



LONG CLOSE SCHOOL

PARENTS' HANDBOOK

Preparatory School 2016

LONG CLOSE SCHOOL
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A Cognita School

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FOREWORD BY THE HEAD OF THE PREPARATORY SCHOOL

I would like to extend my welcome to you as parents of pupils in the Preparatory School.

At Long Close, the Preparatory (Prep) School encompasses the primary years of education; through Key Stage 1 (Years 1 and 2) to Key Stage 2 (Years 3 to 6). These are important years in a child's education and the development of a love of learning and strong values are instilled alongside academic excellence. We endeavour to provide a broad curriculum so that the children develop a wide appreciation and understanding of the world. The academic subjects and work in the classrooms are enhanced by school trips, visitors to the classes, events and activities designed to extend and offer learning beyond the traditional subjects, such as Curriculum Collapse weeks, when the formal curriculum is collapsed and pupils have the opportunity to learn through a theme.

As the pupils progress through the Prep School they are encouraged to develop their growing independence so that that they are confident and ready to embrace the next part of their learning by the end of Year 6.

Long Close Values:

Here at Long Close School the development of a strong value system is something that we place in high regard and we will endeavour to:

Put the child at the centre of everything we do.

Value individuals as part of the Long Close family.

Enrich the learning of children through inspired teaching.

Give pupils opportunities to develop their all-round potential.

Maintain high professional standards.

As Head of the Preparatory School my key responsibility is to oversee the teaching and learning in the department which includes all academic matters and pastoral care. I also administrate the external 11+ examination to grammar schools. I report directly to the Headmaster and I am a member of the school's Senior Leadership Team. This ensures that the needs and views of pupils, parents and staff within this department are heard at the highest level. Please do contact me if you have any questions or queries regarding the Preparatory School.

I hope that you and your child will be very happy at Long Close and I look forward to working with you.

Ms. Sarah Field

Head of Preparatory School

sarah.field@longcloseschool.co.uk

STATEMENT OF AIMS

As a school community we want to equip and prepare the children at Long Close School to take their place successfully in their future schools and in society. In particular, our aims for our pupils are as follows:

Curriculum

We aim to provide a first-class academic education through a broad and balanced curriculum, which will equip each child for life in and out of the classroom. In particular, it is our aim to provide a sound base in language and number, which are the springboards to success in all other areas of the curriculum, and promote a positive attitude to learning.

Standards of Effort and Achievement

We aim to set and expect high standards of work and behaviour, to encourage each child to make maximum effort so that he/she can fully exploit their individual talent.

Environment

We aim to create a bright, challenging, secure and happy learning environment, which will promote individual development as well as a love of learning.

Moral Standards

We aim to foster personal and social responsibility among all members of the school community and to encourage in particular the virtues of industry, honesty, kindness, tolerance, good manners and courtesy.

Individuals

We aim to recognise the needs and abilities of individual children, with a view to developing their confidence and the 'whole child'.

Extra-Curricular Activities

We aim to provide children with the opportunity to participate in and enjoy a wide range of activities for which there is neither time nor opportunity during the normal school day.

SAFEGUARDING

The key to successful learning is happiness and confidence and at Long Close, we put the pastoral care and welfare of the pupils at the centre of all that we do. At Long Close we believe that safeguarding children is everyone's responsibility and that everyone who comes into contact with children and families has a role to play.

Our Safeguarding Policy and Child Protection Policy is fully compliant and has been prepared in keeping with 'Keeping Children Safe in Education' 2013 and in accordance with our legal duty as an independent school under s157 Education Act 2002.

We are committed to the safe recruitment of staff and comply with our statutory duty to operate safe recruitment procedures for all staff in our school which permit them to work regularly with children. Our staff complete safeguarding training, refreshed at least every three years, which enables them to recognise potential signs of abuse. We have three Designated Safeguarding Leads (DSLs). Ms Field is the DSL for the Prep School (Years 1-6), Mrs Harris is the DSL for EYFS and Mr McCarthy is the DSL for the Senior School (Years 7-11). If you have any issues of concern please contact either Ms Field, Mrs Harris or Mr McCarthy.

Further details of our Safeguarding Policy including Child Protection can be found on our website.

THE SCHOOL DAY

DAILY ROUTINES

The school opens at 08.00 and pupils go to the Dining Hall to be supervised by a member of staff. They may take breakfast if ordered (08.00 to 08.15). An additional charge for this is added to the term's fees.

At 08.20, the pupils are escorted out onto the play ground or to the Main Hall if it is raining, to be supervised until the school bell rings.

The bell for registration is rung at 8.25am. Pupils line up with their class and their form tutor (or class teaching assistant if they are in KS1) will take them to their classrooms.

School begins with class registration at 08.30. Pupils are deemed 'late' if they haven't arrived by 08.45. If pupils are late, parents must sign the 'Late book' held in the School Reception with the reason for their child's late arrival.

No pupils are allowed in the classrooms before 8.25am.

Form period:

Form period is from 8.25am to 9.00am and also for Years 3-6, 1.40-2.00pm. In this time there may be a range of activities, including reading, handwriting, problem solving, debating, PSHE, collecting house points and checking diaries. In addition there are assemblies and music activities:

- On Monday an assembly is held for the Prep School (Yrs 1-6) in the school hall. Individual classes sometimes lead the assembly and parents will be welcome to attend.
- On Tuesday orchestra practise takes place for Years 3 and above in the music room.
- On Wednesday all classes in the Prep School have a full form period.
- On Thursday Prep School singing practice takes place in the school hall.
- On Friday there is Junior Choir for Years 3-6 in the music room.
- A House Meeting is held every few weeks in Form Tutor time. The School Council will also meet once every half term with either the Head of Prep School or the Headteacher.

DAILY TIMETABLES

Daily Timetable for KS1 (Years 1-2)	
School opens/ breakfast club	08.00
School bell	08.25
Pupils are allowed into classrooms	
Registration	08.30
Form period/ assemblies	08.30
Period 1	09.00
Period 2	09.40
Break	10.20
Period 3	10.50
Period 4	11.30
Lunch	12.10

Registration/ Period 6	12.50
Break	14.00
Story Time	14.20
Period 7	14:35
School finish	15.30
Sibling cover/ clubs	15.30
Clubs end	16.15
After School Care (ASC)	15:30 - 18.00
School closes	18.00

**The afternoon timetable may vary slightly from day to day as there is a Games lesson all Monday afternoon for KS1 and swimming for Year 2 on Thursdays.*

The KS1 school day ends at 15.30 and pupils either go home or they can stay for a club or be supervised whilst they wait for an older sibling. Sibling cover and clubs run until 16.15, and children will be given tea at 15:30 if it is booked in advance (at a cost of £1.50 per day) or a drink. After school care is available from 15:30 to 18.00. There is a charge for this facility and for after school clubs that are run by external providers.

Daily lesson times for KS2 (Years 3-6)	
School opens/ breakfast club	08.00
School bell Pupils are allowed into classrooms	08.25
Registration	08.30
Form period/ assemblies	08.30
Period 1	09.00
Period 2	09.40
Break	10.20
Period 3	10.50
Period 4	11.30
Period 5	12.10
Lunch	12.50 – 13.40
Period 6	14.00
Period 7	14.40
Period 8	15.20
School finish	16.00
Tea for pupils staying for Prep & clubs	16.00

Prep/ Clubs	16.15
Prep/ Clubs finish	17.15
After school care (ASC)	17.15 - 18.00
School closes	18.00

The KS2 school day ends at 16.00 and pupils can either go home or stay for Prep (supervised homework club) or clubs if booked in advance. Children will be given tea at 16:00 in the Dining Hall if it is booked in advance (by 10am on the day itself at a cost of £1.50 per day) or a drink. Prep/club teachers will collect pupils from the Dining Hall and their sessions will begin at 16.15 each day and finish at 17.15.

After School Care (ASC) caters for pupils who need to stay for longer and is available until 18.00. Please note that there is a charge for this facility and for after school clubs that are run by external providers.

If parents are delayed, we request that they contact the School Office or alternatively call the ASC teacher on duty on the ASC mobile (07986 316132), so that pupils may be told and will not therefore become distressed. These pupils will join ASC from 15.30 if they are in KS1 or if they are in KS2, Prep until 17.15 and then ASC.

If parents are unable to collect their pupils and another person is sent, we need to be informed. No child will be allowed to leave school with an unidentified person.

School closes at 18.00 hours.

AFTER SCHOOL CLUBS

A variety of after school clubs (or extra curricular activities) is offered each term and information is sent home via School Comms in order for pupils/parents to make their choices. A list is also available on our website. Clubs run by our staff will not incur an additional charge but charges will apply for those run by external providers (these will be made clear via the booking system). Clubs are bookable via the online system at <https://longclose.parentseveningsystem.co.uk> at specific times only. You will be advised, in advance, of the opening and closing dates/time for the booking system. Places are allocated on a 'first come, first served' basis. Any requests made outside of these times should be directed to Mrs Carolyn Andrews via the School Office.

Rules for Prep Supervision and Tea

We monitor the numbers attending our Prep after school sessions in order to keep supervision at the appropriate level. Please note that in order to minimise disruption to these sessions, we would appreciate it if pupils who have signed up for Prep are collected at 5:15pm and not at various points throughout the hour. The only exception to this rule is for parents who have booked their child in on an ad hoc basis. Please note that there is a £25 charge per ad hoc session, which will be added to your invoice. If tea is required on an ad hoc basis as well, we need to inform the catering team by 10am and a £1.50 charge will be added to your invoice.

Parents should also be aware of the penalty system that is in place to ensure that those signed up for the sessions are using them. We keep careful registers for each session and if, during the course of one term, your child does not make use of the club on three separate occasions (without good reason), their name will be removed from the register for the rest of that term. Use of Prep Supervision after that will be charged at the ad hoc level described above.

ABSENCE AND LATENESS

The School Office should be informed early in the morning if pupils are ill, or unable to attend school for any reason. This is to allow the form teacher to give the appropriate mark in the Register. This can be done in the following ways:

Phone - Leave a message on the pupil absence line that can be accessed by dialling 01753 520095, choosing option **1**. We would appreciate being informed as early as possible. Please leave the following information: pupil name, form and reason for absence (we do not need full medical details).

Email – we have an account for parents to email us if a child is absent or late – the address is: absent@longcloseschool.co.uk

Pupils are expected to get to all lessons promptly. Pupils who have music lessons must inform their subject teachers of their whereabouts.

It is requested that pupils do not miss school during term time as they will miss the crucial teacher input given in lessons. Permission for absence other than illness must be sought from the Headmaster before the required date.

BREAK TIMES

Morning break is from 10.20am to 10.50am for Years 1-6. Lunchtime is from 12.10pm to 12.50pm for KS1, and 12.50pm to 1.40pm for KS2. Pupils are provided with a drink at first break and they may also bring fruit to school to eat at break time. Years 1 to 4 have a 'fruit break' in which pupils who have brought fruit may eat it together in the classroom at a set time, either before or after break.

Break times are supervised by staff throughout. If a pupil is injured at playtime the staff member on duty initially attends to them. Duty staff carry a first aid kit to give immediate aid. If the pupil needs further care they are taken to the School Office. First aid is applied and the pupil will either return to class or be sent home, with the parents/guardians having been telephoned to come and collect them.

Pupils are encouraged to play socially and to interact constructively with one another. There is a good selection of play equipment in the playground, as well as marked games on the hard area. All games equipment should be returned to the appropriate containers, at the end of break times.

There is a 'Buddy Bench' in the playground where pupils can sit if they wish to have a quiet time, or to sit with a friend or friends, or if they simply want to join in with a group, to play. There is one climbing frame in the main playground area and children may 'explore' and climb the equipment safely. No one is allowed to stand on top of the monkey bars and teachers very carefully monitor this!

At the end of break there is a 'first' bell for pupils to go and change their trainers, go to the toilet or collect books for their next lesson before lining up for the 'second' bell. When the 'second' bell rings, all pupils line up in their class groups ready for collection by their teachers, who will take them to the next lesson.

Wet break

If pupils are unable to go outside at break times they will be supervised by either a member of staff, or a Senior Prefect from Year 11, in their classroom or in the Main Hall. Each class has a selection of activities available such as board games, drawing or DVDs for wet playtimes.

CONTACT AND COMMUNICATION WITH STAFF

Parents with pupils in KS1 have the opportunity to talk briefly to teachers each morning and afternoon when they drop their children off and/or collect them.

We have an Open Door policy at Long Close School and parents are welcome to talk informally to their teacher as and when needed. If a more formal discussion is required with the Form Tutor, Head of Preparatory School or the Headmaster, a convenient appointment time may be made directly, via the homework diary or through the School Office. We do our best to accommodate any requests as soon as possible.

Each pupil in the Prep School is issued with a homework diary. The homework diary is used to record homework and also forthcoming events and reminders. In addition, in KS1 it is also used to communicate your child's daily reading in the classroom and at home. The homework diary is also a useful means of communicating messages between home and school.

To strengthen communication between school and home, a weekly newsletter is emailed to parents via School Comms every Friday giving news of the past week and reminders for the following week. The newsletter is also posted on the school website.

All parents receive a school calendar at the beginning of each term. Dates of important school events and match fixtures, as well as term dates for the year ahead, are listed on it. Occasionally, amendments have to be made, but parents will receive any changes via the weekly newsletter or directly from your child's Form Tutor. The events calendar is also available to view on the school's website.

There is an information notice board for parents just inside the school entrance. The Parent Teacher Association (PTA) also post notices of further events on this board.

A Parental Engagement Group (PEG) meeting is held each term, to give updated information regarding the school's development and parents may discuss their queries and concerns. Future dates of these meetings are communicated by the school newsletter and website.

SCHOOL UNIFORM

We are proud of our uniform and hope the pupils are too! A full uniform list is available on our website (www.longcloseschool.co.uk). All our uniform is available from our outfitters, Billings and Edmonds in Eton, and their telephone number is 01753 861348.

Pupils are expected to wear the regulation uniform and no deviances will be accepted. Girls should wear their hair tied back if it is shoulder length or longer, and the hair band should be black, navy or maroon. Coloured 'bobbles' are not permitted.

No jewellery is permitted. For safety reasons this includes earrings; if needed, we suggest pupils wear small in-obtrusive plastic or herbal sticks to prevent earring holes from closing. Any pupils wearing earrings will not be able to participate in PE/ Games' lessons. No coloured nail polish is permitted.

Pupils may wear religious items which have a specific significance such as a kara, but these will need to be covered by a sweat band during PE lessons for safety reasons.

In the Summer Term, all pupils should wear a Long Close school cap in the hot weather. This is also part of the attire for those participating in cricket and rounders' matches against other schools.

SCHOOL TRIPS

Pupils go on educational visits and outings during the year and these are marked on the calendar. Trips help to broaden your child's education and also help to develop their social skills. Parents will receive a letter giving full details. Some are local walks and others may require transportation by coach or mini-bus. The cost of trips is added to the school bill. Parent helpers are often needed and the letter home will ask for assistance if required.

Pupils in Year 6 also attend a five day outdoor and adventure residential trip, which is run by PGL. We have found this an invaluable experience for them and it is a trip which they very much look forward to.

Full Risk Assessments are made prior to outings and every care is taken for the pupils' welfare and safety.

If the school minibus is used, all drivers will have undertaken full PSV (Public Service Vehicle) training and passed an updated DVLA test.

We have often received very positive comments following outings and visits, praising the politeness and good manner of our pupils.

ACADEMIC

CURRICULUM

Children in this part of the school are taught in subject based lessons.

The following subjects are covered:

English

Maths

Science

ICT (Information and Communication Technology)

Spanish

History

Geography

Music

Design Technology

Religious Education

Physical Education (PE lesson, Games session and Swimming)

Art

PSHE (Personal, Social and Health Education)

We also run Curriculum Collapse weeks, where the timetable is 'collapsed' to give a thematic approach to learning and lessons are planned to enhance the pupils' broadening of the world around them and to provide extension activities. There have been some very successful and enjoyable themes in recent years, including 'Renaissance Week' for KS2, 'Pirate Week' for KS1 and 'Spy Day' for all.

EQUIPMENT

Pupils in KS1 are provided with all the school equipment that they require. This includes a plastic zip wallet to put books in. Year 3 pupils are also provided with this item.

In KS2, all pupils will require a pencil case for school containing:

- cartridge pen or suitable handwriting pen with blue ink; we recommend a fine liner type as medium nibs can cause difficulty with handwriting formation. Pupils will be gradually asked to write in ink from Year 3, with all pupils requiring ink pens from January of Year 4
- HB pencil(s)
- Rubber
- ruler; 15 or 30 cm – no bendy rulers please!
- pencil sharpener
- small pair of scissors
- colouring pencils (not felt tips please)
- glue stick
- geometry set (from Year 5)

HOMEWORK

Homework is set for pupils in Year 1 and above to reinforce and consolidate the work that has taken place in the classroom. Looking at books and reading together is positively encouraged for the younger pupils and reading at all times is considered fundamental to learning.

In KS1 there is weekly homework in:

Year 1: Reading, Spellings and a piece of English and Maths.

Year 2: Reading, Spelling and a piece of Science, English and Maths.

KS2 is as follows:

Years 3, 4 & 5: will usually have one homework piece per night.

Years 6: will have two homework pieces per night.

Pupils should read, learn spellings and multiplication tables in addition.

Class Teachers/ Form Tutors will provide a homework timetable at the beginning of the academic year. The homework diary is a valuable means of communication. We ask parents of pupils in Years 1-4 to check the diary and initial it daily to acknowledge the completion of homework. It is also initialled daily by the Class Teacher or Teaching Assistant. The diary for all year groups is also signed at the end of each week by parents and Class Teachers/ Form Tutors.

LEARNING SUPPORT

Long Close has an individualised learning approach and all our pupils' needs are provided for. Pupils are assessed prior to entry to the school so that their strengths and weaknesses can be identified in literacy and numeracy.

Pupils who require additional support in their learning are offered help either on a one to one basis or in a small group. Parents are consulted before this process is instigated. An IMP (individual mapping programme) is written for each pupil who requires support and these are shared with parents. It is very important that regular discussion and communication between home and school takes place.

MARKING

We believe that marking should be thoughtful, informative and targeted to the individual pupils. The marking principle that we follow is assessment for learning (AFL) with the aim being that every child knows how they are doing, and understands what they need to do to improve and how to get there. Pupils are set specific targets in English and Mathematics, and also in terms of their application or organisation if necessary. Marking is then used to inform the teachers about the individual needs of the pupils so they can support them and extend them with their learning. Staff discuss with the pupils what they need to do to move to the next step and this information is also reported to parents at meetings and in reports.

PUPIL ASSESSMENT

Pupil assessment is undertaken at Long Close School as part of the teaching and learning in order to evaluate and assess the strengths and needs of individual pupils. This information is then used to inform lesson planning so it is tailored to the individual needs of pupils to provide individualised learning programmes as well as to target the needs of groups in the class and the class as a whole. Summative and formative assessment information is also used to give factual information to parents on the progress of their child.

Formative Assessment

Formative assessment takes place on a daily basis and informs both the teacher and pupil of 'how the pupil is doing'. This kind of assessment may take the form of observation, listening to pupils read, discussing their work with them, marking work, as well as tests such as weekly spelling, times tables tests, end of unit assessments. Discussion with pupils is given to inform them of their progress; what achievements they have made and what the next steps are in their learning.

Summative Assessment

At the beginning of each academic year all pupils in Years 1-6 are given standardised tests in reading, spelling and number skills. In addition pupils in Years 4-6 are assessed with CATs, which test their Mathematics, Verbal Reasoning and Non-Verbal Reasoning ability. Pupils in Years 3-9 also take the Salford Reading Age Test and the Vernon Spelling Age Test. Year 3 take NFER tests in Maths, Verbal Reasoning and Non-Verbal Reasoning later on in the year.

Formal summative assessment takes place at the end of Key Stage 1 (Year 2) and Key Stage 2 (Year 6) through Standardised Assessment tasks (SATS). These tests form part of the whole assessment procedure of children at this age and are used internally, together with teacher assessment, to assess whether each pupil is working at the national standard, above it or working towards it in English, Mathematics and Science. Year 6 pupils are given practise SATs tests in February.

Examinations

Summative assessment takes place from Year 3 upwards in the form of written examinations at the end of the Autumn and Summer terms. Examinations are taken in English and Mathematics, end of unit assessments in Science; and from the summer term of Year 5 teachers set examinations in humanities subjects. The results for English, Mathematics and Science assess whether each pupil is working at the national standard, above it or working towards it.

11+

Practise and preparation for the 11+ begins in Year 4 at Long Close, and the tests in Verbal Reasoning, Non-Verbal Reasoning and Mathematics for entrance to grammar schools takes place in the Autumn Term of Year 6. In addition to building the knowledge and skills to take these tests, we recognise the importance of developing the pupils' vocabulary so that it is wide enough to embrace the language required for them. We try to encourage this through reading and targeted activities which focus on a broad based curriculum which also includes discussion, drama and expanding the pupils' knowledge of the wider world.

Some pupils take 11+ Common Entrance examinations for Independent Senior Schools, usually in January of Year 6, and we assist in that preparation in the Autumn Term. These tests are usually in English (Comprehension and Writing), Mathematics and Verbal Reasoning.

There is an information meeting in the Summer Term for parents of pupils in Year 5 regarding the application to sit the 11+ examination.

New Pupils

New pupils are assessed prior to their entrance to the school to ascertain their individual needs in English and Mathematics. The English test may be in verbal reasoning or reading comprehension depending on their age and individual need.

REPORTING YOUR CHILD'S PROGRESS

Parent Meetings

Formal Parents' Meetings take place in the Autumn and Spring Terms for you to discuss your child's progress with their Class Teacher/ Form Tutor. In Years 5 & 6, your child's subject teachers will also be available.

As a school we do operate an open door policy and if you wish to talk to your child's teachers, or the Head of Preparatory School, at any time then please do contact the relevant member of staff in order to arrange a suitable time.

Reports

KS1:

A short report is sent home at the end of the autumn term and a full report giving detailed comments about your child's work in each subject at the end of the summer term.

KS2:

Autumn & spring terms:

Pupils are given two short Progress Reports in the autumn and spring terms:

1. The first, just before half term, gives effort grades for all academic subjects.
 - Effort grades range from 1 (excellent effort) to 5 (poor effort).
 - Attainment grades A to D are given to show whether each pupil is working at expected standards (C), have mastered the standard (B) or exceeded the standard (A). Pupils who are working toward the standard (emerging) will obtain D.
 - Attainment grades are given for English, mathematics and science for pupils in Years 3 to 6; in addition Years 5 and 6 are given attainment grades for the humanities subjects.
 - The report supports the discussion which took place at the Autumn Parents' Meeting.
2. The second, at the end of term, gives effort and attainment grades (*as above*); and targets and a short comment by the Form Tutor which highlights successful areas of learning and gives targets to assist their learning further for the term ahead.
3. An end of term exam report for Years 3 to 5 gives attainment results in English, Mathematics and Science. Year 5 and Year 4 in the summer term also take exams in the humanities subjects.

Summer term:

- A full end of year report in July gives detailed comments about the pupils' work in each subject. The pupils are also given effort and attainment grades (*as described above*).
- At the end of the full report there is an opportunity for parents to comment on their child's report. All feedback is gratefully received.
- *With the reports, parents receive a '**Progress report guidance**' sheet for their child's year group (Years 3-6), which explains the grading system.*

All meetings and reports aim to give constructive and helpful comments so that parents understand their child's achievements and also what needs to be done in order to either improve their work further or to move on to the next step. If parents wish further clarification or information about the reports they can arrange an appointment with their child's teacher, or the Head of Preparatory School, at any time.

PASTORAL

At Long Close we strive to give pastoral care which is of the very highest quality.

ROLE OF THE FORM TUTOR

Each child is allocated a Class Teacher who becomes known as a Form Tutor as the pupils go into KS2. In Years 1 to 4 the Class Teacher is the key teacher for your child. They will teach the core subjects of English, Mathematics and Science and the majority of your child's other subjects. Their role is to be the key educator of your child and to be responsible for the pastoral care of all the pupils in their class. They work hard to get to know the pupils very well and any information given to us with regard to home or personal difficulties is treated with respect and confidence. Any issues regarding your child's school work, whether taught by themselves or another member of staff, or any pastoral matters should in the first instance be raised with the Class Teacher so that together we can agree a strategy to help. The Class Teacher will also liaise with other members of staff or refer the matter to the Head of Preparatory School in order to assist further.

The role of the Form Tutor in Years 5 & 6 is the same, but as the pupils are taught by a few more teachers, they may not always teach your child the core subjects.

HOUSES, REWARDS AND SANCTIONS

Houses & Rewards

Long Close School has a very positive and open ethos which we all strive to maintain. The school sets high expectations through encouragement and praising good behaviour. We aim to teach pupils to behave in an appropriate manner. Good behaviour includes being kind to each other, showing respect for others by listening to another person's thoughts and ideas and allowing others to learn in the classroom by not being disruptive, respecting each other's belongings, playing together co-operatively and being truthfully. We seek to encourage good behaviour through rewards, house points and PSHE activities in the classroom; and working closely with pupils and parents to moderate any examples of poor behaviour.

All pupils are put into one of the three Houses; Griffin, Phoenix and Unicorn. Pupils work for house points and gain them for a range of good behaviours including good quality work and effort, helpfulness, courtesy, co-operation and courage. There are also a range of House events which contribute to the overall tally of house points. House points are recorded by staff in homework diaries and exercise books.

The earning of house points contribute towards a winning House, with a cup being awarded at the end of each term. The ultimate aim is to be the overall House winner at the end of the school year. The number of house points a pupils has accrued, is noted on the end of term progress report.

Sanctions

Whilst the discipline and behaviour of a class is primarily the responsibility of the teacher, all the staff are collectively responsible for ensuring that pupils learn to be considerate to others and behave appropriately. If pupils do have to be reprimanded regarding inappropriate behaviour or lack of effort with school work, this is done in a constructive manner. Sanctions in KS2 may include missing part of break or minus house points.

Occasionally, a pupil who is repeatedly gaining minus points or not working well, will be placed on a Report Sheet. The reasons for this action will be discussed with the parents by either the Class Teacher/ Form Tutor or Head of Preparatory School. A letter will be sent out to the parent informing them of this. Each report sheet will have one to three targets. At the end of each lesson or break time the teacher will comment on

whether the target has been achieved. The teacher will also initial each lesson. The report sheet must be seen by the Head of Preparatory School at the end of the day, and a comment is written. The report sheet is then to be taken home and initialled by the parents and brought back to the Class Teacher/ Form Tutor the next day.

Bullying

Long Close takes bullying very seriously and we will not tolerate bullying of any kind. Any reports of unkindness to others and bullying are thoroughly investigated by the Class Teacher/ Form Tutor in the first instance. It may then be referred to the Head of Preparatory School or Headteacher if further action is required. Fallings out between the pupils do occur from time to time and mediation between the pupils often provides a sensible and productive solution. Occasionally pupils are not always kind to one another and a sanction may be required. On rare occasions if it is found that any unkindness is more serious, then the parents of the perpetrator will be asked to come in for a meeting with either the Head of Preparatory School or Headteacher to discuss the matter more fully and a formal sanction is given. In the most serious of cases this will include exclusion. *We follow the procedures outlined in our Anti-Bullying and Behaviour Policy which is available on our website.*

POSITIONS OF RESPONSIBILITY

Form Captains

Each term two children are chosen or voted for by their class (depending on their age) to be the class Form Captain and Vice Form Captain. The Class Teacher/ Form Tutor will then give responsibility tasks which are appropriate to the class and pupils' ages.

House Captains

Pupils in Years 3 to 6 vote for the pupils in Year 6 who will represent them in the Prep School as their House Captains in a variety of activities over the school year, including competitions such as Sports' Day.

Head Boy & Head Girl

At the end of the summer term pupils in Year 5 have the opportunity to give a presentation to the Headmaster if they wish to be considered for the role of Head Boy or Head Girl of the Prep School. This is a relatively new role at Long Close, which we are steadily developing. The Head Boy and Head Girl meet regularly with the Heads of House and the School Council to represent the pupils of the Prep School department. They are encouraged to take the lead in school events and support of charities.

Team Captains

When the pupils take part in sports' matches a player who demonstrates leadership qualities will be chosen as Captain in order to encourage and lead their team in the match.

MEDICAL CARE AND MEDICATION

If a pupil becomes unwell during the day, they should inform their teacher immediately or the teacher on duty, if they are outside during break. Pupils who are unwell are looked after by a member of staff at the School Office and if deemed unfit to stay at school their parents are telephoned to collect them.

If a pupil is injured at playtime the staff member on duty initially attends to them. Duty staff carry a first aid kit to give immediate aid. If the pupil needs further care they are taken to the School Office. First aid is applied and the pupil will either return to class or be sent home, with the parents/guardians having been telephoned to come and collect them.

An 'Administration of Medicines' form must be completed in order for medicine to be administered at school. Forms are available from the school office.

It is most important that we are kept informed of changes of address and contact numbers as parents occasionally do need to be contacted during the school day.

No medication is to be administered by pupils. All medicines and tablets MUST be handed into the office with a completed 'Administration of Medicines' form signed by the parent or guardian, and all items of medication must be clearly marked with the child's name and the correct dosage to be given.

Un-prescribed medicines will only be given to children if a completed medical form has been given for that child for that day. Blanket forms do not cover this type of medicine being given out. All medicine received and administered will be signed off by a member of staff and signed by the parent to confirm they are aware of the medicine having been given.

LOST PROPERTY

All lost property is put inside the Pupils' Entrance door near the ICT and Music rooms. Please could parents ensure that clothing and items of sports equipment are clearly marked. Unmarked clothing is re-cycled at the end of each half-term.

SPECIAL OCCASIONS

Long Close has a wonderfully diverse mixture of pupils, parents and staff whose cultural and religious backgrounds define and enhance who we are. We seek to broaden the pupils' understanding and appreciation of the world, by not only educating them in RS lessons about the many religions and cultures, but also celebrating festivals and special occasions with them. Christmas and Easter events are celebrated by the whole school. Our annual Christmas Carol Service takes place one evening after school, at the end of the autumn term and all pupils in Years 3 to 6 participate. It is a magical occasion and we do hope you will join us at this event. Other major religious festivals are also recognised and celebrated.

All pupils in Year 1 to Year 6 are required to attend the annual Prize Giving which takes place on the last day of the summer term. Parents receive an invitation to share this special day with us and a guest of honour gives an address to the school. The Headmaster then gives his report on the year, to the pupils, parents and staff. The prize giving ceremony then follows. The attire of parents and guests is smart casual. This is a formal occasion.

Birthday celebrations: Pupils may bring in home-made or shop-bought cakes, doughnuts or other similar items in with them to celebrate their birthdays with their classmates. These should be given to the form teacher immediately on arrival at school. Please avoid packets of sweets, chocolate and other confectionary of this sort. Parents are reminded that we have pupils at school who are allergic to a range of food ingredients, including nuts and eggs. Form teachers are also aware of who these students are, but in order to be as inclusive as possible in all celebrations I would ask you to do everything you can to bear these issues in mind. Shop bought cakes, whilst more expensive, can often make the ingredients clearer for the form tutors. If you have any concerns regarding your child eating home-baked cakes, even if parents have made allergy warnings clear, please let the school office know so that we can record this centrally and advise form teachers.

HEALTH AND SAFETY

Catering

Long Close School catering fully complies with the recent government guidelines on food-based standards for school lunches and pupils have a freshly prepared hot meal at lunch times. School lunches are provided in partnership with Thomas Franks Ltd. All food is fresh and locally sourced to create a delicious series of menus which are seasonal, healthy and nutritionally balanced. A vegetarian option, home-made bread and a salad bar are available every day.

Thomas Franks' ultimate goal is to inspire the pupils in every school to develop a life-long positive relationship with food. Please visit the Thomas Franks at Cognita web page for more information: <http://www.thomasfranks.co.uk/cognita>

Menus are prepared in advance and are available to view on our website.

Please note that:

- No confectionary is sold in school (with the exception of occasional Tuck Shops run by the PTA)
- Fresh drinking water is readily available for all pupils

Halal meat and Beef are not served, however Lamb, Chicken and Fish are regularly available on the menu. In addition, vegetarian and vegan options, home-made bread and a salad bar are available every day. Please note that dietary requirements will be collected from pupils on joining Long Close School and catering staff will be aware of the pupils' needs. Packed lunches are not allowed.

Fasting: In accordance with recommendations made by Children's Services, we prefer pupils in the Prep School not to fast in the school day. This is for reasons of welfare, as pupils are in school for several hours and may experience dizziness or weakness, particularly if they have PE or if it is a warm day. We recommend pupils fast on days when they can be fully supervised by their parents.

EXCLUSION

At Long Close, pupil exclusion is a rare occurrence. However the two main areas for which this could happen would be:

- After discussions, several letters or the non-payment of fees could result in temporary or permanent exclusion.
- Repeated and totally inappropriate poor behaviour e.g. bullying, thieving, or wilfully damaging school or other property.

Exclusion is only used in extreme cases and parents' interviews would occur first in all cases.

MOBILE PHONES (PUPILS)

We ask that children do not bring mobile phones to school unless they are in Years 5 & 6 and their parents have requested that they walk home unaccompanied. If a mobile phone is brought in to school, it must be left in the safe keeping of the school office and collected at the end of the school day.

PHOTOGRAPHING CHILDREN AT SCHOOL EVENTS

We seek permission of parents for all photography when any child joins our school as a matter of course. Parents are asked to sign consent forms for their children to be photographed for school purposes. However, parents have the right to refuse to allow their child's photograph to be used for any reason.

Parents may take photographs or videos of their own children taking part in activities such as sports or drama events, but these must be for personal use and not commercial or publicity purposes. They must not be posted on the internet in a public domain, such as Facebook.

SITE SECURITY AND SAFETY CONSIDERATIONS

The security and care of your children is of the utmost importance to us at Long Close. Parents and pupils arrive for school by parking in the Upton Court car park and enter via our Pupil Gate. They are given a code to open the gate. The gate is unlocked from 8.00 to 9.00am, 11.30am to 12.30pm and from 3.00pm until we close at 6.00pm. Please close the gate behind you and we kindly ask that it is not propped open.

If you need to come to school between these times, please park in the Upton car park and walk round to our side entrance which is on the main Upton Court Road. Please do not park on the main road outside this gate.

Please do consider the safety of the pupils as you drive in and out of the car park. We ask that you do not drive up to the gate to collect your child, but park in a marked bay and walk to the gate to collect them.

SCHOOL COMPLIMENTS AND COMPLAINTS POLICY

We believe that our school provides a good education for all our children, and that the Headmaster and other staff work very hard to build positive relationships with all parents. If any parent has a query, is unhappy with the education that their child is receiving, or has any concerns relating to the school, we encourage them to talk to the child's Class Teacher/ Form Tutor immediately. If the matter needs to be further addressed, the Head of Preparatory School should be contacted in the second instance. The Headmaster is the third step in the complaints procedure if required. However, the Headmaster should be contacted if the complaint is of a serious nature.

If, following attempts to informally resolve the complaint, you are not satisfied with the response of the school you may complain directly to Cognita at their Head Office, 5&7 Diamond Court, Opal Drive, Eastlake Park, Milton Keynes, MK15 0DU. Alternatively you can contact OFSTED on 08456 404045 or email them on enquiries@ofsted.gov.uk.

A full copy of the school's 'Compliments and Complaints Policy' can be found on the school website or is available from the school office.

S Field, Head of Preparatory School

Review Date: September 2017