



*GENERAL INFORMATION
FOR PARENTS*

PREP SCHOOL

September 2018 edition

Mission Statement

Birkdale is an independent school for boys aged 4-18 and for girls in the Sixth Form. The Christian faith is of central importance to Birkdale. Stemming from this, our core values are care and respect for all, commitment to each other and to the school, and the pursuit and celebration of excellence. We aim to give all pupils a strong academic education, while developing them as whole individuals prepared for their wider role as responsible citizens willing to serve the community.

Dear Parents

This booklet is designed to give you some helpful information about the operation of Birkdale School and to provide a reference collection of some of the more important policies of the school. Please do contact the relevant Form Tutor if you require more information or have specific queries: we look forward to working with you to give your son the best possible education.

A handwritten signature in cursive script that reads "Chris Burch".

C J Burch
Head of the Prep School

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A THE SCHOOL ROUTINE

A-1 School Calendar

Pupils are asked to give parents a School calendar on the first day of term. The calendar can also be accessed on the School website. Parents are warmly invited to school concerts, plays and matches, and your support is much appreciated.

A-2 The School Day - General

Registration is at 8.45 am, and all pupils are expected to be in their form rooms by this time. No supervision (apart from Breakfast Club – see below) is provided before 8.15 am and the school can accept no responsibility for the safety and welfare of members of the school before that time. The day begins with Assembly (Prayers) or another meeting, which all pupils are expected to attend. Lessons finish at 3.30 pm for Pre-Prep and 3.50 pm for Prep although there are many clubs and societies that run after this time as detailed in the termly calendar.

Boys must not leave the premises during the school day unless accompanied by a member of staff.

A-3 Arrival at School

To assist parents in their bringing children to school and a need for those parents to get to work, we have the following policy in place before school.

- The gates and buildings will be open for boys using Breakfast Club at 7.30 am.
- From 8.15 am the Deputy Head will be on duty in the Prep department and the Head of Pre-Prep in the Pre-Prep department. The School can accept no responsibility for the safety and welfare of boys before 8.15 am.
- There is also a general staff presence in the building after this time.
- Parents arriving after 8.00 am but before 8.15 am are asked to remain with the children in the playground until those staff are in place (unless using Breakfast Club).
- There is additional specific supervision in the classrooms for Pre-Prep children and in the playground for boys in the Prep department.

We ask all parents to note this policy and, in the interests of safety for their children, to respect it.

A-4 Before/After School Care

Breakfast Club - A supervised Breakfast Club is available in the dining room from 7.30 am - 8.15 am, where pupils will be served a healthy breakfast. A charge of £2.75 per morning is added to the school bill. There is no need to book in advance. Parents should simply bring boys to the dining room between those times. (Please note, no other supervision is provided for boys before 8.15 am, and the school can accept no responsibility for the safety and welfare of boys before that time.)

After School Care - If parents of Prep or Pre-Prep boys know that they will not be able to collect their sons promptly when school ends they are invited to book them in to After School Care. A charge for After School Care is added to the end of term bill. A snack tea will be served, and the boys will be supervised whilst they play. If the weather is suitable this may include playing outside. Parents are asked to collect their sons by 6.00 pm.

Booking forms for After School Care are available from the rack opposite P1M's classroom in Clarke House and the reception area of Belmayne House. We prefer bookings to be made by the Friday of the preceding week so that we can arrange catering, but we can usually accept a booking made in the morning for that evening.

'Late Boys' – if parents are unavoidably delayed.

- Matron will look after Pre-Prep boys in the Belmayne Reception area until 3.50 pm. Pre-Prep boys not collected by then will be taken to After School Care and a charge will be added to the end of term bill.
- Matron will look after Prep boys in the Reception area until 4.10 pm. Prep boys not collected by then will be taken to After School Care and a charge will be added to the end of term bill.

NB Boys not collected promptly from clubs will be taken to After School Care and a charge will be added to the end of term bill.

A-5 Absence from School

Term dates are fixed in consultation with the Sheffield LEA and are published well in advance. It is a condition of entry to Birkdale that members of the school are not withdrawn from school during term time (except in case of illness) without the prior permission of the Head of Prep. Any difficulty in this area should be raised directly with him.

If a pupil is ill, parents are asked to telephone the school before registration at 8.45 am. On return to school, he should give the Form Tutor a letter from parents giving the reason for absence. If a pupil contracts / is exposed to an infectious illness, his Form Tutor and Matron should be informed at once.

Permission to miss school, for reasons other than illness, must be obtained in advance from the Head of Prep.

A-6 Extreme Weather Conditions

When there is a heavy fall of snow, the school policy is normally to remain open and provide teaching for all members of the school who are able to attend. Parents are therefore asked to bring pupils to school if at all possible. If the weather deteriorates during the day, and weather conditions in home areas are becoming difficult, parents are asked to telephone the school if they wish to take their son home early. The general principle, though, is that normal teaching will continue whatever the weather. In severe weather, please consult the school website for information, and if possible avoid telephoning the school. Also, treat with extreme caution any telephone call from your son on this subject, especially if it conflicts with the advice on the website.

A-7 School Lunches

All pupils are expected to attend school lunch. Healthy, nutritious menus are prepared by well-qualified staff. Requests for special arrangements (on dietary or medical grounds) should be addressed to the Head of the Prep School.

A-8 Clubs

Clubs take place at lunchtimes and after school. The current list, with timings, is in the school calendar and there are activities for boys in every class of the school. Most clubs are free of charge and are run by teachers. However there are a number of clubs, eg judo, short tennis and tennis, which are run by specialist coaches from outside school. For these activities there is a charge, which is added to the end of term bill.

For reasons of safety, parents should collect their boys promptly from inside the school building from after-school clubs.

A-9 Medical Care

The School has a medical room where emergency first aid is administered during school hours at both Clarke House and Belmayne House. It also has a fully equipped first aid room at its Castle Dyke sports fields.

B HOW DO I MAKE CONTACT?

In most instances, communications would be directed to the Form Tutor who is the first point of contact for parents and retains an overview of your son's pastoral care and academic progress.

The school's website www.birkdaleschool.org.uk is regularly updated, and is a useful source of information and reference.

B-1 Postal Address

Birkdale Prep School, Clarke House, Clarke Drive, Sheffield S10 2NS.

B-2 Telephones

Please restrict telephone messages from parents to pupils to emergency matters only.

School Office	0114 267 0407
After School Care (after 3.50 pm)	0114 267 2066

Bursar's Department (Accounts/ fees) *	0114 266 8400
Senior School Office *	0114 266 8408
Registrar (Admissions) *	0114 266 8409

* all are located on the Senior School Site

Sports Fields, Castle Dyke (Ringinglow Road) 0114 235 1781

B-3 BirkdalePost

Routine letters and mailings are sent electronically to parents using BirkdalePost. This provides you with a personal online 'mailbox' where you can always view such communications from any internet-connected PC and, where appropriate, complete simple reply forms. Further guidance on BirkdalePost is available on the school's website.

B-4 E-mail

You are also able to contact us by e-mail, and below are some general email addresses:

General Enquiries – Prep School	prepschool@birkdaleschool.org.uk
General Enquiries – Senior School	enquiries@birkdaleschool.org.uk
Admissions Enquiries (all ages)	admissions@birkdaleschool.org.uk
Bursar's Section (Accounts / fees etc)	accounts@birkdaleschool.org.uk
Catering Department – Prep School	prepcatering@birkdaleschool.org.uk

B-5 Contact Details for School Coach Services *

Coaches to:	Contact details:
Tickhill, Maltby, Wickersley and Whiston	Powells Bus Co Ltd 01709 702220 email via powellsbus.co.uk
Wickersley, Moorgate and Waverley	Birkdale Senior School Bursar's Department 0114 266 8400 accounts@birkdaleschool.org.uk
Chesterfield and Dronfield (original route)	Ms Michelle Fitton michelle.fitton@mdlz.com
Chesterfield, Dronfield and Dore (additional route)	Birkdale Senior School Bursar's Department 0114 266 8400 accounts@birkdaleschool.org.uk
Clowne	Mr Iain Kane (Director of Finance and Operations, Sheffield High School) 0114 3587601 (work) i.kane@she.gdst.net
Thurgoland, High Green and Tankersley	Steve/Barbara Hartley 0114 233 1000
Worksop	Mrs Violet Chapman 01909 773932 (home) 07989 395578 (mobile) violet@chapmanhome.co.uk
Grindleford and Hathersage	Mr Iain Kane (Director of Finance and Operations, Sheffield High School) 0114 3587601 (work) i.kane@she.gdst.net
Darley Dale and Bakewell	Mr Iain Kane (Director of Finance and Operations, Sheffield High School) 0114 3587601 (work) i.kane@she.gdst.net

All details are, to the best of our knowledge, correct at the time of publication.

* Further details of the services are contained in a separate booklet which is available from the school website or from either school office.

C WHAT SUBJECTS ARE TAUGHT?

C-1 Pre-Prep (PP1 – PP3)

The aims of the Pre-Prep Department are to give boys the best start to their education by establishing sound working habits, providing a thorough grounding in reading, writing and number work and also developing a spirit of enquiry and creativity.

Each year group has two forms with the Form Teacher taking the boys for the majority of their academic lessons. Some specialised teaching in the boys' classroom takes place in Music, Design Technology (DT), Religious Education (RE), Drama and Modern Foreign Languages, and then additionally in PP3 in Art and PE.

There are seven Teachers' Assistants in Pre-Prep who work with all six classes, although two of them are based almost entirely with PP1.

C-2 P1 and P2

P1 and P2 are generally based in their form rooms for around 50% of their lessons, delivered by their Form Tutor. The emphasis is to continue to develop literacy and numeracy skills through a high percentage of English and Maths lessons. However, in line with the school's policy of developing the whole person, a varied curriculum is maintained as children experience specialist teaching in Modern Foreign Languages, ICT, DT, PE, Music and Art. There is some specialist teaching in RE and History. Games, Swimming and Drama complete the curriculum. Period allocation (a period is 30 minutes) is shown below:

Subject	P1	P2
English	10	10
Maths	10	10
Science	3	3
History	3	3
Geography	3	3
Modern Foreign Languages	2	2
RE	2	2
PE	2	2
Music	2	2
Art	2	2
ICT/DT	2	2
Swimming/Drama	3	3
Games	4	4
PSHE	1	1
Reading	1	1

C-3 P3 and P4

P3 and P4 benefit from specialist teaching in all subjects, with continued emphasis on the core subjects of English, Maths and Science. Increased individual attention is achieved through smaller, setted ability groups in these core subjects. In P4, small teaching groups also feature in Music, ICT, DT, Art and RE. The programme continues to provide breadth and variety of experience in all foundation subjects. Period allocation is shown below:

Subject	P3	P4
English	8	8
Maths	8	8
Science	4	4
History	3	3
Geography	3	2
Modern Foreign Languages	3	3
RE	2	2
Music	2	2
Art	2	2
ICT/DT	2	2
PE/Swimming	2	2
Games	8	8
PSHE	1	1
Reading	2	2

C-4 Games and PE Lessons

Boys have their PE lessons in the School Hall and also make use of outdoor space at the Prep School. Swimming starts in PP1. Pre-Prep boys swim at King Edward's School (situated close to the Prep School) and Prep boys are taken by coach to Ponds Forge for their swimming lessons. Our schedule for swimming is as follows:

Pre-Prep	Prep
PP2 Christmas and Easter Terms	P1 Half termly, in rotation with Drama
PP3 Christmas and Summer Terms	P2 Half termly, in rotation with Drama
	P3 None
	P4 Half termly, in rotation with PE

Games are arranged on one afternoon a week for boys in P1 and P2 and twice a week for boys in P3 and P4. Those selected for teams are expected to be available on Saturdays or after school.

Pupils playing rugby must wear gum shields. Pupils playing cricket must wear a cricket helmet when batting or wicket-keeping. Cricketers may wear their own helmet or one provided by the school. Otherwise pupils are expected to wear the designated school sports wear.

If, for any reason, members of school teams are likely to be unavailable to play on any future date, parents are asked to write to the member of staff concerned well in advance.

What should I do if my son has an injury and cannot participate in games sessions?

Whilst we fully expect boys who are in school to take a full part in all lessons, we do understand that at times a boy's health might prevent them from taking part in sports activities.

If a boy is well enough to attend school but is unfit for Games, PE or Swimming, parents are asked to send a doctor's note/parental letter to the school marked 'For the attention of Matron / Mr N J Dymock' who will liaise with the relevant members of staff. The number of boys at Birkdale Prep School who are 'off games' is very small but when there are boys 'off games' the following procedure is used:

1. Boys not well enough to take part in Games/PE/Swimming lessons will accompany the group and watch the lesson, be it at school, Ponds Forge or Castle Dyke. In the case of Castle Dyke, boys 'off games' are expected to bring wet weather clothing (gloves, hats, coats etc) in order to stay warm.
2. In circumstances where an injury or illness occurs at school, Matron will provide a note excusing a particular boy at her discretion.
3. Where it is not possible for them to go out to watch, either due to very bad weather or due to pupil illness, boys may occasionally be supervised at Clarke House by staff, where they will be expected to do any outstanding work. Please note this is a rare occurrence and will be organised by the Head of the Prep School (or in his absence the Deputy Head or Director of Studies) and the Head of PE & Games.

Please also note that boys who fail to bring the required kit for PE, Games and Swimming will receive a Demerit and the boys are aware that non participation may affect future selection for school teams. In the case of Swimming, boys will usually be sent to Matron, who has a limited supply of clean trunks and towels.

C-5 Instrumental Music Lessons / Speech and Drama Lessons

Individual instrumental lessons are available on a wide variety of instruments at an extra cost. We have a large team of highly skilled instrumental teachers, some of whom are members of our permanent staff and others who visit the school each week as peripatetic teachers (often referred to as "peris"). Lessons are normally organised on a rota during lesson times for boys PP2-P4. It is unusual for boys in PP1 to require lessons at this early age, but if they do, these lessons take place outside of academic teaching.

If lessons need to be rotated in academic teaching time they are arranged so that a pupil does not miss the same lesson more than once in a half term. If a pupil learns more than one instrument, then only one of those lessons would be scheduled within academic time. Each lesson lasts for 30 minutes.

There are also opportunities to study Speech and Drama on the same basis with our LAMDA teacher.

For further information, do liaise with the Head of Instrumental Studies/Director of Prep School Music.

D UNIFORM

D-1 An Overview

Birkdale has a good reputation for the appearance of its pupils. Uniform at Birkdale is intended to be distinctive, but of a straightforward design.

Clear guidance on uniform is below, and parents are asked to support the school by ensuring that pupils have the right garments and that they wear them neatly. Pupils should normally be in uniform on arrival and departure from school, and for all school activities. Hair styles should be neat and tidy, free from extremes, and above the collar for boys.

All pupils must have all their garments (including underclothing at Prep School) clearly marked with name tapes to reduce loss and discourage borrowing. Shoes should be marked with a name tape attached with a special adhesive or with a permanent marker.

If you require any assistance, please contact the relevant School Office in term-time, or the Bursar's section in the holiday period.

Prep School: prepschool@birkdalschool.org.uk 0114 267 0407

Senior School: enquiries@birkdalschool.org.uk 0114 266 8408

Bursar's Department: accounts@birkdalschool.org.uk 0114 266 8400

Where do I purchase Birkdale uniform?

A uniform list for the relevant sections of the school appears on the following page, together with details of suppliers.

www.johnlewis.com

Select Baby & Child, Uniform by School, North East England, then our logo.

This is an online ordering service. You can visit the Sheffield John Lewis store, to take advantage of a sizing service (in the first floor Children's Department). They will have samples of all sizes available to try on. Orders can then be placed in store or online for home delivery or click and collect.

<https://www.tacklebag.co.uk>

The majority of games kit is supplied by Tacklebag, which is an online ordering service.

D-2 Second Hand Uniform

Termly sales of second hand uniform are held in aid of the School Charity and FOBS. The School Office will be able to supply you with details.

D-3 Prep and Pre-Prep Uniform

Pre-Prep	Prep
PP1 – PP3	P1 – P4

Compulsory from John Lewis

▪ School Blazer	✓	✓
▪ School Pullover	✓	✓
▪ School Tie <i>with</i> Velcro fastening	✓	
▪ School Tie <i>not</i> Velcro fastening		✓
▪ School Grey Socks: red/blue turnover top	✓	✓
▪ White Polo Shirt with school crest , for PE and summer sports	✓	✓
▪ Shoe bag, navy	✓	✓
▪ Garters	✓	✓
▪ School Book Bag	✓	
▪ School Sweatshirt & Joggers, navy	✓	
▪ Raincoat, navy	✓	✓

Further Compulsory items

(Most are also available via John Lewis, but can be bought elsewhere)

▪ Short Trousers, Grey (Bermuda length)	✓	✓
▪ Shirt: white, short sleeved	✓	
▪ Shirt: white, short or long sleeved (short is advised)		✓
▪ Shoes: plain black leather (not boots or trainers)	✓	✓
▪ Shorts, white (plain with no logos/branding) - for PE/Summer Games	✓	✓
▪ Gym shoes/Plimsolls	✓	
▪ Gym or training shoes (non-marking soles) - for Sports		✓
▪ Swimming Trunks (not Bermuda or baggy please)	✓	✓
▪ Towel (to use after PE, rugby/soccer /swimming)	✓	✓
▪ Football/rugby boots – Christmas/Easter terms		✓

Compulsory from Tacklebag: P1-P4 only

▪ Waterproof Top		✓
▪ Stadium Pants: (tracksuit bottoms)		✓
▪ Reversible Jersey Shirt		✓
▪ Rugby Shorts: navy blue		✓
▪ School Colours Sports Socks		✓
Tacklebag also offer a range of <i>optional</i> items: Baselayer (top/leggings) / Hoody / Beanie Hat / Sports Bag		

Other items : P1– P4 only

▪ Cricket whites (shirt/sweater/long trousers) are compulsory for boys selected for school matches. Available via Tacklebag (with Birkdale Logo) and John Lewis, but can be bought elsewhere.
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E FEES: When do I pay and what does it cover?

E-1 Tuition Fees and Extras

Tuition fees are charged in advance. Most extras are charged in arrears.

Tuition fees include lunches, textbooks (except A Level), general stationery and games travel. Uniform, public examination fees, A Level textbooks, most academic trips and the Lower Sixth Leadership course are compulsory extras. All other extras are optional. These include Pupils' Absence Insurance and non-academic expeditions such as sports tours and ski trips.

The School's charges are invoiced termly and settlement is required in full in advance before the start of each term. Payment can be made by the following methods:

- Cheque (made payable to Birkdale School)
- Bank transfer to our HSBC bank account, number 60019127, sort code 40-23-67. Please quote the pupil's name or code in the reference field when making the transfer to ensure the payment is correctly allocated.
- Debit Card via the School's website (go to 'Admissions' and then 'Payments') or over the phone (please phone the Bursar's Department on 0114 266 8400).

Late payment by any of the above methods will incur an interest charge of 2% over the Bank of England base rate.

Alternatively, the School's charges may be paid by Direct Debit on either a termly or a monthly basis. Payment on a monthly basis will incur an administration charge of £50 per annum per family. There is no administration charge for payment by Direct Debit on a termly basis. To make payment on either basis, please contact the Bursar's Department.

E-2 Books, Stationery etc...

All textbooks and general stationery is provided free by the school, but payment for loss or damage is expected.

E-3 Insurance

The school is fully covered for third party liability, but there is only very limited cover for personal possessions and parents are strongly advised to arrange full cover through their own household insurance policies. Bringing valuable items to school is strongly discouraged, except where absolutely necessary (eg musical instruments).

The school also has Personal Accident insurance for all pupils and comprehensive world-wide travel insurance for all official trips and expeditions.

The school can arrange absence insurance which will provide a refund of fees in the event of absence due to sickness, accident or quarantine. Details of this insurance can be obtained from the Bursar's Department.

F GUIDANCE AND POLICIES

Guidance on procedures and behaviour is issued to pupils orally and through the Pupil Information Handbooks. Some sections from this guidance are reproduced below to help parents understand the high standards which we expect of Birkdale Pupils.

The Christian faith is central to the life of our school community. Stemming from this, our core values are:

- Care and respect for all
- Commitment to each other and to the school
- The pursuit and celebration of excellence.

The main purpose of the following guidelines is to help us, as a community, to live up to our core values.

F-1 General Matters

- 1) External doors are kept locked during lesson times. Boys should not open any of these doors. They should inform a member of staff if someone is asking for entry. The school gates are locked during the boys' playtimes 10.25-11.00 am and 12.20–1.35 pm. Visitors wishing to gain access during those times should either contact the office or give prior warning of your precise arrival time or by obtaining the attention of a duty staff member.
- 2) Large sums of money and expensive items should not be brought to school. If this is unavoidable they should be handed to a member of staff for safe keeping until the end of the school day.
- 3) There should be no buying or selling between boys.
- 4) All clothing and property should be clearly and permanently named.
- 5) Boys walking home, using public transport or playing in school fixtures may bring a mobile phone to school. This must be handed in to the school office at the start of the school day. Misuse of a mobile phone will be treated as a very serious issue. Videos and pictures may not be taken during the school day without the express permission of a member of staff.
- 6) Eating during lesson time is forbidden, unless directed by a member of staff.
- 7) Knives, fireworks, guns, water pistols and catapults of any description are forbidden on school premises.
- 8) Sweets, chewing gum, bubble gum, crisps and similar snacks, drinks in glass bottles or cans are all forbidden on school premises, unless as directed by a member of staff.
- 9) Snowballing and sliding are forbidden unless directed and supervised by a member of staff.
- 10) The possession of solvent-based glues, erasers and liquid paper is forbidden.

F-2 Policy on Pastoral Care

Aims

- To keep staff informed about a boy's welfare and behaviour.
- To collate information which can be used to identify developing patterns of behaviour.
- To ensure that boys know there is a system in place which supports them and that they have easy access to staff for this support.
- To ensure boys know that staff are concerned for their welfare.

Pastoral Structures: Pastoral responsibility is from the Head of Prep via the Deputy Head (Head of Pre-Prep, Pre-Prep Department) to the Form Tutor.

However, in practice boys should be encouraged to make their first approach to the member of staff with whom they feel most confident. The Deputy Head co-ordinates pastoral care and acts as a clearing house.

Opportunities for pupils and staff to talk

- 1) Weekly Form Time.
- 2) It is part of the ethos of the school to create an atmosphere for friendly pupil/staff interaction and boys are encouraged to approach an adult of their choice if there is something they wish to discuss in private.
- 3) **School Council** - *Once every four weeks representatives from each form attend the school council. Giving the boys the opportunity to provide feedback on aspects of school life, develop opportunities for boys to be involved in planning and contributing to school events, providing opportunities for the boys to make requests for action, and purchase or consideration based upon their insights.*

Opportunities for pupils to take responsibility

- Form Captains (Form Captains and Vice Captains are members of the School Council)
- Monitors
- Prefects
- Librarians
- Head Boy and Deputy Head Boy
- Team Captains

F-3 Anti-Bullying Policy

Definition and Introduction: Bullying: Bullying is the willful, conscious desire to hurt, threaten or frighten someone. It can manifest itself in a number of ways with the most common being:

- Physical bullying
- Verbal bullying
- Cyber bullying

It may involve teasing and taunting, intimidation, extortion and physical assault or cyber-bullying through the misuse of such things as mobile phones, social networking sites, the internet and e- mail. The weapons of the bully are threat and fear.

Birkdale is committed to creating an anti-bullying culture and it views bullying extremely seriously. What follows is a summary of how we deal with bullying and how you might be involved in helping with the issues. Bullying is not tolerated at school and this is made clear to all who study and work at Birkdale. We take a proactive stance and use the strategies below as both preventatives and responses.

Perceptions play a great part in these dealings. On the one hand we cannot simply accept that an event may just be the rough and tumble of the playground, yet equally we must not always assume that an interaction between children is bullying. What might be seen as playful teasing by one child may be seen as verbal bullying by another. Equally, all children have the capacity to be unkind to each other and prolonged unkindness can be seen as bullying.

Advice to boys

- a) First of all understand that 'not telling' is playing by the bullies' rules. Tell your parents and/or a member of staff, as soon as possible when something distressing happens.
- b) Identify the person, places, times when bullying takes place. Until the situation is resolved, is it possible to avoid those circumstances?
- c) Don't buy the bully off with 'presents'.
- d) Don't just 'put up with it'.
- e) Victims should not retaliate or rise to the bait. It gives the bully an excuse.
- f) Maintain strong and close relations with those who are your friends.
- g) When someone is being bullied or is in distress, take action. Watching and doing nothing is supporting the bully.
- h) Pupils should inform an adult immediately if they do not wish to become involved themselves.
- i) Do not tolerate bullies in the same social group. Only accept people who do not bully others. Bullies will soon stop if they are socially excluded.
- j) All pupils have a role to play in preventing bullying.

School strategies

The issues of bullying will be aired throughout the school in a number of different ways – in Assemblies, Form Tutorials and in PSHE lessons. In these ways and through the Christian ethos at Birkdale and in our everyday relationships with pupils, a respect for other people will be encouraged.

All teachers will be aware of the destructive and misery inducing effects of bullying. They would watch for early signs of distress, deterioration of work, spurious illness, isolation, desire to remain with adults, erratic attendance. They are also aware of the internal procedures for raising any concerns with the appropriate Form Tutor and/or Senior Staff.

Advice to parents

Your role as parents is to urge your child to keep us informed of any worries he may have. We cannot guarantee that we will always be able to remove these worries completely but we will take them seriously and investigate and deal with them appropriately. At the same time, we would assume that you encourage your child always to treat others with kindness and respect.

If you have any concern that your child is being bullied at school you should talk to or write to his Form Tutor, or the Deputy Head, or to the Head of the Prep School, as soon as you are aware of it. We can only act on that which we know about.

What we will do if bullying is detected

We take any concerns about bullying seriously and do our best to deal with them as soon as we receive the complaint. The School will always investigate thoroughly to ascertain the full picture. As you may expect, these processes can take considerable time. In our experience in most cases it turns out that there has not been bullying per se, but behaviour or misunderstanding between the parties resulting in one or both being upset. Both parties are helped to move on from the situation.

On the rare occasion of a clear case of bullying being identified, the appropriate disciplinary process will be applied. Where bullying is not proved but behaviour is considered unacceptable, some form of punishment will be given; we make this appropriate and in proportion to the unacceptability of the behaviour. See the section on Rewards and Punishments in this manual.

There is a detailed action plan for staff dealing with situations of suspected bullying, and this document is available to parents on request.

F-4 Safeguarding

The school has a detailed Safeguarding Policy which is available on the School's website (www.birkdaleschool.org.uk). The Head Master, the Deputy Head Master, the Head of Prep School and the Deputy Head of the Prep School and Head of Pre-Prep (Pastoral) are the designated Child Protection officers for the Senior School and the Prep School respectively. If any parent wishes to discuss a child protection issue, he/she should contact either the Head Master or Head of the Prep School or Deputy Head of the Prep School as appropriate.

F-5 Complaints Procedure

Introduction

Birkdale School believes in providing to its pupils good quality teaching and pastoral care. However, if parents do have a complaint, they can expect it to be treated by the School in accordance with this Procedure.

Stage 1 – Informal Resolution

- It is hoped that most complaints and concerns will be resolved quickly and informally.
- If parents have a complaint they should normally contact their son/daughter's Form Tutor. In many cases, the matter will be resolved straightaway by this means to the parents' satisfaction. If the Form Tutor cannot resolve the matter alone it may be necessary for him/her to consult the Head of Section or Head of Department.
- Complaints made directly to senior staff will usually be referred to the relevant Form Tutor unless the member of senior staff deems it appropriate for him/her to deal with the matter personally.
- The Form Tutor will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved normally within 14 days (and within a maximum of 28 days) or in the event that the Form Tutor and the parent fail to reach a satisfactory resolution then parents will be advised to proceed with their complaint in accordance with Stage 2 of this procedure.
- If the complaint is about the Head of the Preparatory School, it should be brought directly to the Head Master, who will proceed under Stage 2 below.
- If the complaint is about the Head Master, it should be brought to the Chairman of the Board of Governors who will proceed initially under Stage 2 below but replacing "the Head" at each point.

Stage – 2 Formal Resolution

- If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Head. A written acknowledgement of receipt of the complaint will be sent to the parents within two school days. The Head (or, in his absence, the Deputy Head) will decide, after considering the complaint, the appropriate course of action to take.

- In most cases, the Head will meet the parents concerned, normally within 14 days (and within a maximum of 28 days) of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.
- It may be necessary for the Head to carry out further investigations.
- The Head or senior member of staff dealing with the complaint will keep written records of all meetings and interviews held in relation to the complaint.
- Once the Head is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Head will also give reasons for his decision.
- If parents are still not satisfied with the decision, they should proceed to stage 3 of this Procedure.

Stage 3 – Panel Hearing

- If parents seek to invoke Stage 3 (following a failure to reach an earlier resolution), they will be referred to the Chairman of the Board of Governors, who has been appointed by the Governors to call hearings of the Complaints Panel.
- The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of at least 3 persons not directly involved, one of whom shall be independent of the management and running of the School (Mrs Camm Former Headmistress of Ashdell School in Sheffield has agreed to fulfil this role). Each of the Panel members shall be appointed by the Board of Governors. The Chairman of the Board, on behalf of the Panel, will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 21 days (and within a maximum of 28 days).
- If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 7 days prior to the hearing.
- The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation.
- Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete normally within 14 days of the Hearing (and within a maximum of 28 days). The Panel will write to the parents informing them of its decision and the reasons for it. The decision of the Panel will be final. The Panel's findings and, if any, recommendations will be sent in writing to the parents, the Governors and, where relevant, the person complained of.

Further information including Timeframes for Dealing with Complaints

All complaints will be handled seriously and sensitively. They will be acknowledged within five working days if received during term time and as soon as practicable during holiday periods (no more than 10 working days). It is in everyone's interest to resolve a complaint as speedily as possible: the school's target is to complete the first two stages of the procedure within 28 days if the complaint is lodged during term-time and as soon as practicable during holiday periods (no more than 35 days).

A written record is kept of all complaints, and of whether they are resolved following a formal procedure, or proceed to a panel hearing; and action taken by the school as a result of these complaints (regardless of whether they are upheld).

Stage 3, the Appeal Panel Hearing, will be completed within a further 28 days, if the appeal is lodged during term-time and as soon as practicable during holiday periods (no more than 35 days).

For EYFS settings, written complaints about the fulfilment of the EYFS requirements will be investigated and the complainant notified of the outcome of the investigation within 28 days.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records relating to individual complaints will be kept confidential except insofar as is required of the school by paragraph 33(k) of the Education (Independent Schools Standards) Regulations 2014 - where the Secretary of State or a body conducting an inspection under section 108 or 109 of the 2008 Act requests access to them or where any other legal obligation prevails.

Notes relating to EYFS specifically

RELATING TO THE REQUIREMENTS UNDER THE STATUTORY FRAMEWORK FOR THE EYFS:

Birkdale School will provide ISI/Ofsted, on request, with a written record of all complaints made during any specified period, and the action which was taken as a result of each complaint. The record of any such complaints will be kept for at least three years.

Parents may complain directly to Ofsted or to ISI if they believe the provider is not meeting the EYFS requirements.

- Ofsted may be contacted on 0300 1234 234 or by email: enquiries@ofsted.gov.uk.
- ISI may be contacted on 020 7600 0100 or by email: concerns@isi.net

The Chair of Governors contact details are on the school website.

A copy of this procedure is available for inspection by parents or prospective parents at the School during the school day.

In the academic year 2017-2018 no complaints were made at Stage 2 or 3 of this procedure.