



## BROCKHURST & MARLSTON HOUSE

*Brockhurst & Marlston House Schools is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people in accordance with Keeping Children Safe in Education (KCSIE)*

### **A guide for all parents and guardians of children aged 2-13 years**

This booklet contains details of the procedures that we operate at Brockhurst & Marlston House Schools.

For all the latest school news please visit our web site at [www.brockmarl.org.uk](http://www.brockmarl.org.uk)

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## **PASTORAL CARE**

**Brockhurst & Marlston House Schools is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people in accordance with Keeping Children Safe in Education (KCSIE).**

**The children's welfare is of paramount importance to all staff at the schools. Stuart Raeburn-Ward is the Designated Safeguarding Lead (DSL) for Brockhurst & Marlston House Schools, including Ridge House Pre-prep department. The school works closely with West Berkshire Local Authority to ensure the very highest standards of welfare for all of its pupils.**

### **The Form Tutor System**

The Form Tutor is the person in charge of the child's pastoral welfare. In the lower year groups, the Form Tutor is also the class teacher.

### **Registration**

Daily registration takes place between 8.15 and 8.30 a.m. Children are expected to be in school at 8.15 a.m.

### **Pastoral Care Day-to-day**

The Form Tutor is responsible for the general well-being of the children in their Form Tutor group, giving guidance on day-to-day matters, sorting problems and monitoring the child's performance. The Form Tutor also oversees discipline and behaviour. Parents liaise directly with their child's Form Tutor on any changes to the daily routine, such as early collection, medical appointments, lost property, etc.

### **Rewards and Sanctions – Behaviour and Discipline Guide**

During the day, a child will be rewarded by the staff for good behaviour, good deeds and for work that is a significant achievement for the individual. The basic reward is a star. The total numbers of stars are calculated by the house staff and go towards the termly house totals. Stars may be awarded for academic or non-academic achievement. The major reward is a commendation, awarded by the Heads at assembly for any significant achievement by the individual child. A commendation is worth five stars. The School uses Class Dojo to record and monitor stars and commendations given.

When poor behaviour is identified, sanctions are implemented consistently and fairly in line with the Behaviour and Discipline Guide (available on the website).

### **Cakes and birthday treats**

To ensure the welfare and safety of all of the pupils in the school, only sealed shop bought cakes from the Approved Cake List (available in the Parent Portal - Food) may be brought in for birthday celebrations. Cakes should be in their original packaging so that ingredients can be checked carefully to avoid any risk to those pupils who have serious allergies to certain ingredients. Products with nuts are not allowed in school. Cakes should be taken directly to surgery where they will be checked. Any item arriving for a birthday that does not meet the above criteria will be sent home again.

### **Food from home**

Apart from birthday celebrations, and following the protocols above, children are not permitted to bring food into school. Parents who have concerns about their child's diet are always welcome to come in for a chat, and accommodation will always be made for children with issues around food.

### **Ear Piercing**

Please note that we ask that parents wishing to have their child's ears pierced do so at the very beginning of one of the main three holidays to give the ears time to heal. Newly pierced ears will greatly restrict a child's access to sports, including swimming and netball, for a considerable amount of time.



## NAMES OF YEAR GROUPS

### Year Groups

Throughout this booklet Brockhurst and Marlston House year names are used. Below is a table showing how the form year groups relate to National Curriculum year groups.

<b>Form Name</b>	<b>National Curriculum Year</b>	<b>Approximate age of pupils in calendar years</b>
Form 1	Year 8	12 - 13
Form 2	Year 7	11 - 12
Form 3	Year 6	10 - 11
Form 4	Year 5	9 - 10
Form 5	Year 4	8 - 9
Form 6	Year 3	7 - 8
Form 7	Year 2	6 - 7
<b>Ridge House Pre-Preparatory</b>		
Form 8	Year 1	5 - 6
Reception	Reception	4 - 5
Nursery	Nursery	2 - 4

## **Ridge House (Nursery to Form 8)**

### **Academic Arrangements**

#### **Nursery Class**

The aim is to introduce the children to school life through structured play. Attendance is flexible depending on individual needs.

#### **Reception Class**

Four-year-olds entering the reception class attend on a full-time basis. Class organisation is flexible and enables every child to progress at his or her own pace and according to individual needs.

#### **Form 8**

On entering Form 8 the children's day becomes more structured, with formal lessons covering the national curriculum.

#### **Absence**

Parents are asked to email [absence@brockmarl.org](mailto:absence@brockmarl.org) or telephone before 8.15 a.m. to notify the school that a pupil will be absent from school. This is a legal requirement. Parents should always use the absence email to notify the school, and not their Form Tutor. The Form Tutors may miss emails sent once the school day has started.

#### **Illness**

Any child who is ill during the school day is taken to surgery. Parents will be contacted to arrange collection as soon as possible.

#### **Dress**

Children should wear the school uniform and must be clean and smart. Watches are to be clearly marked. Smart watches, with cellular connectivity, are not permitted in the school, although children are permitted a fitness type device, such as a FitBit. Jewelry is not to be worn at school, except for small ear studs. Chains, bracelets and rings can damage children when worn at PE and during play.

#### **Assessment**

Children in Nursery and Reception follow the Early Years Foundation Stage which sets the standards for learning, development and care of children from birth to five years old. Children are screened in the reception class to ensure that the appropriate teaching will be available in the preparatory schools. All children have an EYFS profile, and observations are used to assess the children against the seven areas of learning and development. In addition to the ongoing assessment carried out by the teachers in Form 8, reading and spelling ages are assessed.

#### **Rewards**

Ridge House children are rewarded for effort and helpful behaviour with stars or stickers and children abide by the 'Golden Rules'. There is a weekly Behaviour Award for politeness awarded in assembly on Friday. Academic achievement is also celebrated in assemblies and there are awards at the end of every term. A 'Celebration Book' is sent home to parents at intervals during the school year.

#### **Sanctions**

The sanction system is a graded response system which starts with low key reminders and then a verbal warning, followed by a time out. Children who persistently disregard the rules are issued with a Happy Book.

### **Pastoral Care**

As well as being instrumental for the effective delivery of the curriculum, the class teacher is also responsible for the general well-being of the child.

### **Drop Off and Collection of Children**

Ridge House parents use the Ridge House parking area near the Astro.

### **The Ridge House School Day**

Pre-Preparatory children must be accompanied to and from the car park by an adult known to the school and be delivered safely to their class teacher.

Pre-preparatory children are not allowed to be unaccompanied in the school grounds.

Early Morning Drop Off (EMDO) Club – Nursery. Parents can drop off from 7.45 a.m. in the 2 Year Old Nursery. There is a charge for this service.

Breakfast Club – Reception & Form 8. If children arrive at school before 8 a.m. (from 7.30 a.m.) they should be taken to the dining room. If children require breakfast, parents must book in advance and there is a charge. All details for Breakfast Club are on the school website.

### **Arrangements for drop off and collection during the school day**

With the exception of Nursery children, in all instances of drop off or collection after 8.30 a.m. and prior to 5.45 p.m., parents must report to main reception to sign their child in and out. Children arriving after 8.30 a.m. must not be dropped off and allowed to go to class, or taken directly to class, or go anywhere else in the school before reporting to the front desk.

8 a.m.	Classrooms open
8.30 a.m.	Registration
9 a.m.	Structured lessons/activities
11.30 a.m.	Lunch and play time
1 p.m.	Nursery morning sessions ends
Afternoon lessons/activities	
3.45 p.m.	Parents collect children from the classroom and accompany them to the car park.

Parents must ensure that adults collecting their children are known to the School. Any child not collected will be taken to After School Club. If the child is collected after 4.00 p.m., parents will be charged for After School Club\*.

\*The 3.45 p.m. collection/After School Club references and charges are not applicable to those children who are full time/51 week a year Nursery children.

### **After School Club ~ 3.45 – 5.50 p.m.**

Clubs vary from term to term, including: sports, music, craft and drama.

4.00 p.m.	Children arrive for After School Club
4.30 p.m.	Supper (for those who have requested it)
6.00 p.m.	Collection from Ridge House classrooms

Children not collected by 6.00 p.m. will be taken to the dining room and put in the care of the member of staff on duty.

Nursery and Reception children being collected post 4 p.m. can be picked up from the Nursery. For parents collecting parents in Forms 7 and 8 between 4 p.m. and 5.45 p.m. must go to the main front reception desk in the mansion and children will be sent there to be signed out.

## **BROCKHURST & MARLSTON HOUSE**

### **General Information for pupils in Forms 1 – 7**

#### **Form 7**

In Form 7 the children become members of either Brockhurst or Marlston House Schools. These forms prepare children for the progression from infant to junior work and introduce Key Stage 2 study courses.

#### **Assessment**

In Form 7, the children will continue to have their reading and spelling ages assessed. In addition, they are also assessed using the PTM (Progress Test in Maths) and PTE (Progress Test in English). The PTM and PTE assessments continue through to Form 3. In Form 6 and above, CATs (Cognitive Ability Tests) and verbal reasoning tests are given at yearly intervals in order to assist in the channeling of pupils to suitable senior school

#### **Gifted and Talented**

Children who are making unusually rapid progress may, at the discretion of the Heads, be accelerated with a view to being entered for Scholarships to their senior schools, after due consultation with both the Director of Studies and, of course, with the parents. The school runs a Gifted and Talented Programme which takes place once a week.

Those children not sitting for scholarships or awards take the Common Entrance examination at the end of their year in Form 1. This examination underpins entry into the public school of their parents' choice.

There are setting arrangements for specific subjects which are fluid in that children can be moved from one set to another, but this would only happen when a teacher refers a situation through the Director of Studies or the Heads. The Heads would then contact the parents of the child to inform them and to discuss the proposed change.

The Heads are always available to discuss future schooling with parents and most of these discussions take place during the years in which the child is nine years and over. There is no hard or fast rule and many parents settle the matter of future schooling earlier.

Brockhurst and Marlston House have maintained the ability to identify just what it is that motivates each child. By building on the child's confidence, we believe that we can enable every child to develop and to succeed.

#### **Daily drop off/collection arrangements**

Pupils should arrive at school in time for registration with their Tutors at 8.15 a.m.

Children arriving before then should report to the Coach House for Breakfast Club. Children are not permitted in the classrooms before 8.15 a.m. There is a charge for breakfast.

**Breakfast Club.** Children can be dropped off as early 7.30 a.m. Further details of the breakfast club timings and arrangements are available on request. Parents are required to book in advance if their child will require breakfast. There is an additional charge for children who arrive for breakfast without booking in advance.

Parents can collect their child at any one of the designated pick-up times, as follows:

#### Form 7

Academic lesson conclude at 3.45 p.m. Parents collecting children at 3.45 p.m. (up to 4 p.m.) should go to their classroom. Collection between 4 p.m. and 5.45 p.m. is from the main reception. Collection at 5.50 p.m. is again from the classroom.

#### Forms 5 & 6

4 – 4.15 p.m. Back courtyard  
5 – 5.15 p.m. Main Reception  
5.50 p.m. Back courtyard

#### Forms 1 – 4

3 – 3.15 p.m. Main reception  
4 – 4.15 p.m. Back courtyard  
5 – 5.15 p.m. Main Reception  
5.50 p.m. Back courtyard

There is a strict 15 minute window to collect. Parents missing this window are asked to wait until the next designated collection time. Parents are welcome to wait in The Cabin if they are running late/early.

Children in Forms 3 and below staying for evening activities have supper with the seniors and join either prep or junior activities until 7.20 p.m.

If a child has not been collected by 6.00 p.m., the member of staff on duty will take him/her to the Coach House where the child can wait and will be given a drink, supper and supervised.

A child collected from the Coach House after 6 p.m. needs to be signed out by the parent/adult collecting with the member of staff on duty.

#### **Arrangements for drop off and collection during the school day**

With the exception of Nursery children, in all instances of drop off or collection after 8.30 a.m. and prior to 5.45 p.m., parents must report to main reception to sign their child in and out. Children arriving after 8.30 a.m. must not be dropped off and allowed to go to class, or taken directly to class, or go anywhere else in the school before reporting to the front desk.

#### **Absence**

Parents are asked to email [absence@brockmarl.org](mailto:absence@brockmarl.org) or telephone before 8.15 a.m. to notify the school that a pupil will be absent from school. This is a legal requirement. Parents should always use the absence email to notify the school, and not their Form Tutor. The Form Tutors may miss emails sent once the school day has started.

#### **Accident and Illness**

Any child who is ill during the school day is taken to the surgery. Parents will be contacted to arrange collection as soon as possible (with the exception of fullboarders).

#### **Medicines**

Any medicines which need to be taken at school must be handed in at the surgery first thing in the morning. If a child requires a medicine to be taken during school hours, parents are asked to contact the school nurse beforehand to discuss. All medication must be accompanied by a signed consent



form by parents (available from surgery). This also applies to any herbal remedies or medicine that has been prescribed by a homeopath or other holistic therapist. Children prescribed a course of antibiotics may or may not be able to attend school. This is very dependent on a number of factors, such as the condition being treated, and parents are again asked to discuss this with the school nurse before the child returns to school.

### **Accident and Illness - Boarders**

Boarders' parents will always be contacted for anything other than a minor injury or ailment. Provision is always made to look after boarders who are unwell at school, but parents may take them home if they prefer.

Full boarders have access to a doctor. Further details of arrangements for boarders are given in the Boarding Handbook.

Except where a child becomes ill during the day, all children will be considered fit for games unless the school is informed by letter or telephone call. Word of mouth by the child cannot be regarded as satisfactory.

### **Matches**

Any pupil chosen to represent the school in a match is expected to be available to play unless permission is sought by parents from the Heads for an exception to be made. Parents are most welcome to come and support at matches.

### **Clothing**

All clothing and personal items should be clearly labelled.

### **Lockers (Forms 1 – 5)**

Pupils are given a locker in which they can keep their sports kit. They will need to provide their own padlock. Children are expected to keep their lockers tidy. Younger children change in their classrooms and their kit is stored there.

### **Uniform**

School uniform is purchased through the school's supplier, Stevensons, online. The school has a busy and very useful second hand uniform shop and a sizing cabin for new uniform. This can be accessed by parents at any time. Please contact the office for more details.

### **Food**

Meals and snacks are provided throughout the school day. There is always a choice of hot and cold food at lunch, including salad and vegetarian options. Pupils are encouraged to eat a balanced diet. Fruit is always available, as well as more traditional puddings. The children receive biscuits, fruit or crackers at morning break and there are items such as flapjacks and fruit at snack time in the afternoon. Children are not permitted to bring extra food into school. Special dietary needs can be discussed at any time.

### **Birthdays**

The school has an Approved Cake List, from which parents can select cakes to be brought into school and shared with the child's friends on their birthday. Any food items sent into school that are not from the Approved Cake List will be returned to parents at the end of the day. These measures are in place to ensure that we are protecting those who have serious allergies.

### **Water bottles**

All pupils are required to have a named water bottle in school each day.

**Money**

There is no need for money to be brought to school. If there is a particular need for pupils to have money at school, they should ask their Tutor's permission and give it to them for safe keeping at morning registration.

**Bags**

Bags for Ridge House children are provided free of charge upon entry. Bags for the older pupils are ordered from Stevensons.

**Valuables**

All items of property, including watches and calculators, must be clearly marked and, ideally, engraved. The school cannot accept responsibility for the loss any valuable items. The school insurance policies do not provide cover for pupils' possessions.

**Bus Transport**

Coach or minibus runs (subject to the availability of seats) can be arranged from Hungerford and pick-up points en route through the schools Bursar, Julie Wooldridge [j.wooldridge@brockmarl.org](mailto:j.wooldridge@brockmarl.org)

**Hymn Books**

Each child is given a named Hymn Book when they start. Replacements will be given if necessary but charged on the School account.

**Traffic Arrangements**

The traffic arrangements detailed below are intended to improve the safety of the children at key times of the day.

**Mornings****Forms 1 – 6**

Please use the front drive to drop your child(ren) at the footpath on your right and then leave down the drive which brings you out by the playing fields.

**N.B.** This is intended to be a 'drop and run' system. It is not possible to drive into the front courtyard. If you wish to park you are welcome to do so on the playing fields car park. Please do not use the Ridge House car park unless you have a child in Pre-Prep or Form 7.

**Ridge House and Form 7**

Parents may park in the Ridge House car park in order to bring their children into school.

**Collection of Children**

Parents may park in the Ridge House car park in order to collect their children. It is not always possible to drive into the front courtyard. You may park on the right-hand side of the front drive and you are also welcome to park on the playing fields car park or for 5.50 p.m. collection you may also park in the Ridge House car park.

## **The School Website**

The school has a policy of communicating circulars, team lists, match postponements or cancellations, and so on, through our website, notably the 'Parents & Pupils' portal, which may be found in the main tabs on the home page, and the Calendar. 'Parents & Pupils' contains a variety of titles for your convenience, such as Parent Notices. Frequent emails for the entire school or specific forms will be placed to the specific tab so that you can simply navigate notices without losing them in your inbox. The website also includes a full terms calendar with every event scheduled for those weeks, as well as frequent updates and information, which can be found at the top of the main menu button.

## **WorldClass (Learning Management System - LMS)**

Each pupil will be given their own login to our WorldClass online learning portal when they join the school. Every pupil can join their classes, even when at home. If your child is remaining at home to learn online parents must still contact the school to notify us of absence in the same way, using the [absence@brockmarl.org](mailto:absence@brockmarl.org) email address.

## **BMR**

Our parent association is very active in bringing our school community together. They host lots of events throughout the year and organise a team of 'Class reps' to help those new to the school to feel welcomed and informed. You can contact our current BMR Chair, Nicola de Arcangelis, at [bmr@brockmarl.org](mailto:bmr@brockmarl.org)

## **The Cabin**

The Cabin is situated in the woods near the church off the main front drive and is a fantastic facility for all parents to use. There is a lovely modern kitchen and seating area where parents can relax and work if they are early for pick up etc. There is superfast broadband for parents to connect their devices.