



ROOKESBURY PARK SCHOOL

AN A to Z PARENTS' GUIDE

2009-2010

**Southwick Road
Wickham
Hants PO17 6HT**

**Rookesbury Park School Tel: 01329 833108
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E-mail: head@rookesburypark.co.uk

A

ABSENCE

If your child is away from school unwell, please call the office to let us know. When your child returns to school, please write a short note to his/her form teacher. If you need to take your child away from school for any reason, please write to the head to request permission well in advance of the day or days on which you wish your child to be absent.

Please remember the implications of taking your child away from school. In their absence, he/she will miss schoolwork and will need to catch up on this on return. Getting into the right rhythm is vitally important for any child. Children, who miss days at school because of holidays, will inevitably be upset by prolonged absence. Do try to make routine appointments with dentists, etc, during school holidays or outside of school hours.

ACCESS

Once your child is with us at school, contact between any parent and their child during the school day should be exceptional only, i.e. family emergency. If you have need to pass on a message, please do so via the school office.

APPEARANCE

All pupils are to wear school uniform. No make-up or nail varnish may be worn. No jewellery is allowed with school uniform except one pair of plain gold studs if girls already have pierced ears. Shoulder length or longer hair should be tied back or worn in bunches or plaits. Hair bands, ribbons and slides should be brown or red.

Please ensure that all your child's clothing and belongings are clearly named.

ASSEMBLY

Assembly is a moment for reflection on achievements and events of the week passed and for the awarding of certificates, cups and responsibilities. There are Celebration Assemblies each Friday, when all parents and family members are most welcome. Each class performs an Assembly once a term. Details of dates and times can be found in the termly calendar. The Head's Assembly takes place on Monday morning in the Jubilee Hall. All children and staff attend. On Tuesdays there is a Form Period, on Wednesdays, there is Hymn Practice, whilst the pre-prep department hold their own weekly assembly in the SCR (see Senior Common Room). On Thursdays, the Houses (see houses) hold their weekly assemblies, which are led by house captains and members of staff connected to each house. On some Thursday mornings, assembly is led by the Rector from the Swanmore Parish. This alternates with School Council, led by the Deputy Head and a representative from each form in the Upper School.

B

BALLET

Ballet takes place on Wednesdays and is available for all year groups from the nursery upwards. It is an extra which is charged to the bill. There are ballet demonstrations given by the ballet teacher during the year. Please consult with her with regard to exact timings.

BIRTHDAYS (Boarders only)

A birthday table can be organised for boarding children, to which they may invite up to 9 school friends. The charge is levied to the school bill. There is a special Birthday board in the Front Hall and all birthdays are celebrated. Children may bring in a birthday cake if they wish to share with their friends.

BOARDING

Boarding is available from Reception to Year 8, on a full-time, weekly or nightly basis. Matron is always happy to accommodate, but likes 24 hours' notice of arrangements. Please contact the school office for further information.

BULLYING

Any form of bullying is treated seriously and parents will be informed. We adopt a no blame policy. Rookesbury Park School is committed to creating and sustaining a friendly, supportive, safe and nurturing environment in which pupils develop confidence and self-esteem and in which they show consideration for others.

It would be unwise, however, to assume that subtler forms of bullying or teasing do not take place among the children. This is the most difficult issue to recognise and deal with but staff who know their children well can spot it and deal with it. Parents who become aware of any unhappiness in their child should let the Form Teacher know immediately. Any child who is aware of bullying can approach someone in authority; the matter will be dealt with sensitively and sympathetically.

C

CALENDAR

The calendar for the forthcoming term is issued at the beginning of each term along with the Termly magazine. The dates of all school events are included, as well as the term dates for the following two terms ahead.

CAR PARK

Children are not allowed to be in the Car Park unsupervised. Always drive slowly and with care and park with consideration for others.

CAROL SERVICE

This takes place at the school at the end of the Autumn Term. All are welcome to attend.

CERTIFICATES, AWARDS and COMMENDATIONS

These are awarded at the Celebration Assembly. They serve to recognise outstanding achievement or effort, or both, by the children. Commendations are awarded only to children in Years 7 and 8. They recognise outstanding work or achievement in any subject. The child's name and reason for the Certificate is also recorded in a Merit Book, which is on permanent display in the Front Hall, in the Main School building.

CHOIRS

There are two choirs, the Junior Choir and the Chamber Choir. The former is made up of children from Years 3, 4 and 5. The latter is by audition. It also represents the school at inter-school competitions.

CLOTHING

See uniform. All Boarders are encouraged to change into Home Clothes after Prep.

CLUBS

There is a wide and diverse variety of school clubs, the details of which are listed in the school calendar. They take place before school, during the lunch break or after school depending on availability of staff and venue and length of time required. There may be a charge for certain activities. Clubs change Termly.

CODE OF CONDUCT

This document is written by the children. It is a list of do's and don't's which is used as a touchstone throughout the school week. It is displayed around the school and serves to instil important values into the children.

COMMON ENTRANCE

This is the standard examination, which determines entry into Senior Independent Schools. It is normally sat in either late January for entry at 11+ or June for entry at 13+. The scripts are sent to the school for which the child is entered and that school marks the papers and sets its own pass mark. The parents are notified of the result within a week of the final paper.

COMMUNICATION

The school makes every effort to keep in touch with parents concerning the general running of the school and their children's education. The Head writes a letter every Friday about the week's events and celebrations. This can be found on the website. Please let us know of anything that you feel may be of importance to us – preferably in writing.

COMPLAINT

If, for whatever reason, you have cause for complaint, please contact the school office and ask for a copy of the 'Complaints' Procedure'. Things can sometimes go wrong at a school in spite of every effort to prevent them and the school recognises the parents' right to complain. Whatever the reason, the Head is the right person to contact – preferably in writing.

CRECHE

This is an after school club, run by Matron for the children in their department. It runs between 15.45 and 17.30, Monday to Friday. The children have a snack and a drink upstairs in the Boarding House. Please talk to your child's teacher about booking this arrangement. There is a charge, which is put on the bill.

D

DAILY ROUTINE

Monday to Friday

0815	School opens
0840	Morning registration in classrooms for all classes
0855	1 st Lesson
0930	2 nd Lesson
1005	3 rd Lesson
1040	Break
1100	4 th Lesson
1135	5 th Lesson
1210	6 th Lesson
1230	Nursery Children to be collected via the Main School Building
1245	Lunch
1320	Lunch Break
1330	Nursery Children to be collected via the White Doors Entrance Clubs and activities
1350	Afternoon registration in classrooms
1400	7 th Lesson
1435	8 th Lesson
1510	9 th Lesson
1545	Lessons end. Pick up via the White Doors Entrance
1550	Little Tea in the Dining Room
1610	Prep
1600	After school activities
1730	Crèche ends
1730	Prep ends
18.00	Boarders' supper

DATA PROTECTION

Under the Data Protection Act 1984, Rookesbury Park School is registered with the Data Protection Registrar.

DOCTOR

If a doctor is required in an emergency, the school is able to take children to the surgery in Wickham.

DRAMA

There are a number of productions, which take place during the course of the school year, at all levels. Please consult your calendar for further information. Children may also attend Speech and Drama classes.

E

E-MAIL

Boarding children have access to e-mails and to skype. To send e-mails to the school, use 'secretary@rookesburypark.co.uk'.

EXAM

School exams take place for all those in Year 3 and above in the Autumn term and Summer terms. Please look at the calendar for exact timings. They are expected to reflect the year's work to date to increase in significance as a child moves further up the school. Parents are notified of the results in Homework Diaries and in the end of term report.

EXEATS

Exeats are weekends when boarders are not in school. The exeat normally lasts for two or more nights and the dates are published on the school calendar. 'Overseas' children are either looked after by relatives or by guardians or they are invited to stay with other children.

EXTRAS

Extras are charged termly in arrears. They may be for: insurance, outings or items of clothing bought through the school.

F

FEES

Fees, and any other extras from the previous term, are payable in full by the first day of each Term. Unless this condition is met or there is a special arrangement for the payment of fees between the school and the parents, the pupil may be refused entry to the school or be asked to leave.

FIRE DRILL

These occur each term both during the day and the night.

FIREWORKS

This normally takes place on Guy Fawkes' night. All pupils and their families are welcome to attend. Refreshments are available on the night. Parents often donate fireworks or a sum of money to offset the cost.

FOOD

All meals are cooked in the school kitchens and many of the ingredients are fresh. All dietary requirements can be catered for. Children may choose vegetarian options or may have fruit or yoghurt instead of dessert. Written notification to the school office is required for any of these options.

FRIENDS OF ROOKESBURY PARK SCHOOL

This is a committee run by parents and staff, which organises social events for the children and for adults. They often raise money for the school for specific projects to improve the facilities. The Friends are always keen to have new members on the committee. If you wish to take part, please contact the school office for further details.

G

GAMES

All children are expected to do games unless they have a note from parents, which day children give to their form teachers at morning registration. Matron will advise if boarders are off games.

GAPs

We usually have visiting GAP students, normally from Australia or South Africa, who have opted to spend their year between school and university with us. They help in the pre-prep and also in the boarding community.

GOVERNORS

The school is managed by a Board of Governors who are closely involved with its overall running and its policies. Their purpose is to assist the Head in her decisions and support their implementation. They are selected from all walks of life and represent former pupils, present and past parents, teachers and other professions. A full list of Governors is given in the prospectus pack.

GRADES

Grades are given to the children in the Main School in their end of term reports, to reflect effort and achievement.

- A – Very Good
- B – Good
- C – Satisfactory
- D – Weak
- E – Very Weak

H

HAIR

Please ensure that your child's hair is of a respectable length and style. The Head reserves the right to ask parents to arrange haircuts for their children. Girls should wear shoulder length and long hair tied back with hair bands.

HEALTH AND SAFETY

Regular checks are made on Health and Safety arrangements within the school. Fire instructions are posted around the school and a Fire Practice for all staff and pupils is conducted at least once a term.

Upon a child's entry to the school, his/her parents are asked to complete a Medical Questionnaire. This is filed with his/her other details for use in an emergency. Staff are notified of any special requirements. It is important that any changes or additions to these forms are notified to the school office at the earliest possible opportunity.

HISTORY OF THE SCHOOL

The school was founded in 1929 by Nonita Glenday, the first headmistress. In 2009 the school celebrated its 80th anniversary with a Masquerade Ball.

HOLIDAY

Term dates are marked in the school calendar up to a year in advance. It is not expected that children will take holidays outside of these times. Parents should be aware that the Secretary of State for Education has recently ordered a considerable tightening of regulations concerning the recording and reporting of absence. In particular, the taking of holidays during school time is now very specifically discouraged by government regulations. Failure to follow the guidelines might result in a fine for the parents and/or the school.

HOMEWORK (Prep)

Prep takes place each day for the Upper School and is either completed during prep time between 16.10 and 17.30 or at home. Children in the Pre-prep will have some reading, spelling or other assignments to take home with them. Communication is encouraged between Teachers and Parents in the Pre-prep via the Reading Record Book.

Each child in the Upper School has Homework Diary where all homeworks are written in. This is a vital book for communication between school and parents. It is also a way of tracking targets and progress. Parents of day pupils are expected to sign off the homework when it is completed. For boarders this is done by the boarding staff. The time allocated for prep is tailored according to the age group.

HOUSES

Children enter one of the three houses (Carpenter, Garnier and Glenday) in Reception. The houses meet once a week in meetings led by members of staff linked to each house and house captains. The houses form the basis for the House Cup, which is presented at the end of each term. Competitions between the houses are held in a number of different activities during the school year.

I

INSPECTION

The school is inspected periodically by the ISI (Independent Schools Inspectorate), and OFSTED in common with other independent schools. Rookesbury Park School was last inspected in 2005, whilst the Boarding House was inspected in November 2007 . Please ask at the school office if you wish to see a copy of the reports.

INSURANCE

The following Insurances are available through the school:

School Fees Protection Scheme
Pupils' Personal Accident Insurance Scheme Holmwoods
BUPA Protection Cover

Please contact the school office for further details.

J

JEWELLERY

No jewellery should be worn in school. If your daughter has pierced ears, please restrict earrings to small studs.

JOY

Arguably the most important words in growing up; joy in learning, joy in discovery, joy in friendship, joy in activities, and joy in helping one another. An important word in teaching; joy in helping young people to achieve their potential, joy in the friendship of colleagues and pupils, joy in the partnership between home and school. In the middle of all the other things that have to occupy our minds – let us not lose track of joy.

L

LAVATORIES

These are located by the dining hall and are for use by parents and visitors to the school.

LETTERS

To receive a letter or an e-mail is very important for all boarders – it causes great excitement and happiness. Please do write regularly to your child, even if it is only a postcard. Please encourage relatives to write too.

LOST PROPERTY

Matron, the School Office or the Head of Games, who regularly display them for re-claiming, holds any items of lost property, which cannot immediately be traced to their owners. Everyone is encouraged to look after their own possessions and to hand in any stray items. **ALL PERSONAL ITEMS MUST BE CLEARLY NAMED.**

M

MATCHES

Teams for school matches are posted on the notice board by the children's changing rooms and in the Front Hall, in advance. A notice of arrangements is sent home for parents of day children. Where the fixture is an away match (or even at home when the finishing time is other than the end of the afternoon school) a picking-up time from school is given on the Team List. It should be carefully noted, as picking-up times can be a source of confusion. Should weather be inclement, all parents are requested to call the school at 11.30am, to check if the match is on.

Teas are provided for competitors, parents and visitors on match days. Parents are invited into the Head's study. All children are expected to attend, not least to act as hosts to their visitors. Children are free to go home **after** they have fulfilled their obligations as hosts to the visiting team and when released by the teacher in charge.

MEDICAL

It is important that a Medical Questionnaire is completed for each child and all relevant medical information given to the school. (See Health and Safety). Boarders are required to produce their NHS Medical certificates upon entry to the school in order that they may be registered with the school doctor.

MEDICINES

Any medicines, which have to be brought into school, should be sealed in an envelope and handed to the School Office. The child's name and details of dosage should be clearly written on the envelope. Children with inhalers for asthma may keep them if parents are happy with this.

MONEY

Day children do not need to bring money into school, unless it is required, and indicated, by a visit to a museum or the like. If this is the case, monies should be left with the form teacher. Boarding children should leave pocket money with matron when they arrive back at school. The matron will make arrangements for opening the boarders' bank for trips at the weekend.

MUSIC LESSONS (INDIVIDUAL)

There are several musical instruments that your child can learn at school. If you are interested in discussing music lessons, please contact the Music Department.

N

NEXT SCHOOL

As your child progress through the school, you will begin to form an idea of where you would like him/her to go after Rookesbury Park. The Head will be very happy to discuss the various options with you.

O

OFF GAMES

If your child has been ill or has an injury and you wish him/her to be excused from games, please send a note in to the Form Teacher. It would be useful to indicate when you would expect him/her to be back on games.

OFFICE

The school office is located in the Main School Building and is open from 08.30 to 17.00, Monday to Friday. If the office is unattended, an answer phone will be switched on. If you wish to get in touch with the Head or another member of staff, it is best to write a short note, send a fax or an email, which will be dealt with promptly. All enquiries to the school should be made through the school office. There is a

wealth of information to be found with the secretary, who will be happy to deal with your day-to-day needs.

OPEN ASSEMBLY

These take place each Friday and at the end of each term in the Jubilee Hall. This is primarily to celebrate all achievements during the week. Parents are very welcome to attend them. Times and dates of the Form assemblies are listed in the calendar.

OPEN DAYS

We normally hold one Open Day a term. The school is open to families who are interested in Rookesbury Park as a possible future school for their child. Senior children act as guides. Current parents are encouraged to let their friends know about these days.

OUTINGS

Outings are arranged for children throughout the school. Some outings require a charge to be made to parents but we endeavour to keep this to a minimum. If such a charge is due to be made, parents are notified in advance.

P

PARENTS' EVENINGS

These are organised by Forms and occur in the closing stages of each term.

PARTNERSHIP

It may be an old cliché but successful education relies on a strong partnership between home and school. Like most successful partnerships, this one needs understanding, communication, a common goal, patience and a little give and take!

PICKING UP AND DROPPING OFF

The day begins promptly at 08.30 and it is important that all day children (including Nursery) have arrived by this time. Please use the Car Park at the front of the school. Always drive with great care, as it is busy with families coming and going. The Head will greet all children and parents at the Front Door. If there are messages to be conveyed to members of staff, please do so promptly, bearing in mind that it is a busy time for them as they get the day started. If you need to speak to a member of staff at greater length, please make arrangements to meet at another time.

Pick up at the end of the school day at 15.45 is via the White Door. If you are collecting later on, following an activity or prep, please do so via the Front Door at 17.30. Children may stay for supper (for which there is a charge) with the boarders, provided this has been arranged in advance with Matron. Please ring the school office for further information.

All boarding parents picking up their children at any time must come to the front door of the Main School Building. This includes the start of Exeats, Half Term and at the end of term.

Children are not allowed to wait in the Car Park for their parents.

PREP (see homework)

PRIZE GIVING AND SPEECH DAY

Prize Giving is on the last Friday of the Summer Term. This is a compulsory occasion for all children. All parents and friends are welcome to attend.

PUPILS' PERSONAL ACCIDENT INSURANCE SCHEME

See Insurance.

R

REPORTS

Reports, of one kind or another, are sent home at the end of each term. If there are any queries arising from a report, parents are encouraged to contact the school.

REWARDS

Chiefly this is done through continuous praise and reinforcement of good behaviour and work and an ethos of mutual respect and value. We value the work of each individual and share their work with the group, other staff and other children throughout the school. Tangible reward comes in the form of stickers and stars in the Pre-prep and stars in the Main School. Stars are collected by each house and go towards the House Cup, which is awarded at the end of each term. Each child is therefore part of the wider whole school community. Certificates and Commendations are given for outstanding effort or achievement. These are recorded in a book on permanent display in the Front Hall in the Main School Building.

S

SANCTIONS

In the event of a child behaving inappropriately or causing harm to another child or to school property, it is initially the responsibility of the class teacher to assess the

situation and make an appropriate sanction. Continuous inappropriate behaviour will result in the parents being asked to meet with the Head to discuss further action. Regular communication and close partnerships with parents is an important feature of the procedure. It is always better to prevent a problem becoming a crisis.

SCHOOL FEES PROTECTION SCHEME

See Insurance.

SCHOOL MINIBUS

A school minibus runs a collection service, mornings and afternoons, in the local area. Timings, pick up locations and costs are available from the school office.

SICK BAY

All parents will be informed if their child has been admitted to Sick Bay. Sick Bay is located on the first floor of the main school building.

SPORT AND PHYSICAL EDUCATION

There is a broad range of sporting activities available at Rookesbury Park. The school's philosophy is very strongly sport-for-all, where pupils are given the best possible physical education and sports teaching which we are able to provide. Please consult with the Head of Physical Education.

SPORTS DAY

Sports Day is one of the main days for parents, relatives and their friends to visit the school. It is held in the second half of the Summer Term, with both swimming and athletics taking place.

STAFF/TEACHERS

See attached list

STARS

Stars are awarded for good work and good behaviour. They are posted in a House Boxes placed in each classroom and are counted by the Form Teachers.

T

TELEPHONES (MOBILE AND OTHERWISE)

Day children are not allowed to bring mobile phones to school. Boarders must leave them with Matron and use them in the evening at certain times. If parents need to pass a message to their son or daughter, do so via the school office telephone.

TELEPHONE CALLS TO BOARDERS

- Although both parties will be keen to talk on the 'phone, it is unsettling for the children to have too many calls.
- Boarding life is very busy and it helps if the children are fully involved in all of the activities and not on their own waiting by the 'phone.
- We would suggest that an initial call to check all is well and then one a week to keep in touch if necessary.
- Parents are always welcome to phone us to discuss their child's progress or any concerns they may have.

TELEPHONE NUMBERS

Rookesbury Park Tel: **01329 833108** Head, Office and Staff
 01329 833987 Matron

Rookesbury Park Fax: **01329 835090**

Email: secretary@rookesburypark.co.uk

Web: www.rookesburyparkschool.co.uk

TOYS

More especially for children in the Pre-Prep, please leave all toys at home.

TRIPS

See Outings.

TUCK

Boarders may bring tuck to school, which they leave with Matron who will place it in the Tuck Cupboard for safekeeping. Please limit the amount of tuck brought into school. All containers to be clearly named.

U

Uniform

Our school uniform stockist is 'Penelope Ann, Milton, Portsmouth. A uniform list is available from the school office and via the school website. There is also a small stock of second hand items held by Matron. Please contact the school office if you wish to make an appointment or if you wish to obtain a clothing list. **PLEASE MAKE SURE THAT ALL CLOTHING AND FOOTWEAR IS CLEARLY MARKED.**

Second hand uniform can be sold for parents via the Matron. All second hand uniform must be clearly labelled with your name, size and a description of the item. These labels are available from the school office. Only items that are in a good condition will be sold.

W

WATCHES

Watches may be worn at school by all pupils.

WEEKEND ACTIVITIES

A variety of activities are arranged for every Saturday and Sunday for the boarders who remain in school.

If boarders go home for the weekend, parents are requested to sign them out so we know that they are safe. The signing out book is on the table in the main part of the boarding house.

WELL-BEING

Your child's well-being and happiness is of the highest importance at Rookesbury. Through discussion, circle time, listening and peer mediation we encourage open communication and honest discussion – all in a safe and nurturing environment.