as accurate as possible, but please be aware that information changes may be made as required. Parents will normally be informed via the weekly Newsletter. Our Website – [www.rosehillschool.co.uk](http://www.rosehillschool.co.uk) contains lots of up to date information and the opportunity to download the weekly newsletter.*

# PICK-UP AND DROP-OFF

## Arrivals and Pick-Up

### Pre-Prep

#### Arrivals

- Arrivals - parents are encouraged to escort children to appropriate entrance doors and wait until class teachers open the doors at 8.25am.
- Arrivals between 8.00 and 8.15 am are supervised in the Octagon until 8.25 am. This facility is available for parents with a regular work commitment and is arranged with the Head of Pre-Prep in advance.

Pick-Up should be made as follows:

- Kindergarten - from external classroom doors
- Reception / Year 1 / Year 2 - from the Pre-Prep Main Entrance

### Prep School

Arrivals from 8.00am are supervised in the dining-room. Please drop off by the wall in front of the Main Entrance. For safety reasons, children must get out of the car on the school side. Children dropped off in the car park must use the path, not the main drive.

Late Pick-Ups – If you are going to be late, please let the School Office know.

## PARKING

We are fortunate to have a relatively secure facility for dropping-off and picking-up. In the interests of safety and to help ease congestion and delay the following points must be observed:

- The 10 mph speed limit must always be observed
- Older children can be dropped off and picked up in front of the Main Entrance but PARKING in front of the Main Entrance and in reserved spaces is not allowed
- Parking along Rydal Drive (and the emergency turning circle at the top) is never permitted
- Children must be supervised after pick-up, especially in the Car Parks
- The play area to the right of the Sports Hall cannot be used for parking at peak times
- Please keep the yellow, hatched areas clear at all times for emergency vehicle access

Parking is available in front and on the side and rear of the Sports Hall. For certain occasions such as sports days, open days or concerts, parking is allowed on the pitches to the rear of the Sports Hall ground permitting.

The reserved spaces in front of the main entrance should not be used at any time. Arrangements for pick-up and drop-off appear above.

## PERSONAL BELONGINGS

It is essential that all personal belongings are clearly named. Apart from essential items such as pencil cases and calculators, pupils are discouraged from bringing personal belongings to school, especially those of value. Swapping or trading is not allowed.

## UNIFORM

Current uniform lists are available from the School Office. Uniform can be purchased from the School Shop (located in the bungalow opposite the Sports Hall) or from Simmonds and Son at the address below:

**Simmonds & Son  
64 Calverley Road  
Tunbridge Wells  
Tel: 01892 510123**

There is a school website link to the Uniform Shop and items can be bought online. The School Shop opening times vary from term to term. Details will be advised in the weekly Newsletter and on a board outside the shop. Sandals can be ordered/purchased locally and Stampede in St Johns Road, Tunbridge Wells is a useful supplier.

## LUNCH

The weekly menu appears in our Newsletter. Pre-Prep children are served at table by staff and Prep School children enjoy a self-service system. All children are encouraged to try different foods, to eat what is on their plate and to have good table manners. Vegetarians (and special diets within reason) are catered for and there is a choice of dessert or fruit every day.

## PUPIL ABSENCE

Any absence for reasons other than illness must be authorised by the Headmaster. Please ensure that requests are made in writing (e-mail/fax are fine) and give as much notice as possible. Please make every effort to avoid booking holidays during term time. For absence procedures, see Section D.

## MEDICAL CARE

Our Matron holds records of all pupils in the school and she is our first point of contact in the event of illness or injury. Parents will be contacted if necessary. It is essential that medical records and personal information are kept up to date. At the beginning of each academic year, Essential Information Update forms must be completed, but we also rely on parents to advise us of any changes.

The School Matron is happy to assist parents by administering prescriptions or other medicines when requested to do so providing a medical disclaimer form is completed. Every care will be taken to ensure that the correct dosage is given at the correct time. However, the school cannot accept any responsibility should the timing or dosage be incorrect and this reacts in any adverse way on the child.

## SNACKS

Pre-Prep children have a drink of water before morning break and can access water throughout the day as required. Children bring in an item of fruit to eat at this time (apple, banana, raisins, carrot/cucumber sticks are recommended). If a child forgets their fruit snack – an item is provided by the kitchen. In the Prep School, children should bring in fruit, cereal bars, plain biscuits or similar for morning break. A water fountain provides necessary refreshment and children can also bring in bottled water to sip during the day. No other food should be brought into the school unless there is a specific need that has been authorised by the Headmaster. Pupils who stay after 4.15 pm are given a drink and cake/biscuit.

**SWEETS ARE NOT ALLOWED IN SCHOOL – ESPECIALLY CHEWING GUM.**

## STATIONERY AND BOOK REQUIREMENTS

Please equip your child with the stationery requirements as detailed below. Pupils in:-

- Year 3 and above are issued with their own School Hymn Book which is charged to the school account.

Prep School: H.B. Pencils  
 Rubber  
 30 cm ruler  
 Pencil case  
 Pencil sharpener  
 Pencil crayons  
 Fountain pen (from Year 4)  
 \*Scientific Calculator – Casio FX83 or FX85 (from Year 5)  
 Geometry equipment (from Year 5)

\* Can be purchased at W H Smith or similar stationers



## SCHOOL EVENTS

There are a number of compulsory school events during the school year: These include:

AUTUMN TERM	<ul style="list-style-type: none"> <li>• Annual Carol Service at St John's Church</li> <li>• Parents' Association Christmas Fayre</li> </ul>	Prep School Prep School
SUMMER TERM	<ul style="list-style-type: none"> <li>• Sports Days</li> <li>• Speech Day and Prize Giving</li> <li>• Summer Fayre</li> </ul>	Prep School Prep School

School uniform should be worn to these events (except PA Christmas Fayre and Summer Fayre). Younger siblings from Pre-Prep attending school occasions should also wear school uniform.

NB Babies/toddlers should not, where possible, be brought to concerts/plays etc in consideration of those children who are performing. A crèche may be organised by the Parents Association to help parents who find child-care difficult to arrange. Details will be published in the Newsletter.

## SCHOOL TRIPS

Parents are required to sign a general consent form for children to attend away matches or school-based activities (eg visit to library).

School outings and trips are organised as follows:

- Letter to parents from teacher i/c enclosing an OUTINGS FORM. All necessary information given.
- Parents return form as soon as possible giving consent for the outing, highlighting medical conditions if necessary and confirming contact numbers

Late returns will be notified to the School Office by the teacher i/c. Communication to parents will be via e-mail and information on the school website. Last minute changes can be also notified by text provided parents have registered for our ParentMail communication system.

## THE HOUSE SYSTEM

At Rose Hill there are **three Houses**. The houses are named after prominent former pupils of the school. A House Tutor and several teachers are allocated to each House.

<b>Baden-Powell</b>	(Founder of the World Wide Scout movement)
<b>Mackinnon</b>	(Kent and England cricketer at the turn of the century)
<b>Grange</b>	(The last Headmaster who owned the school until 1974 and was responsible for moving it from the London Road site up to Culverden Down in 1966)

When pupils arrive at the school they are placed into one of these three houses.

Factors used for placement:

- a) Random selection of new names in order to preserve the balance of overall numbers in each house and to maintain a fair ratio of girls and boys for each year group.
- b) Where possible (bearing in mind (a) above), children are placed in the same house as their siblings or parents (provided information is previously given). N.B. It must be pointed out that obviously the criteria for (a) take precedence over consideration for (b).

The house system is used to encourage good values and team spirit in all aspects of school life through the awarding of pluses and through many house competitions. The Pre Prep system is modified to suit younger needs.

**Pluses** are awarded for:

- a) curriculum work – including academic, games, art, music, drama etc
- b) helpfulness and responsible social behaviour, eg. performing duties well
- c) gaining external awards, e.g. Scholarships, Bursaries, Common Entrance, 11 & 13+ examinations etc
- d) colours for sports teams

- e) G stars (gold standard) in the Prep School, given for exceptional work either in class or for longer term projects. The range is from G3 (worth 3 pluses) to G9 (worth 9 pluses)
- f) consistent academic efforts – often awarded for Mid-Term Assessments

**Minuses** can also be given for misdemeanours. These are not common but obviously detract from a house's overall team-building efforts.

The House with the most points at the end of the year is awarded the **Johnson Cup** at Speech Day.

## WALKING/CYCLING TO SCHOOL

- Pupils coming to or leaving school premises unaccompanied must have written permission from parents.
- Pupils must also report to duty staff before leaving school when unaccompanied.
- It is recommended that anyone wishing to ride to school has passed the cycling proficiency test. It is the responsibility of parents to ensure that bicycles are in a roadworthy state, regularly maintained and safe.
- Bicycles may be stored in the cycle shed at the top of the front drive, during the school day. It is recommended that they are also padlocked.
- The wearing of appropriate reflective clothing and cycling helmets is compulsory.
- Walkers and cyclists must behave considerately and must wear correct school uniform.

## LOST PROPERTY

We encourage pupils to show responsibility for all their own property and belongings, (taking time to check, fold and put clothing into lockers, bags etc and books, pencils etc into desks, trays, bags – after use).

Pupils should not bring articles of great value to school (eg expensive watches, pens, calculators). It is vital that every item your child brings into school is **named clearly** (including pens, geometrical equipment, rubbers, shoes, wellingtons, coats etc.)

All items of PE and games clothing must be named clearly – on the outside of the garment where possible.

**ADVICE** – If personal belongings are lost – pupils are encouraged to:

- retrace steps over the period immediately preceding the last sighting of item(s);
- double check own personal bags, desks, trays, lockers and lobby areas; ask friend(s) if they have seen item(s);
- check the clothing lost property areas in the changing rooms; look in the boot lockers, pavilions and in and around their own classroom; also check the lost property box in the Deputy Head's school office or the Matron's surgery;
- after a good personal search has still produced no result they should report the loss to the Form Tutor or relevant member of staff who will then take further action as necessary.

## **PARENTS' ASSOCIATION**

The Parents' Association meets regularly and organises a variety of social events throughout the year, which support the close partnership between parents and school. Nominal fund-raising supports local charities and also provides useful extra resources for the children's benefit. New members of the Committee are always welcomed. Meetings take place two or three times a term at school. The PA and School combine to organise Coffee Mornings at school and Form Representatives are used to communicate any general concerns if an appointment is not more appropriate.

## **FEES AND PERSONAL ACCIDENT INSURANCE**

Our Governing Body reviews fees annually, and increases are advised to parents by the beginning of the Summer term. Fees are due for payment on the first day of each term.

The school recommends personal Accident Insurance for each child. The premium is nominal (approximately 0.002% of fees) for cover 365 days per year anywhere in the world.

School fees insurance is also recommended. This enables parents to claim a refund of school fees should their child be absent from school for reason of sickness for five or more consecutive days. The premium is 1.5 % of the school fees.

## **SCHOOL NEWSLETTER**

The weekly Newsletter is e-mailed directly to parents every Friday, although copies are always available in Reception.

## **ASSEMBLIES**

### **PREP SCHOOL**

Monday/Wednesday	Prayers, hymn and short talk on the week's theme, notices/reports
Tuesday:	Shortened Assembly giving time for hymn practice
Thursday:	Normal Assembly or Form Assembly to which parents are invited
Friday:	Whole School Assembly

Guest speakers are regularly invited to participate.

Special occasions (such as Remembrance Day) and contemporary events often provide assembly content.

## PRE-PREP

Foundation Stage: Early Years Classes (Kindergarten and Reception) have both a 'Thought for the Week' and 'A Focus' for the week which encompass social and multicultural themes. These on-going messages are reinforced and developed through the week.

Monday	Years 1 and 2 together – Bible stories
Tuesday	Kindergarten to Year 2 – sharing assembly led by a class or guest speaker, in the Theatre
Wednesday	Year 1 – BBC 'Something to think about' Year 1 programme Year 2 – BBC 'Something to think about' Year 2 programme
Thursday	Reception to Year 2 – Singing together – collective singing
Friday	Reception to Year 2 attend Whole School assembly in the Theatre Years 1 and 2 together – Sticker Assembly in the afternoon. A celebration of good work, manners and behaviour through the week.

## MINIBUS

Two school minibuses pick up children in the morning and arrive at school in time for the start of the school day and routes vary according to demand.

7.30am	Crowborough Leisure Centre
7.35am	Eridge Station
7.40am	The Forstal
7.50am	Groombridge Village Hall
7.55am	The Hare, Langton Green
8.00am	Farnham Lane bus stop on Langton Road
8.10am	Arrive at school
7.45am	Elephant Head, Hook Green, Lamberhurst
7.50am	Bayham Road/Forest Road junction
7.55am	Warwick Park/Richmond Place junction
8.02am	Top of Madeira Park
8.03am	Frant Road – opposite Rodmell Road



A charge is made for this service and current prices can be obtained from the Bursar's department. Any parents interested in using the service should contact the school secretary. Should the above route be unsuitable, please let the school office know your preference in case we can help.

## SPORTS COURSES/ACTIVITY HOLIDAYS

Sports Courses for Years 1 to 6 are run in the Spring holidays for children from Rose Hill, their friends and other children in the local community. Details are issued during the term.

In the first part of the Summer holidays the school runs its Activity Holiday programmes for children, from Kindergarten to Year 6. A wide range of activities is provided, suitable to the age of each child, including arts and crafts, computers and the internet, music and drama, nature and gardening and a wide selection of sports. Brochures are available from March, giving more information and booking details.

These courses are always very popular so book early to avoid disappointment.

## **JEWELLERY**

Jewellery and other decorative items etc should not be worn. Girls with pierced ears should wear studs which must be removed for games.

## **MOBILE PHONES**

Pupils are not allowed to have mobile phones at school. In exceptional circumstances - for example if a pupil is walking home and parents would like this additional security - permission from the Headmaster must be sought via a letter. If permission is granted, the phone should be left in the school office and collected at the end of the day.

Prep school children may bring 20p to use the pay phone in the lobby, but only with permission from a member of staff.

## **SCHOOL WEBSITE**

[www.rosehillschool.co.uk](http://www.rosehillschool.co.uk)

Our Website is updated daily and offers a wide range of useful information including key School Policies and a parents' guide as well as pictures and stop press items. It also has a STOP PRESS section on the home page for latest updates on, for example, matches and school trips. Parents are encouraged to add the website to Favourites or, perhaps, set it up as their Home Page!

## **PARENTMAIL**

ParentMail is an e-mail communication system from school to home and most letters are sent in this way. It is very important that the school is kept informed of any changes to e-mail addresses.

If there is a last-minute change, information can also be sent by text.

# POLICIES

School Policies can be viewed via the School website.

## BEHAVIOUR POLICY

### Summary

Our Whole School Behaviour Policy positively encourages good actions and behaviour from all members of our community. Good behaviour is encouraged through:

- Our quick recognition of good behaviour and effort by giving praise, awarding plus points, stickers and stars
- Constructive criticism focusing on behaviour
- Promoting pupils' responsibility for their own actions
- The implementation of our own Code of Behaviour

Misbehaviour is addressed through the application of sanctions appropriate to the behaviour. They range from:

- Verbal admonition
- Referral to Head of School Area
- Sanctions appropriate to the misbehaviour
- Minus points (Prep School only)
- Detentions (Prep School only)
- A yellow report card (Prep School only)
- An individual behaviour plan (Prep School only)

### Bullying

Pupils at Rose Hill are assured that bullying is something that they do not have to, or be expected to, put up with. They know that if they tell someone of an act of bullying, their teachers will take prompt action. Incidents are dealt with through implementation of a procedure where the group condemns the act (usually in circle time) and modified behaviour is expected and monitored. Proven and persistent bullying will lead to sanctions against the perpetrator(s).

## HEALTH & SAFETY POLICY

The Governors, Headmaster and Bursar are fully aware of their responsibilities under the Health & Safety at Work Act 1974, and other Health & Safety legislation relevant to the school's operation.

The objectives of our policy are:

- To minimise risks to the health and safety of pupils, staff and others affected by the school activities
- To provide a positive lead in organising health & safety activities
- To minimise accidents, through giving prime consideration to health and safety when planning the running and organisation of the school.

All staff are under a legal obligation to co-operate fully in the application of the school's policy. They are also required to act in a safe way themselves, use protective equipment provided and to ensure pupils use protective equipment where appropriate.

## COMPLAINTS POLICY

### IMPLEMENTATION

A complaint is an expression of dissatisfaction with a real or perceived problem.

All complaints are handled seriously and all complaints are recorded. Complaints are treated confidentially and respectfully.

It is the School's policy that complaints made by parents do not rebound adversely on their children.

### Lines of Approach

The relative importance of the complaint is the deciding factor in choice of approach.

Class Teachers/Form Tutors and/or Heads of Area will be the first point of contact. Areas are divided as follows:

- Head of Pre-Prep
- Head of Lower School (Years 3 – 5)
- Head of Upper School (Years 6 – 8)

Heads of Area will make a written record of all concerns and complaints and the date on which they were received.

Certain parents will wish to go straight to the Headmaster with their concerns and this is respected. However, the Headmaster will invariably be unable to respond until he has consulted staff who can help.

### Resolution

Satisfaction for a complaint should come from any of the following:

- knowing that changes have been made and that matters will be different in the future
- knowing that the school is now alert to a possible problem
- feeling that the concern has been considered seriously
- an outcome which may be different from the one sought, but which is perceived to be well-considered
- a considered letter
- an apology

Should the matter not be resolved satisfactorily, parents will be advised to put the complaint in writing to the Headmaster.

The Headmaster will decide, after considering the complaint, the appropriate course of action to take. In most cases, the Headmaster will meet the parents concerned as soon as possible to discuss the matter.

Hopefully, a resolution will be reached at this stage, although it may be necessary for the Headmaster to carry out further investigations. The Headmaster will keep written records of all meetings and interviews held in relation to the complaint.

If parents are not satisfied with the decision of the Headmaster, they will be referred to the Chairman of the Governors. If necessary, a Complaints Panel comprising two Governors and one independent (ie. someone not involved in the management and running of the school) shall be appointed by the Chairman of Governors.

The Chairman will acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within seven days.

Parents may be accompanied to the hearing by one other person (eg. friend or relative). Legal representation will not normally be appropriate.

If possible, the Panel will resolve the complaint without the need for further investigation.

If further investigation is required, the Panel will decide how it should be carried out, will consider all relevant facts, will reach a decision and will make recommendations within seven days of the Hearing. The decision of the Panel will be final.

The Panel will write to the parents informing them of its decision and the reasons for it. The Panel's findings and, if any, recommendations will be sent in writing to the parents, the Headmaster, the Governors and, where relevant, the person complained of.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except in so far as is required of the school by paragraph 6(2)(j) of the Education (Independent Schools Standards) Regulations 2003; where disclosure is required in the course of the school's inspection; or where any other legal obligation prevails.

## **LEARNING SUPPORT**

The Learning Support Co-ordinators support teaching staff who are concerned about individual children. Children who receive Learning Support follow an INDIVIDUAL EDUCATION PLAN set up by the Learning Support staff in agreement with the Parents.

When children cause us concern about any aspect of their education or social development, we act swiftly by discussing the concern. It is important that we identify children's problems and, with the help of our Learning Support Team, seek to address them.

There may be times when your child will benefit from withdrawal as an individual or as part of a small group. An additional charge for extra support requiring withdrawal from lessons in the Main School may be levied.

A qualified, Learning Support teacher is available for expert advice.

For full information on identification and procedures, THE LEARNING SUPPORT POLICY is available on request.

## THE SCHOOL DAY

The School day officially starts for the pupils at 8.25 am

### Prep School

8.00 – 8.25 am	Duty staff supervision in dining-room
8.25 – 8.40 am	Form registration
8.40 – 8.55 am	Assembly
9.00 – 9.30 am	Lesson 1
9.30 – 10.00 am	Lesson 2
10.00 – 10.30 am	Lesson 3
10.30 – 11.00 am	Lesson 4
11.00 – 11.25 am	Break
11.30 – 12.00 noon	Lesson 5
12.00 – 12.30 pm	Lesson 6
12.30 – 1.00 pm	Lesson 7
1.00 – 1.55 pm	Lunch time (Activities – choir, clubs etc.)
2.00 – 2.30 pm	Lesson 8) Years 3 & 4 games – Mon / Tues / Thurs
2.30 – 3.00 pm	Lesson 9)
3.00 - 3.30 pm	Lesson 10) Years 5 – 8 games - Mon / Wed / Thurs.
3.30 – 4.00 pm	Lesson 11)
4.00 – 4.15 pm	Tea break
4.20 – 5.10 pm	Years 3, 4 & 5 activities
	Years 6 – 8: 2 x 25 minute preps.
5.10 – 6.10 pm	Evening Activities (Years 6 – 8)
6.30 pm	Lock up

### Pre-Prep

8.00 am	Early supervision – Octagon – prior arrangement with Mrs Long required
8.25 am	Entrance doors open
8.25 – 10.15 am	In class
10.15 – 10.45 am	Playtime
10.45 – 12.00	In class
12.00 – 1.05 pm	Lunch time
1.15 – 3.30/3.45 pm	In class
(Kindergarten departure times vary throughout the year)	
Reception – Year 1	Leave 3.30 pm
Year 2	Leave 3.45 pm

Pre-Prep activities take place on certain days from 3.45 pm

## THE HOMEWORK DIARY (Prep School)

Each pupil is given a new Homework Diary at the start of a new academic year or as soon as a child joins the Prep School. The Diary is an important tool of communication for the Child, Parents and Staff. Used correctly it should contain the following:

- A list of all the child's teachers
- Daily entries of Prep to be done and things/events to remember
- A weekly record of Pluses filled in by staff when awarded
- A brief summary of the child's week filled in by the Form Tutor
- A signed response from Parents
- Any simple communication between Parents and Staff
- Any notes that a child wishes to make
- Exam results when appropriate
- A completed timetable on the back cover of the Diary

The child owner is responsible for the daily completion of entries and safe keeping of the Diary. The Form Tutor is responsible for the weekly summary, for checking the entries made by the children and staff, and for checking and acting upon communication from Parents. The Heads of Upper/Lower School will carry out spot checks to ensure that the Diaries are being properly completed and maintained and act where they fall short of expectations.

## AFTER-SCHOOL CLUBS AND ACTIVITIES

Details of After-school Clubs and Activities are given to parents in the first week of term. They start in the second week of term.

- ❑ Pre-prep after school clubs vary according to term
- ❑ Prep school Years 3, 4 and 5 after school clubs run from 4.15 – 5.10pm
- ❑ Prep school Years 6 and above after school clubs run from 5.10 - 6.10pm

### **POINTS TO NOTE:**

- Although pupils are encouraged to get involved in these Clubs, it is important that they do not do too many. Parents need to ensure a balance is maintained.
- Year 3 pupils are strongly advised to do no more than two per week
- Most clubs are run by school staff. If an outside teacher is employed, a small charge is made

## AFTER SCHOOL SUPERVISION

**PRE-PREP** After school care is not currently available but the following arrangements apply:

Pre-Prep children who have an older sibling or whose parents are late may stay in the Octagon until 4.15pm

Pre-Prep: 3.30/3.45 – 4.15pm (in the Octagon)

Prep School: 4.15 – 5.10pm (4.15 – 5.10pm prep period)

It is not expected that any Pre-Prep child will remain at school after 4.15pm, but a member of the Pre-Prep staff is available until 5.10pm each day in the event of unforeseen circumstances. In this event, school should be contacted to confirm expected pick-up time.

**PREP SCHOOL:** Pupils in Years 6, 7 and 8 do Prep from 4.15-5.10pm and, provided it is appropriate for the child, children from Years 3, 4 and 5 may be able to attend this session on an occasional basis.

## MUSIC

We have both a Junior and a Senior Choir at Rose Hill. We encourage as many children as possible from the Lower School to join the Junior Choir, as this forms the basis of our cast and chorus for our Lower School Musical each year. Entry to the Senior Choir is by invitation from the Director of Music, and the Senior Choir performs regularly throughout the year, most importantly at the annual Carol Service, at the Summer Concerts and at Speech Day. There is also an orchestra and again, entry is by invitation and the specialist visiting teachers run various instrumental groups.

Individual music lessons are available for children in Year One upwards with specialist visiting teachers and parents should contact the Director of Music should they wish their children to start lessons. These lessons take place during the course of the school day and children are withdrawn from lessons on a rotation basis. Waiting lists do occasionally arise, but generally there are spaces available for all instruments. Further information is available from the Director of Music. For those parents whose children are already having instrumental tuition at school, we would ask that all queries and concerns over lessons be directed to the Director of Music initially, rather than to the visiting teachers.

Music Clubs - These change termly and will be advised via the termly Calendar.

### **Pre Prep Music**

Music is an integral part of the curriculum in the Pre Prep. In the Kindergarten and Reception classes music is part of daily classroom activities. Using percussion instruments, listening to music and singing songs are primary activities.

In Years 1 and 2, a specialist Music Teacher teaches all aspects of music and children have the opportunity to undertake individual instrumental lessons.

In Year 1, children are taught to play the ocarina and in Year 2, the children learn the early skills associated with playing the recorder and reading music.



Throughout the year, children prepare for a number of musical events which parents are invited to attend. These include a Harvest Assembly, Christmas entertainment, Easter Bonnet Parade and Summer Concert.

## PE AND SPORT

### **PREP SCHOOL**

Sport at Rose Hill is based on the "Sport for all" principle. All pupils follow an all-embracing programme of PE and sports and will complete at least 3 ¼ hours per week. There are also opportunities to join in afternoon and evening sports practices and clubs. The list of sports available changes slightly from year to year, but the curriculum sports remain constant. These include: gymnastics, cross country, soccer, netball, hockey and rugby in the winter terms and cricket, rounders, swimming and athletics in the summer term.

Other clubs and activities include: basketball, golf, trampolining, judo, gymnastics, dance (creative, ballet and tap) and tennis. Senior pupils also have opportunities to do outward-bound courses, skiing and initiative courses. There are also matches in many of the sports against other schools.

The school policy is that pupils wear school uniform to school functions including home and away matches, unless specific permission is given otherwise. School matches generally take place on Saturdays and Wednesdays. However there is a growing tendency for some schools to organise fixtures on other days during the week. A termly calendar is available to give advance warning of each fixture. It is expected that school matches are given priority and therefore if a pupil is selected she/he must attend. In the case of extenuating circumstances parents must give as much notice as possible for a pupil to miss a game. If a child is ill please contact the member of staff in charge as soon as possible.

### **Pre Prep**

All aspects of Physical Education are taught in the Pre Prep. All year groups use the school facilities of the Sports Hall, playgrounds and games fields to develop skills in games and gymnastics. PE is taught by class teachers until Year 2 when lessons are taught by a PE specialist teacher.

An extra curricular Sports Club is offered to pupils in Year 2 giving further opportunity to learn skills associated with uni-hoc, gymnastics, pop lacrosse, short tennis and basketball.

During the Summer term, swimming lessons in the outdoor school pool are taught to children in Reception, Year 1 and Year 2. The term also culminates in two sports events which parents are encouraged to attend.

### **Off Games**

If it is necessary for your child to be excluded from Games for a required period, please send a note in to the class teacher to validate this request.

## **SPORTS ETIQUETTE**

### Rose Hill Teams' aim:

- to try our hardest on the field of play and remember the importance of teamwork;
- to be smartly dressed for matches with the correct equipment for the sport being played;
- to support each other when things go wrong;
- to encourage each other;
- to be sporting in victory;
- to show grace in defeat.

### Before and after the match:

- to show our opponents where to change;
- to cheer our opponents at the end of a match and to thank the referee/umpire. Captain to thank opponents' member of staff;
- to help collect in all equipment after the match;
- to wait for the visiting team and bring them into tea;
- to sit with your visitors at tea and exchange conversation;
- to thank the tea ladies for the refreshments;
- to applaud the opposition as they leave at the back gates after tea.

**PARENTS:**

**ARE MOST WELCOME TO SUPPORT THE TEAMS and also come and enjoy tea and refreshments afterwards.**

The IAPS recommendation for supporting young teams must be followed, namely:

- Only give positive encouragement from the sidelines please
- Applaud good play by your own and the visiting team
- Please refrain from commenting negatively about refereeing/umpiring etc; respect the officials' decisions
- Encourage players always to play by the rules
- Never ridicule a player for making a mistake during a competition
- Condemn the use of violence in all forms
- Emphasise enjoyment and fun
- Be friendly to parents of the opposition
- Relax and enjoy the game whether your team wins or not.

## **ICT AND THE INTERNET**

The school has fast broadband connection to the Internet, which is fully safeguarded and filtered for content. Access to the internet during school hours is allowed only when a teacher is present. There is an ICT contract, which must be signed by both pupils and parents, that lays down a strict code of conduct and behaviour for the use of our networked computers for the safety and protection of our children.

## **SETTING**

All children from Reception to Year 8 belong to a Tutor Group and are taught most of their lessons as a mixed ability class.

During Year 2, differentiated groups are used for Literacy and Numeracy.

During Year 3, children are placed into sets according to their ability and readiness to manage an accelerated pace for English and Mathematics. There are two sets and the subjects are taught simultaneously so that transfer may take place if necessary. The same topics are taught to both sets

Year 4 is taught in sets for English and Mathematics

Year 5 is taught in sets for English, Mathematics, French and Science.

Year 6 is taught in sets for English, Mathematics, French and Science.

Years 7 & 8 may be set or streamed according to need.



## SCHOOL EXAMINATIONS

The formal assessment of attainment takes place through written examinations for all children in the Prep School at the end of the Autumn and Summer Terms.

### **In the Autumn Term:**

- In Year 3 sit examinations in English and Maths only
- In Year 4 sit examinations in English, Maths, VR and NVR
- In Year 5 sit examinations in English, Maths and Science
- In Year 6 sit exams in English, Maths, VR, NVR as required for external assessments
- In Year 7 sit exams in English, Maths, Science, NVR and VR
- In Year 8 sit exams in all subjects required by Common Entrance

### **In the Spring Term:**

- Year 8 sit mock Common Entrance or Scholarship examinations immediately after the February half term holiday.
- Children in Year 6 sit practice SATs in English, Maths and Science.

### **In the Summer Term:**

- Children in Year 3 take exams in English, Maths & Science
- Children in Year 4 take exams in English, Maths, Science, French, Geography, History and RS
- Children in Year 5 take exams in English, Maths, Science, French, Geography, History, RS, Latin, VR and NVR
- Children in Year 6 take SATs (May) in English, Maths and Science plus French, Geography, History, RS and Latin
- Children in Year 7 take exams in English, Maths, Science, French, Geography, History, RS and Latin
- Children in Year 8 sit Common Entrance or Scholarship exams in all academic subjects

Details of the examination timetable and simple revision sheets are given to children at or around the half-term break preceding the examination period.

The week immediately before the examinations is revision week when lessons are organised to revisit topics and assist children in revision and examination techniques. Guidance on examination procedure is given.

It is acceptable for children to bring to school one small mascot to sit on a nearby shelf (not on the child's desk) for the duration of the examination period. Mascots remain in the safety of the classroom during all break times and are taken home after the last examination.

Immediately after the examination period essential feedback is given to children about their performance, and targets for improvement are discussed. Results are given to individual children and recorded in the examination section towards the back of the Homework Diary where Form Tutors and Parents are required to comment.

## **EXTERNAL EXAMINATIONS**

### **Statutory Assessment Tests**

Children in Year 2 sit internal end of Key Stage One SATs during the Summer Term (English and Math) and the levels are reported to parents.

Children in Year 6 sit the end of Key Stage Two SATs at the beginning of the Summer Term. Subjects tested are English, Mathematics and Science.

Parents are notified of results as soon as possible, usually in early July.

External markers moderate Year 6 SATs testing and results.

All results are reported to the National Data Collection Agency although the National Tables of Results do not currently include Independent Schools.

### **Pupil Entry to Secondary Education through Kent 11+ Selection Procedure**

Pupils in Year 6 sit Mathematics, Verbal and Non Verbal Reasoning Tests in September if their parents have opted for this procedure.

### **Common Entrance to Independent Schools**

Common Entrance examinations for 13+ entry to Public Schools take place at school during the week after the Summer half-term break at the beginning of June and for 11+ entry during January. Many Independent Schools set their own assessments in early Spring.

## **PREP AND HOMEWORK**

All children receive homework from Reception upwards. In the early years this will take the form of reading, cross-curricular tasks and learning spellings. As children progress through the school they will be expected to take on more work. A prep period is fully supervised for children in Year 6 upwards. Older children will also be expected to do a further single homework some days. Every child in the Prep School is issued with a homework diary in which the pupils should write in homework and preps. The diaries are sent home every weekend with a comment from the Form Tutor and should be signed by parents and returned for checking on Monday mornings. The diaries may be used as a means of communication between home and school and school and home. Please help us by checking these regularly.

## PRE-PREP REPORTING AND CONSULTATION EVENINGS

<b>Mid September</b>	Reception to Year 2 Welcome meetings Class teachers in Reception, Year 1 and Year 2 give short talks to inform parents of the new routines and expectations for the children during the year ahead.
<b>End October</b>	Settling-in reports Kindergarten - Year 2
<b>Mid November</b>	Consultation evenings Kindergarten - Year 2 10 minute appointment with class teacher.
<b>Mid February</b>	Half Year Report card Kindergarten -Year 2
<b>Early March</b>	Consultation Evenings Kindergarten - Year 2 10 minute appointment with class teacher.
<b>End June</b>	End of Year Report Kindergarten - Year 2
<b>Early July</b>	Consultation Evening Kindergarten - Year 2 10 minute appointment with class teacher Year 2 teachers discuss Key Stage 1 Teacher Assessment results

- Consultation evenings follow written reports and give parents the opportunity to discuss class teacher comments.
- Parents are requested to book an appointment time on a sheet displayed in the Pre-Prep department a week or so before the meeting.
- Reports are posted to parents.

## PREP SCHOOL CONSULTATION EVENINGS

Our reporting system comprises full reports at the end of the Autumn and Summer terms, a report card at the end of the Easter Term and assessment cards giving details of effort and achievement every half term. There are also two parents' evenings for every form during the year as follows:

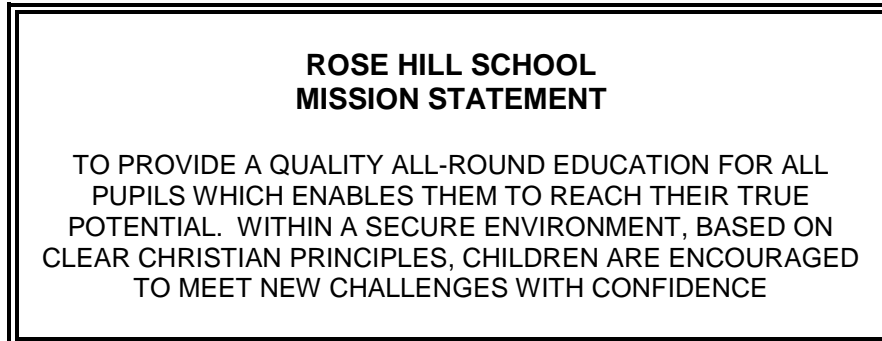
<u>Autumn Term</u>	All Year groups
<u>Spring Term</u>	Year 6, Year 8
<u>Summer Term</u>	Year 3, Year 4, Year 5, Year 7

These evenings take place in the school dining-room and an appointment system is used to enable parents to see key staff members. Dates appear in the school calendar. All parents are encouraged to contact their child's Form Tutor if they have any concerns. If necessary, an appointment can also be made with the Head of Pre-Prep (Kindergarten – Year 2), the Head of Lower School (Years 3, 4 and 5) or the Head of Upper School (Years 6, 7 and 8).

## PERSONAL SOCIAL AND HEALTH EDUCATION

Our whole school ethos is geared to “values” education from daily assemblies to social behaviour within the school. PSHE also pervades all curriculum subjects.

The school Mission Statement underpins our aims in this area.



### AIMS

To provide the best possible all round education for each pupil in the school by:

- ❑ **enabling** every child to achieve his/her full academic potential (whether Special Needs, Average or of Scholarship ability) in small classes;
- ❑ **helping** all pupils to develop their individual personalities within the framework of a stimulating environment;
- ❑ **providing** a strong pastoral system which responds to the needs of the individual;
- ❑ **developing** a partnership, between home and school, by communicating the social and academic progress of each child to parents at regular intervals, through an all embracing system of parents’ evenings, mid-term assessments, detailed end of term reports and personal contact;
- ❑ **fostering** many possible talents of the individual eg musical, artistic, sporting, dramatic or other, by providing an environment which motivates the child to explore the wide range of activities available at Rose Hill;
  - ❑ **encouraging** positive relationships, good manners, social awareness and a sense of responsibility and discipline in a supportive Christian community.

\*\*\*\*\*

In the Prep School, each class receives **one designated PSHE lesson per week**. The Form Tutor and the Deputy Head deliver these.

The **list of topics** for each year group is **sent out to parents**, so that they are aware of what areas are being covered and when. It is important, where necessary, that parents support their children and the school in these topics and encourage them to find their own “good values” for life.

**Citizenship and Sex Education** also form part of the PSHE programme.

***NB Parents have the right to discuss any of the topics with the relevant member of staff or the Headmaster.***

## DRESS AND APPEARANCE

***CORRECT UNIFORM MUST BE WORN AT ALL TIMES AT SCHOOL. PLEASE ADHERE TO THE UNIFORM LISTS.***

Children should be encouraged to take a pride in their appearance as follows:

- ✓ Shoes/sandals should be cleaned regularly
- ✓ Hair should be kept tidy and trendy styles avoided please. Boys hair must be above the ears and off the collar. Girls must use hair clips or bands to keep long hair off the face. These must be white, pink or brown and of a plain design.
- ✓ Watches may be worn from Year 2 and must be named – they are not, however, really necessary.

## REWARDS AND SANCTIONS

### (Prep School)

Every child signs a Code of Behaviour (a copy is included in the Welcome Pack). It was formulated by the children's own ideas. This clearly outlines the conduct that is expected of every child who attends Rose Hill. To encourage good behaviour we run a plus board where the children receive pluses for good behaviour, manners and academic success. These are usually recorded in their homework diary and displayed on the notice board outside the Staff Room throughout the term. Similarly, minuses can be given to children for poor and unacceptable behaviour and in some cases poor effort or poorly presented written work.

## ABSENCE PROCEDURE

All absences from school must be authorised by the Headmaster and we are legally obliged to account for absence.

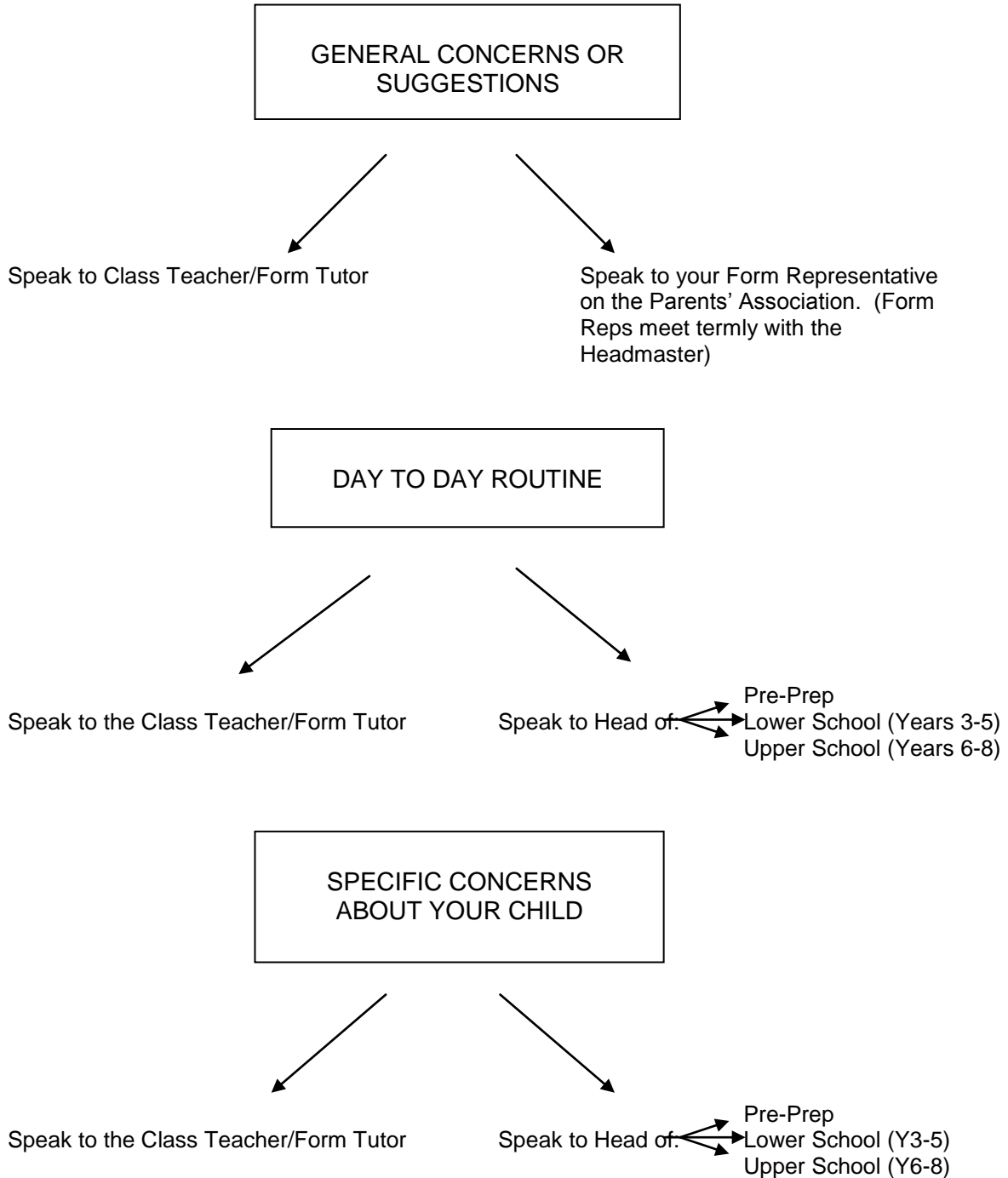
If your child is ill, please telephone the school office between 8.15 and 8.45am. Any infectious illnesses must be notified so that other parents can be informed. Many parents like to write to their child's Form Teacher on the day of return, but this is not strictly necessary.

**Long Term Absence** - From time to time pupils have to take long-term absence from school. In this case it is essential that there is close regular contact with the child's Form Tutor/Class Teacher to support the pupil's learning.



# COMMUNICATION OF CONCERNS

Parents are encouraged to make suggestions and to voice any concerns they may have. The following lines of communication are recommended.



**OR**

Contact the Headmaster

(Please do not approach the Headmaster directly if concerns are best dealt with via other channels)

## HOW DO I MAKE CONTACT?

<b>Class Teacher (Pre-Prep)</b>	Speak directly to your child's teacher <u>after</u> school or write a note
<b>Form Tutor (Prep School)</b>	Write a note in the Homework Diary or e-mail the Form Tutor
<b>Head of Area</b>	Write a note or use telephone/fax/e-mail
<b>Headmaster</b>	Write a note or telephone/fax the school office. Direct e-mail is also available (see below)
<b>School Office</b>	Tel: 01892 525591 Fax: 01892 533312 E-mail: <a href="mailto:office@rosehillsschool.co.uk">office@rosehillsschool.co.uk</a>
<b>Member of Staff</b>	Individual e-mail addresses as listed on website
<b>Headmaster</b>	Tel: 01892 525591 E-mail: <a href="mailto:headmaster@rosehillsschool.co.uk">headmaster@rosehillsschool.co.uk</a>

## SUSPENSION / EXCLUSION

Our School Behaviour Policy refers to possible suspension or exclusion of pupils if all other attempts to resolve the problem have proved unsuccessful.

In practice, this happens rarely, but the procedure is as follows:

### □ **Suspension**

A letter from the Headmaster setting out the duration of the suspension period and the reason for this action will follow a telephone call from the Headmaster to the parent.

The pupil will not normally attend school/school outings/school matches during the period of suspension. Work will be set for the suspension period so that the pupil's progress will not be compromised. Upon return, the pupil will be reassured and staff will aim to ensure that reintegration is smooth and untroubled.

The Chairman of the Governors will be informed.

### □ **Expulsion**

A pupil who has been suspended on two or more occasions is clearly not benefiting from the school environment and in the interests of all concerned may be expelled. The Headmaster will try to help to organise a managed transfer to an alternative school. The Chairman of the Governors or a representative will be involved in the process.

In extreme cases, the Headmaster may insist upon immediate removal from school.

### □ **Appeal**

Parents have the right of appeal against any notification of expulsion. This right must be exercised in writing within five days of the notification. The notice should be sent to the Headmaster who will arrange a hearing before a Panel as soon as possible. The Panel will comprise three Governors and cannot include a Governor who has had direct involvement in the case. The Parent (or representative) and the Head (or representative) will be given the opportunity to address the Panel. When the Panel has made a decision, this will be communicated to the Parent and to the Head in writing. There will be no right of appeal from the decision of the Appeal Panel.

