



# Parent Guide Nursery & Pre-Prep School

2019 - 2020



## **Welcome from the Nursery and Pre-Prep Headmistress, Mrs Sarah Hollingsworth**

Welcome to Gresham's Pre-Prep,

There is no one more precious than our children. They are the future - and the future for a hopeful world. So our task at Gresham's Pre-Prep is simple. Together we work to create an environment where happy, relaxed, calm, courteous and curious children can flourish and be their best.

Children's well-being is fundamental to good learning. So first we ensure that your child feels safe and secure and that he/she feels valued and of significance. You will find strengths are celebrated and weaknesses supported. Caring staff and generous pupil-staff ratios ensure that we know your child as an individual.

We use a variety of means to do this. We consider children's individual learning styles. We offer extensive curricular and extra-curricular activities. We harness children's interest and curiosity both indoors and outdoors. We invite visitors from outside the school to share their experiences and skills with the children and we take children on visits to the wider world.

Here, at Gresham's Pre-Prep our staff team work alongside parents to give our pupils every opportunity to make the most of themselves and to enable them to do a little bit better than anyone thought possible - to reach for the stars!

We look forward to welcoming you and your child to the school.

A handwritten signature in black ink that reads "S. Hollingsworth". The signature is written in a cursive style and is positioned on a light-colored, slightly textured background.

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## Staff List

Position	Name
Headmistress	Sarah Hollingsworth
Deputy Head	Nicola Adams
Early Years Lead	Belinda Miles
Learning Enrichment Lead	Louise Down
Nursery Teacher	Kerri Clarke
Two Year old Lead	Amy Colman
Nursery TA	Clare Clabon
Nursery TA	Katie Amey
Nursery TA	Hannah Chuter
Nursery TA	Amanda Fuller
Reception Teacher	Belinda Miles
Reception Teacher	Hannah Phillips
Reception TA	Georgie Blaber
Year One Teacher	Nicola Adams
Year One Teacher	Kate Kinder
Year One TA	Linda Allison
Year Two Teacher	Lizzie Langton
Year Two Teacher	Lucy Archer
Year Two TA	Hannah Crozier
Teacher 1 day a week	Laura Craig
PA/ Administrator	Ali Gainher

Specialist teachers from Prep & Senior Schools will provide teaching of

- Languages
- Sport
- Music
- Dance and Drama
- Computing
- OWLS

## Pre-Prep and Prep School Aims

- To provide a happy, caring, inclusive and vibrant school environment
- For our pupils to be enthused with a desire to learn and to have the confidence to enjoy the learning process
- For our pupils to develop skills that will allow them to achieve their potential at school and in the work place in years to come
- For our pupils to have confidence and self-respect and for them to appreciate the importance of caring for themselves physically, spiritually and emotionally
- For our pupils to be responsible, compassionate people who have a sense of duty to their peers, their community and to the wider world

Gresham's aim to provide a caring, challenging and enlightened education which celebrates British values in a Christian setting. We will always strive to achieve the highest standards of attainment informed by an ethos that values the whole person, including their spiritual and emotional well-being. At Gresham's every pupil is encouraged to make the very most of their talents – academic, creative and sporting. We will provide breadth of opportunity and encourage all Greshamians to develop a selflessness which will allow them to contribute and lead as valued members of society. We want pupils to enjoy their time at Gresham's, to understand the rewards of service and to develop the resilience and confidence which will allow them the freedom to flourish beyond Gresham's and into their adult life.

## Main Events in the School Calendar

<b>Michaelmas Term</b>	<b>Lent Term</b>	<b>Summer Term</b>
<p><b><u>September</u></b></p> <ul style="list-style-type: none"> <li>• PTA Coffee Morning</li> <li>• PTA Event</li> <li>• Information Year Group Meetings</li> <li>• Individual/Family Photographs</li> </ul> <p><b><u>October</u></b></p> <ul style="list-style-type: none"> <li>• Class Tea Parties</li> <li>• Parent Consultations</li> <li>• Harvest Festival</li> <li>• James Dyson Day</li> </ul> <p><b><u>November</u></b></p> <ul style="list-style-type: none"> <li>• Holt Lights</li> <li>• Bunfire Night</li> <li>• Children in Need</li> </ul> <p><b><u>December</u></b></p> <ul style="list-style-type: none"> <li>• Christmas Show</li> <li>• Pantomime</li> <li>• PTA Christmas Party</li> <li>• Nativity in Church</li> <li>• End of Term Reports</li> </ul>	<p><b><u>February</u></b></p> <ul style="list-style-type: none"> <li>• Class Photographs</li> <li>• Class Assemblies</li> </ul> <p><b><u>March</u></b></p> <ul style="list-style-type: none"> <li>• Class Assemblies</li> <li>• Class Craft Cafes</li> <li>• Swimming Gala</li> <li>• Dance Performance</li> <li>• Parent Consultations</li> </ul>	<p><b><u>May</u></b></p> <ul style="list-style-type: none"> <li>• Class cafes</li> <li>• Whole School Photograph</li> </ul> <p><b><u>June</u></b></p> <ul style="list-style-type: none"> <li>• New Pupil Welcome Afternoon</li> <li>• Sports Day</li> <li>• Stay and Play session</li> <li>• Mini Maestros</li> <li>• Reports</li> <li>• Speech Day</li> </ul>

## Useful School Telephone Numbers and E-mail Addresses

Pre-Prep Office	01263 714575
Pre-Prep e-mail	preprep@greshams.com
Prep School	01263 714600
School Shop	01263 714591
Senior School	01263 714500
Finance Department	01263 714505

### The School Day

#### Nursery, Reception and Year 1

Morning Session 1:	8.25 a.m. - 10.35am
Morning Session 2:	10.55 a.m. - 12.00pm
Afternoon Session:	1.00 p.m. - 2.15pm
Playtime	2.15 p.m. - 2.30pm
Afternoon Session	2.30 p.m. - 3.30pm (some stay until 4pm)

#### Years 2

Morning Session 1:	8.25 a.m. - 10.35am
Morning Session 2:	10.55 a.m. - 12.00pm
Afternoon Session:	2.00 p.m. - 4.00pm (3.30pm on a Wednesday)

Breakfast Club 8.00am – 8.25am

After School Club 4.00pm – 5.30pm (5.00pm on a Wednesday)

### **Arrival in the Morning**

The Pre-Prep teaching day begins at 8.55am and the teachers are in their classrooms to greet the children from 8.25am. The main door is opened at 8.25am and parents and children may enter the school at any time between 8.25am and 8.55am. Registers are taken at 8.55am. If you arrive after this time, you must report your arrival to the School Office.

Parents are very welcome in school at the beginning of the day and are expected to escort their child to the classroom. If, for some reason, the teacher is not in the classroom please do not leave your child in the room without an adult present. We ask all parents to bring the children into the Pre-Prep building before leaving and not to leave them in the playground or at the gate.

### **Breakfast Club 8.00am – 8.25am (arrival between 8.00 – 8.10am)**

Available for working parents who need early morning provision. Places for breakfast club ideally need to be booked half termly in advance via the school office.

### **At the end of the Day**

Children are dismissed from the playground by the class teacher. Please come into the playground so that the teachers can see you. When the teacher has seen you she will dismiss the child. If you are delayed for any reason please call to let us know and your child will be taken to the After School Club.

Please ensure that your child is accompanied by an adult when leaving the playground and entering the car park. Children are not allowed to walk across the car park to a car without supervision. We do not allow children to be escorted by an older sibling of under 14 years of age.

After 4.15pm children who have stayed to participate in extracurricular activities will be dismissed by the club leader.

### **After School Club (ASC)**

**Nursery pupils in receipt of Early Years Funding will be charged. Further details are available from the school office, if required.**

The aim of the club is to keep children happily occupied until they are collected by their parents at any time up until 5/5.30pm, which ties in with collection time at the Prep School. It is a service which many of our parents find extremely useful, providing flexibility of pick-up times on a daily basis.

The After-School Club runs on Mondays, Tuesdays, Thursdays and Fridays from the end of school until 5.30pm and on Wednesdays until 5pm. All pupils may attend. Parents/Carers who would like their child to stay in ASC need to add their child's name and who will be collecting the child / approximate collection time onto the ASC lists in each classroom.

A variety of games and toys are available and full use is made of the playground when the weather permits.

A light tea is provided for children who stay later than 4pm

Collection of children is via the entrance into the Nursery, through the green gate into the Nursery courtyard.

## **Hobbies**

During term time hobbies and activities are offered to all pupils in Reception, Year 1 and Year 2. They fall into 2 categories:

- Hobbies which are supervised and organised by members of Gresham's staff
- Hobbies which are organised by adults who are not members of Gresham's staff. Authority to run a hobby is given by the Headmistress and all adults involved are subject to a full DBS disclosure.

Hobbies will usually finish at 4.45 or 5pm; charges may apply – these will be detailed when booking a hobby place.

## **Procedure for Collection of Pupils at the End of the Day**

### Normal Collection:

Parents should inform class teachers who is collecting their child from school by filling in the sheet in the classroom. If someone other than the child's parent/guardian or usual nanny/help is collecting the child from school, the adult's full name must be given. Please make sure the office staff know the relevant contact details if parents aren't due to collect their child.

At the end of the school day (ie 3.30 / 4.00pm) the class teacher will dismiss the children and ensure that the child is collected by the parent or nominated adult.

If someone other than the parent or nominated adult comes to collect then the class teacher will ensure that the parent is contacted to clarify the situation. The child will remain in the school until the parent can be contacted.

### Following attendance at After School Club (ASC):

- If someone other than the parent or nominated adult comes to collect then someone in ASC will ensure that the parent is contacted to clarify the situation. The child will remain in the school until the parent can be contacted.
- Parents will be asked to sign their children out of ASC.

### Following attendance at a School Hobby

- It is the responsibility of the class teacher to write the name of the person collecting the child at the end of the hobby if it is someone other than the parent/guardian/usual adult.
- The class teacher will also write on the Hobbies list if the child is going on to ASC after the Hobby.
- A member of the school office staff will ensure that the Hobby organiser receives their list with the information about who is collecting.



- If a child has not been collected at the end of the Hobby (after 5 mins), the Hobby organiser will take the child to the ASC along with the list giving the details of who is collecting the child that day.
- If someone other than the parent or nominated adult comes to collect then the Hobby organiser will inform a member of the Pre-Prep staff who will then ensure that the parent is contacted to clarify the situation. The child will remain in the school until the parent can be contacted.

### Late Collection

If a child has not been collected and the school has not received a message, the class teacher or school administrator will telephone the child's parent. The child can then be taken to the After School Club to be supervised until the parent/guardian comes to collect them.

If the child has not been collected by the time ASC closes (usually 5.30pm) and the parents cannot be contacted then the Headmistress will be informed. Emergency contacts will then be telephoned. The Headmistress will wait until the parent or emergency contact arrives. If no-one has arrived or contacted the school by 7.00pm the Headmistress will call Norfolk Children's Services (0344 8008020).

### **Assemblies**

Assemblies take place in the Hall. The children are expected to come in to assembly quietly and sit without talking until everyone has arrived.

Collective worship is an essential part of this provision. It is the School's aim to:

- Promote the spiritual, moral, social, cultural and physical development of pupils
- Prepare pupils for the opportunities, responsibilities and experiences of adult life

**Spencer Bear** can also be awarded at a Friday assembly. Spencer Bear is given to our 'Citizen of the Week' for especially kind or helpful behaviour.

**Clare Bear** is awarded at a Friday assembly to a child who has shown good manners during lunch. The bear is then displayed in the child's classroom.

At the end of the assembly children are encouraged to sit quietly, listening to the music, until it is their turn to leave the hall in silence.

### **Class Assemblies**

Each class will be given the opportunity to lead an assembly. The dates will be published in the Bulletin and parents are invited to attend.

### **Lunches and Snacks**

Lunch takes place in the Hall and is provided by Holroyd Howe Caterers. Food is prepared and delivered in sealed 'hot boxes' from the Senior School kitchens. A catering supervisor serves the meals, aided by members of staff. All staff carry out a lunch duty on one day of the week beginning with a simple grace. The children sit in small groups and good table manners encouraged. All staff sit with the children to eat and maintain

discipline at their individual tables. The Nursery class are supervised by the Nursery Teacher and Assistant. All children except Nursery collect their individual meals and clear the tables when lunch-time has ended.

The weekly menu is displayed on the notice board in the Entrance Hall and on the new Parent Portal. However, as menus are prepared some weeks in advance, there are occasional changes to those published, due to availability of supplies. We will endeavour to update the information as best we can.

During the day the children are provided with the following snacks:

- Morning Break: Fresh fruit, as they go out to play.
- Afternoon (Nursery): Nursery pupils enjoy sitting down together, making their own small sandwich and sharing different snacks.
- Before Hobbies: Juice before they start their hobbies.
- After School Club: Children staying after 4pm have sandwiches and a drink.



*At lunchtime, fresh fruit is always available as an alternative to the dessert provided.*

*Water is available to pupils throughout the school day*

Special dietary requirements are catered for i.e. vegetarians, milk allergies etc.

Pupils are not allowed to bring sweets or crisps to School. (Please see the Year Group booklets for the policy on birthday cakes and treats.)

### **Holroyd Howe Pledge:**

Since 1997, our ethos and commitment to providing great fresh food served by well-trained people who really care has remained consistent. We approach food service with a simple, no fuss attitude. We use the best British ingredients, nothing processed, nothing added, just honest great food every day

### **Birthdays**

You are welcome to bring cakes in to celebrate a birthday. We are a **NUT FREE ZONE!** (this includes almond essence and decorations etc. which may contain nuts) However, if you know your child has an allergy please could you provide us with some treats that they could have if they can't have a cake. We never give out party invitations but will slip them into book bags so don't feel you have to have a huge party involving the whole class or year group.

### **Playtimes**

Two or three members of staff are on duty in the playground, based on a weekly rota.

## **Accidents at Playtime**

If a child is injured during playtime, a teacher on duty will send the child, accompanied by another child (depending on the seriousness of the injury) to the Staffroom for treatment by a member of staff. They will ensure that an accident form is filled in.

The Class Teacher will also be made aware of the injury as this may affect the child during the rest of the day. The accident form is then given to the child to be sent home to the parents in their book bag. A copy of the report can be found in the accident book.

## **First Aid Administration**

During playtimes a member of staff will attend to the First Aid requirements if a child is injured in the playground. The staff follow Safety and Hygiene rules when attending to injuries.

An accident/injury form will be completed by the member of staff treating the child. One copy is then kept on file and another is given to the class teacher to be sent home with the child. In the case of a SERIOUS accident two members of staff will accompany a child to the Health Centre at the Senior School. The child's parents will be informed and asked to attend if necessary.

You will be asked to sign a First Aid consent form when your child enters the school according to statutory requirements.

## **Wet Playtimes**

The staff members on duty will decide whether it is too wet to go outside to play. Indoor supervision takes place either in the hall, the library or in classrooms. Children may take toys or quiet activities to the hall.

## **Absence from School**

### Illness

If your child is unable to attend school due to illness, please telephone or text (01263 714575) or email (preprep@greshams.com) the school office by 9.30am on the first morning of their absence. On return to school we would appreciate a written note of the dates of their absence and the reason for it.

If your child has been sick or has had diarrhoea they should not return to school for 48hrs after their illness. For other ailments and illnesses please ask for advice from the school office regarding the appropriate period of non-attendance. Further advice is available from Public Health England here: <https://www.gov.uk/government/publications/infection-control-in-schools-poster>

If a child becomes ill during the school day we will endeavour to contact parents or carers so that the child can be collected and taken home. Please ensure that contact numbers, including mobiles, are kept up to date so that we are able to contact someone in the event of any emergency.

### Medical Appointments, Holidays etc.

We understand that in some circumstances it may be necessary for children to be absent from school for appointments etc. A request for absence form is available in the entrance hallway or from the school office.

## **Medicine**

The School keeps no medicines, except an Epipen and Inhaler for emergency use. We will only administer medicines to children after receiving a WRITTEN request from parents stating: Child's name, dose to be given, time to be administered, parent's signature. Medicine request forms are available in the Entrance Hallway. The School will keep a record of when a medicine is administered and will inform the child's parents and/or carers on the same day, or as soon as is reasonably practicable.

These medicines are kept in the staff room. Inhalers and Epipens may be kept in the class teacher's desk. Children with allergies, asthma or other serious medical conditions will have a care plan which will be completed with the parent.

Parents receive a daily notification of any medicines which have been administered to their child.

## **Houses**

Children will be placed in one of three houses – Blickling, Felbrigg or Oxburgh. Various opportunities will be available, throughout the year, for pupils to come together in their houses.

## **Learning Enrichment & Support**

We aim to support children of all abilities to achieve their full potential in all areas of the curriculum. Our experienced Learning Enrichment Lead helps both children and staff in this area by providing expertise in assessment, teaching and use of resources. Mrs Louise Down is our school SENCO (Special Needs Co-ordinator) and Enrichment Teacher. We aim to support children with specific learning difficulties and to stretch and challenge our most able children. There is no additional charge at the Pre-Prep for learning support

## **Music Tuition**

We have our own specialist music teachers. A Parents' Guide to Music, is available upon request, from the school office.

A variety of concerts also take place in our school hall during the year. All children have the opportunity to perform in school productions. For any questions regarding music tuition at the Pre-Prep please contact Miss Lynne Roberts, Director of Music ([lroberts@greshams.com](mailto:lroberts@greshams.com))

## **Swimming**

Pupils in Reception to Year 2 have the opportunity to swim in School time once a week in the School pool. A mini bus transports them to and from the school. A Classroom teacher and Assistant helps change the younger children. A qualified instructor (Mrs Tania Liberman) and qualified lifeguards are in attendance at the pool.

Extra swimming sessions are available on Thursday and Saturday mornings. Further information about swimming is sent to parents in September.

## **School Council**

The Pre-Prep School Council is made up of elected representatives from each class, 2 staff representatives and a Chairperson and Vice-chairperson from Year 2.

The School Council meets half-termly to discuss issues which have been brought to the attention of the class during class council meetings. We discuss problems and ways of making the school a better place. Pupils contribute to positive changes and being involved in real issues helps them to develop important life-skills.

Through the School children become partners in their own education and it encourages a sense of community within the school.

## **Uniform**

All children are expected to wear the regulation uniform as detailed on the uniform list, copies of which are retained in the office and can be accessed via the parent portal and school website. P.E. kit and footwear are also itemised on the uniform list. Swimming costumes may be of any design and colour, and swimming hats are optional. Parents are expected to name all items of school clothing.

Gresham's uniform and sportswear is provided by Schoolblazer Ltd. All purchases of school uniform and sportswear can be ordered online at School Blazer Ltd. You can contact Schoolblazer at 0333 7000 703 or email [customerservices@schoolblazer.com](mailto:customerservices@schoolblazer.com)

The Greshams school shop is located at the senior school (next to Farfield boarding house car park)

The school shop stocks a large range of Pre-Prep, prep and senior school uniform including sportswear. We also have a section designated to good quality second hand clothes.

A fitting service is offered and appointments can be made by contacting the shop @greshams.com or by telephoning 01263 714591.

The shop is open at the following times during term time.

Monday 8.30 -1.00

Tuesday 8.30 - 4.00

Thursday 8.30 - 4.00

During the summer holidays the shop is open at published times.

For up-to-date information regarding the school shop/uniform lists etc., please visit the school website, <http://www.greshams.com/admissions/school-uniform/>

## **Communication**

If you have any concerns about any aspect of your child's life at school, please contact an appropriate member of staff as soon as possible. We promise that we shall take all such expressions of concern seriously and follow them up as soon as possible. We know that things can go wrong and we, therefore, want to be able to respond appropriately.

For us to deal with problems, we need to know about them, and, in dealing with these matters, we recognise the importance of confidentiality, fairness and ensuring that no one suffers unjustly.

## **General**

Class Teachers make themselves available to have a few words with parents in their room at the beginning of the day, if necessary. However, an appointment for a later time or date should be made if a lengthy discussion is required.

## **Letters & Messages**

Throughout Gresham's we are trying to reduce the amount of paper used in communications with parents. We currently communicate the vast majority of Bulletins, letters and messages by email if appropriate. Please ensure that Mrs Gainher has your current email address for these important communications. At other times letters and messages will be sent home in book bags. We use a texting service to send short messages/reminders to parents.

## **Bulletins**

Parents receive a bulletin by email weekly which keeps them informed about current events. Staff are encouraged to write articles for the bulletin about outings or interesting events happening in their class.

## **Curriculum News**

Each Year group produces a termly curriculum news sheet for parents, ensuring parents know what their children will be studying each term.

## **Welcome Meetings**

Welcome Meetings for all Year Groups are held in the summer term. The meetings are held to give parents information about the curriculum, homework, reading, targets for the year, timetables etc. It is also a time when parents can ask questions and any concerns can be addressed.

## **Consultation Evenings**

Parent Consultation Meetings are held in the Michaelmas and Lent Terms. Each individual teacher draws up their own timetable liaising with the teacher of any siblings. A block of time is allocated for each consultation. The Autumn session allows teachers to explain the Year Group organisation and goals for the Year. It also provides opportunity for parents to inform teachers of relevant factors affecting the child, and for parents and teachers to give mutual feedback relating to the initial New Year settling in period.

An optional Spring meeting will allow for individual consultations with a verbal progress report. Please speak to your child's class teacher if you would like to meet.

End of School Year progress reports are written about each pupil and sent home prior to the May half-term holiday. This Report will form the basis of discussion for Reception pupils (optional) Summer Consultation.

## Reports

Written reports are sent home to parents twice a year for Reception to Y2, at the end of the Michaelmas Term and during the Summer term. Nursery reports will be sent once a year, at the end of the Summer term. The style of reports vary in each Year Group. Reports are written in a computerised format and will be available to parents via the new Parent Portal.

## Access to Records and Reports

Parents have free access to all developmental records about their child (eg the EYFS Profile and Attainment Records). A written request must be made for personal files on the children and the school must take into account protection rules when disclosing records that refer to third parties.

## I have a problem. Who should I contact?

This depends on the nature and seriousness of the concern, but the following is a guide:

<b>Gresham's Pre-Prep School Contacts</b>	
Major Concerns	Headmistress of Pre-Prep
Absence from School	If you know in advance, please complete a form for this. If your child is ill, please ring or text the school as early as possible on 01263 714575 or email <a href="mailto:preprep@greshams.com">preprep@greshams.com</a>
Academic matters	Class teacher / Headmistress of Pre-Prep
Medical issues	Class teacher / Headmistress of Pre-Prep
Administration of medicines	School office
Swimming	School office
Lost property	Class teacher
Social/pastoral concerns	Class teacher / Headmistress of Pre-Prep
Finance / Fees	Katharine Darley – Fees Administrator
Administration	School Office

If you feel that an expression of concern has not been handled properly, please contact the Headmistress. Should you still have serious grounds for complaint about the handling of the matter, please refer to the School Complaints Procedure. This will give you guidance on the next step.

## **School Policies**

The school has a range of policies, both academic and administrative. Some of these can be found on the school website and others will be available via the new Parent Portal..

If you would like assistance in accessing a school policy, please contact the school office.

## **Timetables**

Class timetables are sent home termly.

## **Pre-Prep PTA**

The Pre-Prep has its own PTA Committee who work hard to raise funds for play equipment etc. They also organise special events in school such as Christmas or Summer Fairs, picnics etc.

Everyone is welcome to attend the meetings – the more the merrier!

## **Equal Opportunities Statement**

The school prides itself in providing equal opportunities for all children regardless of ability, religion, sex, culture, ethnic origin or class.

Staff and children are expected to treat each other with respect as individuals, and will not tolerate racist or sexist remarks. We will attempt to dispel the stereotype images of people with disabilities, or of people from other ethnic groups, faiths and cultures. A full Equal Opportunities Policy is kept in the School Office.

## **Behaviour Policy**

The '**Golden Rules**' form the basis of our Behaviour Policy and this is reinforced through:

- Assemblies – whole school and class
- Circle Time
- Golden Time
- The Pre-Prep House System
- Class Councils

The 'Golden Rules' are as follows:

- Do be gentle
- Do be kind and helpful
- Do listen
- Do work hard
- Do be honest
- Do look after property

The 'Golden Rules' are displayed throughout the school.



## **Golden Time**

This is 20 minutes of 'free time' for the children on a Friday afternoon. They can bring home toys (no hand held computer games or cameras) into school on a Friday to play with during Golden Time and we will set up special activities too. Failure to keep the Golden Rules can result in a child losing a minute of Golden Time

## Reward Systems

Children are rewarded in the following ways:

- Praise – verbal and written praise is used frequently by all staff
- Stickers and certificates – stickers are awarded by class teachers on a daily basis
- Special assembly – Stickers and awards are given out at a special assembly to celebrate achievement throughout the school.
- House points – house points are awarded according to the 'Golden Rules' (not only for academic success!). Parents are informed verbally and in writing about special achievements giving the opportunity for positive dialogue between staff and parents.

## Sanctions

Inappropriate behaviour is dealt with according to the age of the child and the nature of the misdemeanour. In the event of a serious incident involving physical or verbal aggression, parents would be informed and a meeting between them, the Headmistress and the member of staff may, or may not, be necessary.

Some of the sanctions used within the Pre-Prep are:

- Loss of Golden Time
- Withdrawal of playtime and/or privileges

## **Bullying**

We believe that all children have the right to enjoy their time at school free from any form of intimidation. We will not accept any form of bullying, either physical or verbal and will take very firm action against the perpetrator. We encourage parents and children to voice any concerns regarding bullying so that the matter can be resolved without delay. We endeavour to establish the cause of any anti-social behaviour and encourage the perpetrator not to re-offend. We continually refer to our 'Golden Rules' encouraging children to behave in a considerate and caring manner towards each other.

**The worst reaction to being told about bullying is to do nothing**

## **Complaints Procedure for Pre-Prep and EYFS**

Please see School Complaints Procedure on the Parent Portal. A hard copy of the policy is available via the school office.

## Complaints to ISI

Complaints about the school can be made to the following organisations:

Independent Schools Inspectorate  
CAP House  
9 – 12 Long Lane  
London  
EC1A 9HA

Tel 020 7600 0100

Website: [www.isi.net](http://www.isi.net)

## **Child Protection**

Gresham's School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The Child Protection Policy and Safeguarding Children document is available from the Website or a hard copy can be obtained from the School Office. All staff attend regular training. We have a designated Safeguarding member of staff and a Governor who is responsible for Safeguarding throughout Gresham's School.

Mrs S Hollingsworth is the Designated Safeguarding Lead for the Pre-Prep and EYFS. Mrs Hollingsworth and the Prep School Headmaster are the members of staff nominated to liaise with Children's Services. In the Pre-Prep initial concerns can be brought to the attention of Mrs Hollingsworth. In her absence, matters can be brought to the attention of Mrs Cathy Braithwaite, Prep School Headmistress. Mrs Louise Down is also a trained Designated Safeguarding Lead for EYFS.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

All appointments to the staff will follow the pattern of checking noted below:

- Written references will be obtained for all staff
- All references are checked and qualifications verified
- All adults working with children either employed by the school or on a voluntary basis will be checked for criminal records via police and other sources

## **Taking Photographs of Children**

Members of staff, parents/carers or other visitors to the school may not take photographs of children in school using personal cameras or mobile phones except at performances of plays in the Pre-Prep Hall or on Sports Day in the summer term. Photographs taken on these occasions must not be shared or posted on the internet e.g. on social networking sites etc.

Members of staff, parent helpers in school, e.g. members of the Pre-Prep PTA, or parents/carers or other members of the family assisting on outings or visits must not use their personal cameras or mobile phones to take photographs and must only use their mobiles on a school visit in an emergency.

Photographs for the website or for other school use will be taken using school photographic equipment only.

No staff members, volunteer helpers or visitors in school will be allowed to have mobile phones with them when working directly with children (unless the phone is provided by Gresham's School).

Secure lockers are provided in school for personal devices.

## **Policy for procedure in the event of a child going missing**

The staff follow a procedure of checks in the event of a child going missing. If the child is not located within a short period of time the Head of Pre-Prep will contact the parents/carers and the police. (See information on how to access policies).

## **Smoking**

Smoking is not permitted in any area of Gresham's Pre-Prep School, either inside or in the grounds.

## **Fire Practice Policy**

We have fire practices each term and evacuations are timed and noted. Evacuations are made through designated exits. Teachers make sure that no child is missing, or has gone back into the building without the teacher's knowledge. Fire Marshals sweep the building at the time of the evacuation.

Should any child be with a teacher other than their class teacher in a different room he/she should also leave the building with that teacher.

## **Governors of Gresham's**

Please contact Mrs Victoria Hovenden ([vhovenden@greshams.com](mailto:vhovenden@greshams.com)), Clerk to the Governors, if you require any information regarding Gresham's Governing Body.

