

HAMPTON

PRE-PREP & PREP SCHOOL

The School Code

2024-2025

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The Hampton Pre-Prep & Prep School Code

Our school is a happy and safe school where respect is very important. It is a school where we celebrate that we are all different and are proud of our differences.

All members of our school have a duty to behave in a manner that does them and the School credit. We follow the Golden Rules; these are values that the entire School Community is encouraged to practise. Greater detail about the Golden Rules can be found on page 14.

Everyone in our school is equal and should be treated fairly. This does not always mean that we treat everybody the same, instead we respect one another's differences and understand that sometimes different

Bullying

Bullying has no place at Hampton Pre-Prep & Prep. We want everyone to behave in a friendly and respectful way with no bullying. Remember that bullying includes any behaviour which causes physical or mental hurt, or distress to others. If you suspect that someone is being bullied or threatened, or if you yourself are being subjected to this behaviour, have the confidence to let a member of staff know immediately, *whatever may have been said to deter you from doing so*. You will be dealt with sensitively by caring and experienced staff.

Incidents of bullying of any kind will be viewed very seriously indeed and addressed under the School's Anti-Bullying Policy by the Headmaster, the Deputy Heads or the Head of Pre-Prep.

Problems and Emergencies

If you find yourself in difficulty of any kind, or if you are worried or upset about anything, whether it concerns you personally or someone else, talk to one of your teachers - there are many people in the School Community to whom you can speak to, ask any adult for advice and help, or go to the School Office or staff room, or speak with the Headmaster, Head of Pre-Prep and Deputy Heads.

If you are worried or upset about anything, whether connected with School or not, and want to talk things over in confidence, there are people on the staff who are willing to listen to you. A good place to start might be your Form Teacher / Class Teacher who will be able to put you in touch with the right person.

If a parent is going to be delayed, they should ring the School Office, which is open until 5.30 pm and their child will be placed in Late Stay or Supervised Prep. Staff taking an outing /sports fixtures will ring the School Office if they are going to be delayed. Parents arriving late should collect their child from Late Stay at Pre-Prep. If a child is waiting for a parent who has not arrived, they will be placed in Late Stay or Supervised Prep.

Parents as well as pupils inevitably have questions from time to time and concerns may arise. The earlier these are raised, for example with the Class / Form Teacher, the more efficiently they can be resolved. Both parents and pupils are welcome to contact the Deputy Heads, Head of Pre-Prep or the Headmaster at any time.

Personal Appearance – The School Dress Code

The School dress code applies at all times between setting off from home in the morning and returning there in the evening. The full dress code also applies for sports fixtures. All pupils are required to wear clean and tidy clothing. A uniform list can be requested from the School Office.

Hampton Pre-Prep & Prep School uniform and sports kit is available to buy online, as well as directly from the AlleyCatz shop.

Punctuality

All pupils should arrive in good time for all registrations, lessons and other School commitments.

Prep: By 8.30am for morning registration

Pre-Prep: By 8.55am for morning registration

School Fixtures (Prep)

You must give School matches top priority when selected to play for a team. School matches take precedence over CCAs. Pupils should take a full and active part in extending hospitality to visiting teams and they are expected to attend "tea" after matches: pupils should ask permission from their team coach should they have a good reason to leave early.

Private Property

The School cannot accept responsibility for loss of, or damage to, private property; valuable items should be left at home and all property that is brought into to School, including clothes and games kit, must be clearly named. If anything is lost, it should be reported to the Form Teacher / Class Teacher. Any item of value that is brought into School should be handed to the Form Teacher / Class Teacher, or School Office at the beginning of the day and collected from them before going home.

Mobile Phones: It is recommended that pupils do not bring mobile telephones into School; the exception being those pupils who use the School Coach Service or public transport (Years 3 – 6) or have Permission to Walk Home Alone (Years 5-6) Pupils who do wish to bring a mobile telephone into School should seek permission to do so from their Form Teacher, and it is their responsibility to keep it safe, by handing it in to the School Office. If a pupil is found using a mobile telephone during School hours, there will be serious repercussions.

Buying, selling or exchanging goods (other than current fads such as football cards) at School is strictly forbidden.

Always respect the property of other people. Theft, or keeping another's property, or damaging it, is very likely to result in you losing your place at the School.

School Property

This is your School; take care of it and treat it with respect. Any form of graffiti is strictly forbidden.

You should not eat in classrooms unless permission has been given by a member of staff.

Break snacks are supplied by the School in Pre-Prep and in the Prep should consist of fruit or vegetables; no food containing nuts, should be brought into School as we have several pupils with a severe allergy. Tins and cans should not be brought into School. Food and cutlery must not be taken out of the Dining Hall.

All children should bring a named water bottle to school each day filled with water.

Help to keep the School tidy, in good repair and litter-free; pick up any litter you see and put it in a waste bin. Report any breakages or damage as soon as you can to your Form Teacher/Class Teacher or another member of staff.

Textbooks and Library books are expensive and easily damaged; please carry them carefully, especially to and from School.

Bags should be left in designated places. Do not leave bags in corridors, doorways or in the playground.

The Environment – Everyone’s Responsibility

The School places a high priority on environmental responsibility, and all members of the School Community are strongly encouraged to do the same.

Here are some basic guidelines that all members of the School should follow:

- Switch off lights wherever you can;
- Avoid leaving computers on standby or with screens switched on;
- Use the recycling bins provided - each room has a recycling receptacle for paper, in addition to a rubbish bin for other waste. (You are also welcome to use the large blue recycling bins outside the sports store shed at the Prep. Bins for newspaper and for glass can be found just inside the top gate. There are also large bins at the front of the garden at the Pre-Prep.)
- Avoid wasting paper;
- Show respect for the plants and animals that inhabit the School grounds;
- Do not drop litter, always use the bins provided;
- Cycle or walk to School, use public transport or lift-sharing in order to protect the environment.

Absence from School

If you need to be absent for a dental or medical appointment during School hours, your parents should inform the School via the School Office in writing and in advance.

Parents *must* inform the School Office the same day and on each day of absence thereafter when their child is off school, secretary@hamptonprep.org.uk.

If a pupil has been absent (or has missed homework) through illness, the Form Teacher/Class Teacher must be given an explanatory note signed by one parent, stating the duration of and reason for the absence.

The provision of School holidays is sufficiently generous to allow family holidays to occur within them. The School always publishes the dates of holidays at least 12 months in advance. Requests for absence should always be made in writing to the Headmaster well in advance via his PA, Miss Jolley – h.jolley@hamptonprep.org.uk

Late Arrival at School

At Pre-Prep parents arriving with their children after 8.55am need to buzz for entry via the main front door and report to the Administration Assistant.

At the Prep, the gates will be locked at 8.30 am and pupils arriving after registration must report to the Prep School Office as soon as they arrive and before going to their classroom or anywhere else on the site.

Pupils Sick or Off-Games

If you feel unwell at any time, you should speak to your teacher. If you are injured during games, your teacher will decide whether you need medical attention.

If you are not fit for PE, swimming or Games, your parent(s) must inform your Form Teacher / Class Teacher. You will be sent to the School Office (Pre-Prep) or either to the School Office, to a staff member in a classroom (Prep), or where appropriate, encouraged to assist and observe the lesson.

Travelling to School

Parents must not drive into the School to drop or collect pupils. Pupils should be dropped off and collected outside the School, avoiding stopping on yellow zig zag lines at the front of both sites or parking on double yellow lines, which is illegal.

Pupils travelling to and from School by the School Coach Service or Hampton Minibus Service should behave sensibly and in particular should observe the following points:

- You must always remain in your seat and wear a seat belt as directed.
- You must make sure that the driver is not distracted in any way, for example by making excessive noise.
- Coaches/minibuses should be left tidy and you should report any damage to the driver.
- On arrival at Hampton School, you should report to Hampton Prep member of staff on duty. On arrival at Hampton Prep by the minibus service, go to the court area; the minibus driver will report your arrival to the School Office.

Pupils cycling to School should wear a helmet and ensure that they have working lights. High-visibility clothing is recommended. Cycling is not permitted anywhere on the School grounds and cycles/scooters must be pushed up and down the driveways at Prep and Pre-Prep. The School cannot accept responsibility for loss or damage resulting from pupils leaving cycles/scooters in the School grounds.

Equipment in Class

All necessary equipment for pupils in the Pre-Prep is provided. In the Prep, pupils should have the following items with them in every class (except PE or Games): pens, pencils, coloured pencils, pencil sharpener, rubber, ruler, Pritt Stick glue, homework diary and textbook. Sports-type water bottles (not screw top) are permitted in lessons.

Prep

All prep should be completed at home on the night it is timetabled. If assignments are not completed within the advised time frame, parents are asked to write a brief note in the pupil's Prep/Reading Record Diary as explanation. As a guideline, the following are set:

Reception	-	reading and key word/phonics practice daily;
Year 1	-	reading daily, weekly spellings, a piece of English and Math (Fridays), maximum time 20 minutes;
Year 2	-	reading daily, spellings & phonics (Mondays) and English (Wednesdays), and mathematics (Fridays) maximum time suggested 20 minutes;
Years 3 & 4	-	two subjects daily, maximum time suggested 30 to 40 minutes;
Years 5 & 6	-	two subjects daily, each of 25 to 35 minutes.

If a Prep pupil particularly needs to catch up on work that has been missed, they can obtain permission to work in the Library at breaktime. Prep pupils may also do research from the reference section of the Library, or, under supervision, from the Internet in a designated classroom (using a school laptop).

British Values

As a school, we value and celebrate the diverse heritages of everybody at Hampton Pre-Prep & Prep, but alongside this we value and celebrate being a part of Britain. British values are actively promoted in much of what we do: during school assemblies, RE and Personal, Social and Health Education (PSHE) sessions (at Hampton Pre-Prep and Prep these are called Life Skills) and PSED in the EYFS. These values are closely aligned to the Hampton School Trust's vision and values.

As well as actively promoting British values, the opposite also applies: we would challenge anyone (pupils, parents and staff) expressing opinions contrary to fundamental British values, including 'extremist' views.

Through our broad and balanced curriculum, we promote spiritual, moral, cultural, mental and physical development, preparing pupils for opportunities, responsibilities and experiences of life but, above all else, we promote community cohesion.

Golden Rules

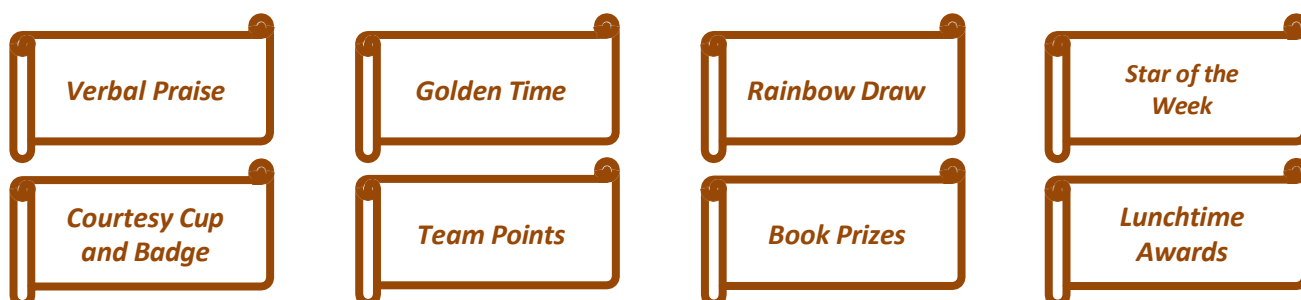
As already noted, we follow the Golden Rules, which are moral values that the entire School Community is encouraged to practise; these are as follows:

- * Do be gentle
- * Do be kind and helpful
- * Do listen to people
- * Do look after property, yours and other's
- * Do work hard
- * Do be honest

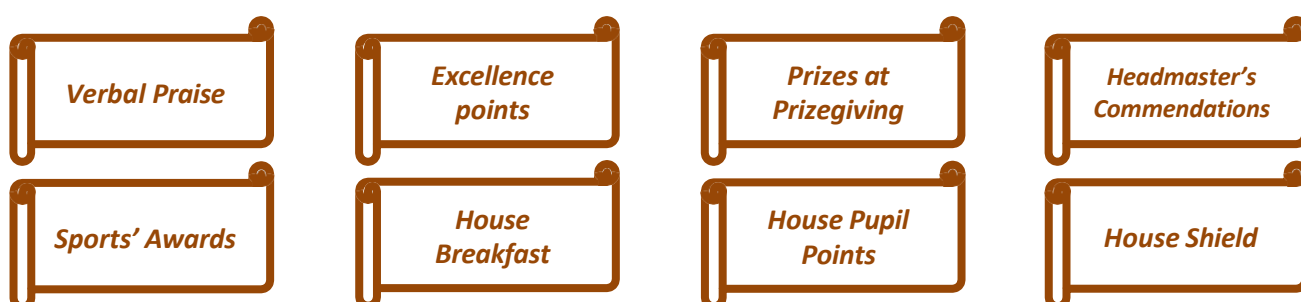
Rewards – what happens if we behave appropriately?

Our values are very important to us at Hampton Pre-Prep & Prep – integrity, honesty, perseverance and teamwork. We are rewarded when we display our values and to celebrate our achievements. We get rewards like...

Pre-Prep:



Prep:

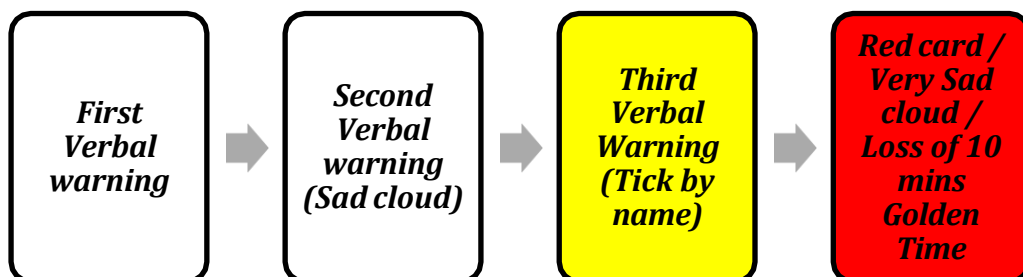


Excellence points accumulate and we get badges:



Sanctions – what happens if we don't behave appropriately? For example: talking when the teacher is talking, calling out, not lining up correctly, distracting others when the teacher is talking, being late for lessons, not listening, wasting task time, inappropriate body language, breaking class rules, defacing others' / school's property.

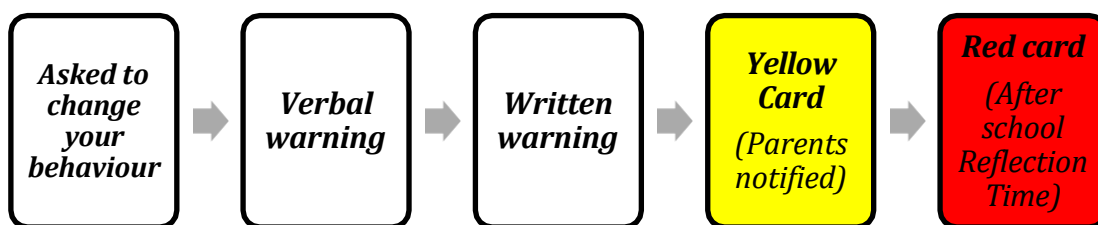
Pre-Prep: Having an opportunity to reflect and to change our behaviour is very important. We give warnings so everyone has the chance to reflect on their behaviour...



Everyone deserves a chance to change their behaviour and make good choices, so you can always earn back Golden Time through good behaviour which moves your name off the sad cloud. Staff can give us red cards instantly if an issue is more serious, for example, lying, damaging school or pupils' property, inappropriate language, or dangerous behaviour.

A log is kept by the Head of Pre-Prep of all red cards issued during an academic year and parents are notified. Should this occur on three separate occasions during a term, this results in the loss of the Golden Treat. At the end of each term, the children enjoy a Golden Treat as a reward and celebration for keeping the Golden Rules.

Prep: Having an opportunity to reflect and to change our behaviour is very important so we follow the pattern of **Ask, Tell, Consequence** to give everyone the chance to make good choices ...



Staff can give us yellow cards instantly if an issue is more serious, for example, lying, damaging school or pupils' property, inappropriate language, or dangerous behaviour.

We can also receive a red card instantly depending on the severity of the issue, for example, repeated unkind verbal or physical behaviour.

It is important to understand that even low-level behaviour is disruptive and has an impact on others' learning, so if we receive four Written Warnings in a Half Term, we will receive a Yellow Card. If we receive four Yellow Cards in a Term, we will receive a Red Card.

Serious disciplinary matters: Procedures at Hampton Pre-Prep & Prep School

Suspension

A pupil may be suspended from School for a very serious breach of the School Code or for an unacceptable pattern of behaviour, often evidenced by repeated Red Cards and/or detentions (Prep). This sanction indicates to pupils and parents the extreme seriousness with which the School views the offence, such that the pupil's place at School is at threat if the pattern of behaviour continues. The Deputy Head (Pastoral) and the Head of Pre-Prep issue suspensions following consultation with the Headmaster.

Notices for Assembly

In addition to staff notices and internal presentations, it is School practice that awards gained in examinations (Music) and competitions outside school are also presented in front of the School in assemblies. These can be brought to School along with a brief written explanation.

Bounds

For your own safety and to protect the School from damage, you should observe the following bounds:

Do not enter the Pre-Prep buildings or grounds before 8.30 am or the Prep before 8.15 am, unless a member of staff has given you permission. Pre-Prep pupils should normally have left by 3.35 pm and Prep pupils by 4.00 pm unless involved in a School activity or are going to Late Stay. The School provides an Early Drop facility at both sites - for Prep pupils from 7.45 am and at Pre-Prep from 8.00 am, and Late Stay for Pre-Prep pupils, until 5.30 pm and Supervised Prep at Prep, until 5.30 pm. Pupils are collected at designated points at the Pre-Prep and the Prep. No ball games or general running about are permitted either before school or at collection times. Children are not permitted to use the climbing frame before school or at collection times, and whenever there is not a member of staff on duty at the climbing frame. The School roofs are out of bounds at all times. The buildings and grounds are normally closed at 5.30 pm on School days. The School grounds are closed on Saturdays, Sundays, and during the School holidays except for School functions and sports fixtures.

The following areas may be used only with the permission of an appropriate member of staff:

1. Art/DT room, Music and ICT resources;
2. Stores and offices.

School Computers

The ICT room and laptops should only be used when there is a member of staff present, and *the rules posted in every classroom must be observed. If you attempt to abuse or interfere with the network, or with any School computer equipment, this will be regarded as an extremely serious offence, which is likely to cost you your place at the School.* Please be aware that all computer activity in School is monitored.

Internet/Email/Mobile Phone Use

Any use of the internet, email and/or a mobile phone (or other digital media/technology (including artificial intelligence)) which could in any way conflict with the ethos of the School, or which causes hurt or distress to others (cyberbullying), or which brings the School's name into disrepute, or which has a negative impact on the School community, will be viewed very seriously. This rule applies whether or not pupils are on or off the School premises, or in the care of the School, or wearing School uniform, or on a School activity at any place or time, or whether during or outside of the School day. Any pupil found engaging in this type of activity may lose their place at the School. Unacceptable use has many forms but can include: posting video clips of or references to a person without their permission; using Instant

Messaging services to harass or exclude a person; posting messages which defame or insult a member(s) of the School community.

All pupils in Years 1 – 6 are required to sign the School's **IT Acceptable Use Policy** together with their parents. Pupils should be aware that the School may choose to monitor public access websites, particularly if investigating any serious incident. Accessing the internet remotely (directly) without being subject to the School's filtering and monitoring systems (whether through an iPhone, a laptop dongle, or any other means) is strictly prohibited during the School day, or on School coaches or trips.

Mobile Phones (Prep): As noted above, the School does not encourage pupils to bring mobile phones into School, apart from those who make use of the School Coach Service or public transport in Years 3 - 6.

Note: the recording of audio or video clips or the taking of photographs on any device (including mobile phones) during the School day (whether on or off the School premises, or on a School activity or trip) is strictly forbidden, without the explicit prior permission from the Deputy Heads, or the teacher in charge of the School activity or on the School trip.

Smartwatches are not permitted in Pre-Prep and in Prep must not be used to receive or answer emails, messages or access social media during the School day.

Banned Items

Pupils are not allowed to bring any of the following into School:

1. aerosols of any kind;
2. alcohol;
3. any form of jewellery, unless permission has been given.
4. any kind of knife or weapon;
5. chewing gum;
6. correction fluid, diluter and similar products;
7. fireworks
8. illegal substances;
9. Illicit substances, pornographic/indecent images ;
10. nuts of any kind, including those in snack bars, chocolate bars and peanut butter;
11. smoking materials, including matches and lighters, and vaping material;
12. solvents;
13. tins or canned drinks
14. TVs, laser torches, portable stereos or electronic games;

Smoking, Drinking, Illegal and Controlled Substances

It is important for young people to be aware of the dangers of smoking, of alcohol, and of controlled and illegal substances. The School promotes awareness of these dangers in its Health Education Programme, which is mainly delivered in Life Skills (PSHE). Smoking materials, alcohol and controlled and illegal substances are banned from the School premises, during School activities, during School time and during travel to and from the School or a School activity.

The School follows a set of procedures carefully drawn up to ensure natural justice, consistency and fairness when handling all disciplinary matters. In the case of incidents involving illegal and controlled substances various factors may be considered, including the seriousness of the offence, the influence on others, the dangers to the community, or the reputation of the School. Mitigating factors will be taken into account. Nevertheless, any pupil in possession of illegal or controlled substances on the School premises, during School time, travelling to or from School or on a School controlled activity is likely to lose their place at the School. This extends to include the use or possession or arranged purchase or sale of legal substances that replicate the effects of illegal drugs. Further, any pupil guilty of involvement with such substances out of School at any time is likely to lose their place at the School should it be decided,

after due consideration of the facts, that there was a threat to the welfare of others, or a danger to the community or to the reputation of the School.

We hope that all children will be successful and happy at Hampton Pre-Prep & Prep. We also hope that parents will be equally pleased with the School. Questions, concerns or problems may inevitably arise from time to time, and we would want pupils or parents to raise these at an early stage with the Form Teacher or Deputy Head/Head of Pre-Prep. Pupils or parents are welcome to see the Headmaster if they wish.

Complaints

The Complaints Procedure for Parents is available on the School's website or from the School Office.

Policies

The following policies are on the School's website and are available from the School Office on request:

- Administration of Medicines
- Admissions
- Anti-Bullying
- Attendance
- Educational Visits Policy
- Equality, Diversity and Inclusion Policy (including the Accessibility Plan)
- Policy to Promote Good Behaviour – Rewards – Sanctions - Exclusions
- Life Skills (PSHE)
- Safeguarding (Child Protection) Policy and Procedures
- Special Educational Needs and Disabilities (SEND) Policy including Pupils with Education Health Care Plans (EHC Plans)

Appendix 1 - Where to go if you have a concern or need help

Your **Form Tutor / Class Teacher** will deal with the majority of pastoral issues. You may approach your Form Tutor / Class Teacher (or any other member of staff) at any time for advice and guidance. There are two registrations per day, in the morning and afternoon, and these can be good opportunities for you to speak to your Form Tutor / Class Teacher.

The School has three **Counsellors** whom people see about a range of different issues. There is always at least one of them at School during the School Day. They can also be contacted via email at counselling@hamptonschool.org.uk.

You can raise a concern via **the 'worry box' in each classroom at Prep or in the hallway at Pre-Prep. Pre-Prep also have a worry monster in each classroom.**

School Council provide useful consultative forums in which issues and ideas about Hampton Pre-Prep & Prep life can be raised and discussed. They have a box for suggestions.

Safeguarding: if you are concerned about your own or someone else's wellbeing, please email safeguarding@hamptonprep.org.uk.

National helplines:

0800 1111 – Childline is a free service that provides help and advice about a range of issues.

0800 136663 – the NSPCC dedicated helpline for young people who have experienced sexual harassment or abuse at school (or email help@nspcc.org.uk).

**The Hampton Pre-Prep & Prep Designated Safeguarding Lead with responsibility
for the EYFS (DSL) is Mrs Howard
The Deputy Designated Safeguarding Lead (DDSL)
is Mrs Murphy**