



**HAMPTON**  
PRE-PREP & PREP SCHOOL

**PASTORAL HANDBOOK**  
**2020 - 2021**

## **1. PASTORAL HANDBOOK**

This Pastoral Handbook describes the broad principles upon which pastoral matters at Hampton Pre-Prep and Prep are presently organised and run. The Handbook is not part of any agreement between the parents and the School. We have a policy of ongoing assessment and development of our provision. Although believed correct at the time of printing, certain statements may become out of date from time to time. In case of any doubt, please refer to the Deputy Head Pastoral (Mrs Rachael Tinkler), the Head of Pre-Prep (Mrs Imogen Murphy) or the Headmaster (Mr Tim Smith).

There have been significant amendments to our timings and procedures outlined below in the light of Covid-19 as we endeavour to follow current Government guidance.

## **2. SCHOOL ETHOS AND AIMS**

Hampton Pre-Prep and Prep is a friendly, lively and unpretentious School for girls aged 3 – 7 and boys aged 3 – 11. Our core function is to provide an excellent all round education. We want our pupils to make excellent progress that results in superb achievements whilst they are with us. We want them to transfer happily and successfully to their Senior School. We value effort as much as achievement; we work hard to promote and sustain the conditions where both can be celebrated. We rely on each other. We welcome pupils of all cultures and backgrounds. We nurture a community where safety, respect and trust are paramount. We share in both our triumphs and defeats and know how important it is to embrace both as learning opportunities. This enables our pupils to make sense of the world and know how to have a positive impact upon it.

### **We aim:**

#### **to attract and educate boys and girls**

- of academic and all-round ambition
- from a wide range of settings and schools

#### **to provide them with**

- a challenging and stimulating education
- a friendly and supportive environment

#### **to develop in our pupils**

- the desire to achieve their full academic potential
- a participative and positive approach to learning
- a helpful and committed attitude to their School and the community
- respect for self and others
- involvement in co-curricular activities
- skills for life at their next school and beyond

#### **We attempt to achieve these aims through**

- a broad and balanced curriculum
- an established system of pastoral care
- a co-operative and collaborative relationship with the community
- an extensive range of co-curricular activities
- the development and maintenance of our site and its facilities

## **3. PASTORAL CONTACTS FOR PUPILS**

A pupil's **Class/Form Teacher** can deal with the majority of pastoral issues. A pupil can approach their Class/Form Teacher (or any other member of staff) at any time for advice and guidance. Pupils have two registrations per day, one in the morning and one in the afternoon, and these are ideal

times for a pupil to speak to their teacher. In certain situations, a teacher may ask the Deputy Head Pastoral/Head of Pre-Prep for advice. A pupil may also directly seek the help of the Deputy Head Pastoral/Head of Pre-Prep if needed, although the pupil's Class/Form Tutor is the usual first contact point. Pupils in Pre-Prep are assigned a 'Buddy' in their form to support them in the first few weeks. Boys in Years 3 and 4 have 'Buddies' within their house who may be a source of advice as well. If boys find it easier to write down a concern there is a, 'I thought you would like to know box' in reception at the Prep which is regularly checked by the Deputy Heads.

The School has a Deputy Head Pastoral who oversees the School's pastoral provision, and trained counsellors on the staff are also available to offer pastoral support. Please refer to the section on the role of the School Counsellors.

The School Administrators and all members of staff are readily available for any First Aid issues but may feel that they need to contact the School Nurse at Hampton School for further assistance.

A **School Nurse** is available to discuss health-related issues. We have two School Nurses, Mrs E. Searle and Mrs S. Webster. They can also provide the contact details for local services for young people, which can give advice on a wide range of issues. Both can be contacted on [nurse@hamptonschool.org.uk](mailto:nurse@hamptonschool.org.uk).

#### **4. PASTORAL CONTACTS FOR PARENTS**

##### **Class Teachers in Pre-Prep**

Pre-Prep children spend the majority of their time with their Class Teacher and they will be the first point of contact for parents with any queries or concerns.

##### **Form Teachers in Prep**

The Class/Form Teacher meets with his/her Form daily for registration and also for a Life Skills (PSHE) session every Thursday. He/she should, therefore, be the first point of contact for parents with pastoral questions or concerns.

##### **Absences**

**Any absences or changes in family circumstances should be notified in writing to the School Office.**

##### **Absence due to illness**

**If a pupil is ill, parents should telephone the School Office every day that their child is absent.** If notice is given by e-mail, the e-mail should be copied to [secretary@hamptonprep.org.uk](mailto:secretary@hamptonprep.org.uk). If a child has been absent through illness and this has been reported by telephone, he/she must on their return bring in an explanatory note signed by parents, stating how long he/she has been away.

##### **Holiday absences**

The provision of School holidays is sufficiently generous to allow family holidays to occur within them and we always publish the dates of holidays at least 12 months in advance. **Requests for absence other than for medical reasons should be made in writing to the Headmaster well in advance – please email his PA Miss Jolley [h.jolley@hamptonprep.org.uk](mailto:h.jolley@hamptonprep.org.uk)**

##### **Deputy Headmaster Pastoral / Head of Pre-Prep**

The Deputy Head Pastoral and the Head of Pre-Prep are responsible for the pastoral side of the School and are available to give advice to all parents, staff and pupils on pastoral issues and serious concerns. Parents are welcome to contact directly by telephone (School number) or via e-mail:

[r.tinkler@hamptonprep.org.uk](mailto:r.tinkler@hamptonprep.org.uk) / [i.murphy@hamptonprep.org.uk](mailto:i.murphy@hamptonprep.org.uk)

## 5. WHO'S WHO AT HAMPTON PRE-PREP & PREP

### Hampton Pre-Prep & Prep Governor

Details can be found on the School Website [www.hamptonprep.org.uk/about/governors-staff/](http://www.hamptonprep.org.uk/about/governors-staff/)

### The Senior Management Team

Name	Position	Contact Email Address
Mr T Smith	Headmaster	Please contact Miss Jolley, Mr Smith's PA <a href="mailto:H.Jolley@HamptonPrep.org.uk">H.Jolley@HamptonPrep.org.uk</a>
Mrs R Tinkler	Deputy Head Pastoral	<a href="mailto:R.Tinkler@HamptonPrep.org.uk">R.Tinkler@HamptonPrep.org.uk</a>
Mr J Ford	Deputy Head Academic	<a href="mailto:J.Ford@HamptonPrep.org.uk">J.Ford@HamptonPrep.org.uk</a>
Mrs I Murphy	Head of Pre-Prep	<a href="mailto:I.Murphy@HamptonPrep.org.uk">I.Murphy@HamptonPrep.org.uk</a>
Mrs V Moria	Deputy Bursar	<a href="mailto:V.Moria@HamptonSchool.org.uk">V.Moria@HamptonSchool.org.uk</a>

### Pre-Prep Teaching Staff

Name	Position	Contact Email Address
<b>Pre-Prep</b>		
Mrs A Hand	Kindergarten Class Teacher	<a href="mailto:A.Hand@Hamptonprep.org.uk">A.Hand@Hamptonprep.org.uk</a>
Mrs S Annandale-Johnston	Reception Class Teacher	<a href="mailto:S.Annandale-Johnston@HamptonPrep.org.uk">S.Annandale-Johnston@HamptonPrep.org.uk</a>
Mrs D Maynard*	Year 1 Class Teacher	<a href="mailto:D.Maynard@HamptonPrep.org.uk">D.Maynard@HamptonPrep.org.uk</a>
Mrs E Timba*	Year 1 Class Teacher	<a href="mailto:E.Timba@HamptonPrep.org.uk">E.Timba@HamptonPrep.org.uk</a>
Mrs H Doyle*	Year 1 Class Teacher	(maternity leave from February 2020)
Miss N Page	Year 2 Class Teacher	<a href="mailto:N.Page@HamptonPrep.org.uk">N.Page@HamptonPrep.org.uk</a>
Mrs A Bee*	Music	<a href="mailto:A.Bee@HamptonPrep.org.uk">A.Bee@HamptonPrep.org.uk</a>
Mrs K Tyler*	Learning Support	<a href="mailto:K.Tyler@HamptonPrep.org.uk">K.Tyler@HamptonPrep.org.uk</a>
Mrs A Powell*	Year 2 Gym	Please email the Class Teacher
Mrs J Barun	EYFS Practitioner	Please email the Class Teacher
Miss C Horton	Teaching Assistant	Please email the Class Teacher
Mrs K O'Brien	EYFS Practitioner	Please email the Class Teacher
Mrs N Swain	Teaching Assistant	Please email the Class Teacher
Mrs Z Tomkins	EYFS Practitioner	Please email the Class Teacher

### Prep Teaching Staff

Name	Position	Contact Email Address
Mrs A Lutz	Year 3 Form Teacher	<a href="mailto:A.Lutz@HamptonPrep.org.uk">A.Lutz@HamptonPrep.org.uk</a>
Mr Henderson	Year 3 Form Teacher	<a href="mailto:R.Henderson@HamptonPrep.org.uk">R.Henderson@HamptonPrep.org.uk</a>
Miss O Wakeling	Year 4 Form Teacher	<a href="mailto:O.Wakeling@HamptonPrep.org.uk">O.Wakeling@HamptonPrep.org.uk</a>
Mrs J Mills	Year 4 Form Teacher	<a href="mailto:J.Mills@HamptonPrep.org.uk">J.Mills@HamptonPrep.org.uk</a>
Mr C Barber	Year 5 Form Teacher	<a href="mailto:C.Barber@HamptonPrep.org.uk">C.Barber@HamptonPrep.org.uk</a>
Mrs J James	Year 5 Form Teacher	<a href="mailto:J.James@HamptonPrep.org.uk">J.James@HamptonPrep.org.uk</a>
Mr M Salt	Year 6 Form Teacher	<a href="mailto:M.Salt@HamptonPrep.org.uk">M.Salt@HamptonPrep.org.uk</a>
Mr M Bendelow	Year 6 Form Teacher	<a href="mailto:M.Bendelow@HamptonPrep.org.uk">M.Bendelow@HamptonPrep.org.uk</a>
Miss A Bee	Teacher Music & Drama	<a href="mailto:A.Bee@HamptonPrep.org.uk">A.Bee@HamptonPrep.org.uk</a>
Mrs F Sheaff	Teacher	<a href="mailto:F.Sheaff@HamptonPrep.org.uk">F.Sheaff@HamptonPrep.org.uk</a>

	English	
Mrs J Morris	Teacher Science	<a href="mailto:J.Morris@HamptonPrep.org.uk">J.Morris@HamptonPrep.org.uk</a>
Mr T. Hole	Teacher Mathematics	<a href="mailto:T.Hole@HamptonPrep.org.uk">T.Hole@HamptonPrep.org.uk</a>
Mr J Cockshutt*	PE & Games	<a href="mailto:J.Cockshutt@HamptonPrep.org.uk">J.Cockshutt@HamptonPrep.org.uk</a>
Mr A Wales*	PE & Games	<a href="mailto:A.Wales@HamptonPrep.org.uk">A.Wales@HamptonPrep.org.uk</a>
Mme G Houghton*	Teacher French	<a href="mailto:G.Houghton@HamptonPrep.org.uk">G.Houghton@HamptonPrep.org.uk</a>
Mrs M Sunderland*	Teacher	<a href="mailto:M.Sunderland@HamptonPrep.org.uk">M.Sunderland@HamptonPrep.org.uk</a>
Miss J Ireland	Trainee Teacher	Please contact Mr Ford or the Form Teacher
Mrs V Adams*	Teacher Art	
Mr M Nicholson	Teacher (Hampton School)	Please contact Mrs Tinkler or the Form Teacher
Mrs M-W Field	Teacher (Hampton School)	Please contact Mrs Tinkler or the Form Teacher
Mme S Faber*	Teaching Assistant	Please contact the Form Teacher
Mrs D Gellner-Ward	Teaching Assistant	Please contact the Form Teacher

#### Gap Year Teaching Assistants

Name	Please contact Mrs Tinkler
Miss A Heading (Prep)	
Mr M Elliott (Prep)	
Miss L Southwood (Pre-Prep)	

#### Non-Teaching Staff

Name	Position	Contact Email Address
Mrs T Zander	Office Manager	<a href="mailto:T.Zander@HamptonPrep.org.uk">T.Zander@HamptonPrep.org.uk</a> or <a href="mailto:secretary@hamptonprep.org.uk">secretary@hamptonprep.org.uk</a>
Miss H Jolley	Headmaster's PA & Registrar	<a href="mailto:H.Jolley@HamptonPrep.org.uk">H.Jolley@HamptonPrep.org.uk</a>
Mrs K Henderson	School Administrator	<a href="mailto:K.Henderson@HamptonPrep.org.uk">K.Henderson@HamptonPrep.org.uk</a>
Mrs J Parkinson	Pre-Prep Administration Assistant	<a href="mailto:J.Parkinson@HamptonPrep.org.uk">J.Parkinson@HamptonPrep.org.uk</a>
Mr N Uzhvak	Facilities Manager	<a href="mailto:N.Uzhvak@HamptonSchool.org.uk">N.Uzhvak@HamptonSchool.org.uk</a>
Mrs L Hamilton	Catering Manager	<a href="mailto:L.Hamilton@HamptonSchool.org.uk">L.Hamilton@HamptonSchool.org.uk</a>
Mr M Gellner-Ward	School Keeper	Please contact the School Office
Mrs A Empson	Lunchtime Supervisor & Office Administration (pms)	Please contact the School Office
Mrs T McClure	Lunchtime Supervisor	Please contact the School Office
Mrs M Perkins	Early Drop & Late Stay	Please contact the School Office
Mrs A Kenning	Late Stay	
Mr K Faulkner	Minibus Driver	Please contact the School Office
Mr B Somerton	Minibus Driver	Please contact the School Office
Mr M Duke	School Groundsman	Please contact the School Office

(Please note \* denotes a part-time member of staff.)

## FREQUENTLY ASKED QUESTIONS

- How do I email a member of staff if I don't know their first name?

Please see the table above.

- How do I book Early Drop and Late Stay?

Please contact the School Office 020 8979 1844 or email [K.Henderson@HamptonPrep.org.uk](mailto:K.Henderson@HamptonPrep.org.uk)

- Can I call the School directly to speak to a member of staff? What is the phone number?

Please phone 020 8979 1844 to leave a message or use the email address from the above table.

- Do I still have to write a letter excusing absence or can I email?

An email is acceptable.

- Does my child have to wear a blazer every day?

A blazer is worn every day to school from Year 1 to Year 6 – unless information is received to the contrary.

- What PE kit does my child need for Year 1 and 2?

School tracksuit, house t-shirt, white socks, white shorts and trainers should be worn.

- What is the kit for Football?

Long blue socks, dark blue shorts, blue / yellow PE top, full school tracksuit, shin pads and boots

- What is the kit for Rugby?

Long blue socks, dark blue shorts, hooped and reversible long-sleeved blue rugby jersey, full school tracksuit, boots. Gum shields are compulsory from Year 4 to Year 6

- What is the kit for Cricket?

Year 3-6 lessons, CCAs and matches (unless playing Hard Ball matches-U11A&B and U10A) PE kit blue / yellow PE top, white shorts, white socks and white trainers and school baseball hat. Full whites with sweater or a full school tracksuit is also acceptable.

Hard ball matches (U11A&B and U10A) Full whites including sweater and white trainers. Boys may bring their own equipment but the School also has the appropriate kit. (school baseball hat, box, gloves, bat, pads & helmet) sunglasses

- What is the kit for PE?

Blue / Yellow PE top, white shorts, white socks and white trainers.

- Can my child use the Library at break and lunch time?

At the Prep the Library is open at morning break.

- Does the teacher check the Prep (homework) diary every day for notes from home or is it better to email?

Teachers sign the Prep diary once a week. If a message is urgent, it is best to email. If you have written a message in the diary for any member of staff, please ask your child to show it to them. Staff will initial messages to acknowledge that they have been read.

- Where is the lunch menu displayed?

On the School website and on noticeboards outside (by the blue side gate) at Pre-Prep and in the Hall at Prep.

- Are there photos of the staff displayed anywhere?

Pre-Prep has a noticeboard of staff on display in the Hall. All members of staff wear an identification lanyard with their name and photo on it.

- If my child is hurt or becomes ill at school what is the procedure?

Your child should tell a member of staff immediately. Once staff are aware, they will send or take the pupil to either Mrs Parkinson at Pre-Prep or Mrs Henderson and Mrs Zander at the Prep. Staff will monitor and assess each individual situation. They will call you if they believe it is necessary or to find out any further information. The child will either remain in the sick room, return to sessions as appropriate or be collected by you from school.

If emergency treatment is required, the School will contact these first and call you as soon as possible.

- How do you decide which house my child is put in?

Siblings are placed in the same House unless a request is made to the contrary. If your child's elder siblings have moved on to senior school, please let us know what House they were in. We aim to keep the numbers of each house the same in order to assist with competitions.

- **How do I access lost property?**

Please let your child's Class/Form Teacher or the School Office know by email. Members of staff will help to assist the search for lost items. The School Keeper and Gap Teaching Assistants conduct regular lost property sweeps and all named items will be returned as soon as possible.

- **Which class assemblies can I attend?**

Class assemblies or performances are on the School Calendar and Mr Henderson, Miss Bee and / or the Form Teacher will send a reminder by email. Unfortunately, it is not possible to accommodate parents at Pre-Prep class assemblies due to constraints of space.

- **Can I attend the church services?**

Yes, you are very welcome to attend the Services at St Mary's Church in Hampton. Please note all pupils in Years 3-6 are expected to attend the evening Carol Service usually in December.

- **What time does Late Stay finish?**

Late Stay finishes at 5.30 pm. Please arrange alternative collections if you know you will not make it in time. Emergencies do occur and we do our best to accommodate late changes of plan. If you are unable to collect, please phone the School Office as early as possible and ask that we contact a classmate nearby whose parent can return to collect your child.

- **How long should my child spend on their Prep (homework) for each year group?**

Prep is designed to reinforce work that they have done or to support work about to be done. It is therefore important that it should be attempted to the best of their abilities. It should not become a battleground. If it is proving to be counter-productive do sign their prep diary, subject book or send an email to the class teacher. Please also let us know if your arrangements last night prevented successful completion. Staff will always allow provide an extension if they are told.

Year 1 & 2 the suggested time is 20 minutes.

In Year 3 & 4 it is 20 minutes per subject

and in Year 5 & 6 it is 30 minutes per subject.

However, if a pupil is inspired please do not restrict their enthusiasm.

- **At what times can I access the school from the Carlisle Park entrance?**

The Prep entrance is accessible at 08.15 until 08.30 and again from 15.45- 15.55. Please collect all pupils from the Gloucester Road entrance after CCAs at 16.50.

## **6. INDUCTION**

### **Home Visits for Kindergarten Pupils**

These take place for children entering our Kindergarten, the main purpose of these visits to assist your child in settling in to our setting.

### **'Moving Up Session'**

All children have the opportunity to visit their classrooms and spend time with their new Class/Form Teacher and classmates during the Summer Term. 'Moving Up Sessions' are for existing as well as new pupils to the School.

New pupils joining the School in Reception – Year 6 will have a buddy to look after them in the first few weeks of the term. Any pupils who join during the academic year are invited to a 'taster' session before they begin at the School.

### **Class allocation in Prep**

Those boys who join in Year 3 from outside the School will be put into a form with boys who have continued to Prep from Pre-Prep, ensuring that there is balance between 'old' and new boys.

Similarly, groups of new boys from other schools will also be split up to help develop new friendships. A team building morning is organised early in the September of Year 3 to encourage the boys to get to know each other.

In Years 4, 5 and 6, classes are always mixed at the end of each year. Classes are further mixed for core subjects, Arts carousel and Games.

## **7. THE SCHOOL CODE OF CONDUCT**

The School aims to ensure all policies as well as the School Code are applied fairly and consistently, without regard to race, gender or seniority.

Parents have an opportunity to read the School Code before they accept a place. Copies are available from the School Office. When parents accept a place at Hampton Pre-Prep and Prep School for their child, they confirm that they accept the authority of the Headmaster and of other members of staff on the Headmaster's behalf to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each pupil and the School Community as a whole. Discipline is not an end in itself, but rather a means to ensure that all pupils benefit fully from the opportunities the School provides. This policy, therefore, needs to be read in conjunction with other policies available on the School website.

## **8. THE SCHOOL DRESS CODE**

The School sets a high value on personal appearances. The dress code applies at all times between setting off from home in the morning and returning in the evening. The full dress code applies for sporting fixtures.

### **Pre-Prep**

From Years 1 and 2 boys should wear their blazers to and from School, and school caps should be worn from Reception – Year 2.

Girls should have their hair tied back so it is off their faces. Small stud earrings may be worn but please note they should not be worn on either swimming or PE days.

### **Prep**

Blazers should be worn to and from School. Top button and ties should be worn smartly and shirts tucked in on all occasions. Shoes should be securely worn and polished regularly. Hair should be styled smartly and off the collar of their shirt. Pupils attending school functions outside of the normal school hours should wear school uniform to them. On occasion events might better suit a tracksuit or PE kit and parents will be informed. Boys will wear Games kit home after lessons. A full school tracksuit should be taken to all soccer and rugby fixtures in case of poor weather. Pupils will change for both PE and Games lessons. It would be very helpful for staff involved in these sessions that your child is able to dress themselves swiftly and makes every effort to be self-sufficient with buttons, cuffs, ties, shin pads, sports socks and tying laces.

## **9. THE SCHOOL DAY**

Children must arrive in good time for all registrations, lessons and other school commitments.



## Pre-Prep

<b>8.00</b>	Early Drop begins	The blue side gate is opened and is supervised by members of staff until 8.55 am when it will be locked. Early Drop staff responsible for supervision.
<b>8.30</b>		Form Teachers are in their classrooms ready to greet pupils. Pupils should arrive by 8.55 am.
<b>8.55</b>	Registration	The gate is locked
<b>9.00</b>	Session 1	
<b>10.30</b>	Break begins	
<b>10.50</b>	Session 2	
<b>11.50</b>	First Lunch Sitting	Reception and Kindergarten
<b>12.00</b>	Kindergarten Morning Session ends	Kindergarten staff to supervise collection of pupils from the side gate.
<b>12.15</b>	Second Lunch Sitting	Years 1 & 2
<b>13.00</b>	Kindergarten Afternoon Session begins	Kindergarten staff to supervise arrival of pupils from the side gate.
<b>13.10</b>	Registration Session 3	Afternoon registration taken
<b>14.30</b>	Break begins	
<b>14.50</b>	Session 4	
<b>15.30</b>	Collection and Late Stay begins	Reception & Kindergarten
<b>15.35</b>	Collection	Year 1 & 2
<b>17.30</b>	Late Stay ends	Collection for all and school closes.

## Prep

<b>7.45</b>	Early Drop begins	Boys to sign in with the member of staff on duty at the Gloucester Rd Gate and go to the James Hall.
<b>8.15</b>	School gates open	Pupils may enter the School grounds from this time via both Carlisle Park and Gloucester Rd gates. Duty Staff are present. Pupils may leave their kit bags in the changing room.
<b>8.30</b>	Registration	Boys who arrive after 8.30 need to enter via the main gate on Gloucester Road using the intercom and report to the School Office.
<b>8.45</b>	Boys escorted to Assembly	Assembly on Monday, Wednesday and Friday. Form Time on Tuesday Hymn Practice on Thursday Bus boys arrive at Prep and registered
<b>9.05</b>	Session 1	
<b>9.45</b>	Session 2	
<b>10.25</b>	Session 3 / Break time	Boys not to use the climbing frame unless a member of staff has given permission. Court and climbing frame divided between Y3&4 then Y5&6. Ball games are only to be played in the-areas as directed.
<b>10.45</b>	Session 4	
<b>11.25</b>	Session 5	
<b>12.05</b>	Session 6	
<b>12.45</b>	Session 7 /Lunch break	
<b>13.45</b>	Session 8	Afternoon Registration is taken at the start of Session 8
<b>14.25</b>	Session 9	

<b>15.05</b>	Session 10	
<b>15.45</b>	End of day	
<b>15.50</b>	Collection	Boys dismissed by register and go home. Collection via both Carlisle Park and Gloucester Road gates. Supervised Prep starts. Co-Curricular Clubs begin.
<b>16.50</b>	Collection	Co-Curricular Clubs finish. Collection is only via the Gloucester Rd gate. Boys must be registered as collected. Supervised Prep begins for those registered to participate once CCAs finish.
<b>17.30</b>	Collection	Supervised Prep finishes & school closes

### **Uncollected Child**

If a parent or authorised adult fails to collect a child at the appointed time, the School has a duty of care towards the child. We will follow the procedure outlined below.

***It is the responsibility of the parents of the pupils at our school to keep personal family records (addresses/phone numbers) current and up to date by informing the School Office of any changes as they arise.***

In Pre-Prep, if a parent fails to collect a child at the appointed time the following will apply:

1. A child who is not collected should remain with his/her Form Teacher for fifteen minutes.
2. A message should be sent to the School Office and the School Secretary will attempt to contact parents/carers, or any other adult normally authorised to collect the child.
3. The child will then be taken to 'Late Stay' for safe-keeping and will remain there until s/he is collected. 'Late Stay' operates every day from 3.30 – 5.30pm.
4. After all reasonable attempts to contact parents/carers have been made, between 5.30 and 6.00pm, the School will make contact with the local authority Single Point of Access (SPA) who will alert the police and social care.

Please note the procedure for Kindergarten, who normally leave the school premises at midday, will be exactly the same. The School will make all reasonable attempts to contact parents/carers. However, after half an hour, the School will make contact with SPA (who will alert the police and the local authority social care).

In Prep, pupils will be taken to 'Late Stay' for safekeeping and the same procedures above will be followed after 4.00pm. Pupils will not be released into the care of another parent unless direct permission is granted to the teacher on duty or through a message from the School Office. Staff will not take the child to the child's home or to another house, nor transport them in their own car.

Parents are expected to inform Class/Form Teachers or the School Office if collection arrangements are changed or if boys are going home by bus, bicycle or walking home. Very occasionally a person unknown to the school or child has to collect a pupil then we will expect a password chosen by the parent to be used to help identification before releasing the pupil into their care.

In the event that a parent / carer is deemed unfit to take charge of a child due to alcohol or substance abuse, the School will make contact with either the police or the local authority social care for children team.

## **10. PROPERTY**

### **Private Property**

The School cannot accept responsibility for loss of private property or damage to it. Pupils should ensure that all property which is brought to School, including IT equipment, clothes and games kit, is clearly named. Losses must be reported to the teacher-in-charge of the session or activity and also referred to Form/Class Tutors if the items remain lost. Prep boys should keep valuables securely in their lockers or trays. Pupils should not go into any other tray or locker.

The buying, selling and exchanging of personal goods at School, including food, is strictly forbidden. The property of other people must always be respected. Theft, keeping another's property or damaging it is very likely to result in a pupil losing his/her place at Hampton Pre-Prep and Prep. On occasion charity cake sales or other fund raising enterprises will be organised and fully supervised by the school. Parents will be notified of these events.

Pupils must not take bags into assembly or to lunch but should leave them in their Form Rooms. Bags must be stored in racks/pegs provided around the building. Games bags should be left neatly in the changing rooms at the beginning of the School day.

Pupils do not need to bring their own expensive items into school. If a laptop is required for educational support then parents will be fully involved in the plan. For school trips, particularly residential ones, the School will inform parents of what is required.

Mobile phones are not allowed on any school trips. Pupils who use the bus or travel independently to school may bring a mobile phone into school, but must leave them at the School Office every morning.

Pupils may bring small play equipment in to school but any item should be clearly named. Electronic gadgets or lasers are not permitted. On occasion disputes occur over popular games such as Match Attack or Pokemon cards. Boys will be encouraged to self-police these activities but if required the School will notify boys and parents that a temporary ban is in place.

### **School Property**

As members of Hampton Pre-Prep and Prep all pupils have a duty of care for its property and should treat its facilities with respect. Any form of graffiti is strictly forbidden. Pupils should not eat in Form Rooms unless permission has been given by the Form/Class teacher and eating in the corridors is not allowed. Food and cutlery must not be taken out of the Dining Hall. All pupils should help to keep the school tidy, in good repair and litter free, picking up and disposing appropriately of any litter they see. Any breakages or damage must be reported as soon as possible to the pupil's Form/Class teacher or to the School Office.

## **11. THE ENVIRONMENT**

The Hampton Trust places a high priority on environmental responsibility, and all members of the School community are expected to do likewise. There are some basic guidelines that all members of the School should follow:

- Switch off lights when leaving any unoccupied classroom or storeroom
- Do not leave computers on standby or with screens switched on
- Put office paper and newspaper ONLY in blue recycling bins
- Show respect for the plants and animals in the School grounds
- Do not drop litter: sufficient litter bins are provided

- Consider cycling or walking to School, or using public transport or lift-sharing to minimise CO2 emissions.

### **TRAVELLING TO SCHOOL**

Our Year 5 Junior Travel Ambassadors (JTAs) provide a major stimulus to encourage all members of our community to travel to and from school in a safe and sustainable manner. The Hampton and LEH Schools provide a very popular coach network. Please contact Mrs Hutchinson at [coaches@HamptonSchool.org.uk](mailto:coaches@HamptonSchool.org.uk) for further details. Prep pupils are met by a member of Hampton Pre-Prep and Prep Staff who assists them with their onward journey to the Prep. A similar arrangement occurs at the end of the School day.

Bike and scooter racks are provided at both sites and we also promote cycling, scooter and safe walking skills with LBRUT providing workshops throughout the School. Pupils who cycle to school should have appropriate high visibility clothing and wear a helmet.

In the morning the Prep site can be entered via either Gloucester Road or Carlisle Park gates. To reduce congestion, we ask that as many pupils are dropped off and walk through Carlisle Park. A member of staff is positioned at both the Park gate and Carlisle Park Car park.

Parents are asked not to use the car park or Wensleydale Gardens as drop off zones, but to drop off quickly on either Wensleydale Road or Gloucester Road. Boys who walk through the park from any of the park entrances (Wensleydale Road, Carlisle Road and Wensleydale Garden gates) qualify as a Park and Stride statistic. It is very important to the School's Travel Plan that as many pupils use the Park entrance as possible.

If pupils are travelling alone on either journey, we ask that the Form Teacher and School Office are notified, and if there are any changes to these arrangements we are told promptly.

The School also promotes an 'Anti Idling Campaign' campaign and asks all drivers to turn off their engines when dropping off or collecting pupils.

Both site Pre-Prep and Prep have yellow zigzags outside the School. It is essential that these are not used as drop off zones or parked on at any time that the School is open. The yellow zigzags are there to create a safe crossing point, increase visibility and also help with traffic flow.

Staff are out on duty at the start and end of the day but are not responsible for crossing pupils over the road or traffic management. We politely remind all parents that any inconsiderate parking on the streets near school damages our reputation in the local community. Parking close to a driveway does prevent access along Gloucester Road as the road is very narrow in places.

Pupils who attend after school clubs will not be able to use the School Coach service and all pupils who are dismissed after clubs must be collected from the Gloucester Road gate. Similarly, fixtures or school trips often return or finish after school. Details are on the School Calendar and match slips are sent home informing parents of selections, venue and estimated collection times. Participation in School fixtures takes precedent and every effort should be made to play in them.

## **12. EQUIPMENT IN CLASS**

In Pre-Prep, pupils will be provided with all the necessary equipment. Pupils should, however, bring in their school blue book bags and water bottles on a daily basis.

In Prep, boys should have the following items with them: pens (blue ink), pencils, coloured pencils, pencil sharpener, rubber, ruler, glue stick, a small pair of scissors, homework diary and the appropriate text and exercise books.

Water bottles are permitted in lessons but should be of the sports style variety and named. This minimizes the chance of accidents and screw tops lids not being fastened securely. It also reduces our environmental impact. There is a drinking fountain in school and all water sources are safe to drink and refill bottles.

## **13. PREP (HOMEWORK)**

Prep is an opportunity to extend school activities at home, to involve parents in the learning process and to develop work habits that will be extended at secondary school level. Homework activities all reinforce learning at school, will be relevant and within the grasp of all pupils for whom such work is set.

### **Aims of Prep**

- To encourage the child's ability to educate themselves.
- To stimulate independent thought and intellectual curiosity.
- To provide good opportunities for differentiated learning.
- To develop study skills and research skills needed for future academic pursuits.
- To offer a sense of enjoyment and personal challenge, as well as confidence building.
- Assessment where appropriate.
- To involve parents in the child's learning process.
- Consolidation, reinforcement and extension of class work.
- To encourage self-discipline and good work habits.

Reading is an essential part of homework for all ages. It is essential not only in English but also in other subjects and reading round a subject is to be encouraged. A book list might be considered for many subjects. All pupils are encouraged to use any spare time to read a variety of books and genres and to keep up to date with local, national and international news.

### **Pre-Prep**

In Pre-Prep generally, prep (homework) will be set as follows:

**Reception:** Ongoing reading and learning keywords.

**Year 1:** Reading and weekly spellings, plus a phonic and mathematics piece each week to support activities in class.

**Year 2:** Reading, times tables and weekly spellings, plus one phonic, comprehension and mathematics piece each week to support activities in class.

### **In Prep (Years 3 – 6)**

A prep timetable is provided for the pupils at the beginning of term. Prep items ought to be recorded by the pupil in their House coloured Prep Diary. Pupils who require assistance will be given

it and individual prep programmes can be created after discussion between staff and parents. It should be ticked off once it has been completed.

Any difficulties or circumstances that prevent completion should be noted by the parent in the Prep book or emailed to staff. The pupil must show responsibility and show the message to the relevant member of staff. We strongly recommend that Prep does not become a battle ground at home and that the pupils should take ownership of their own work. Form teachers sign the diary each week and staff will acknowledge comments as read with their initials. Parents should do the same.

Project work and Open Homework tasks that encourage independent research occurs across the curriculum range. The pupils are provided with success criteria and parents should use these to guide their support.

We encourage parental involvement and interest in prep tasks but ask that the **pupils do their own work**, understand the language that is used and do not resort to cut and paste methods.

Year 6 from Half term in November to February concentrate on Core Subject Prep (English, Maths or reasoning style tasks) to allow for increased focus on their 11+ Examinations in January.

Holiday Prep packs are provided for boys moving into Year 6 over the Summer extended vacation and also at Autumn half term and Christmas holidays. These are optional but we strongly recommend that appropriate time and suitable environments are created for these to be done. Model answers are provided for parents to support where necessary. Holidays for other year groups should be used to stimulate opportunities for reasoning and enquiry from a broad range of activities.

Prep timeframe: As a guide in Year 1 & 2 the suggested time is 20 minutes. In Year 3 & 4 it is 20 minutes per subject and in Year 5 & 6 it is 30 minutes per subject. However, if a pupil is inspired please do not restrict their enthusiasm.

#### **14. THE SCHOOL SITE**

Both School sites are securely fenced and staff monitor entrance and exit points. Biometric readers also provide another layer of security for our pupils at the Prep. Pupils are not allowed off site during the school day unless accompanied by an adult on an organised school activity. If pupils leave the site wilfully then a suitable school sanction will be enforced. Areas to be used by pupils whilst on a trip such as a service station, playing field or even using Carlisle Park will be clearly identifiable and specifically explained so that pupils clearly understand the boundaries.

#### **15. SCHOOL COMPUTERS**

The School computers should only be used if a member of staff is present and has given permission and the rules posted in each room must be observed. Any attempt to abuse or interfere with the network or any School computer equipment will be regarded as an extremely serious offence and is likely to result in a pupil losing his or her place at Hampton Pre- Prep and Prep. All computer activity in School is monitored.

#### **Internet use**

**The School takes e-safety and online security extremely seriously.**

Pupils are encouraged to research material at home and school. The School has appropriate filters on its internet providers. Pupils must not access the internet without a member of staff being present. Any material that escapes our filters must be reported to the member of staff who will alert our ICT support immediately. Any deliberate intention to access inappropriate sites will result in a high level school sanction. Pupils who participate in cyber bullying at school or home will also receive significant sanctions. We do not condone or tolerate any unkind or unpleasant material being posted or used online.

#### **16. MOBILE PHONES**

The only pupils who require access to a mobile phone in school are those who use the school coach system, or travel to/from school alone. Boys that bring phones into school, because of either travel or end of the day arrangements, must leave them at the School Office every morning. Mobile phones are not allowed on any school trips. Pupils who use mobile phones during the school day will be subject to a school sanction.

#### **17. LOCK DOWN EMERGENCY PROCEDURE**

The School takes any threat to the community very seriously. If an incident occurs outside of the School building which is deemed a threat to safety, the School will follow the Lock Down Emergency Procedure, ensuring the School community remain inside the School building. We will notify parents and inform the pupils of any practice to minimise alarm. If an incident occurs, we will notify parents by email and request that instructions are followed to reduce alarm and misinformation.

#### **18. FIRE ALARM**

Pupils and staff regularly practice fire drills. Pupils are reminded about the need to listen to instructions, leave personal belongings behind and walk quietly and safely to the meeting points. Instructions are clearly displayed in all rooms.

#### **19. MEDICAL**

The wellbeing of the children in our care is at the very core of our practice. We are very keen to help children to attend school, where appropriate, even if they are taking medication to enable this to happen. Staff are trained to administer medication on site, e.g. all members of staff have received EpiPen and First Aid training.

For the wellbeing of the whole school community and to limit the spread of illness and infection, the School has a 48 hour return to school policy. Therefore, if your child has suffered from vomiting or diarrhoea, we kindly ask you to keep them at home for the full 48 hours from the last bout of illness. If pupils are returned to school earlier, we will contact you to collect them, or they will be removed from class and supervised in the Sick Room for the rest of the day.

**It is important that the School is notified of any changes to a pupil's medical requirements immediately.**

In order for medication to be administered, the following procedure must be adhered to by parents and staff for the health and well-being of all children in the setting:

All medicines will be stored in the School Sick Rooms or refrigerated as appropriate - medicines are stored strictly in accordance with the product instructions and in the original container in which dispensed.

We require written and signed consent in advance from parents which clearly shows the date, dosage and expiry date of any medication to be given. A Request For School To Administer Medication Form must be completed giving details of the medicine/cream.

Any medication for administration must be taken to the Reception (Prep) or the Office (Pre-Prep) by the parent, not the child, in a clear plastic bag and should be in the original container, bearing its original label. The label must be legible and have the name of the child on it. (If the medicine has not been prescribed for the child, staff will not under any circumstances administer it.) It is the responsibility of parents to deliver and collect medicines from the School on a daily basis.

Prescription medicines will not be administered unless they have been prescribed by a doctor, dentist, nurse or pharmacist. A form be signed by parents to authorise administration and it is available from the School Office. Medicines should be clearly labelled with full instructions. All medication remains the property of the child to whom it is prescribed. Any surplus or unused medication will be returned to the parents.

At Hampton Pre-Prep & Prep, we do not administer non-prescriptive medication for pain or fever relief, e.g. analgesics such as Calpol. If this medication is necessary, the child should not come to school. If a child suffers regularly from frequent or acute pain, parents are encouraged to refer the matter to the child's GP. We take a common sense approach to administering travel sickness pills on residential trips.

Boys who use the School Coach Service must carry their own additional inhaler or epipen with them as there are no adults on board, in addition to the medication that is held in school. These should be left in their bag during the day.

## **20. DIETARY REQUIREMENTS**

The School must be informed of severe food allergies and we will make every effort to provide safe, balanced healthy meals. The Catering Manageress, Miss G. Swain will contact parents to discuss specific needs as appropriate.

If a pupil has other requirements or needs support to develop a wider range of tastes then the School will work hard in partnership to accomplish this.

A member of staff is always in the dining hall and staff help to promote healthy lifestyles and good manners. A hot meal and a salad bar option are available at the Prep. At Pre-Prep, a hot meal is provided each day.

## **21. POLICIES AND OTHER SCHOOL DOCUMENTATION**

The following information and policies can be found on the Hampton Pre-Prep and Prep School website ( [www.hamptonprep.org.uk](http://www.hamptonprep.org.uk) ) and are also available from the School Office upon request:

- Accessibility Plan
- Administration of Medicines Policy
- Admissions Policy
- Aims and Ethos of the School
- Anti-Bullying Policy
- Assessment Policy
- Care and Supervision Policy
- Complaints Procedure for Parents



Curriculum, Teaching & Learning Policy  
 EAL Policy Policy  
 Equal Opportunities  
 Feedback & Marking Policy  
 Fire Risk Assessment and Safety Policy  
 First Aid Policy  
 Health & Safety Policy  
 Health & Safety of Pupils on Educational Visits Policy  
 Learning Support Policy  
 Life Skills (PSHE) Policy  
 Missing Pupil Policy  
 Privacy Notice  
 Policy to Promote Good Behaviour – Rewards – Sanctions – Exclusions  
 Relationships Education Policy  
 Safeguarding (Child Protection) Policy and Procedures  
 School Teaching Staff  
 Timings of the School Day  
 Uncollected Child Policy  
 EEF Policy  
 Hampton Pre-Prep & Prep School SEN Report  
 SEN Glossary of Terms

## 22. HOUSES

The School is arranged in to Houses.

Prep	Pre-Prep
Lancaster	Red
Tudor	Blue
Windsor	Yellow
York	Green

The House system encourages an inclusive team ethos, team spirit, sportsmanship and an opportunity for all to flourish in a wide range of academic pursuits and sporting activities.

From Reception onwards all pupils are assigned a House that they remain in until they leave. Siblings, where possible, are placed in the same House as each other.

House events (such as Sports Day, Swimming Gala, House Poetry etc) are an opportunity for Houses to compete for the House trophy which is awarded at Prize Giving at the end of the School year. Parents are encouraged to attend these events, celebrating effort and achievement from all involved. Medals are also presented to those swimmers and athletes who break school records in the respective competitions. Certificates (1st, 2nd and 3rd) are awarded for the various House Competitions throughout the year. Excellence Slips at Prep and Team Points at Pre-Prep are awarded throughout the School day for achievement, effort, helpfulness, manners, progress and any other noteworthy reason.

At Prep, Slips/Points are collected at House meetings by Form/Class teachers and the pupil's achievements are celebrated in assemblies. Each House is assigned teachers to help organise and support House events.

House Captains are voted for by Prep pupils at the end of the Summer term.

### **Buddy System**

The School operates a 'Buddy System' through the Houses. Year 5 boys are paired with Year 3 boys and this remains the same as our pupils progress through the School. The system encourages older boys to act as role models and for the pair to take an interest in each other's achievements.

## **23. PUPILS' LEADERSHIP ROLES**

### **Pre-Prep**

In Pre-Prep, Year 2 pupils have the opportunity to take on the role of House Captains or Vice Captain, and these are changed on a termly basis.

### **Prep**

A Head Boy, Deputy Head Boy and Joint Heads of House are elected every year by boys and staff, who all have one vote each. The Prep School and each House vote in a democratic process to nominate their peers. These roles for these boys provide opportunities for them to, amongst other things, announce weekly House Points, help organise competitions and are used to assist staff. On occasion, speeches and attendance at other events is expected. Every effort is made to share other public speaking and responsibilities to all Year 6 pupils. Boys assuming these leadership roles also report in on a regular basis to the Headmaster and the Deputy Head Pastoral about the accomplishments of the other boys in their Houses.

### **School Council**

Pupils from Reception to Year 6 can stand for a role of responsibility in the School Council. A Chairperson and Secretary are also appointed. They participate in regular meetings and act as the pupils' voice.

Older pupils are expected to be good role models for the younger pupils and Departmental Monitors are appointed to help them take responsibility for their own environments. Areas of responsibility could include the Library, ICT in general, as a senior Bus Boy or others as required. Junior Safety Officer positions are chosen from boys in Year 5 who have applied for this role and completed a successful interview.

## **24. REWARDS AND SANCTIONS**

We aim to create a friendly and supportive environment, one that is safe and well-ordered, where all may flourish. We encourage in the individual a desire for self-discipline and a sense of responsibility. Pupils see the advantages and benefits of a well-ordered community where work may be carried out, and where each pupil learns tolerance and respect for self and others. We help pupils to understand that discipline is for all in order to support their personal development.

It is our belief that the best way to ensure the highest standards in both behaviour and work is to create a positive ethos where the self-confidence and self-esteem of pupils is promoted by regular praise, congratulation and affirmation. A school culture which is dominated by a mutual respect between pupils and between staff and pupils will lead not only to harmonious relationships, but also to the fulfilment of the pupils' potential both academically and socially. Most importantly, we support the pupils' personal development.

We encourage the personal development of each child by fostering positive relationships, self-discipline, self-regulating behaviour, alongside the skills of speaking, listening, observing, thinking and concentrating.

### **Pre-Prep Practice:**

#### **Golden Rules**

At Hampton Pre-Prep, we follow the Golden Rules; these are moral values that the entire School Community is encouraged to practise.

#### **The six simple Golden Rules are as follows:**

- \* Do be gentle
- \* Do be kind and helpful
- \* Do listen to people
- \* Do look after property
- \* Do work hard
- \* Do be honest

The rules are explained to everyone and posters are displayed around the School. All adults ensure that the rules are applied consistently, so that the children have the security of knowing what to expect and learning right from wrong.

We recognise that children vary in their maturity and awareness of others, but all are likely at times to display emotional outbursts. They have a strong sense of 'self', and need time and support to also develop as members of a group. Children are encouraged to develop awareness of safety by not running indoors, being careful generally, walking quietly up/down the stairs and during a fire drill, for example. Children and adults should speak politely to each other, with rudeness or swearing being clearly discouraged. Staff are positive role models for the children with regard to friendliness, care and courtesy by modelling polite manners such as saying "please" and "thank you".

Children with behavioural difficulties requiring differing and additional support will be managed through consultation with the Head of Learning Support in either Prep or Pre-Prep. Additional support and well-planned strategies will be recorded on a child's profile, with support from the Early Years Foundation Stage SEN advisor or outside agencies as required.

### **Pre-Prep Rewards:**

**Weekly Golden Time** - In the Pre-Prep both the reward and sanction system ties in with our Golden Time. This is a reward for keeping the Golden Rules. It takes place on an afternoon and pupils in Reception to Year 2 sign up for their chosen 'golden activity'. Missing selected amounts of time from their chosen activity sanctions pupils who fail to keep the Golden Rules. At the end of each half term the children enjoy a **Golden Treat** as a reward for keeping the Golden Rules.

**Rainbow Award** - Children are placed on the sunshine in their classrooms (Reception – Year 2), however, if their behaviour impresses members of staff, they have the opportunity to move to the 'rainbow' above the sunshine. Those placed on the rainbow receive a sticker and certificate from the Head of Pre-Prep and enter a draw to take tea with the Head of Pre-Prep. Six recipients are drawn each half term.

**Star of the Week** – During a weekly assembly, we recognise positive behaviour in the form of Star of the Week. Pupils receive a certificate and badge in recognition for whatever they have done well in and this ties in with the Golden Rules. Recipients are recorded in the Star Book.

**Courtesy Cup & Badge** - Similarly, one pupil each week receives a badge and the Courtesy Cup in recognition of courtesy, good manners, good discipline and respect for others. Recipients are noted in the Courtesy Book.

**Team points** - Team points are awarded to pupils in Reception – Year 2; they can be given for good manners, courtesy, good discipline as well as in recognition of good work. Each week the total number of team points for each House is added up and the winning team is celebrated in assembly.

**Prizes** - At the end of the Summer term, book prizes are awarded (one per Form in Reception – Year 2) for progress and achievement.

**Cups** - At the end of the Summer term, pupils in Year 2 are awarded various cups in recognition of their contribution or all-round excellence in particular areas of endeavour.

**Lunchtime Award (Dining Hall)** - Pupils have the opportunity to earn stickers for their lunch tables. They may be earned in recognition of good table manners, courtesy and good discipline within the dining hall. The table with the most stickers at the end of each half term earns the lunchtime treat; this means that the table is decorated with a tablecloth and napkins, and the pupils enjoy a special treat of juice and a sweet treat.

### **Pre-Prep Practice: Sanctions**

In the Pre-Prep both the reward and sanction system ties in with our **Golden Time**. Golden Time is a reward for keeping the Golden Rules. It takes place on a Friday afternoon and pupils in Reception to Year 2 sign up for their chosen 'golden activity'. Missing selected amounts of time from their chosen activity sanctions pupils who fail to keep the Golden Rules. It is, therefore, vital that pupils experience the joy of Golden Time in order to really care about losing it.

A warning system is operated through a system of clouds. Pupils, therefore, have a chance to earn back their Golden Time, as their name may be removed from the sad cloud (stage 2 – 3) if their behaviour improves.

The system operated in the Pre-Prep is thus:

1. First verbal warning – not listening / interrupting others / lack of effort;
2. Second warning - name on the sad cloud;
3. Third verbal warning – tick by name on the sad cloud;
4. Final verbal warning, name on the very sad cloud and the child receives a red card - \*a serious misdemeanour, for example, dangerous or unsafe behaviour / swearing / damaging school or pupils' property or equipment / physical behaviour / unkind verbal behaviour, may result in an outright red card.

Having one's name on the very sad cloud results in red card and this equates to missing ten minutes of Golden Time. Should this occur on three separate occasions during a term, this results in the loss of the Golden Treat at the end of the term. A log is kept by the Head of Pre-Prep of all red cards issued during an academic year and parents are notified.

It should be stressed, however, that we endeavour to be consistent and positive in our approach. We give pupils the opportunity to modify their behaviour before proceeding to the red card by following this agreed system.

Serious misdemeanours, for example, dangerous or unsafe behaviour / swearing / damaging school or pupils' property or equipment / physical behaviour / unkind verbal behaviour, may result in an outright red card.

result in an outright loss of the Golden Treat, but this is at the discretion of the Head of Pre-Prep, in consultation with the relevant members of staff.

Parents are always kept closely informed, therefore, if their child receives three red cards in a term, they will receive a letter from the Head of Pre-Prep and will be invited in to School for a meeting, as we aim to work in partnership with parents to modify unwanted behaviour, shared strategies and a consistent approach are always so important.

### **Prep – Rewards and Sanctions:**

In the Prep both the reward and sanction system are underpinned by the **Hampton Pre-Prep & Prep Values: Integrity, Honesty, Perseverance and Teamwork.**

There are a number of ways in which the pupils are recognised for demonstrating our school values:

**House Shield** - This is awarded by Heads of Houses recognising a pupil in their House per term who have embodied the School's ethos and values. The pupils name will be engraved on the shield for our school records.

**House Breakfast** - At the end of the term, Form Tutors nominate a member of their form to attend the House Breakfast. This is hosted by the Deputy Head Pastoral together with all the Form Tutors, celebrating pupils whom have consistently embodied our school values.

**Headmaster's Recognition** - This is awarded each term to a pupil, who has provided outstanding commitment to our School community whilst fully embodying our school values to the very highest level.

**Excellence Points** - These are awarded to pupils in Year 3 – Year 6; they can be given for achievement, effort, helpfulness, manners, progress, demonstrating Hampton Pre-Prep Values and other reasons at the discretion of the staff. Pupils are rewarded individually for their efforts but, equally, their individual efforts contribute towards the weekly House Disc challenge, which is awarded in assembly for the House who has collectively received the most Excellent Points. Through utilising our online tracking system staff can celebrate informal boys' achievements on a day to day basis. Pupils are awarded badges when they reach a certain threshold in their House Assembly and parents are automatically updated via email.

Bronze Badge: 25 Excellent Points

Silver Badge: 50 Excellent Points

Gold Badge: 75 Excellent Points

House Colour Badge: 100 Excellent Points

**Headmaster's Commendations** - Three Excellence Slips (the maximum possible) are awarded to a pupil who has had a piece of work presented to the Headmaster for a Commendation by a teacher for a number of reasons: excellence, presentation, effort and progress. A certificate is awarded in assembly. Commendations may also be awarded for courtesy and other commendable personal attributes.

**Accomplishment Slips** - During Year 6, all boys take part in recognising and rewarding younger boys through issuing Accomplishment slips. These are issued to those demonstrating positive behaviour, which could include polite manners, helpfulness, kindness and smart appearance. The slips are collated in special year group boxes, which are stored in reception. At the end of each term, there is a raffle, a slip is selected out of each box and a prize is awarded to each pupil.

**Prizes** - The WD James Award is given to the pupil or pupils with the best 11+ result to Hampton School, but has not been offered a Bursary or Scholarship in the examination. Book prizes and trophies are awarded at the end of the School year. For academic excellence, Form prizes for: Progress, Effort and All-Round Endeavour and subject prizes are awarded throughout the curriculum, generally to Year 6 boys. Awards are also made for Co-Curricular Activities including music, drama, sporting excellence and general progress.

**Sports Awards** - As well as those awarded in the major sports at the end of the School year, Year 6 boys may be awarded their Colour Badges; these may be worn on their school blazer. Medals are also presented to those swimmers and athletes who break school records in the respective

competitions. Certificates (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>) are awarded for the various House Competitions throughout the year.

**Leadership Roles Modelling Positive Behaviour** - As pupils reach Year 6, there is an opportunity for the Prep community to vote for the positions of Head Boy, Deputy Head Boy and Heads of Houses towards the end of the Summer term for the following School year. There are also further opportunities to reward those pupils in Year 6 who model positive behaviour through our monitor badges and Friendship Champion scheme.

#### **Sanctions:**

In the Prep Department, the sanction system is designed to allow the pupil to modify their behaviour and learn from their experiences. The system operated in the Prep is thus:

**Ask, Tell, Penalise** - Pupils on occasion are asked to alter their behaviour. If this does not get the desired response, the pupil is then told. If the pupil still ignores the advice given a warning will be issued.

**Warnings** - A pupil will be issued a warning for repeated low-level behaviour concerns. Staff will log this onto the monitoring system and it will be followed up by the form tutor. This is also sent to the Deputy Head (Pastoral), who will keep a general overview.

**Yellow Cards** - Yellow Cards are received for four warnings per half term. Pupils, therefore, have a chance to modify their behaviour, general organisation or repeated low level disruptive behaviour before a Yellow Card is issued. A Yellow Card can be issued automatically depending on the severity of the issue. The Deputy Head (Pastoral) will issue the Yellow Card to the pupil and a restorative conversation will take place. The Yellow Card will be sent home to the parent and must be signed and returned.

**Red Cards** - A Red Card can be issued for accumulating three Yellow Cards in one term. A Red Card can be issued automatically depending on the severity of the issue. Red Cards in the Prep will usually result after consultation with the Headmaster. The Deputy Head (Pastoral) will make contact directly with the parent and they will issue a reflection letter. A reflection would normally occur on an evening after school until 4.50pm, a series of activities will be completed with the pupil to move forward from the incident.

In the case of persistent, serious, anti-social behaviour, the Headmaster, in consultation with the Headmaster of Hampton School, may request the removal of a child from the School.

Please refer to the Policy to Promote Good Behaviour – Rewards – Sanctions – Exclusions for full details of the above. This policy can be found on the School's website.

## **25. SPORT**

Our PE and Games curriculum promotes the benefits of an active and healthy lifestyle. We aim to nurture participation and enjoyment of sport and physical education in all pupils at the School and endorse and instil traditional values such as respect, good manners, modesty and teamwork.

An extensive fixture list is carefully crafted to give all boys at the Prep School the opportunity to represent Hampton Prep in appropriately competitive, challenging and enjoyable matches. We offer a variety of physical activities that all pupils can access through thoughtful and inspiring teaching.

Parents are informed of the fixtures on the School Calendar and boys who are selected for matches take home a Match Slip. This informs parents of the date, venue, Master in Charge and the collection times. We require parents to leave a contactable mobile number in case we experience delays or return earlier than anticipated. Boys should always bring their full school tracksuit to soccer and rugby matches so that substitutes remain warm and the journey home can be made in dry clothes. If the match slip is not returned, the boys will not be taken to an away fixture.

Boys are expected to attend matches and should make every effort to do so. If a boy is unable to play in a match the earlier the notification is given the better so that a replacement can be found. Please contact the Match Manager and School Office. Parents are encouraged to support the teams with enthusiasm but to celebrate every player's efforts and performance with encouragement. Coaching is left to the match manager and there should never be any criticism of the referee. Attendance at match tea is compulsory as this is an important opportunity for the boys to mingle and converse with the opposition in a friendly manner. Teas are often held in the James Hall or, on occasion for logistical reasons, by the pitch side. If they are inside, we politely request that parents sign in the visitors' book and remain inside the hall. Boys are dismissed by the team managers.

In Years 5 and 6 after school squad players are selected to attend. A variety of other sports are offered to give everybody the opportunity to participate. Non-squad opportunities are also where possible made available. Selection for these clubs is not fixed and boys who demonstrate increased application and improvement will also be invited throughout the term. We also understand that boys for a variety of reasons may not be able to attend and selection is not affected by it.

Matches are sometimes arranged against smaller sized Schools. Selection for these are explained to the boys and we will mix and match our side in discussion with the opposition in an attempt that all enjoy the occasion. Where possible we try to arrange whole year group fixtures.

House Matches also occur throughout the year to provide a healthy environment for the boys to experience the thrill of competition. Parents are very welcome to provide enthusiastic encouragement to all competitors. The school shop supplies a T-shirt for boys to wear in their House competitions and staff will inform pupils of the correct clothing Events can be found on the School Calendar.

### **Prep Sports Kit**

Kit is available from the School shop. Boys who are taught PE in the mornings may wear their PE kit and School tracksuit to school but are expected to wear their full school uniform afterwards.

**PE / dance Kit** is short sleeved blue/yellow t shirt, white shorts, white socks and predominantly white trainers.

**Soccer Kit** (Autumn Term): Short sleeved blue/yellow t-shirt, dark blue shorts, long blue socks, shinpads, football boots.

**Rugby Kit** (Spring Term): Hooped and reversible long-sleeved blue rugby jersey, dark blue shorts, long blue socks, gum shields for Years 4, 5 & 6. Football boots. (NB: Rugby might begin upon the completion of Soccer Fixtures in early December)

**Cricket kit** (Summer Term): Short sleeved blue/yellow t shirt, white shorts or white trousers or tracksuit bottoms. White cricket sweater or school tracksuit top. White socks and predominantly white trainers. Boys who are selected for hardball matches (usually U10A, U11A and U11B) are required to wear full whites and must have cricket box briefs. The school provides all necessary kit to play matches but if they wish to bring their own bat, gloves, box, helmet and pads etc please make sure that they are clearly labelled.

Boys will on occasion bring the wrong kit but it would be helpful for their own development that a checklist was created so that they can take responsibility for their own packing.

### **Sick or Off Games**

If a pupil is feeling unwell during a lesson or is injured during Games he/she should go to the teacher in charge. He/she should not go to School Office between sessions without first reporting to the teacher. If he/she is not fit for PE or Games he/she must bring a note from his/her parents and show it to his/her Form/Class Tutor at registration. He/she should then *retain* the note to show to his/her PE or Games teacher. Every effort will be made to include the pupil in the games session. The teacher in charge will use their discretion and if the child who is off games needs to be kept indoors then they will go to the nominated teacher who will supervise them.

## **26. THE ARTS.**

### **Drama**

Drama has a unique place within our taught curriculum. It also plays a large role in the Co-curricular life at Hampton Pre-Prep & Prep. Both inside and outside of the classroom, pupils can join a range of groups and activities to enhance their creative experience. Drama Club is open to children of all ages and is an opportunity for different year groups to work collaboratively on building their drama skills and their understanding of stagecraft and theatre techniques. LAMDA coaching is also offered by a peripatetic teacher.

At the end of each term the School presents a large-scale musical production in which pupils take part. The children of the Pre-Prep (Reception – Year 2) present a Christmas play and in Kindergarten parents watch a Nativity, whilst the Prep boys present the annual Carol Service at St. Mary's Church, Hampton.

In the Spring Term, boys in Year 6 supported by Year 5 entertain in the James Hall, and in the Summer Term it is the turn of boys in Year 4 and 3. To round off the year Pre-Prep, take up the reins once again for their Summer Concert. Every effort is made to give all pupils a role whilst acknowledging that not every pupil is as self-confident on stage. Through our wide and varied programme of performances, we hope to offer all of the children within the School the chance to grow in confidence and self-belief and allow them the opportunity to shine in their own individual way. Parents are invited to these events and requests for tickets are handled by the School Office.

### **Music**

Music is an essential part of our creative curriculum. Specialist lessons are taught in our timetable and we offer a range of peripatetic music lessons, in our dedicated music rooms, where pupils can begin to experience the joy of learning an instrument. Pupils can currently choose to learn to play piano, clarinet, saxophone, violin, brass, percussion, flute and guitar. Orchestra and wind band offer the opportunity for pupils to experience the benefit and delight of playing their instruments in an ensemble setting, thus building up their teamwork skills alongside many performance opportunities. Choir meets once a week to practise vocal techniques and to learn new repertoires. There are many performance opportunities including carol services, concerts and assemblies, as well as in the local community. Parents are very welcome to attend Informal Concerts and Proms, all details can be found on the School calendar.

### **Art and Design**

Art and Design allows all pupils to demonstrate their creativity whilst at the same time being taught skills and techniques. Work is displayed prominently round the school buildings. Exhibitions of the pupils are held for parents to view.



Art, music and drama workshops and visits provides wonderful opportunities for the pupils to develop their understanding and appreciation. As well as giving much joy. These are again highlighted on the School calendar and parental help is often required to support these events.

## **27. HAMPTON PREP & PRE-PREP LEARNING SUPPORT**

Learning Support is integrated into the life of the School, and as such plays an important part in the pastoral care of the pupils.

We strive to ensure that all children:

- have access to a broad and balanced curriculum, differentiated to meet individual needs
- can learn and make progress according to their individual developmental trends
- are assessed using appropriate assessment tools and guidelines
- have equal access to opportunities, provision, resources and interventions.

The Heads of Learning Support are responsible for the management and provision of support for identifying children with additional or special educational needs, and their assessment. They also help teachers and other staff with focused provision for children in their class. There is a Head of Learning Support in both the Prep and Pre-Prep departments. Belinda Grove oversees Prep, and Kate Tyler oversees Pre-Prep.

We have the children's best interests at heart, and want them to be successful and confident. We work in close partnership with parents and communicate fully with them to support their child. We also have access to external agencies and specialists who train, guide and advise us, so that we can deliver the best support for a child with additional or special educational needs. There is a continual cycle of assessment, planning and reviewing so that appropriate action can be taken to support each individual's needs.

Intervention may include: class support, small group work, therapy for occupational, speech and language needs, or for emotional and social needs, or 1:1 adult support.

## **29. CO-CURRICULAR ACTIVITIES**

The School offers an extensive range of co-curricular activities that mainly take place after school. The programme on offer is designed to encourage pupils to enjoy new activities as well as develop existing skills and interest. It also allows pupils and staff to develop a relationship away from the classroom. All co-curricular activities are voluntary and pupils are encouraged to participate. Some clubs are provided by an adult / organisation not employed by the School. These staff undergo full safeguarding vetting procedures and a small charge is made for attending these activities. Details of times and activities are published at the end of each School term and parent / pupils reply to make their requests. If the demand for certain clubs is high, every effort is made to make participation equitable. Prep pupils in Year 3 & 4 are restricted to a maximum of three co-curricular activities a week. Older boys are allowed to attend four. We do also consider it important that the children have time at home and that after school activities should not be used simply for child-care.

In Pre-Prep, Reception and Year 1 pupils have the opportunity to take part in co-curricular activities offered at the Pre-Prep site, namely chess, rock choir, arts and crafts, yoga and cookery. Year 2 pupils are also invited to take part in judo, which takes place at Prep (this is in addition to the CCAs at offered at the Pre-Prep.)

### **28. LATE STAY (Pre-Prep)**

Late Stay is available for those in need of a late pick up from school and this operates on a daily basis (Monday – Friday) until 5.30pm for children in Kindergarten to Year 2. Places should be booked via the School Office in advance, however, we understand emergency care is occasionally required and every effort is made to accommodate these requests. Late Stay is based at Pre-Prep.

### **29. SUPERVISED PREP (Prep)**

Prep pupils may take part in Supervised Prep which operates at the Prep site Monday to Friday. It is also available for pupils after co-curricular clubs until the end of the school day at 5.30pm.

Both Late Stay and Supervised Prep close at 5.30pm and if, on the very rare occasion, this is a problem we suggest that a play date is arranged between classmates to allow for a later collection. We strongly recommend a local emergency parent as a good back up plan in event of problems on the M25 or surrounding roads to prevent collection by 5.30pm. The School Office telephone number (020 8979 1844) is always open for information.

It is extremely important to inform the School Teacher and Form Teacher if plans change and collection needs to be made by another parent.

### **31. L.I.O.N. (LEADERSHIP for INDEPENDENCE & OPPORTUNITIES to NURTURE) AWARD and LEAVERS' PROGRAMME**

The School creates many opportunities for the pupils in the Prep to experience challenge, learn resilience and develop qualities of leadership. The pupils in Years 3, 4 and 5 participate in a bespoke leadership skills development scheme called the L.I.O.N. Award.

The programme is progressively more challenging and requires commitment to be achieved. Bronze, Silver and Gold levels can be achieved and in each there are a number of categories for the boys to explore. They are: community help, skilled activity including YET, creativity, independent project and residential trips. Some of these will be achieved through school based activities, others through commitment at home.

Year 6 pupils focus on their 11+ exams but after these are completed, a carefully created programme of activities is designed to extend their awareness and support the wider curriculum. The boys undertake a wide variety of trips and workshops both offsite, at the Senior School and at the Prep. The programme is designed to help them move on with increased confidence to their senior schools and make them more aware citizens in an ever-changing world.

### **32. RESIDENTIAL and DAY TRIPS**

The curriculum at both Pre-Prep and Prep are supported by a number of carefully chosen day trips. Parents are notified of these on the School calendar and informed by email. Charges are added to the school fees and parents may decline participation in these events. Pupils are expected to attend school in these circumstances and will follow another year group for the day. Every effort is made to keep costs to a minimum and day trips into London will, where possible, make use of TfL's free train service. Parent helpers are occasionally requested to support day trips. Parent helpers will be briefed on the trip by the trip leader prior to the event and will not be given their own child to look after for the duration of the visit. All our trips are risk assessed carefully by ourselves as well as the

providers. We follow advice from the Government and other appropriate organisations. Should you have any concerns about this matter, please speak to trip leader or a member of SMT.

Residential trips occur from Year 3 onwards. The School believes that these are fantastic opportunities for the boys to develop their independence, demonstrate leadership skills and learn about each other, themselves and the staff in a different environment. Year 3 and 4 go on a two night trip that supports their curriculum. Year 5 and 6 go for four nights and begin to develop teamwork through adventurous activities. It is hoped that all the pupils attend these. An information evening is held in the Autumn term. Costs are kept to a minimum, and spread over the following two terms. Pupils who do not attend are expected in school and will follow another year group's timetable.

Other tours and trips are added to the calendar and pupils are given notification of these and participation is voluntary. Parents are welcome to accompany sports tours but need to make their own arrangements in terms of travel and accommodation.

Pupils on the Year 6 Guernsey cricket tour are hosted by parents of Elizabeth College Junior School. We reciprocate these arrangements in the Autumn Term. Host families are required to take DBS certification which the School will arrange. Where possible, pupils are hosted in pairs and we believe the social and sporting experiences that these afford are invaluable.

We ensure that all our pupils benefit from the education we offer, and this applies to day and residential trips as well.

### **33. ASSEMBLIES**

Assemblies are an integral part of the Pastoral care at Hampton Pre-Prep and Prep. Whole School assemblies are held at the beginning and end of the School Year. St. Mary's Church, Hampton is also used for Carol Service. Parents are welcome to attend and details are published in the termly calendar.

Assemblies in both departments are held three times a week, they are an opportunity to bring the School body together and set the tone of what happens in between.

In **Pre-Prep**, assemblies are held at 9.00 am on Mondays, Thursdays and Fridays.

Mondays            Head of Pre-Prep (Rec – Y2)

Thursdays        Headmaster's Assembly (Rec – Y2) Star of the Week/Star Badge/Courtesy & Team Cup

Fridays             Class Assembly or Head of Pre-Prep (Whole School) – Birthdays

(On Thursdays, Pre-Prep pupils may bring certificates in to school to be celebrated.)

In **Prep**, Form Assemblies are highlighted in the calendar. For most weeks of the School year, the Prep gathers for assembly on Monday, Wednesday and Friday mornings.

Assemblies are focused on a variety of themed topics and allow pupils to explore topics of moral, social, cultural and global interest. From time to time, we welcome visiting speakers who include representatives from charities and prominent causes, with a view to challenging and inspiring our pupils. Musical performances are also celebrated in assemblies giving pupils the opportunity to showcase their talents and experience performing in front of an audience.

Opportunities to celebrate achievements in and out of school are welcomed. Assemblies are a time when pupils can be awarded Headmaster's Commendations, Music Certificates and Man of the Match certificates. Pupils are also encouraged to bring in examples of success outside of School, such as sporting or musical certificates and trophies or prize winning art work, for example.

In November, the School holds a Remembrance Service and a wreath is laid by the Headmaster and Head Boy at the Hampton memorial.

### **34. SAFEGUARDING**

**Mrs Imogen Murphy (Head of Pre-Prep) is the Designated Safeguarding Lead with responsibility for the EYFS; Mrs Rachael Tinkler (Deputy Head Academic) is the School's Designated Safeguarding Officer.**

Safeguarding children is everyone's responsibility. At Hampton Pre-Prep and Prep, it is the responsibility of every member of staff to ensure that suspected cases of child abuse (neglect, physical injury, sexual abuse or emotional abuse) are recognised and dealt with as quickly as possible.

The Headmaster will be notified as necessary. Every referral is treated with the strictest confidentiality. Members of the Governing Body (Mrs M Ellis, Mr A Munday and Miss A Yandle) are designated to take a special interest in this area. The School follows the guidelines of the Education Acts of 2002 and 2004 and the DfE documents *Working Together to Safeguard Children (2018)* and *Keeping Children Safe in Education (September 2020)*.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The School's Child Protection – Safeguarding Policy and Procedures follows statutory guidance *Keeping Children Safe in Education, September 2020, Working Together to Safeguard Children, 2018 and the Prevent Duty Guidance March 2015*, and:

- i. has been authorised by the Governing Body of School;
- ii. its procedures apply wherever staff, Governors or volunteers are working with pupils even where this is away from the School, for example on an educational visit. Every pupil should feel safe and protected from any form of abuse. This includes children who are in need (Section 17 Children Act 1989) and children who are at risk of harm (Section 47, Children Act 1989).

This policy is published on the Hampton Pre-Prep and Prep School website and is available to parents from the School Office upon request.

This policy and the procedures outlined within it relate to all children in school from the Early Years Foundation Stage (EYFS) to Year 6.

This policy is subject to interim review by the Designated Safeguarding Lead, the Designated Safeguarding Officer, the Headmaster and nominated Governors in September, January and April of every academic year, or whenever changes in legislation dictate.

The School invites outside organisations (such as ChildLine and Barnados) to speak in Assemblies to raise awareness of child protection issues.

### **35. COUNSELLING AT HAMPTON PREP AND PRE-PREP**

#### **Why Counselling?**

Counselling is available at across the Hampton Trust as part of the pastoral support which the School community offers to its pupils. The process of counselling has been described as "*giving clients [pupils] an opportunity to explore, discover and clarify ways of living more resourcefully and towards greater well-being*" [British Association of Counselling and Psychotherapy 1991].

The BACP Ethical Framework will be followed.

Although a whole range of issues, including difficulties with work commitments, stress, depression, bereavement, and coping with family tensions and change may prompt pupils to seek counselling, or their carers to recommend it, the overall aim is as above: **to support and promote the well-being of the pupils.**

#### **Who are the Counsellors?**

There are a number of visiting School Counsellors in operation at Hampton whom all have wide experience of working with children and young people, and are familiar with Hampton School and its pastoral care arrangements.

#### **When and Where?**

The Counsellors will arrange a suitable time to meet pupils and will liaise with staff and parents. The meetings will usually occur at either the Prep or Pre-Prep site.

#### **Referrals**

Referrals for students in Hampton Pre-Prep and Prep may come in a variety of ways:

##### ***i) Referral by parents:***

Parents may contact the Head of Pre-Prep, Deputy Head Pastoral or the Form Tutor, or any member of the counselling team at the School requesting that their child would like to have counselling.

Parents will be asked to complete a 'Counselling Consent Form', which should be returned to the Deputy Head Pastoral or Head of Pre-Prep (as required). After which the school counsellor would contact the parents to discuss the arrangements.

Counselling can form part of a support package, discussed and agreed with a pupil and their parents as an aid through difficult times (for example, a situation involving behavioural or attitudinal problems).

Counselling cannot be *prescribed* as part of a disciplinary package in which a pupil's place at the School is in part dependent upon his receiving counselling or upon the results of counselling.

In all circumstances, counselling will only begin on a voluntary basis and with the pupil's unforced consent.

##### ***ii) Referral by the Headmaster, Deputy Head Pastoral or Head of Pre-Prep:***

A member of the Senior Management Team may approach parents to suggest a referral for counselling. A Form Teacher will only approach parents after consulting SMT.

If parents' consent to counselling sessions to be arranged, the Head of Pre-Prep or Deputy Head Pastoral would contact the Counsellors to arrange an appointment. A conversation between the Counsellors and Parents would be sought prior to any sessions occurring.

### **Confidentiality**

The Counsellors *can* promise confidentiality to their clients, *within certain guidelines*. These are made clear in full in the BACP [British Association of Counselling and Psychotherapy] ethical framework, which is available upon request or can be viewed at: <http://www.bacp.co.uk/ethicalframework/>

The position regarding confidentiality will be clarified with the pupil at the beginning of the counselling process, in an appropriate language to meet the developmental needs of each pupil.

The only occasion when a counsellor would break confidentiality is when the pupil indicates that he or another person is at risk or in danger. It should be emphasised that such a breach should only take place in consultation with the pupil, unless extreme circumstances necessitate otherwise. Such breaches of confidence are very rare indeed. The School Counsellors operate within the School's established policy on Safeguarding (Child Protection).

### **Informing Parents**

The School Counsellor or Headmaster / Deputy Head Pastoral / Head of Pre-Prep is expected to make contact with the parents prior to the first session to ensure counselling arrangements are fully discussed and agreed. **Due to the age and cognitive development of the pupils Counselling sessions would not take place without the agreement of parents.**

It is expected that where possible the School Counsellor would make regular contact with parents regarding the counselling taking place for Pre-Prep and Prep pupils. This would normally be via telephone or email once a half term, or more often as required.

The content of counselling sessions may not be disclosed and confidentiality maintained (unless the pupil is perceived to be at serious risk to them-self or others) this is to preserve the trust in the counselling relationship.

### **Record-Keeping**

Counsellors can decide to keep a formal record of pupils seen, which may include brief mention of types of problems discussed. There is no professional requirement to maintain formal records of pupils seen.

If the Counsellor does make formal notes, pupils are legally entitled to see records relating to themselves and, although there might be circumstances in which it might be desirable for members of the counselling team to have access to records relating to a particular pupil, such records will normally be treated as discreet and confidential.

Such formal records are in addition to any private case notes which the Counsellors may make confidentially for *aide-mémoire* purposes.

### **Liaison between Counsellors and other Staff**

Hitherto, the ethos of trust that has characterised the arrangements for counselling has greatly helped both the counselling process itself and the degree to which counselling has played a successful role within pastoral care at the School.

This has involved and will continue to involve recognition that counsellors should not be required or expected to disclose confidential information to senior staff or School Teachers departing from the rules of confidentiality set out above.

However, this does not preclude Counsellors from being consulted or involved in discussions about the most appropriate forms of support and response to pupils' pastoral or behavioural difficulties. Counsellors may be able to contribute valuably to these processes without disclosing confidential information.

### **36. ANTI-BULLYING POLICY**

The ethos and working atmosphere at Hampton Pre-Prep and Prep School aims to promote and instil values such as respect, tolerance and care for all: it is the responsibility of the whole community, pupils and adults alike, to uphold these values. All members of our community have the right to remain free from bullying or the fear of bullying. All members should feel free to be able to report any concerns related to bullying in the certain knowledge that those concerns will be listened to and the matter investigated by those competent to do so. Those who report an incident of bullying or suspected bullying will be able to do so in safety.

#### **We regard any form of bullying as entirely unacceptable.**

We do not accept "I was just ..." or "I was only ..." as excuses. No pupil at Hampton Pre-Prep and Prep has the right to indulge in behaviour that produces such unhappiness. Every pupil at Hampton Pre-Prep and Prep has the right to live his/her life free from such interference. However, in any society incidents of bullying are likely to occur. Bullying can have extremely serious consequences for the victims, both physical and emotional, and often causes profound unhappiness. It is foolish to close our eyes to the issue of bullying, or to pretend that bullying does not happen.

#### **Definition of Bullying**

Bullying may be defined as the hurting, harming or humiliating of another person, repeated over time. This includes peer-on-peer bullying. It is behaviour that is meant to inflict, or results in inflicting, distress and unhappiness. It does not necessarily take the form of physical violence, intimidation or the threat of it; it can happen through verbal abuse, persistent and unremitting name-calling, mimicry or deliberate exclusion and unpleasantness. Bullying includes the inappropriate treatment of others on grounds of race, religion, culture, gender, sexual orientation, special educational needs or disability, home or family circumstances, or academic ability. It may happen verbally, but it may also take place through emails, mobile phone texts, photographs, social networking sites, or other media - through emails, mobile phones, through social networking sites (cyberbullying). Bullying can be done by individuals or groups to individuals or groups. Although bullying itself is not a specific criminal offence, harassment and threatening behaviour or communications are criminal offences. The linking factor is that all these forms of behaviour are meant to inflict or result in inflicting, distress and unhappiness - actions are persistent, deliberate, intentional and repeated.

Unchecked bullying also damages the bully who learns that she or he can get away with violence, aggression and threats, and that this sort of behaviour gets them what they want.

**Cyberbullying** is carried out by a group or individual, using electronic forms of contact, against a victim who cannot easily defend him/herself. Mobile, Internet and wireless technologies have increased the pace of communication and brought benefits to users worldwide. Unfortunately, however, their popularity provides the opportunity for misuse through cyberbullying.

### **Procedures for Reporting Bullying**

If anyone sees or is aware of any incident of bullying, of any kind, they are involved in it: ignoring the problem amounts to condoning it. It is the duty of anyone at Hampton Pre- Prep and Prep School who knows or suspects that bullying is taking place to tell a member of staff as soon as possible.

**Pupils:** if you are being bullied, witness bullying of someone else or suspect that someone else is being bullied it is important that you tell someone who may be able to help. This may be a friend, your Form Teacher or any other adult at the School. If telling face to face is difficult there is a 'I think you would like to know' box in the Prep reception for pupils to leave a note for the Deputy Heads.

**Staff:** any adult who has concerns about the bullying of a pupil should tell an appropriate colleague (in most cases this will be the Form Teacher, the Deputy Head (Pastoral) or the Head of Pre-Prep).

**Parents:** any parent who has concerns about their son/daughter or about any other pupil in the School should inform an appropriate member of staff (in most cases this will be the Form Tutor, the Deputy Head (Pastoral) or the Head of Pre-Prep).

### **Parental Partnership**

Parents are encouraged to contact us promptly when issues of bullying or other concerns come to light. It is often easy to address and solve an issue prior to escalation. Parents and children's need for privacy will be respected.

### **37. LIFE SKILLS (PSHE)**

Life Skills (PSHE) is a weekly timetabled session which engages pupils in personal, social and health education. Our programme is planned to promote and create thinking opportunities and discussion. We aspire to help each individual become a citizen who will play an active and positive role in our School and the wider community. It is planned provision to promote the pupils' personal, social and emotional development, as well as their health and wellbeing, equipping them with the knowledge and skills needed in order to lead confident, healthy and independent lives. In these lessons, we aim to help our pupils understand how they are developing personally and socially and to tackle many of the moral, social and cultural issues that are a part of growing up. We also aim to give them an understanding of the rights and responsibilities that are part of being a good citizen and introduce them to some of the principles of prudent financial planning and understanding, therefore, developing a secure sense of identity in order to function well in the world.

We are mindful that today's children and young people are growing up in an increasingly complex world and living their lives seamlessly on and offline. Naturally, this presents many positive and exciting opportunities, but also challenges and risks. In this environment, it is essential that our pupils know how to be safe and healthy, and how to manage their academic, personal and social lives in a positive way, including the nature and quality of the personal relationships they will establish and seek to maintain.

We take a whole school approach to the subject: we believe that Life Skills (PSHE) teaching will not impact upon beliefs and behaviour if school systems, structures, experiences and expectation do not support classroom learning.

At the Prep, the Life Skills programme is supplemented with opportunities to experience Mindfulness which is taught by specialist teachers (see below). We also participate in national campaigns and encourage visiting speakers to talk to the pupils. A programme of parental interest talks is also scheduled and we encourage parents to attend these.



Greater detail about the Life Skills Policy can be found on the School's website.

### **38. RELATIONSHIPS EDUCATION**

From September 2020, all primary schools are required to teach Relationships Education and are required to have a policy. Our Relationships Education Policy is available for parents on the School's website. Relationships Education is an essential and integral part of the Life Skills programme at the School, and aims to promote equality between individuals and groups irrespective of individual differences. It involves an exploration of human and social diversity, and a fostering of self-worth. Our growing bodies, development and relationships are topics that are introduced sensitively from Reception onwards and, in this respect, we use Jigsaw, a published resource, to guide our teaching. Elements are also taught within other curriculum areas, primarily the Science curriculum.

We aim to inform pupils about moral, emotional and health issues to enable them to make considered judgments and informed decisions when developing their own code of living. We contribute to a pupils' learning about relationships, attitudes, and the way people live and work together.

Sex Education is delivered with sensitivity and is age appropriate. An optional session for Year 6 pupils is also taught by the Hampton School Nurse as part of the Leavers' Programme. Parents are encouraged to contact the Deputy Head Pastoral for further information.

### **39. MINDFULNESS**

Hampton Prep and Pre-Prep are part of the Hampton Trust. Hampton School is one of the pioneers of Mindfulness practice in education. In 2008, Hampton School introduced Mindfulness and use the *Mindfulness in Schools Project's (MiSP) .b course* which is specifically aimed at introducing Mindfulness to teenagers in schools and designed to encourage and support the flourishing of young minds. From September 2017, Mindfulness will be taught at Hampton Prep as part of the Life Skills sessions from Years 3 – 6.

### **40. FUNDAMENTAL BRITISH VALUES**

We actively promote fundamental British values of democracy, the rule of law, individual liberty, mutual respect for and tolerance of those with different faiths and beliefs and for those without faith. We value and celebrate the diverse heritages of everybody at Hampton Pre-Prep and Prep School, but alongside this we value and celebrate being a part of Britain. Fundamental British values are actively promoted in much of what we do, during school assemblies, RE and Personal, Social and Health Education (Life Skills/PSHE) sessions and PSED in the EYFS. These values are closely aligned to Hampton Trust's vision and values.

As well as actively promoting fundamental British values, the opposite also applies: we also challenge pupils, staff or parents expressing opinions contrary to British values, including 'extremist' views. We take our statutory duty to report the development and dissemination of extremist views very seriously.

### **41. EQUAL OPPORTUNITY AND DISABILITY DISCRIMINATION POLICIES**

Hampton Prep & Pre-Prep is committed to a policy of equality of opportunity, in the belief that all staff and pupils, regardless of gender, age, social or ethnic background, are of equal value and are entitled to receive equal provision, access and treatment. Details of the School's Equal Opportunity Policy and the Disability Discrimination Policy are available from the Bursary or the School Office.

#### **42. COMPLAINTS**

We are required by law to have procedures in place to help parents if they have serious concerns about anything. In accordance with this, we have a formal whole school (to include both Hampton Pre-Prep & Prep School and Hampton School) Complaints Procedure, copies of which are available on our websites.