



Birkdale
Prep School

PREP

HANDBOOK

2024/2025



Introduction

Welcome to the Prep Department. The aim of this handbook is to provide you with a guide to life in years P1 to P4 (Y3 to Y6), and explain to you the expectations we have of the children during these vital years.

There is no substitute for coming and talking to us, however, this booklet should provide you and your child with an accessible set of answers to your questions.

As horizons widen in the Prep department and your child will take advantage of increasing opportunities, we will expect them to become organised, independent and mature young people displaying increasing levels of resilience. Consequently, the partnership between home and school is one we consider vital in ensuring the highest possible quality of educational provision.

Thank you for your ongoing support.

A handwritten signature in cursive script, reading 'Chris Burch'.

Chris Burch

BA (Hons) PGCE

Head of the Prep School

TEACHING STAFF

Mr C J Burch	BA (Hons) PGCE	Head of the Prep School
Mrs J McDermott	BEd (Hons)	Deputy Head (Pastoral), Designated Safeguarding Lead, Online Safety Coordinator, PSHE Coordinator
Mrs S Lambert	BA(Hons) PGCE	Deputy Head (Academic)
Mr G Bish	BMus	Head of Music
Mrs H Chung	GRSM Dip RCM QTS	Pre-Prep Teacher
Mr J H Cooper	BSc QTS	KS2 & Games Teacher, Maths Coordinator, Prep Teacher
Mrs W Cooper	BA (Hons) PGCE	Pre-Prep Teacher
Mr N Dymock	BSc	Head of PE & Games
Mrs H Fletcher	BMus (Hons)	Music/Drama/Learning Support - Pre-Prep
Miss V Frewin	MA	Art & DT Coordinator/Prep Teacher
Mrs C Grover	BA (Hons) PGCE	Pre-Prep Teacher
Miss J Harrison	BA (Hons)	Maths & Science Teacher/Prep Teacher
Mrs A Hinchliffe	BA (Hons) MSc PGCE	Assistant SENCo (Prep)
Mr J Hollings	BMus (Hons) MA PGCE	Prep Teacher/Humanities Coordinator
Mrs N Howe	BEd	Pre-Prep and Prep Teacher
Mrs R Kirkby	BA (Hons) Cert Ed	Assistant SENCo (Pre-Prep)
Miss A Lister	BA (Hons)	Pre-Prep Teacher
Mr C Mason	BEd (Hons)	IT Coordinator/Prep Teacher
Mrs L Marsh	BA (Hons)	Whole School SENCO
Mrs L Miles	BA PGCE	Key Stage 2 Teacher/RE Coordinator/Prep Teacher
Mrs C Needham	BA PGCE	English & Prep Drama Coordinator
Mrs M Oliver	BA (Hons) PGCE	Pre-Prep Teacher
Miss V Roberts	BEd (Hons)	Prep English & Drama/Prep Teacher
Mrs J Squire	BEd	Pre-Prep Teacher
Mrs J Fielder	BA QTS	Modern Foreign Languages Coordinator
Mrs R Tonks	BA (Hons) PGCE	English Coordinator/ Prep Teacher

TEACHING ASSISTANTS

Miss A Aylott	BA (Hons) PGCE	Teaching Assistant - Pre-Prep Department
Mrs T Hinson	BA	Teaching Assistant- Pre-Prep Department
Miss K Lee		After School Care Assistant
Mrs L Peat		Teaching Assistant – Pre-Prep Department
Mrs A Stols	BEd (Hons)	Teaching Assistant – Pre-Prep Department
Ms V Stolz	BEd	Learning Support Assistant- Prep and Senior Department
Miss R Hart		Teaching Assistant – Pre-Prep Department
Mrs L Beesley		Teaching Assistant – Prep Department Breakfast Club Supervisor
Mrs J Whitaker		Teaching Assistant – Prep Department Breakfast Club Supervisor

ADMIN

Mrs S Rooper	Prep School Secretary /PA to the Head of the Prep School
Mrs R Metcalfe	Matron
Mrs C Boardman	Belmayne House Matron/Receptionist (Mon-Thurs)
Mrs M Sharp	Belmayne House Matron/Receptionist (Friday)

School's Mission Statement

Birkdale is an independent school for children aged 4-18 and currently for girls from Reception to Y6 and 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.

SCHOOL VALUES & PRINCIPLES

We expect all pupils to be:

- Ready: turning up on time, trying hard, meeting deadlines and being interested, ensuring no learning time is ever wasted. Pupils take responsibility for their own actions.
- Respectful: We treat everyone with respect, dignity, and kindness. We listen attentively and use polite language.
- Safe: Display good walking at all times around school, play without force, work without criticism, support and report.

Across all age phases at the School, from 4 to 18 years of age, and across all elements of it's community, the school reinforces and develops 5 key values:

Respect

Humility

Integrity

Courage

Compassion

These underpin our teaching and learning, policies and procedures, relationships and decision making.

CONTENTS

1.	Absence from School	21.	PE, Games and Sport
2.	Before/After School Care	22.	Celebration & Prizegiving
3.	Assessment, Grades and Reporting	23.	Reading & Spelling
4.	Bullying	24.	Behaviour, Rewards and Sanctions
5.	Private Buses to and from School	25.	School Security
6.	Calendar	26.	Relationships & Sex Education
7.	Charities	27.	Snacks
8.	Assemblies & Church Services	28.	Preparation for transfer to Senior School
9.	Clubs	29.	Visits & Expeditions
10.	The Curriculum	30.	Timetable
11.	Handwriting	31.	Extreme Weather Conditions
12.	Homework and the Homework Diary		
13.	Instrumental and Music Tuition		
14.	Insurance		
15.	Lunches		
16.	Marking Policy and Presentation of Work		
17.	Medical Care		
18.	Parents' Evenings		<u>Appendix</u>
19.	Pastoral Care		Site Map
20.	Payment of Fees		School Rules

1. Absence from School

Dates of terms and holidays are published well in advance. It is a condition of entry to Birkdale that pupils are not withdrawn from school during term time (except in cases of illness). If considering taking your child out for an exceptional reason prior permission from the Head of the Prep School should be sought. Any difficulties in this area should be referred directly to him.

Leave requests are made via the school portal, however where attendance is below our expected target of 96% a meeting may be called to discuss whether this will be authorised or unauthorised.

If you haven't already logged onto the portal you will need to create an account using the email address that the school has on record for you. To access the portal please follow this link <https://birkdaleschool.myschoolportal.co.uk/> you will see on the 'my children' page a link to request absence.

If a pupil is ill, parents are asked to telephone the school or email before registration at 8.45 am. If a pupil contracts, or is exposed to, an infectious disease, Matron should be informed at once.

2. Before School/After School Care

A Breakfast Club is available from 7.30 am. This exists to provide parents with the opportunity to bring their children to school for a healthy breakfast. Pupils are supervised in the dining room between 7.30 and 8.15 am. A charge of £3.75 per breakfast is added to the school bill. There is no need to book. **No other supervision is provided before 8.15 am and the school can accept no responsibility for the safety and welfare of the children before that time.**

We also provide facilities for looking after pupils whose parents are not able to collect them immediately after school ends.

Late collections

Matron will look after Prep pupils (whose parents have been **unavoidably delayed**) in the reception area until 4.10 pm. Children not collected by 4.10 pm will be taken to After School Care and a charge of £6.00 per occasion will be added to the end of term bill. £6.00 up to the first hour and £8.40 for collection after the first hour (Please note that the governors review these charges regularly. Parents will be informed in writing of any changes). ***Please note that this facility is intended as an emergency measure only.***

After School Care

If parents of Prep pupils know that they will not be able to collect their children promptly when school ends they are invited to book them into After School Care. A sandwich tea will be served and the children can choose from a variety of activities or do their homework or play outside, under supervision, if the weather is suitable. The direct line for use after 3.50 pm is 0114 2670407.

Parents are asked to ensure that their children are collected by 6.00 pm Persistent late collection may jeopardise your child's future position at After School Care.

Booking is by email to afterschoolcare@birkdaleschool.org.uk.

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.

A charge for After School Care is added to the end of term bill.

End of school to 5.00 pm	£6.00
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End of school to 6.00 pm	£8.40
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3. Assessment, Grades and Reporting

Your child will already have gone through either our own Pre-Prep Department or through an Infant Department in a primary school elsewhere. Teachers will have made informed assessments of your child throughout each of these school years and, towards the close of Key Stage 1 (in PP3, Y2).

In **P1 to P4** all children undertake termly assessments in reading, writing and maths. For writing, we have developed our own system of assessing a stand alone piece of work. Children have time to plan the piece of writing first and are supported with the editing process. For reading and maths we use Pira (Progress in Reading Assessment) and Puma (Progress in Understanding Maths Assessment). These tests are benchmarked across 10,000 children of the same age. They are undertaken in test conditions and provide useful information to support teacher judgements. The scores for these will be reported to you on the **grade sheets** at the end of term. Pira and Puma tests provide a National Average Percentage (Standardised Score) which can be used to help gauge performance nationally.

Grades

Grades are sent home on **Grade Sheets** by BirkdalePost in Prep 1-4.

In Prep 1 - 4 both Effort and Attainment grades are given termly.

Effort Grades are awarded for effort in written work and separately for participation and cooperation. Expected levels are described as such:

Written work – takes care with presentation. Responds well to teachers’ advice. Consistently focuses on the tasks set.

Participation/Cooperation – participates readily and positively. Works effectively with peers.

Grades will be awarded as follows:

1 Excellent

2 Good

3 Inconsistent

4 Unsatisfactory

Attainment Grades will be given, as well as effort grades, for the full curriculum range of subjects studied. Attainment grades reflect **academic achievement** in the subject and are awarded using the following codes:

O means Outstanding

E means Exceeding

S means Secure

W means Working towards

All grades can be modified by a **+** or **-** sign. For example, S+ as an attainment grade would signify “A little better than secure”.

An example Grade Sheet entry will look like the following:

Subject	Attainment	Effort (Written)	Effort (Participation and Cooperation)
History	S+	1	2

Reports

Reports are produced once a year for each child, being written in the Summer term. Reports are sent via BirkdalePost before the end of summer term.

4. Bullying

Definition and Introduction

Bullying may be defined as the intentional hurting of another pupil or group of pupils physically or emotionally that is repeated over time. It is often motivated by prejudice against particular groups, for example, on grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability or because a child is adopted or is a carer – it may occur directly or online (social media websites, mobile phones, text messages, photographs and email). Recognising the current KCSIE and being mindful of child-on-child abuse, it could involve physical (including sexual) intimidation, verbal, and emotional means (by excluding, tormenting or spreading malicious rumours). It can involve manipulating a third party to tease or torment someone. It can involve complicity that falls short of direct participation. Bullying is often hidden and subtle; it can also be overt and intimidatory. Bullying can happen anywhere and at any time. It can cause serious and lasting psychological damage and even suicide. Harassment and threatening behaviour are criminal offences; we always treat it very seriously. It conflicts sharply with the school's stance on equal opportunities, as well as with its social and moral principles.

Birkdale 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 preventative and responsive.

Perceptions play a great part in these dealings. On the one hand we cannot simply accept that an event may be just 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.

How we try to prevent bullying

The Prep School has in place the following measures:

- Staff are vigilant in watching the behaviour of children towards each other, in picking up comments made by other children and in detecting changes in a pupil's attitude, behaviour or standard of work
- We use assemblies to raise pupils' awareness of anti-bullying and develop their awareness of their social and moral responsibility as they progress through the school, specifically telling pupils whom they should inform if they are being bullied or are worried about another pupil being bullied.
- Playground supervision by teaching staff to maintain consistency and offer support within the playground.
- Shepherd system for new pupils which offers peer support on the playground.
- Sharing of information between staff through Form Meetings, informally and via our management information system.
- Pupils are encouraged to speak to their form tutor or, indeed, any member of staff with whom they feel confident, about concerns they might have.
- Pupils are encouraged to use the 'Comments' box outside the school office if they prefer to

communicate in writing.

- We ensure that all pupils know they should speak out against bullying; this is not seen as “telling tales”.
- Programmed training/awareness, including cyber-bullying and e safety takes place in P1 and P4 through PSHE.
- We ensure that cyber bullying does not take place through the rigorous enforcement of our “ITC user agreement contract”
- All reported incidents are recorded and investigated at once. We always monitor reported incidents and check for patterns of behaviour using our management information system and the detention log.
- We have a strong and experienced pastoral team consisting of Form Tutors, school councillor and the Chaplain, who support the Deputy Head (Pastoral) and are trained in handling any incidents as an immediate priority and are alert to possible signs of bullying. We encourage staff to have listening ears and to pass on information about any suspected bullying to the Deputy Head (Pastoral) but also to act immediately themselves when called upon to prevent any acts of bullying.
- Sick Bay displays advice on where pupils can seek help.
- We reserve the right to investigate incidents that take place outside school hours, on school visits and trips and that occur in the vicinity of the school, and (as appropriate) online, involving our pupils.

Advice to parents

As a school we recognise that children develop tolerance, patience, social skills and emotional maturity at different levels. Children will all come to skills with varying levels of emotional maturity and we want to support them in developing their personal development in this area as well as their academic studies. Children will be taught to reflect and recognise where their actions may have been inappropriate and acknowledge where and how an incident may have gone wrong. As parents, we ask for understanding that all children will make mistakes and that we fundamentally believe in supporting all children through their mistakes and use them as an opportunity to learn. We believe working in partnership with parents has a greater impact and ask for your support and understanding when dealing with behaviour. We urge parents to keep us informed of any unkind behaviour their children might experience immediately. We will take them seriously and investigate and deal with them as well as we are able. We can not tackle behaviour that we do not know about.

These processes are time consuming and whilst we make great efforts to get to the bottom of exactly what might be happening, there may be times when we feel we are not completely sure that we have the full picture.

In all scenarios of bullying or poor behaviour, our behaviour policy will always be adhered to and all incidents recorded on our management information system to ensure patterns of behaviour can be tracked and dealt with.

Advice concerning Cyber-bullying

Birkdale Prep School has a comprehensive Anti-Cyberbullying policy that can be found in the school Anti-Bullying Policy.

At Birkdale Prep School children are not permitted to carry mobile phones or any such devices. Where a pupil has permission to bring such technology into school it must be handed to the office on arrival and collected at the end of the day.

5. Private Buses to and from School

Over the years groups of parents have taken it upon themselves, with the support of the school, to organise private transport from their home areas at the start and end of the school day. Consequently several buses, operated by private companies, drop pupils close to school each morning and collect them again at designated times at the end of the school day. The buses are usually shared by Birkdale Senior School pupils and children from other local independent schools.

In the morning, the children who have travelled to school by bus are expected to make their way directly into school from the bus. In the afternoon, where appropriate, a designated member of staff checks that a group is fully assembled and escorts the children to the bus stop and waits with them and checks that each child has boarded their correct bus.

The buses do not wait for children. At the end of the school day the school will make every attempt to get them on the buses promptly but if a child does not appear at the group assembly point on time there is a possibility that they will not get on the bus. In such a case the school will locate the pupil and telephone parents to let them know the child is not on the bus and that arrangements must be made to collect them from school, where they will be supervised until collection.

If a pupil is in an after-school club, or playing in a match which ends after normal school time, they will not be able to travel home on the bus that day.

When a whole-school event is arranged which will continue after normal school hours (such as the Charities Fair) all parents are informed by BirkdalePost well in advance. Parents of children travelling on buses are given the option (by way of a reply option in the BirkdalePost) to have their child put on the bus at the usual time or to collect them from school themselves.

It must be stressed that the school cannot take responsibility for the buses or passengers other than as described above. We do, however, liaise closely with the bus companies and give every support to the arrangement.

If you would like to know more about this private transport and the areas served, please get in touch initially with the School Office.

6. Calendar

The School Calendar can be accessed via the School website. Parents are warmly invited to concerts, plays and matches and your support is much appreciated.

7. Charities

We believe our charitable activities with the children are incredibly important and breed community spirit and selflessness. A key factor in our fundraising is the role of our pupils. Some of the initiatives develop from the pupils own ideas and are successful due to their enthusiasm and drive.

We adopt a single charity for which we raise money throughout the academic year. These might be local, national or international charities.

In addition, we have raised money for national projects such as The Royal British Legion, Comic Relief, Sport Relief, Children in Need, Tear Fund and Operation Christmas Child.

The main fundraising event of the year is the Christmas Charities Fair in December. However, throughout the year pupils, staff and parents channel their energies into a wide range of activities in order to raise money and awareness.

8. Assemblies & Church Services

There is a Christian based assembly in the hall on each day of the week (except Tuesday) which all pupils and staff are expected to attend.

Twice a year, at Christmas and Easter, we hold a service at a local church. All pupils attend these. There are also special assemblies at Harvest and Remembrance to which parents are invited.

9. Clubs

Clubs take place before school, at lunchtimes and after school. The current list, with timings, is in the school calendar. Most clubs are free of charge, being run by teachers in their own time. However there are a small number of clubs that are run by specialist coaches brought in from outside school and there is a small charge for these, which is added to the end of term bill.

10. The Curriculum

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 teaching in Modern Foreign Languages, Science, ICT, DT, PE, Music, Art, RE, Geography, History, Games, Swimming, Drama and PSHE.

Period allocation (a period is 30 minutes) is shown below:

Subject	P1	P2	P3	P4
English	10	10	10	10
Maths	10	10	10	10
Science	3	3	4	4
History	2	2	2	2
Geography	2	2	2	2
Modern Foreign Languages	2	2	2	2
RE	2	2	2	2
PE/swimming	2	2	2	2
Games	5	5	5	5
Music	2	2	2	2
Art	2	2	2	2
DT	2	2	2	2
ICT	2	2	2	2

Drama	2	2	2	2
PSHE	2	2	1	1

11. Handwriting

Pre-writing skills with a variety of activities begin in Pre-Prep 1, thereby setting the correct habits from the start. Our aim is to enable each child to develop a personal style of handwriting that is:

1. Neat, with accurately formed letters
2. Legible
3. Swift
4. Economical of effort
5. Stress free
6. Flowing

It is expected that speed will develop over time regarding each of these 6 elements.

By the end of Pre-Prep 3 we expect that every pupil will be able to write freely in a reasonable style.

Pupils enter P1 with a reasonable handwriting style. The foundations of correctly-formed letters and figures in a clear and simple style have been laid down firmly.

The Prep Department continues to put great emphasis on presentation and the development of a clear cursively joined style.

Pupils learn to write with a sharp pencil to begin with and when appropriate pupils will move on to writing with blue fibre tip manuscript handwriting pens.

12. Homework and the Homework Diary

Homework is given throughout the school, starting in PP1. In general, the amount of time expected to be spent on homework increases as a child progresses through the school.

Homework can be used for:

- reinforcement of work covered in class, usually that day
- preparation for forthcoming work
- practice in tackling questions on a topic
- an opportunity for expanding on a topic and for further research
- revision for an imminent test
- searching a reference work or the internet for specific information
- fostering academic discipline and study skills which will stand a pupil in good stead for their future.

Homework is not used for assessment because parental input can vary from child to child.

Many pupils get on with their homework without any fuss, but some parents dread homework time! It is probably best to establish a routine, homework being done as soon as your child arrives home or immediately after the evening meal, if not too late. A quiet place away from the TV is essential for a good productive session!

The standards of neatness and handwriting expected are the same as those expected in class

	Prep 1	Prep 2	Prep 3	Prep 4
Reading	Daily for at least 20 minutes	Daily for at least 20 minutes	Daily for at least 20 minutes	Daily for at least 20 minutes
Times Tables	Weekly practise of x2, x 3, x 4, x 5, x 8 and x10	Weekly practise of all tables up to 12 x 12	Weekly practise of all tables up to 12 x 12 and the corresponding division facts	Weekly practise of all tables up to 12 x 12 and the corresponding division facts
Maths	Weekly	Weekly	Weekly	Weekly
English	Weekly	Weekly	Weekly	Weekly
Science	Regular research and review tasks depending on the topics being covered.			
Humanities	Termly projects			

From P1 each pupil is issued with a **Homework Diary** which they are expected to carry with them at all times. Homework diaries are used to record House Points, keep a track of homework and are a further way that parents can pass messages to the child's Form Teacher.

13. Instrumental and Music Tuition

Music is an important part of our school life and we encourage all pupils to take an active part in music making, whether through timetabled music lessons in which all the children are introduced to the keyboard and a variety of other instruments as well as singing, or through more specialised individual tuition on an instrument.

There is also a range of group ensembles, both vocal and instrumental, to suit all age groups and musical disciplines. Individual lessons are available in piano, keyboard, singing, recorder, flute, oboe, clarinet, saxophone, bassoon, violin, viola, cello, cornet, trumpet, tenor horn, trombone, euphonium, and guitar. Individual lessons are taught by visiting teachers and there is an extra charge for this. Everyone who learns an instrument is encouraged to join the most appropriate ensemble.

14. 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 (e.g. musical instruments).

The school also has 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. It can also arrange personal accident insurance and private medical insurance. Details of any of these insurances may be obtained from the Bursar.

15. Lunches

School lunches are provided by 'Wilson Vale' catering and are prepared on site.

Every day we provide a hot meal (Both Halal and Non-Halal) with a vegetarian option. Both are served with potatoes or other carbohydrate choices and fresh vegetables.

Jacket potatoes, baked beans and homemade soup with freshly sliced bread are available on the salad bar, which always has four protein choices and various composite salads.

Our desserts are made on site every morning and consist of fresh fruit salads, fruit jellies or yoghurts or a hot dessert.

Water is provided. All dishes are freshly prepared everyday and ingredients are sourced as locally as possible. **The kitchen is a nut free environment.**

16. Marking Policy and Presentation of Work Marking

The aims of our marking policy are:

- to implement a consistent approach within the school when marking classwork and homework
- to promote positive and practical marking, praising what is good and offering manageable and purposeful help to improve every pupil's work. We find that 'in the moment' feedback is most effective.

Marking takes many forms including:

Live Marking

- The teacher marks during the lesson and the pupil responds immediately. MWP (marked with pupil) should be used in books
- Verbal feedback is given during the lesson, the pupil responds to this immediately. Teacher may write a brief summary of the discussion, or note that feedback was given. VF (verbal feedback), or a verbal feedback stamp, should be used.

Self Assessment

- Pupils use a modelled example to correct and improve their work.
- Pupils use success criteria to mark their work.
- Sections of work are marked together as a whole class/set.

Peer Marking

- Pupils use a success criteria or modelled example to provide feedback. These could be written on **post it notes** and attached to the work.

Marking will include attention to punctuation, grammar and spelling. In general, marking of **incorrect spellings** is limited to a maximum of six per piece of work, of which up to three may be rewritten by the pupil using the Write - Cover - Rewrite - Check method to promote learning of spellings. The pupil is given time to complete their corrections within the lesson or they are encouraged to achieve this in their own time by the next lesson or when the next piece of work is marked.

Presentation:

Children are expected to date their work on the left side of the page. The short date can be used for maths lessons or when there is a single period lesson.

A title or learning objective (LO) should be included at the top of every piece of work and all these need to be **underlined with a ruler**.

If a mistake is made the error should be ~~struck through~~ once using pencil and ruler.

Children should write in either a sharpened pencil or **blue ink** (handwriting pen).

All drawings or diagrams should be completed in pencil.

17. Medical Care

The school has a Medical Room, and a Matron is always on duty during the hours of 8.00 am and 4.00 pm.

Matron will administer all necessary medicine during the school day. Any medication you wish your child to have during the day should be brought to the Medical Room by parents/carer, not left with teachers or pupils. This should be clearly labelled with your child's name and form and taken directly to the Medical Room. It should then be collected from Matron at the end of the school day.

The fact that we have a matron on site does not mean it is acceptable to send your child into school if they are unwell before leaving home. Therefore we ask that children are not sent to school if they are unwell; **and must not come into school for at least 24 hours after any episode of diarrhoea or vomiting.**

If your child should become unwell during the school day we will make them comfortable and telephone the contact numbers we have and ask for them to be collected. **Hence it is important that the school is informed immediately of changes to contact numbers.**

Whilst we maintain links with the Schools' Nursing Service, your GP should of course be the first point of contact if your child is unwell.

18. Parents' Evenings

Parents' Evenings take place twice yearly, in the Christmas and Easter term. The Christmas term Parents' Evening is virtual and focuses on your child's English and Maths progress. The Easter term Parents' Evening is face to face and focuses on the wider curriculum which also includes English and Maths. These are an opportunity to review your child's progress and for you and the teacher to raise specific issues. We allocate 5 minutes per interview, ten minutes for P1 & P2 form tutors. If longer discussion proves necessary the interview is used to set up a separate meeting at another mutually convenient time.

The dates of parents' evenings are given in the term calendar. A BirkdalePost is sent out in advance of each parents' evening for you to indicate which teachers you would like to see. You are recommended to respond promptly so that we can do our best to accommodate your preferences – but please be aware that it may not be possible (for purely practical reasons) for you to see every teacher you have chosen. Do not feel that you have to see every teacher. Remember that teachers can usually see you immediately after school on most days, though a prior appointment is appreciated and advisable so that we can have any relevant information to hand.

There will also be frequent opportunities for parents to visit school for other curriculum themed events.

19. Pastoral Care

All members of staff hold pastoral care in high regard and devote much time to the welfare of the pupils. Paramount among our ideals is the uniqueness of the individual and their safety and wellbeing.

At the core of the school is its Christian ethos which we attempt to reflect in all aspects of school life. To distil that further one could say that we are promoting the move from selfishness to selflessness. The pupils would see this simply as putting others first.

As a school, we cannot remove all worries for a child and indeed would not want to as children need to experience a range of emotions in order to build resilience and strategies for dealing with them. Rather we want to walk the path with children as they learn to respond and deal with difficult situations.

Pastoral Structures

Form tutors are the first port of call for a child and their parents. The Form Tutor plays an important part in our care for each pupil as they support students on difficult days and celebrate their successes and achievements. The personal relationship of trust, confidence and encouragement, which is built between student and tutor, nurtures their personal development, health and wellbeing.

However, we fundamentally believe that every staff member is part of our pastoral care. One of our strengths is how well the staff know the children and as a result all children are encouraged to speak to any adult they feel comfortable with.

The Deputy Headteacher (Pastoral), School councillor and SENCO also support the pastoral needs of the children, tailoring support on an individual basis to meet the needs of each child.

Pupil Voice

We are passionate about promoting Pupil Voice throughout the school and there are many forums with which pupils can get their voice heard.

1. Weekly Form Time.
2. It is part of the ethos of the school to create an atmosphere for friendly pupil/staff interaction and pupils are encouraged to approach an adult of their choice if there is something they wish to discuss in private.
3. School Council – Throughout the school year, representatives from each form attend the fortnightly school council meetings. Giving the children the opportunity to organise the content for our 'Smart School Council' meetings, provide feedback on aspects of school life, develop opportunities for them to be involved in planning and contributing to school events, providing opportunities to make requests for action, and purchase or consideration based upon their insights. All forms then participate in fortnightly school council meetings in which they can discuss and vote on a topical question.
4. Smart School Council Notice Board- pupils are often invited to comment, vote or brainstorm ideas on the notice board.
5. Comments box- there is an anonymous comments box in the entrance hall that all children can use. This is checked regularly by the Deputy Head (Pastoral).

Opportunities for pupils to take responsibility

- ☐ Form Captains (Form Captains and Vice Captains are members of the School Council)
- ☐ Monitors (classroom based)
- ☐ Prefects
- ☐ Librarians
- ☐ Head and Deputy Head of School
- ☐ Tech monitors

20. Payment of Fees

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

The School's charges are invoiced termly and settlement is required in full in advance before the start of each term. Payment should be made by cheque made payable to 'Birkdale School' - for security reasons, payment by cash cannot be accepted. The School reserves the right to charge interest on fees and extras which are overdue after the first day of term at the rate of 2% over the Bank of England base rate.

You can pay your school bill (Fees), a Registration Fee, an Acceptance Deposit, or Trip/Expedition instalments online via the school website **by Debit Card or Credit Card**.

Alternatively, the School's charges may be paid by Direct Debit on either a termly or a monthly basis. If paid monthly, an administration charge of £50 per annum is payable. There is no administration charge for payment by Direct Debit on a termly basis. If you would like to pay by Direct Debit, either termly or monthly, please contact the Bursar's Department.

The tuition fees include lunches, textbooks, general stationery and games travel. Uniform, and the school magazine (published annually; one per family) are compulsory extras. All other extras are optional. These include Pupils' Absence insurance, Personal Accident insurance (PAI), private medical insurance. Details of the cost of all extras may be obtained from the Bursar's Department.

21. PE, Games and Sport

PE

All PE in the Prep department is taught by a specialist teacher, usually in the school hall but outside if the weather is suitable. Weekly lesson allocations are as follows:

P1, P2 and P3 one double period

P4 one double period which alternates with swimming on a half-termly basis

Swimming

P1, P2 and P4 have a double period of swimming each week at Ponds Forge but this is arranged on a half-termly basis; that is, one form in the year group does swimming for one half of a term, changing over at half-term. Currently we are unable to offer swimming to P3.

There is an annual Inter-House swimming gala at the end of the Easter term, to which parents are invited as spectators.

Games

P1 - P2 have 4 periods of games per week and P3-P4 have 5 periods of games per week throughout the year. In addition we currently run teams in football, rugby and cricket, hockey & netball which compete against other schools. These fixtures are usually for children in P2-P4.

Games take place at our school pitches at Castle Dyke and transport is arranged on private buses. Full changing, showering and first aid facilities are available at the games field.

Pupils are taught in groups selected by ability.

Games are arranged as follows:

Year Groups	Christmas Term	Easter Term	Summer Term
P1	Rugby	Football/Netball	Cricket
P2	Rugby/Hockey	Football/Netball	Cricket
P3 & P4	Rugby/Hockey	Football/Netball	Cricket

Fixtures

At Birkdale we believe in the value of competitive sport and healthy competition. We organise regular fixtures against other schools in Rugby, Football, Hockey, Netball and Cricket. There are also school teams for Cross-country & Swimming.

Large numbers of pupils get a chance to represent Birkdale. In addition to school matches we have house matches and a summer Sports Day, which offer great competitive opportunities. We inculcate the values

of good sportsmanship, including being both good winners and good losers. Competitive sport by its nature has winners and losers, and it is an important aspect of sport, and a lesson for life, that pupils, while playing to win, must also learn to manage disappointment and failure.

Our policy regarding team selection is to pick sides which give our opposition the best game possible and usually teams are picked based on ability. Coaches and match managers are constantly making fresh assessments of a child's ability and potential and there will be movement between teams and groups.

Pupils are expected to play if selected. Team sheets are displayed on the noticeboard outside the changing rooms. The team sheet will contain all relevant details. In the event of particularly inclement weather, a decision about any particular fixture will be made by the lunchtime in question.

Parents are warmly invited to watch any of these fixtures which are held during the normal school week. Parents are asked to endeavour to keep these dates free.

A more detailed policy on competitive sport and team selection is available on request.

Trophies and Colours

We have a number of trophies to be awarded for the various sports. In addition, colours are awarded to some children in Prep 4 who have shown the required expertise, enthusiasm and commitment.

Off Games Policy

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

If a child 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/email 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 pupils at Birkdale Prep School who are 'off games' is very small but when there are pupils 'off games' the following procedure is used:

1. Pupils 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, pupils 'off games' are expected to bring wet weather clothing (gloves, hats, coats etc) in order to stay warm. At Castle Dyke there is **no** provision for inside supervision.
2. In circumstances where an injury or illness occurs at school, Matron will provide a note excusing a particular child 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, pupils 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 Heads) and the Head of PE & Games.

22. Celebration & Prizegiving

Celebration & Prizegiving (also referred to as 'Prep School Celebration') takes place during an afternoon in the Summer Term in the last week of the school year. All pupils are required to be present for this important school event and parents (and other family members) are warmly invited to attend, whether or not their child is to receive a prize. Invitations are sent to all parents well in advance and the date is given in the school calendar.

Celebration & Prizegiving is considered as an occasion when the 'Prep School family' has the opportunity of looking back on the year and celebrating our successes - large and small. It is, also, often a time of both looking forward and a time of reflection.

There are some Prep 4 prize winners who are nominated and chosen by the teachers. Pupils who have won a prize are notified in advance by letter. The letter contains a book token which should be used to

purchase a book or books which should then be brought back to school for inscribing and presentation at Celebration & Prizegiving.

It is a particularly special occasion for Prep 4 and their parents as they prepare to leave the Prep School. All the pupils in Prep 4 will be presented with their Leavers' Bible.

A trophy is presented to the winning house in the house points competition which has run throughout the year.

23. Reading & Spelling

Having followed various schemes and reading strategies in Pre-Prep, P1 children continue on the widening selection of books within the colour coded scheme which operates throughout the Prep Department.

Throughout the reading schemes pupils are encouraged to branch out into 'free-reading' fiction books at the appropriate level as it is most important that they see reading as an enjoyable activity rather than as a mechanical process with stages to be worked through. Comprehension skills are as important as reading the words and children need plenty of thoughtful reading at an appropriate level, before moving on to something more difficult. If a child has to struggle with books which are always rather difficult, or whose theme is really beyond the reader's level of social or emotional maturity, the young reader can easily become demotivated.

Reading books should be taken home daily and parents are encouraged to read with, and to, their children regularly. Pupils should spend some time each evening reading. In order to encourage an interest in books and a good reading habit, teachers read a variety of stories and poems to their classes and take the children to the library to explore the widening range of books to be found there, many of which have been recommended by other pupils.

As part of this campaign for reading, reading lessons are an important part of the school weekly routine; this helps raise the profile of reading. The children look forward to these opportunities for guided reading of a class book each term.

Spelling

In Pre-Prep the development of good visual memory and an early awareness of the structure of words is one of our aims. We operate a number of approaches to develop this, including our phonics programme which follows the Twinkl phonics scheme.

The structure of the Twinkl Spelling programme used in Prep builds on the Twinkl phonics programme and is followed throughout the Prep school. Twinkl Spelling covers all of the statutory exception words and spelling rules from the National Curriculum, it focusses on a different spelling rule each week.

Each week, children will learn about the new spelling rule and will be asked to learn 10 spellings that they will be tested on the following week. We encourage the children to practise their spellings using methods that suit their personal learning style, and we suggest different approaches that the children can try. Twinkl spellings also allows children to practise their weekly spellings on an app where they can play a variety of online games to reinforce their understanding of the spelling rule.

Pupils who find spelling particularly difficult are given a variety of strategies to suit their individual needs to use in the classroom. They may also be referred to the Learning Support Department for extra help.

24. Behaviour, Rewards and Sanctions

How we support pupils in promoting positive behaviour

Learners are held responsible for their behaviour. Staff use the following steps for dealing with poor conduct.

1. The child is given a warning and reminded of the expectations: Ready, Respectful, Safe (verbal or non-verbal).
2. The child is asked to move seats to prevent further distraction.
3. The child will be removed from the classroom (up to a period of 10 minutes) to prevent learning time lost for others and an opportunity to reflect on how they could change their behaviour. Work will then be caught up during break time if not completed. If a child is sent out of class twice within one day, they will attend a lunchtime detention.
4. If after time out the behaviour persists, the child will attend a lunchtime detention* which provides a time for reflection and where needed a phone call to parents will be made by the form tutor.

During this detention, all pupils have a structured conversation with a member of staff and will complete a reflection proforma using the following steps:

1. What has happened?
2. Who feels harmed and why?
3. What behaviours will each of us show next time?
4. What needs to happen to put things right?
5. Write one thing you wish someone else had done differently.

5. At the discretion of the headteacher and in discussion with parents, the privilege of representing the school in sporting fixtures, trips, educational visits, quizzes or musical/drama events may be withdrawn.

Staff will always deliver sanctions calmly. It is in nobody's interest to confront poor behaviour with anger. For more serious breaches of discipline, pupils may be temporarily excluded for a specified period or, on rare occasions, permanently excluded.

Whilst we expect all children to demonstrate excellent behaviour, we want to acknowledge those that model an exceptional code of conduct. This is done in various ways.

- Praise in the classroom
- House points (children receive badges when they reach specific totals)
- Postcards home
- Text Messages / emails home
- Special mention (Roll of Honour) in School Prayers
- Peer special mention in School Prayers
- Work shown to the senior leadership team
- Prizes are awarded at the school's prize-giving at the end of the school year

House Points

Pupils are allocated to Houses, usually on a random basis, on entry to the school. Siblings are usually allocated to the same House. The Houses are:

Asterley

Griffiths

Heeley

Hall

There is an ongoing competition to be the House which gains the most house points in the school year, a shield for which is awarded at the end-of-year prizegiving. Half termly totals are announced at Monday Prayers and small cups are presented (one for Pre-Prep and one for Prep), to be held by the winning House

in each department for a half term. The cups are collected by members of PP3 and P4, chosen on a rota basis within those Houses.

25. School Security

We aim to make the building as secure as possible from intruders without engendering a 'fortress' atmosphere. **Pupils must not enter the school via Clarke Dell.**

During the school day

As you will be aware, Birkdale Prep is a very friendly school where the partnership between home and school is highly valued and where we readily welcome visitors.

Every two years, as part of our development planning, we review our procedures and arrangements regarding the security of the school site. As a result of this review it is necessary to implement some new procedures and remind everyone of the rules we have on this subject. Therefore please could I ask you to take careful note of the following:

- All visitors and parents who enter the school between 8.50 am and 3.30 pm **must** report to the school office. Parents are asked not to enter the school building in the morning without prior arrangement.
- All entry and exit points to the school after **8.50 am** should be via the main entrance. Other doors will be locked; please do not try to enter or leave by the other doors.
- If your child has left any belongings in the cloakroom or classroom they must collect it themselves. We can not allow parents to be unsupervised in changing or cloak rooms. A pupil being in charge of their own belongings is a vitally important part of your child's learning.
- Please do not enter the PE changing room or any changing room at Castle Dyke. This also applies to siblings and child minders. This is a vitally important safeguarding measure as at many times there will be children changing in these rooms.
- Birkdale Prep School cannot be held responsible for the safety of siblings who are waiting or who are playing outside.
- A further reminder that parents **should not drive down Clarke Drive at all before 4.30 pm**, unfortunately a small number of parents still continue to disregard this very important rule which is there to protect the children's safety.
- Please note that when your child is dismissed from an after school activity they should be collected promptly. If you are not able to collect at the correct time please book them into after school care. **Please note that sending your elder son/daughter to collect your child from an activity and then asking them to wait in the school is not allowed. We do need written permission if elder siblings are collecting and leaving the site.**

After school

Children who are not collected promptly at the end of the school day and who are not in After School Care or an after-school club wait in the Reception area and are supervised by Matron until 4.10 pm, after which they go to After School Care, for which there may be a charge.

Children who are taking the bus are escorted to the collection point by a member of staff, supervised there and seen safely onto the correct bus.

All external doors are locked with the exception of the main entrance. Parents and others collecting children from clubs and After School Care are asked to use this door only, which is kept under as much surveillance as is possible at this time.

Children leaving clubs, and late returners from matches, are required to wait within the building until collected from there. The member of staff running the club or team is responsible for their supervision at this time. If a child is not collected at the end of a club they would usually be put into After School Care, for which there may be a charge.

Fire practice

The whole-school emergency evacuation procedure is practised on a regular basis in observation of the fire safety regulations.

26. Relationships & Sex Education

Relationships & Sex Education is taught within the P4 PSHE following ISI Statutory guidance. Puberty is taught within the P3 PSHE and Science sessions.

27. Snacks

We recognise that many children have breakfast very early, therefore we allow pupils to bring in a snack to be consumed during mid-morning break to tide them over until lunchtime. The snack should be healthy, such as a piece of fruit. Sweets and chocolate **are not** permitted. Water can be brought into school in a rigid container (not a waxed carton, since these tend to get crushed in bags), although a water fountain is available to all the pupils inside the school and outside in the playground. Nuts or snacks containing nut oils **must not** be brought into School.

28. Preparation for Transfer to Senior School

The majority of pupils transfer to Birkdale Senior School in the September after leaving P4. Many understandably, approach this with some apprehension. Therefore a particular effort is made in P4 to allay any fears, positively promote the excitement and opportunity, and generally make the transfer as smooth as possible.

Much of this is achieved through form periods in the individual P4 forms under the guidance of the form tutors. Worries and fears, questions and opportunities are brought forward and discussed in an informal atmosphere. Personal concerns may also be brought to form tutors in a private one-to-one situation.

Staff who will look after the pupils in the first year of the Senior School (S1) are encouraged to make themselves known to P4, perhaps by attending individual subject lessons or by taking Prep School Prayers. Some of these staff will already be known to children because of contact through school sport or other inter-school teaching commitments.

A Senior School Open Day takes place in the Christmas Term of each year and all Prep 4 and their parents receive a written invitation to this.

S1 has a three form entry, the extra form being provided through children entering the Senior School from junior schools other than Birkdale Prep. At transfer the opportunity is taken to intermix, not only from other schools but also the pupils in the two P4 forms, throughout the three new S1 forms. Thus new friendships can be forged (and the school can take the opportunity, if thought necessary, to discourage associations which have proved less than beneficial in the past).

This intermixing is **not** done on a random basis, however. At some time during the latter half of the P4 year the P4 form tutors will ask their form to note down three friends they would each like to be with in the same form in S1. The Director of Studies then takes on the difficult task of trying to create three S1 forms in which each pupil will be with at least one of the special friends they have chosen. Thus the new groupings are made by Prep School staff who know the children well.

It must be remembered that, even if a child appears to be separated by this process from many of their old classmates, in S1 all the pupils are based in the same building and share the same facilities. Further, they are divided into teaching sets for several subjects. Thus they meet their old classmates both in and out of lessons.

Shortly before the end of the Summer Term in P4 a Senior School Induction Day is arranged. P4 pupils (plus the new entrants from other junior schools) visit the Senior School for a specially-arranged induction

programme. They meet their new form tutors and other subject teachers and are shown round the school by ex-Prep School pupils who are approaching the end of *their* S1 year. There is a programme of specially-designed subject lessons and games, and lunch is taken in the Heeley Hall. School uniform is not worn on this day but pupils are expected to attend in smart casual clothes appropriate to the occasion.

Birkdale Prep pupils are encouraged to welcome the new entrants from other junior schools and, especially, to include them in their group activities, bearing in mind that many of the new entrants will have had no experience of an independent school.

All Prep School children and parents are especially welcome at appropriate plays and concerts which take place at the Senior School throughout every year. These are advertised in advance in the school calendar and by other means. This all helps to familiarise children and parents with the Senior School environment, staff and pupils.

29. Visits and Expeditions

General

Trips are an important and integral part of school life. They are part of a programme which extends from Pre-Prep through to Sixth Form in the Senior School. Some are completed within a day and some are residential, taking place over a number of days.

There is no compulsion for pupils to join a trip but we strongly encourage that they all join in. Similarly, if a child desperately does not want to join in an activity such as rock-climbing, we will encourage them as we feel pushing boundaries is an important life lesson in children discovering their own potential but not force them.

Trips often involve an extra payment which is notified to parents in advance and added to the termly bill. All staff taking part in trips do so on a voluntary basis, with no extra payment, often giving up their own time. The flavour of our trips can be experienced from articles written by the pupils in the school magazine.

The aims of trips within the Prep School are:

- ☐ fun and adventure!
- ☐ social: to forge and cement relationships within pupil groups and with the staff, and also to promote acceptable behaviour and good manners when in the outside world
- ☐ pastoral: to enable staff to get to know the children better (and vice versa!) outside the usual school environment. To support children in realising their own potential and what they are capable of whilst practising stepping out of their comfort zone.
- ☐ academic: to add to and reinforce work done within school.

Safety

Safety considerations are paramount whether the trip is an hour's visit to a local church or a residential expedition to France. A high Birkdale staff-pupil ratio is always maintained and sometimes parents or other adults are individually invited to join a trip in order to increase the adult-pupil ratio further.

Pupils remain under the direct supervision of Birkdale staff at all times, including when they are with instructors.

When outdoor activity instructors are employed we check that they hold the currently-required qualifications and are appropriately insured.

When the trip is residential the facilities are always visited and inspected by the school staff running the trip before the booking is confirmed.

Staff always carry a mobile phone and parents and the school are kept informed, whenever possible, of changes to expected timings.

Parent responsibilities

We expect that parents will cooperate by making sure their child is delivered to school or the departure point on time and, **particularly, that they are present at the collection point on time or preferably a little before.**

All trips involve parents reading and responding to a BirkdalePost message, depending on what the trip involves. **These must be responded to by the deadline given.** In most circumstances it is not possible for us to take a child away unless the relevant form(s) have been fully and correctly completed.

Kit lists, (especially for outdoor and residential activities) have been compiled by staff after much thought and experience. **We expect parents to comply with these** and reserve the right not to take a child if they do not have the proper equipment, particularly with regard to outer clothing and footwear.

On a residential trip we may contact parents if a pupil's behaviour is not acceptable and require them to collect the child immediately. Parents will be informed via BirkdalePost text message if there is to be an unavoidable delay or change to collection arrangements.

When a child is away with the school on a residential trip we strongly discourage contact with parents except in an emergency. This is because it may conflict with the social aims of the trip. Of course we are aware that it may be their first time away from home without mum and dad, and that some children get homesick, but most of our staff are mums or dads themselves and all staff will do their best to act as a parent would in the circumstances. In our experience most children do not feel homesick and, if they do, it soon fades away because there are so many exciting things to do!

Payment

Costs are notified to parents well in advance of a trip. Payments are added to the termly bill.

Pocket money

Staff running a trip can predict a reasonable amount of pocket money to be taken. Sometimes staff take charge of pocket money and give it out when appropriate. It is unfair to other pupils if a child takes more than the set amount.

Medication

Staff will take charge of and do their best to administer necessary medications when on a trip; provided the medicine is clearly labelled and parental consent has been obtained.

Non-participating pupils

As stated above, we strongly encourage all pupils to join a trip. If, however, a child cannot join a trip a timetable for them at school will be arranged, although we cannot guarantee they will follow their usual teaching timetable.

School uniform

Pupils may or may not be required to wear school uniform, depending on the trip. Whatever clothes are worn, however, we do expect certain standards to be maintained and pupils will be told of these before the trip.

*This does not include games teams and swimming and these may be subject to change.

Notes on the residential trips

P2 Castleton Trip

Prep 2 stay at the Hollowford Centre, a purpose-built activity centre not too far from Sheffield. During the trip they have the opportunity to try archery, orienteering, climbing, high ropes, assault course, zip wire and various other outdoor activities under the guidance of expert qualified instructors and using the

appropriate safety equipment. The weekend includes a visit to Peveril Castle and Treak Cliff Cavern, walking the route around the fields between the two.

P3 trip to the Lake District

This residential expedition to the Lake District gives the children a chance to partake in numerous outdoor activities, whilst also exhibiting key teamwork and leadership skills. Links are made with the Geography curriculum and work based on the trip is carried out in other curriculum areas both before and after the week in the Lakes.

P4 visit to London

Pupils experience a variety of activities in the capital, this may include shows and workshops, museums and galleries, interactive visits and experiences. It will be seen that our residential trips increase in duration as the children get older. On residential trips we try to arrange that our school has sole use of the facilities, although this cannot always be achieved.

The Oakes, Norton

Some years, Prep children stay at the restored Oakes Park Mansion at Norton in Sheffield, where they enjoy indoor and outdoor activities such as archery, team building and adventure exercises, night exercises and craftwork, all within a Christian framework.

Beyond the 4 Walls

As part of our continued commitment to making sure that our pupils have quality learning experiences outside the classroom, chances to establish friendships, time away from screens and a focus on mental health, we have a partnership with Beyond the 4 Walls and take every form in the Prep School out of the classroom for two days of the year for outdoor learning opportunities and experiences. This takes place under the guidance and supervision of qualified Teacher and Mountain Leader Dom McDermott. Please do visit the website www.beyondthe4walls.co.uk for more information.

30. Timetable - A Typical Day - P1 to P4

7.30 - 8.15	Breakfast Club
8.15	School Opens
8.45	Registration
9.00	Prayers
9.20	Period 1
9.50	Period 2
10.20	Morning Break
10.35	Period 3
11.05	Period 4
11.35	Period 5
12.05	Period 6

12.30	P1 Lunch
12.35	P2 Lunch
12.40	P3 Lunch
12.45	P4 Lunch
1.45	Period 7
2.15	Period 8
2.45	Break
2.50	Period 9
3.20	Period 10
3.50	End of School Day
4.00	Prep Clubs begin

31. Extreme Weather Conditions

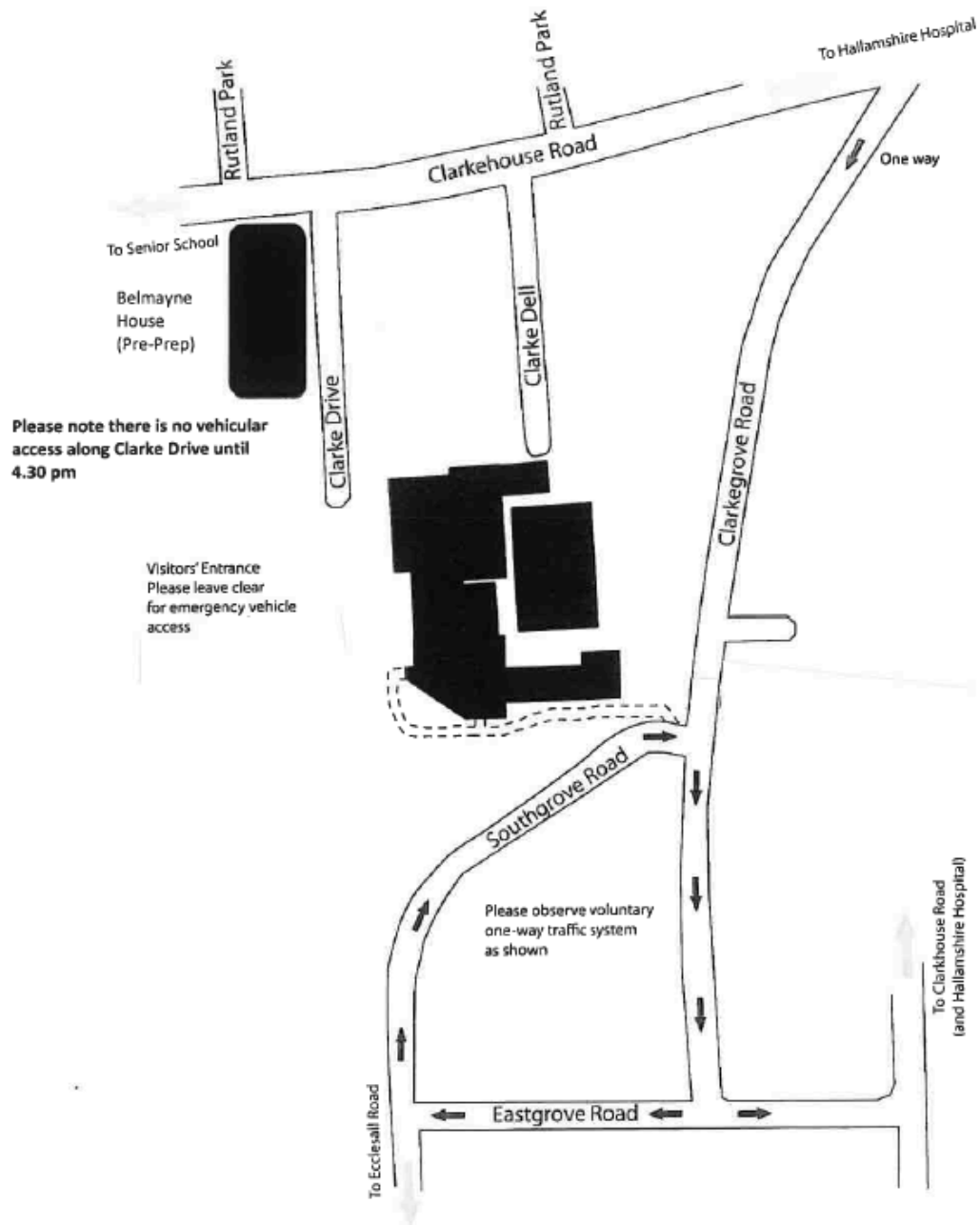
Birkdale School will normally remain open even in the event of a heavy snow fall. If it is necessary to close the school because the site is unsafe then the decision will be made before 7.00 am on the morning concerned. In the event of a sudden deterioration in the weather and after consultation with the bus companies it may be necessary to close the school early. Decisions on closure of the school will be communicated via the school's website and where possible by text and email. Detailed information and updates will also be communicated via the website. Parents should avoid telephoning the school and should discount any communications from pupils concerning school closure if it conflicts with the information on the website.

If the weather conditions mean that travelling to school represents a significant risk, pupils, teachers and other members of staff should remain at home.

Appendix

- Site Map
- School Rules

Birkdale Prep School Road Map



Prep School Rules

Pupils should behave at all times with consideration for others and their belongings.

Attendance

Pupils should be present in form rooms for registration at 8.45 am.

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

If a pupil is ill, parents are asked to telephone the school or email before registration at 8.45 am.

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

Bounds

The following are out of bounds:

All grass and flower beds, unless permission has been granted by a member of staff including play equipment on grassed area.

All roofs and fire escapes unless under the direction and supervision of a member of staff.

The car parks, unless under the direction of a member of staff.

Security

External doors are kept locked during lesson times. Pupils should not open any of these doors. They should inform a member of staff if someone is asking for entry.

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.

There should be no buying or selling between pupils.

All clothing and property should be clearly and permanently named.

Appearance

Pupils are expected to look tidy at all times. Hair styles should be free from extremes.

Correct school uniform should be worn at school and in public places.

General

Eating during lesson time is forbidden, unless directed by a member of staff.

Knives, fireworks, guns, water pistols and catapults of any description are forbidden on school premises.

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.

Snowballing and sliding are forbidden unless directed and supervised by a member of staff.

The possession of solvent-based glues, erasers and liquid paper is forbidden.

The possession of mobile phones during the school day is forbidden. If it is deemed necessary for a child to have a mobile phone at the end of the day, they should hand it to the school office to look after. (It must be clearly labelled).