

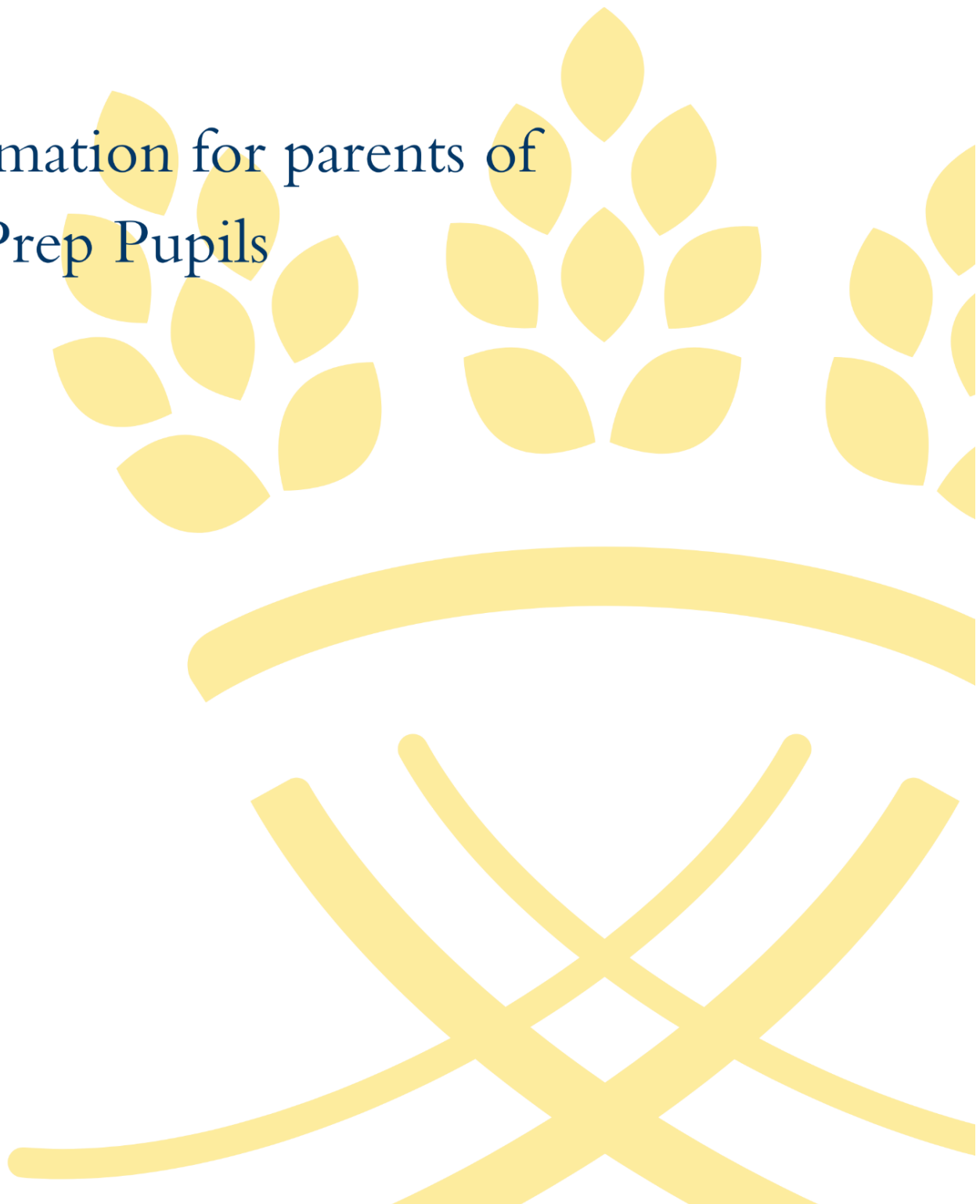


**POCKLINGTON  
PRE-PREP SCHOOL**

Ages 2 to 7

# Parent Handbook

Information for parents of  
Pre-Prep Pupils





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## Introduction

This handbook implements the Parent/School Agreement and sets out clear guidance to parents and Pocklington Prep School pupils about the school's

- Ethos, Values and Virtues
- Routines and procedures
- Structures and organisation
- Expectations of pupils' behaviour
- Rules and regulations





## Ethos, Values and Virtues

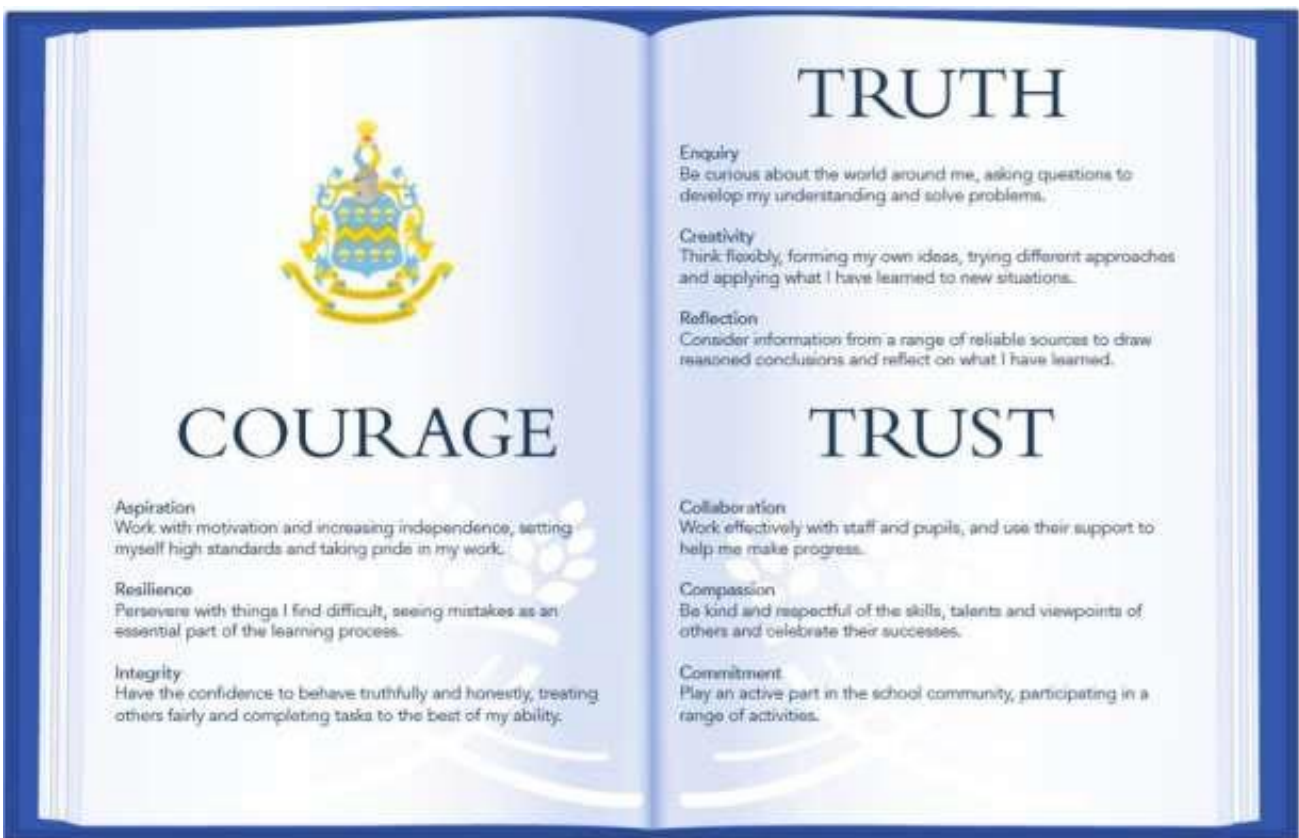
### Equality and Diversity

At Pocklington Prep School our aim is to inspire for life. In achieving this aim the School is committed to ensuring equality for all persons, pupils and adults, across the Foundation and to celebrating the diverse nature of all pupils, both day and boarding, recognising and valuing the unique qualities of all.

The Foundation will not tolerate discriminating treatment of any pupil on the grounds of their race, gender, age, colour, nationality, ethnic or national origin, disability, sexual orientation, religious or other beliefs, or for any reason which cannot be shown to be justified.

These commitments pervade throughout our policies and procedures, alongside our “Values and Virtues” and Strategic Objectives:

We offer incredible experiences inside and outside the classroom and believe in challenging and encouraging our pupils to seize opportunities that we go the extra mile to provide. These activities and our personalised approach to teaching and learning help to form the bedrock of our pupils’ individual character. We are a day and boarding Christian foundation that is academic and inclusive and a family school whose togetherness, care for each other and pride in our community is evident in our outstanding pastoral provision. At the very heart of our ethos lie our “Values and Virtues”; they drive all that we do at Pocklington and mean our pupils leave with a strong sense of personal and social responsibility along with the ability to shape their own future.





## Pocklington Prep School Golden Rules

A high standard of courtesy, common decency, tidiness and honesty is expected from every member of the School. Any action that may lower the good name of the School goes against our 'Respect Code'. In particular, this applies to conduct on buses and in the streets where quiet, orderly behaviour is expected at all times.

On accepting a place in the School, pupils are accepting the Code and willingness to live up to it.



Pocklington Prep School is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to try their best to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. Our behaviour policy guides staff to teach self-discipline not blind compliance. It echoes our values with a heavy emphasis on respectful behaviour, a partnership approach to managing poor conduct and dynamic interventions that support staff and pupils.

Details on the school's Behaviour Policy can be found [here](#).



## Rewards and Sanctions

Pocklington Prep School is a school in which boys and girls have the opportunity to work together and to develop understanding and respect for each other. Courtesy and consideration for other pupils, teaching and non-teaching staff and visitors are essential in helping to build a co-operative and friendly community.

Rewards will be given to reinforce positive behaviour. These rewards will take various forms and will be given consistently throughout the school.

## Pre-Prep: The Golden Rules

Children in the Pre-Prep are introduced to the Golden Rules and these are displayed in class and are reinforced throughout the year. We set high expectations for children's behaviour and issue warnings about the consequences should the Golden Rules not be adhered to.

Any behaviour concerns should initially be discussed between parents and the Class Teacher. The Head of Pre-Prep (EYFS Behaviour Manager) or the Deputy Head may also be involved in conversations with pupils, teachers and parents about any repeated misbehaviour.

## The Golden Rules are

We **listen** to others to show we care.

We are **kind and gentle** in all we say and do.

We are **quiet** around school and let our friends learn.

We are always **honest** and have the courage to stand up for what is right.

We always **do our best** and never give up.

Each classroom has a 'Shining Stars' display where the children's faces are displayed on individual stars. Children see, and are reminded, that they are 'Shining Stars' and positive behaviours are constantly rewarded (see 'Pre-Prep: Rewards'). Children are at school to learn and we understand that an important part of school life is learning to adapt and change behaviours. If a child breaks a Golden Rule this will be explained to them and they will be given a warning. If, on the same day, they continue with this behaviour or break another Golden Rule their star will be moved to the 'border' on the 'Shining Stars' display.

Children will be helped to correct their behaviour so that they can have a positive end to the day. Unless it is a result of a behaviour which is being seen repeatedly on a number of days, you will not be informed about this movement of a child's star - we believe that children should be free to make mistakes, learn from them and return home to a positive welcome from you. We do not inform parents of every academic mistake a child makes and therefore we afford children the opportunity to make, and learn from, minor social mistakes too.

If a child repeats this undesirable behaviour and breaks a Golden Rule for a third time on the same day, they will lose their star and it is removed from the board. There may be an occasion when a child exhibits a behaviour which is deemed to be completely unacceptable for a child of their age, such as biting or hitting another child, and this single incident would also result in a child 'losing' their star.

If a child 'loses' their star we will communicate this with parents through the child's Planner, by email, telephone or in person and we ask for your support in reinforcing, at home, the importance of good behaviour in school. This behaviour will also be recorded, to ensure any reoccurrences of this behaviour are identified, monitored and addressed.



## Pre-Prep: Rewards

### Shining Star

Every child has their own 'shining star' on display in the classroom and good behaviour is recognised at all times as staff refer to those children whose stars continue to shine on the board.

### Star of the Day

In each class, at the end of each day, one child's behaviour or achievement is celebrated, and they are named as 'Star of the Day'. This is marked in the child's Planner with a stamp alongside the reason for this achievement.

### Star of the Week

At the end of each week, one child in each class is named as 'Star of the Week' and their achievements are celebrated in our Friday Celebration Assembly. They are also named in our weekly newsletter so that the wider school community and parents can celebrate with them.

## Whole School Rewards

### House Tokens

Children are awarded House Tokens for displays of good behaviour, kindness, responsibility, good work and effort. These House Tokens contribute towards the House Merit Shield competition.

### Distinctions

Distinctions are the highest accolade a child can receive and are awarded for outstanding effort, work or sustained exemplary behaviour. Distinctions contribute triple points towards the House Merit Shield competition. When awarded a Distinction your child will take it to the Head of the Prep School who will sign it and offer their congratulations. The Head of Prep School will keep the card and present it in assembly, at a later date, so that all members of the school community can celebrate their achievements. A Distinction which has not been signed by the Head of Prep School has not been presented in assembly/counted towards the House total and should be returned to school.



## Pastoral Care and Wellbeing

Throughout their time at the school, pupils are supported by a team of experienced staff who will encourage good work habits and participation in the many activities the school has to offer and who will help resolve any problems that occur.

## Pastoral Structure

Pastoral care is central to our provision for pupils' welfare.

All pupils belong to a class and the class teacher is the primary point of contact for pupils with pastoral or behaviour issues. Similarly, parents should contact the class teacher in the first instance if there are any concerns. Teachers are available in school before and after normal school hours; if these times are not suitable, please contact the office to arrange a mutually convenient time to meet.

The class teacher is also responsible for monitoring the pupils' progress and issuing awards and sanctions as appropriate.

The Head of Pre-Prep (Pre-School to Year 2) has oversight of pastoral care and takes an active interest in children within their department. In the event that your child's form teacher has not been able to resolve pastoral issues, parents should make contact with the Head of Pre-Prep.

Should a problem arise, the class teacher will take appropriate action. A copy of the Behaviour Policy (including Rewards and Sanctions) is available on request from the School Office or [via this link](#).

The Head of Pre-Prep (EYFS Behaviour Manager), class teacher, Pastoral Lead, Head of Prep School or Deputy Head may contact parents individually concerning inappropriate behaviour in school.

Ultimately, the Head of Prep School may be required to involve parents in a wider discussion regarding their child's work, behaviour and progress. The possibility of suspension or exclusion exists for repeated, unacceptable behaviour – but not before all other avenues and possible lines of support have been exhausted.

## School Houses

There are four Houses at Pocklington Prep School, named after Yorkshire abbeys. Each pupil belongs to a house with siblings belonging to the same house. Rewards are collected for the House Merit Shield, which is presented each half term. There are many other opportunities to represent the house both in sporting and non-sporting events.

The Houses are Byland, Fountains, Jervaulx and Rievaulx.

## The School Wellbeing Service

Pocklington Prep School has a strong tradition of pastoral care in which all staff have a role.

In addition to members of staff, pupils may seek support within the bounds of confidentiality from the Wellbeing Service, the Matron at Pocklington Prep School or the Chaplain.

The Wellbeing Service provides a confidential service to pupils who have emotional or social concerns. Pupils are able to access the services of two Clinical Psychologists who work on site for two days each week.

Parents who wish to discuss this further or who would like more information should contact the Head or Designated Safeguarding Lead.





## Church and Chaplaincy

Pocklington School was founded under the auspices of a religious guild known as the 'Fraternity of Guild of the Name of Jesus and the Blessed Virgin Mary and St Nicholas founded in the parish church of Pocklington...'. Since 1514 a close relationship with the Church has been maintained and the Christian ethos of the school remains an important influence.

### Church Services

All boarders attend a school service on most Sundays. Details are provided in the Pocklington School calendar.

### The Chaplaincy

The School Chaplain leads a weekly assembly at Pocklington Prep School. The Chaplain offers a pastoral role offering counsel and support whenever this is desired. Parents and pupils can contact the Chaplain at school.



## Medication and Medical Care

### Emergency Contacts

Parents of all pupils must provide emergency contact details and keep School regularly and promptly informed of any changes (for example, during business trips or holidays) via the School Office.

### Health Records

The Health Record and the regular update forms must be completed and returned to Matron before the first day of term. It is essential that the school is kept promptly informed of any changes in a pupil's health (for example, allergies or medication). The school is careful to comply with data protection procedures.

### Pocklington Prep School Matron

Mrs Karen Spruyt is our Prep School Matron, she provides first aid support to pupils at Pocklington Prep School who are ill or injured. She works alongside the School Nursing Team, who are available as required.

### Medication

If your child has been prescribed a course of medication, we ask that you complete the 'Prescribed Medication' form (available from the School Office and contact with the matron [here](#)) and send the named medication, in labelled packaging, with this form into the School Office. Matron will administer the medication at the specified times. Only medicines prescribed for your child can be given.

In the Health and Wellbeing Centre, we stock a selection of non-prescription medicines to relieve the symptoms of common ailments and injuries. Therefore, we ask that you do not send pupils to school with medicines (including paracetamol and ibuprofen) unless it has been prescribed.

If you have given consent on the Medical Form and your child requires paracetamol/ibuprofen during the school day, you will either be contacted, or a report slip will be sent home advising of medicine given, as well as the dose and time.

If your child has been prescribed a reliever inhaler or EpiPen, please send a named spare into School. You will be advised when the expiry date is imminent and asked to send in a replacement.

In the event that your child has a temperature we will administer the appropriate dose of paracetamol. In order to ensure we do not give a child paracetamol when they have had some less than four hours previously, please inform the School if your child had medicine before arriving at school. Otherwise, unless we can make contact with you, paracetamol will not be administered before 12.30pm.



## Appearance, Uniform and Equipment

We expect our pupils to be smart and to wear the appropriate uniform whilst at school and when representing the school elsewhere. Pupils should remember that appearance, like behaviour, reflects on the school and themselves.

Full school uniform, including jumper or cardigan, should be worn for journeys to and from school and for all official school functions and trips (unless other instructions have been issued). Polo shirts must be tucked in.

The full uniform can be found on the school website.

The School Shop is open Monday to Friday, 1pm - 5pm, during term time. Individual fitting appointments can be booked outside these times. Please contact the School Shop Manager, Amanda Smith on 01759 302245 to book an appointment. You can also shop online at [www.schoolwearsolutions.co.uk](http://www.schoolwearsolutions.co.uk).

### Footwear

- Pupils must wear black, polishable shoes with their uniform, both coming to and from school and during the school day. The shoes should be of sensible, low design; no heels.
- Pupils are required to have a pair of sports trainers, which they change into for Games and outdoor PE lessons and when they go out at break times.
- Pupils must be able to fasten their own shoes, so please do not send your child with lace-ups until they have learned to tie their own laces.

### Jewellery and Make-up

- Children must not wear jewellery or make up to School.
- Girls with pierced ears may wear a single pair of matching plain studs. For safety reasons, these must be removed or covered during PE, Games, swimming and all fixtures.
- No badges are to be worn other than those awarded by the School to denote positions of responsibility.

### Hair

- Pupils' hair should be worn in a style which is neat and appropriate for school. Extravagantly short or conspicuous cuts are not allowed. Hair must not be dyed to look unnatural.
- Pupils with hair below the collar should have their hair tied back all day and every day.
- Hair accessories should be small, inconspicuous and in the school colours.
- Hair must be tied back for PE and Games.

### Labelling Uniform and Games Clothing

- All items of uniform, including sports clothing, must be clearly labelled on the inside of the garment, in an obvious place. Suitable places would be on the inside of the collar or the inside of the waistline. Labels should be easily found, but not obvious from the outside.
- Please ensure all shoes, and other items are marked in some way with the pupil's name.



## Books and Equipment

All pupils are responsible for looking after their books and equipment carefully. Most books and stationery are supplied by the school. Some books that will last a pupil's full academic career at Pocklington Prep School may be obtained for the pupils and charged on the school bill. It is helpful for pupils to have access to a dictionary and atlas at home.

## Lost and Found Items

Items which can be identified are returned to their owner by Office staff. A pupil who has mislaid an item should speak to a member of Office staff, having first retraced all their steps and looked for the missing item him/herself. A pupil who finds an unnamed item should hand it in to the School Office. If named, they should try and return it.

## Personal Belongings

### Toys and Electrical Items

Children should not bring toys or electrical items to school. The only exception to this is if the item is for their 'Show and Tell' and, in this case, it should be handed directly to the class teacher on arrival in school.

### Mobile Phone Policy

Children are not permitted to bring mobiles, web enabled devices or gaming devices into school.

Children who travel by bus or walk to school independently may be granted special permission to carry their mobile in their bag. In this case, parents should apply for written permission from the Prep School Deputy Head outlining the reasons for the request. Where permission is granted, pupils will ONLY be allowed to use their device to make contact with parents and they must NOT use them for any other reason.

In some exceptional circumstances, such as when children are going between 2 houses during the week, parents of children who do not travel by bus may require their child to bring a mobile phone to school. Parents should apply for written permission from the Deputy Head, stating whether this is a one-off occurrence or long-term request.

Children who have been granted written permission to bring their mobile into school, for the reasons outlined above, will be required to turn their device off and hand it in to the School Office immediately on arrival at school. They should collect their device at 3.50 p.m. on leaving the school building and must NOT use their device whilst on the school grounds.

Smart watches or watches with remote listening facility are not permitted.

Pupils may bring an e-reader to school, providing the device does not have the facility to browse the internet, take photographs or play games.



## The School Day

The school day starts at 8.30am and ends at 3.50pm. The school day is broken down into sessions, however in Pre-Prep this is purely for the teacher's reference as children's learning across different subjects is interconnected. Therefore, with the exception of their Read, Write, Inc. phonics, maths lessons and specialist teaching, children will not distinguish between these sessions.

### Assemblies

Children in Pre-Prep come together at key points in the week for an assembly and this provides an opportunity for the Head of Prep School or Head of Pre-Prep to share a message related to children's Social, Moral, Spiritual or Cultural awareness.

Each Friday, we hold our Celebration Assembly where children's achievements, both in and out of school, are celebrated. We sing to children who have their birthday that week and show children's best work. We also award school certificates and Distinctions and end our assembly by awarding the Star of the Week certificates.

If your child has achieved an award (swimming badge, gymnastics award etc.) outside of school we would love to celebrate with them, so please do send their news/medal/certificate into school on a Friday.

### Attendance

Attendance by pupils at lessons, assemblies, games and PE is compulsory. Pupils must attend registration unless they are absent for an authorised reason. Pupils arriving late must report to the School Office. Pupils are not permitted to leave the school premises during normal school hours without prior permission from the Head.

### Morning Routine

Pupils should not arrive at school before 8.00am.

### Early Drop-off

Between 8.00am and 8.15am, a member of staff will be available to greet children at the Pre-School door. Parents of children using the early drop-off service are asked to hand their child into the care of the adult at the Pre-School entrance. Children using this early drop-off service will be offered toast and milk or water on arrival.

### Registration

From 8.15am, children should go directly to their form room, where their teacher or classroom assistant will be ready to greet them. All children should be in their classroom by 8.30am when morning registration will begin.

We ask parents to help us to keep all children safe and to promote growing independence in the following ways:

#### Morning Routine - Reception

We ask parents of children in Reception to escort their child to the external Reception classroom door, where they will be greeted by the class teacher or teaching assistant.

#### Morning Routine -Year 1

Parents of children in Year 1 should say goodbye to their adult at the main entrance, where they will be greeted by a member of staff. Children will be asked to hang their belongings on their peg in the changing room before going to their classroom.



### **Morning Routine – Year 2**

We ask parents of children in Year 2 to say goodbye to their child at the main entrance, where they will be greeted by a member of staff. Children will be asked to hang their belongings on their peg in the changing room before going to their classroom.

Parents who wish to speak to their child’s teacher are always welcome to do so, as good relationships between staff and parents are considered to be vital. In order to ensure that the class teacher can create a calm, warm and welcoming atmosphere for all children, parents who wish to speak at length are asked to make an appointment or wait until all children have left at the end of the day.

## **End of the Day Routine**

The school day ends at 3.50pm. We are vigilant about the safety of our pupils and therefore the following arrangements are in place:

### **Collection by a Known Adult**

Pre-Prep staff will only allow your child to go home with those adults specified on the child’s travel record (see form in Starter Pack). If you wish to authorise another adult to collect your child, please make a note in your child’s Planner of who will be collecting them that particular day or contact the School Office.

### **Travel by car**

Parents are requested to collect their child from the designated meeting place (see relevant year group below).

### **Reception Collection Point**

We ask parents of children in Reception to collect their child from the external Reception classroom door.

### **Year 1 and Year 2 Collection Point**

We ask parents of children in Year 1 and Year 2 to wait outside the entrance to the Pre-Prep play area.



### **Early Collection**

Early collection is available at 3.30pm for parents of children in Reception.

Due to their continued supervision of the rest of the class, the class teacher will not be able to speak to parents at this time.

### **Travel by bus**

In the mornings, the Pre-Prep children are collected from the bus stop and escorted over to Pocklington Prep School. In the evening, a member of staff walks children to the bus collection point and waits with them until they are on the bus home. To book a seat on the school buses please make contact with the Bursar's Secretary at the earliest possible opportunity.

## **The Extended Day**

### **Before School Care**

Pupils may access the Dining Hall from 8:00am to purchase a school breakfast. They will need to bring £2.00 with them and pay in the Dining Hall and will need to be accompanied by an adult.

Children who wish to use the Pre-Prep Before School Care facility should be taken to the Pre-School door, where they will be greeted by a member of staff. Children will be offered a light breakfast of toast and milk or water.

### **After School Care**

Pupils who are not being collected from school at 3.50pm may attend After School Care at Pocklington Prep School until 5.50pm. There is a small charge of £3.70 per half hour (from September 2024) for children attending After School Care, which is charged to the end of term school account. If you wish to make use of After School Care please email the Prep School Office, [prep@pocklingtonschool.com](mailto:prep@pocklingtonschool.com). It is acknowledged that unexpected events sometimes make it necessary for parents to arrange After School Care at short notice and we ask you to contact the School Office immediately.

When in After School Care, children will have the opportunity to complete play-based and craft activities, with access to the outdoor area as weather permits. A snack is provided.

We offer boarders' tea to those who would like it. Children are escorted to the dining hall at 5:25 p.m. Bags are left in the office so parents can collect their child/children's bags before 5:50 p.m. then head to the dining room where they can collect their child/children and meet the After School Care team there. Please indicate in planners if you wish to book a boarders' tea, priced at £5.00 (from September 2024).

### **Changes to Home Travel Arrangements**

If there are any changes to home travel arrangements, please contact the School Office at the earliest possible opportunity. In the event that a pupil is not collected at 3.50pm, the child will automatically go into After School Care and the school will contact the parents to clarify arrangements.

If the child is not collected prior to the end of After School Care and is in Pre-Prep, then school would make arrangements for the child to be cared for by qualified staff - access to boarding common room space may be considered.



## Meals and Snacks

### Water

We ask that your child brings a water bottle with them to school every day. Please do not put juice or squash in the bottle as water is the only drink allowed in school.

### Morning Break Snack

The school will provide pupils with a nutritional snack for morning break, taking account of any dietary requirements.

### Afternoon Snack

Children who wish to have an afternoon snack may bring either fruit, prepared salad vegetables or a healthy alternative. Please do not send crisps or chocolate biscuits into school.

**Note: In order to protect those children in school who have a nut allergy, please do not give your child nuts or nut-based bars for their snack as these are not allowed in school.**

### Lunch

Pre-Prep children eat their lunch in a separate area of the Dining Hall and are supervised, at all times, by Pre-Prep staff. Children are helped to select what they would like to eat from either the daily hot option, the hot pasta option, the filled jacket potato option, or the salad bar. Pre-Prep staff encourage children to eat well and will let you know if your child has not eaten a full meal. Pre-Prep staff have high expectations in terms of table manners and teach good table manners and knife and fork skills. Children carry their meal choice to the table and clear their own plate. They then select either a hot pudding, a yoghurt or piece of fruit to finish their meal.

Children sit in 'family groups' of children from across the Pre-Prep and these family groups remain the same for a full term. Older Pre-Prep children are encouraged to help the younger children at mealtimes.

When all children have finished their lunch, form teachers lead their own class back to school to change their shoes and put on their coat before they hand them over to the duty member of staff on the playground.

### Special Dietary Requirements

Parents are asked to ensure the school is informed of special dietary requirements or food allergies via the Health Record and regular Health Record update.





## Absence from School

### Holidays

Parents are requested to ensure that all holidays are taken within school holiday dates. If there are special circumstances parents should complete an 'Absence Request' form (available from the School Office or [here](#)) and submit to the Head of Prep School in good time.

### Illness

When a pupil is absent due to illness, parents should telephone the School Office by 8.30am. The Department for Education requires a return about the attendance record of pupils and therefore it is necessary to explain all absences from school and whether or not they have been authorised by the Head.

When considering your child's return to school after an absence through illness, please consider whether they will be well enough to cope with the full day in school and the level of activity planned. We follow Government Guidance, provided by the Department of Health, to prevent the spread of infection.

**Please help us to keep all children healthy by adhering to the NHS Guidance 'Should I Keep My Child Off School?' on the opposite page.**

### Routine Appointments

Whenever possible, routine dental, orthodontic, medical or optician appointments should be made during the school holidays or at the end of the school day. Where these occur unavoidably during normal school hours, parents should write to the school giving at least 24 hours' notice. Requests should be sent to the School Office, cc'ing in the Form Tutor.



## Should I Keep My Child Off School?



# Should I keep my child off school?



## Yes

### Until...

Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

## No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek



SCAN ME

### Advice and guidance

To find out more, search for **health protection in schools** or scan the QR code or visit <https://qrco.de/minftec>.

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## Academic Life

### Curriculum

Pocklington Prep School aims to offer all pupils a broad and challenging array of opportunities to develop and excel – both academically and personally. We aim to equip our pupils with the skills not only for their next steps in education but for their futures as innovators, collaborators and leaders.

The Curiosity Project curriculum puts pupils at its heart, prioritising enquiry-based learning, the development of key skills and an application of knowledge. During half-termly projects, pupils are presented with a conceptual question and an initial hook, or stimulus, which is discussed and is subjected to much further investigation over the course of the half-term. Subjects to be studied are identified and the children undertake an in-depth study of a specific area within the given subject.

### Fundamentals of Learning and Skills Based Approach

Children in the Pre-Prep (including those in the EYFS) will receive daily input in reading/writing and mathematics. They will have regular slots devoted to the Curiosity Project which encompasses all areas of learning. They will have specialist teaching in French, Music, Swimming, Art and PE. Our comprehensive and tailor-made curriculum ensures that all children make excellent progress in the fundamentals of learning through a commitment to develop skills in reading, writing and number. At the same time, we develop the fundamental skills children need to be independent, self-motivated learners.

Parents of children in Reception can access more information about the Early Years Foundation Stage by referring to the DfE website or the EYFS Policy. Parents should be aware that the Key Person for their child in Reception is the Class Teacher. The Head of Pre-Prep is also the EYFS Manager. The EYFS Deputy Manager is the Reception Class Teacher.

Pocklington Prep School seeks to promote the Pocklington School Values and Virtues in all aspects of school life.

### Assessment and Reporting

The different assessment types and methods detailed below serve to ascertain a pupil's attainment and progress over a given time frame. This ensures that adequate challenge and support is in place for each pupil.

Ongoing, informal assessments are undertaken by the class teacher in every subject continually through observations, questioning and work reviews.

Writing and phonics assessments are carried out several times per term.

More formal maths assessments are carried out yearly.

All forms of assessment will be used to set individual targets for children and to inform teachers' planning. Children in the Reception class will be assessed according to the EYFS guidance and observations throughout the year will inform profile scores which are shared with parents and sent to the East Riding Education Authority (on their request), in accordance with the EYFS Framework.



## Parents' Evening and Written Reports

Formal Parents' Evenings take place in the Michaelmas and Lent term where progress can be discussed, and records shared. Parents will receive a written summary of the child's progress at the end of the Michaelmas Term and a full written report in the Summer Term.

At the start of the academic year, parents are invited to 'Meet the Teacher' evening where the class teacher will discuss how they will work with pupils, the academic and behavioural expectations and will also provide information about the timetable, homework and extra-curricular activities. It will also be an opportunity to answer any questions. Parents of children in the Reception class will also find out more about how we assess and record children's development in the EYFS.

## Learning Support

Pupils with specific learning difficulties will have their needs identified, assessed, met and monitored so they achieve their full potential in a caring and supportive environment, provided by all the pupil's teachers.

The Learning Support Department exists to support pupils and promote achievement. There are three stages on the Learning Support Register.

### Stage 1:

An Individual Learning Plan with personalised targets, written in collaboration with the class teacher. To be reviewed termly.

Access to appropriate equipment and resources to support their learning.

### Stage 2:

An Individual Learning Plan with personalised targets, written in collaboration with the class teacher. To be reviewed termly.

Small group work – a typical child on Stage 2 will be withdrawn from lessons to receive support within a small group once a week. This may take the form of an adult-led session or Lexia intervention. This will be agreed in collaboration with the class teacher.

### Stage 3:

An Individual Learning Plan with personalised targets, written in collaboration with the class teacher. To be reviewed termly.

Small group work – in addition to their one-to-one work, a typical child on Stage 3 will be withdrawn from lessons to receive support within a small group once a week. This may take the form of an adult-led session or Lexia intervention. This will be agreed in collaboration with the class teacher.

One-to-one support once a week, with a learning support teacher, focusing on the targets within the child's Individual Learning Plan.



## Home/School Communication

In advance of a child starting in Reception at Pocklington Prep, the Reception teacher will have visited your child in their family home. From this starting point we foster a positive partnership with parents.

Parents are always welcome and can share concerns either informally, as they leave or collect their child, or more formally with an agreed appointment time.

### Planners

Every pupil in the Pre-Prep will have a 'Planner,' with a weekly Home/School communication record. We wish to promote fluid communication and encourage parents to use this to share information or ask questions. These planners will be checked each day by the Class Teacher or Teaching Assistant. Parents are asked to record their child's collection arrangements and the Class Teacher/Teaching Assistant should initial a note to signify that it has been read.

### Home Learning Tasks

Occasionally, your child's teacher may send home additional home learning tasks / projects. These tasks should never be a source of worry or upset for your child and are intended to provide an opportunity for children to spend time with their parents talking about what they have been doing in school.

### Reading

We request that parents support their child's reading development on a daily basis. Pupils' books will be changed regularly, according to their age and reading ability. We request that parents use the reading record to comment on a pupil's understanding and accuracy.



## Visits and Co-Curricular Activities

### School Trips

Pupils will need to make visits away from school to support their learning in class. School Rules apply on all school trips and pupils are expected to maintain high standards of behaviour and courtesy.

Staff are always equipped with a First Aid kit on excursions. Children in the EYFS will always have a member of staff with them who is trained in Paediatric First Aid.

A designated member of staff will always be in charge and responsible for the authorisation of the trip, for the circulation of administrative information and for the supervision of pupils involved. The school's 'Educational Visits Policy' and the school's 'Health and Safety Policy' are available on request from the School Office.

Details of the arrangements for all trips and visits will be sent by letter to parents who will be asked for permission for the charges to be included in the school bill.

Please note, we select trips that are beneficial for your child's knowledge and education of the term's topic. However, for parents who do not wish their child to be involved in trips, alternative arrangements can be made for your child to remain in school with another year group.

### Music Tuition

Children who wish to learn an instrument may be able to receive tuition from one of the School's peripatetic music teachers. If you are interested in learning more about this service, please contact the Head of Music in the Prep school for further information.

Pupils who are timetabled for music tuition will be escorted to their lessons.

### Co-Curricular Activities

Pocklington Prep School offers the opportunity to take part in a wide and challenging range of academic, cultural and physical activities to develop skills and talents and the ability to make friends and work with others. All pupils are encouraged to take part in extra-curricular activities during school time; we also recognise the value of activities that they may do outside of school too.

Activities for Pre-Prep pupils will take place predominantly during lunchtime and include: arts and crafts club, drama club, choir, chess club, Dragon judo club (after school), computer club, trampoline (after school), cheerleading (after school), gardening club, cooking club, mini-orienteeing, puppet club, sewing club, Bangers and Trash (music), nature club and some outdoor games activities.

Clubs and activities will change every term. A timetable of when particular clubs take place will be sent to you at the start of each term. After school clubs take place between 3.45pm and 4.45pm unless specified otherwise.



## Networked Computers: Acceptable Use Policy

All pupils will regularly be using computers connected to the school network and will be allocated file space to store personal work. Pupils will be given rights to use certain shared files and other resources as well as internal e-mail (though these accounts will not be utilised until children have a better understanding of internet safety). The network also provides Internet access with external e-mail and the World Wide Web.

- Responsible use - Pupils are expected to act responsibly and to use the web for school related work only.
- Acceptable Use Agreement - All pupils and parents are required to sign a copy of the school's Acceptable Use Agreement. Please see the link [here](#).

## Child Protection

### Legal Framework

As a boarding school, Pocklington Prep School is governed by the National Minimum Boarding Standards and the DfE Statutory guidance 'Keeping Children Safe in Education (DfE, September 2024), which sets out what schools and colleges must do to safeguard and promote the welfare of children in their care. The school's boarding provision is regularly inspected by the Independent School Inspectorate (ISI).

### Child Protection Procedure

The school works within the guidance and procedures of the East Riding Safeguarding Children Partnership. Full details of the school's child protection procedures can be obtained from the Designated Safeguarding Lead (For the schools policy click on the link [here](#)). The school will take action in cases of suspected abuse and expects the support of parents in the protection of children. All members of staff, teaching and non-teaching, are asked to be alert to signs of abuse and know that they have a legal obligation to report any concern or suspicion to the Foundation's Designated Safeguarding Leads.

The Designated Safeguarding Lead in Pocklington Prep School is Mrs Katie Dewhirst (including the EYFS) and the Deputy Designated Safeguarding Leads are Mrs Bonnie Steel and Mrs Suzie Rogers.

### Procedures for a Missing Child

Teachers and support staff are ever watchful in caring for your child and are aware of their location/presence both when in school and off-site. If there are any concerns about the whereabouts of a child, the Form teacher will contact a member of the Pocklington Prep School Management Group who will initiate a check to confirm that the child is missing. If absence is confirmed, then we will immediately contact the police and yourselves. We will assign a teacher and give you a contact number for you to contact until your child is found. We will do the same if a child goes missing during a trip; the travelling staff will alert the police and contact the school so that you can be informed as soon as possible. Every incident will be investigated to identify lessons learned.

### Confidentiality

Information given to an adult will be treated with discretion and will not be passed on indiscriminately. Information may be shared with external agencies, where necessary, to safeguard the child.

### Helplines

Details of telephone helplines, including the service offered by Childline, are displayed around the school. Staff will arrange for any pupil to use a private telephone on request.



## School Policies

### Anti-Bullying Policy

The School seeks at all times to create an atmosphere of safety and physical and emotional security in which all pupils have the right to enjoy their opportunities for learning, recreation and social development. The School will not tolerate bullying, hurtful teasing, harassment or any other form of negative behaviour and works hard to create an open atmosphere in which any pupils who feel unhappy or threatened are able to speak out without fear and report the facts to a teacher. All pupils are encouraged to take active steps to stop any unkindness or tendency towards verbal or physical bullying. When bullying is identified it is dealt with firmly and sensitively.

Repeated or serious involvement in bullying is liable to lead to suspension or expulsion. Parents and pupils should refer to the school's Anti-Bullying, ICT and Procedures to Counteract Cyber-Bullying, and the Behaviour Policy on the School [website](#) or on request from the School Office.

Parents who are worried about bullying issues should contact the class teacher about their concerns in the first instance.

### Foundation Policies\* available to parents, guardians and pupils

There are a number of important policy documents available to view that we would like to draw to your attention. These enable all concerned to be aware of the procedures and protocols operated by the school in order to promote and secure the safe, caring and respectful community that we all appreciate learning and living within. The following documents are available on the school [website](#) and can be accessed via 'School Information' on the home page.

Child Protection\* and Safer Recruitment Policies\* (statements only, a full copy of the Child Protection Policy is available on request). Behaviour, Anti-Bullying, Use of ICT and Procedures to Counteract Cyber-Bullying; the Complaints Procedure\* and Relationships and Sex Education Policy. Please do enquire if you would like further information on any of these, or the other academic or pastoral related policies held by the school.

\*These are 'Foundation Policies' and are applicable to both Pocklington Prep School and Pocklington Schools.



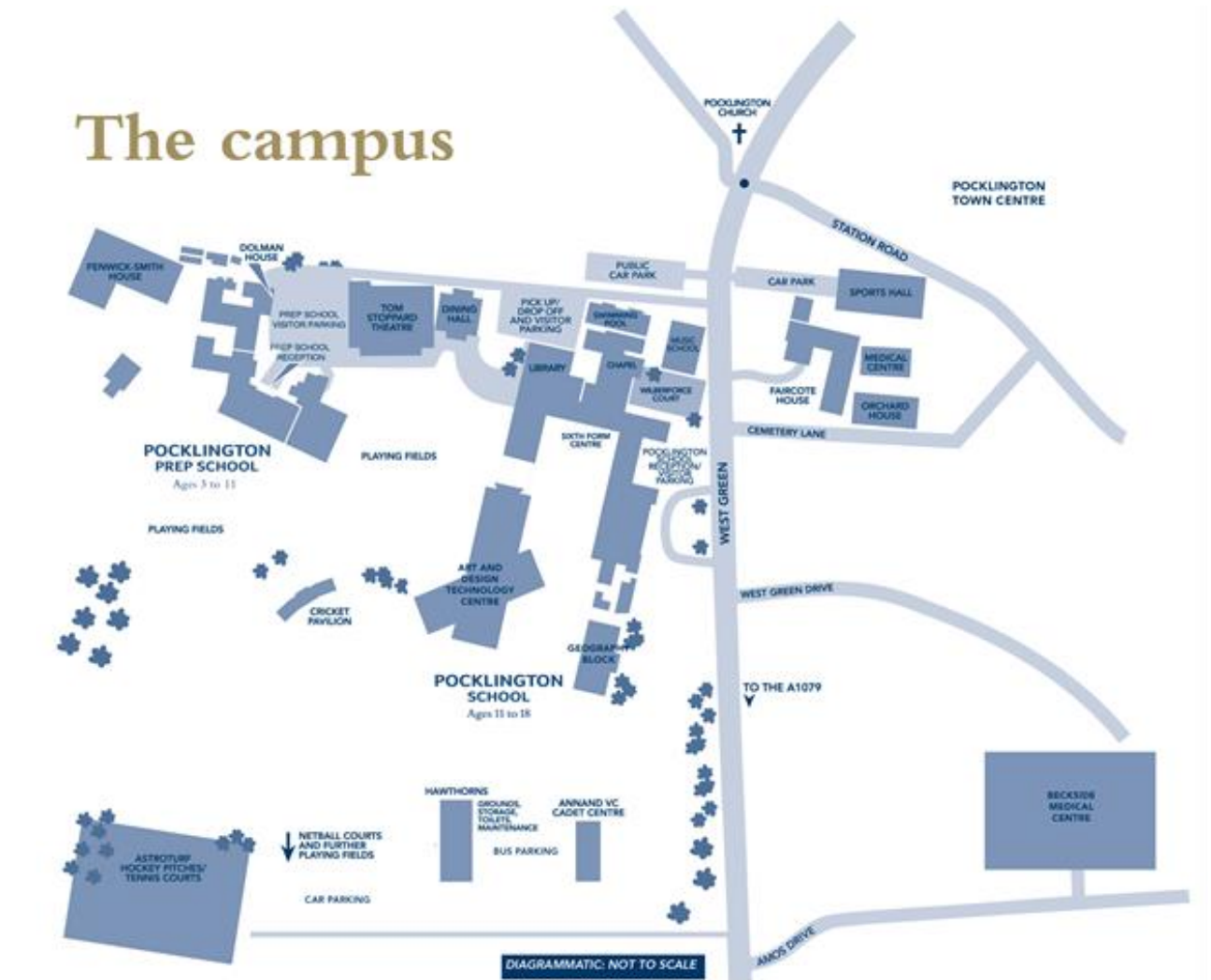


## Key Pocklington School Contact Details

Role	Name	E-Mail
Pocklington Prep School Office	Mrs Naomi Milsom Mrs Katie Dewhirst	<b>01759 321228</b> <a href="mailto:prep@pocklingtonschool.com">prep@pocklingtonschool.com</a>
Head of Prep and Pre-Prep School	Ms Suzanna Ward	<a href="mailto:prephead@pocklingtonschool.com">prephead@pocklingtonschool.com</a>
Deputy Head of Prep School	Mrs Jen Cliff	<a href="mailto:cliffj@pocklingtonschool.com">cliffj@pocklingtonschool.com</a>
Assistant Head (Pastoral)	Mrs Suzie Rogers	<a href="mailto:rogerss@pocklingtonschool.com">rogerss@pocklingtonschool.com</a>
Assistant Head (Pupil Progress)	Mrs A Pimm	<a href="mailto:pimma@pocklingtonschool.com">pimma@pocklingtonschool.com</a>
Assistant Head (Co-Curriculum)	Mr Russ Parker	<a href="mailto:parkerr@pocklingtonschool.com">parkerr@pocklingtonschool.com</a>
Head of Pre-School and EYFS Coordinator	Mrs Sarah Cobb	<a href="mailto:cobbs@pocklingtonschool.com">cobbs@pocklingtonschool.com</a>
Designated Safeguarding Lead	Mrs Katie Dewhirst	<a href="mailto:dewhirstk@pocklingtonschool.com">dewhirstk@pocklingtonschool.com</a>
Deputy Designated Safeguarding Leads	Mrs Bonnie Steel Mrs Suzie Rogers	<a href="mailto:steelb@pocklingtonschool.com">steelb@pocklingtonschool.com</a> <a href="mailto:rogerss@pocklingtonschool.com">rogerss@pocklingtonschool.com</a>
Health and Wellbeing	Prep Matron	<b>01759 321245</b> <a href="mailto:prepmatron@pocklingtonschool.com">prepmatron@pocklingtonschool.com</a>
Prep Music Coordinator	Mrs Karen Parkin	<a href="mailto:parkink@pocklingtonschool.com">parkink@pocklingtonschool.com</a>
Uniform Shop	Amanda Smith	<b>01759 302245</b> <a href="mailto:amanda.smith@newplansolutions.co.uk">amanda.smith@newplansolutions.co.uk</a> <a href="http://www.schoolwearsolutions.co.uk">www.schoolwearsolutions.co.uk</a>
Transport Manager	Mr Richard Bartle	<a href="mailto:bartler@pocklingtonschool.com">bartler@pocklingtonschool.com</a>



## Campus Map



## School Address and Office Hours

Pocklington Prep School  
West Green  
Pocklington  
YO42 2NJ

**Pocklington Prep School**  
Monday to Friday 08.15 -17.00

