



Blundell's

PREPARATORY SCHOOL

Non Sibi

School Rules and Guidance Notes

Milestones House

Blundell's Road

Tiverton

Devon

EX16 4NA

Telephone (01884) 252393

email: prep@blundells.org

www.blundells.org

Introduction

I hope Parents find this handbook useful and we have set it out in alphabetical order, to try and make it an easy to use, working document for Parents.

It is important that Parents are aware of the Aims and Values that the School follows. These are set out below. If these aims and values are followed by all within our community this will strengthen us enormously.

Ethos

The School's motto: "non sibi –not for oneself," exemplifies the genuine feeling of togetherness and strong family values which permeate every area of School life. The children at Blundell's Preparatory School will enjoy extensive opportunity. It is our belief that children deserve to develop and grow in a happy, friendly and supportive environment and that they learn best when they feel content, engaged, captivated and involved in the learning process.

Values:

Academic: "Children will improve their skills and further their knowledge through a wide range of teaching approaches. The children have the freedom to be independent and creative in their learning."

Behaviour: "Children and Staff should treat each other with respect and understanding at all times. Parental support is necessary to support this."

Social Awareness: "The school will develop a greater understanding of the children's social, cultural, and ethical responsibilities (age appropriate) within the local and wider community."

Personal Responsibility: "The children will be encouraged to think for themselves and take responsibility for their actions, attitudes and learning."

Extra Curricular: "Blundell's Preparatory School believes in life outside the classroom, where the children will be encouraged to enjoy a diverse range of activity. The school believes in educating the whole child."

Religion: "Blundell's Preparatory School encourages a moral tone based on Christian principles. The school's motto- "non sibi- not for oneself," is an expectation in every aspect of school life.

School Aims:

- To give children every opportunity to improve their skills and further their knowledge through a wide range of teaching approaches. To give the children the freedom to be independent and creative in their learning.
- To create an atmosphere where all children, staff and parents treat each other with respect and respect their School environment.
- That all children embrace learning inside and outside of the classroom and have the opportunity to enjoy a diverse range of activity.
- That all children develop a greater understanding of their own social, cultural and ethical responsibilities (age appropriate) within the local and wider community.
- To expect the children to think of others before themselves, encouraging a strong moral code of conduct.
- To be the independent school of choice in the South West.

A

Absence

Please telephone (01884) 252393 or email (prep@blundells.org) the School Office before 8.30 am to report an absence. Messages can also be left on the voicemail. Parents of children in the Pre-Prep may also telephone the Head of Pre-Prep on (01884) 232346. Please then follow this up with an explanatory note once the child returns to school so that we can officially record the absence. Absences for illness, doctors, dentists, hospital, interviews and examinations for senior schools, where the school is informed, are all regarded as authorised absences.

Any absence from school is clearly disruptive to a child's education. We therefore advise that all holidays should be taken out of term time. Holidays in term time are now only sanctioned for exceptional circumstances and an application should be made using a Holiday Request Form which is available from the School Office or Head of Pre-Prep.

Admissions

Please refer to the Accessibility Policy posted on the School Web-Site.

Appointments

We would be grateful if all non emergency appointments could be made outside of the school day. If you have to make an appointment during the school day then it should be confirmed in writing and handed into the School Office or the Head of Pre-Prep prior to the appointment. Children should be collected via the School Office or their Classroom if they are in the Pre-Prep. For security purposes we do not allow children to walk out to the car park unaccompanied.

Assembly

The Prep School has Assembly every day in the Prep Hall from 8.40 am. Assembly varies and will consist of addresses by the Head Master, as well as teachers, class and individual presentations. It will usually consist of moral and Christian content following a theme through the week, with assembly on a Friday consisting of awards from the Head Master. The Pre-Prep also holds assembly each day in the Pre-Prep Hall at 8.50 am. This is led by the Head of Pre-Prep, the Head Master as well as teachers, class, individual presentations and members of the local clergy. Both the Prep School and the Pre-Prep enjoy fortnightly visits from the School's Chaplain.

After School (also see Clubs)

Prep. This is available for Years 5 and 6 and is supervised by a member of the Teaching Staff. The last lesson finishes at 4.30 pm and Prep starts at 4.50 pm, after Break with refreshments, and finishes at 5.30 pm.

Sibling Club. Children in the Pre-Prep with siblings in the Prep School can be supervised until 4.30 pm, free of charge, to coincide with the end of the Prep School Day. Parents should collect their children from the Pre-Prep before collecting their older children from the Prep School at 4.30 pm.

Owls. We offer an after school club for pupils in the Pre-Prep known as 'Owls' running from 3.45 pm – 5.40 pm for which there is a charge. Children in Sibling Club may also stay on for Owls.

B

Ballet

Ballet is available as an optional paid club and can be requested at the start of the academic year. Ballet uniform is available from the ballet teacher who is also happy to help with any ballet queries.

Uniform: Pre-Prep Girls – RAD Chloe lilac leotard, RAD lilac chiffon skirt, pink ballet socks and shoes.

Uniform: Pre-Prep Boys – white unitard, white socks, black ballet shoes and RAD navy shorts.

Uniform: Prep School Girls – lavender leotard and belt, pink ballet shoes and socks, character shoes, black character skirt with ribbons top white, middle lilac and bottom burgundy.

Before School

Children in the Prep School may be dropped off from 8.00 am onwards. There will be a Member of Staff on duty at this time to register your child into School.

Children in the Pre-Prep may be dropped off from 8.30 am.

Those parents with children in both departments of the school are requested to come in at the earlier time and the younger child will be under supervision in the Pre-Prep until the start of school.

Bullying

Please refer to the Anti-Bullying Policy posted on the School Web-Site.

C

Calendar

The calendar for the forthcoming term will be sent to you during each school holiday. The dates of school events are included as well as term dates for the following terms. Any changes or additions to the calendar will be detailed in the fortnightly emailed newsletter on a Friday and on the School Web-Site.

Car Park

The School has a large car park which can become very busy at collection times and safety is an issue of concern. Please can parents only park in the designated areas and if no space is available do another circuit until a space is free. Collection times are staggered between the Pre-Prep and Prep School, but parents are urged to move in and out as quickly but safely as possible and to drop off Prep School children rather than coming into school. All Pre-Prep children should be brought to their classroom. Please pre-book appointments with staff unless it is urgent. At the end of the day, once your child has come out of the school gate, they are the responsibility of the parents and again care is needed around the car park by keeping children to the designated paths and crossings.

Times of morning drop off:

Prep School: 8.00 am – 8.25 am Pre-Prep 8.30 am – 8.40 am

Those parents with children in both departments of the school are requested to come in at the earlier time and the younger child will be under supervision in the Pre-Prep until the start of school.

Carol Service

This takes place at the Blundell's Chapel at the end of the Autumn Term. It is a compulsory occasion for the children in the Prep School. All Parents are welcome to attend.

Choir

The Prep School has a School Choir which performs at various events throughout the year. The choir rehearse on a school morning and is open to Years 4, 5 & 6.

Clothing (see Uniform)

Clubs

All Pre-Prep and Prep School parents will receive a Clubs Request Form to complete for their child's after-school arrangements for the beginning of the next academic year. If your child wishes to start or stop any of the clubs during an academic year then please inform the school office in writing, giving a full term's notice. All charges are listed on the fees sheet and are based on 30 lessons across the academic year with a three week trial period. The clubs on offer are listed below:- Please note that these may be subject to change.

Name	Time	Year Groups	Charge per term
Art Club	4.50 pm - 5.40 pm	3, 4, 5 & 6	Charged
Ballet Club	4.50 pm - 5.40 pm	3, 4, 5 & 6	Charged
Board Games Club	4.50 pm - 5.40 pm	3 & 4	No Charge
Chess Club	4.50 pm - 5.40 pm	3, 4, 5 & 6	No Charge
Computer Superclubs	4.50 pm - 5.40 pm	4, 5 & 6	No Charge
Creativity Club	4.50 pm - 5.40 pm	3 & 4	No Charge
Drama	4.50 pm - 5.40 pm	4 & 5	No Charge
Fencing Club	4.50 pm - 6.00 pm	3, 4, 5 & 6	Charged
Friday Multi Club	4.50 pm - 5.40 pm	3, 4, 5 & 6	No Charge
German Club	4.50 pm - 5.40 pm	4, 5 & 6	No Charge
Golf Club	4.45 pm - 5.40 pm	4, 5 & 6	Charged
Gymnastics	4.45 pm - 5.40 pm	3 & 4	Charged
Gymnastics	4.45 pm - 5.40 pm	5 & 6	Charged
Judo Club	4.50 pm - 5.40 pm	3, 4, 5 & 6	Charged
Lego Mindstorms	4.50 pm - 5.40 pm	5 & 6	No Charge
Prep	4.50 pm - 5.40 pm	5 & 6	No Charge
Spanish Club	4.50 pm - 5.40 pm	4, 5 & 6	No Charge
Sports Club	4.50 pm - 5.40 pm	3, 4, 5 & 6	No Charge
Woodwork Club	4.50 pm - 5.40 pm	4, 5 & 6	Charged
Yoga	4.50 pm - 5.40 pm	3, 4, 5 & 6	Charged

Name	Time	Year groups	Charge
Art Club	3.40 pm – 4.30 pm	Years 1 & 2	Charged
Ball Skills Club Summer Term Only	3.45 pm – 4.20 pm	N2 & KG	No Charge
Ballet	2.20 pm – 2.50 pm 2.50 pm – 3.20 pm 3.30 pm – 4.00 pm 4.00 pm – 4.30 pm	N2 KG Year 1 Year 2	Charged
Busy Bees	3.40 pm – 4.45 pm	Year 1	Charged
Fiddle Frolics	3.40 pm – 4.20 pm	Years 1 & 2	Charged
Fiddle Frolics	3.40 pm – 4.20 pm	Years 1 & 2	
Judo	3.40 pm – 4.30 pm	Years 1 & 2	Charged
Otters	3.40 pm – 4.45 pm	Year 2	Charged
Early Owls	3.45 pm – 4.40 pm	N1, KG, Years 1& 2	Charged per session
Late Owls	4.40 pm – 5.40 pm	N1, KG, Years 1& 2	Charged per session

Lunchtime Clubs

The Prep School runs various lunchtime clubs including: Chamber Choir, Recorders, J-Team, Newspaper, Wind Band, Touch Typing, and Orchestra.

Code of Conduct

The one rule for all of us at Blundell's Preparatory School is that: Everyone will act with courtesy and consideration for others at all times.

Our school motto is Non Sibi which means not for oneself. This means we should think of the needs and feelings of others before our own.

This means that:

- We always try to understand other people's point of view even if we do not agree with it.
- In class we make it as easy as possible for everyone to learn and for the teacher to teach.
- We move calmly and quietly about the school.
- We always speak quietly to everyone.
- We are silent whenever we are required so that all can hear or contribute.
- We try hard to keep ourselves smart and tidily dressed in School uniform.
- We keep the school clean and tidy so that it is a welcoming place of which we can all be proud.
- Out of school, in a group, we always remember the school's reputation depends upon the way in which we behave.
- We should always behave with friendliness towards visitors to the school, members of staff and towards each other.

This code of conduct has been formulated with the safety and well being of the children in mind, and to enable the school to function efficiently as a place of learning.

Collection at the End of the School Day

Pre-Prep. Nursery 1, Nursery 2 and Kindergarten children who attend for mornings only should be collected at 11.50 am from their classrooms. Those staying for lunch should be collected at 12.45 pm from the playground if in Kindergarten, or from the Nursery foyer if in Nursery 1 or Nursery 2. Afternoon school finishes at 3.40 pm – Nursery 1 and Nursery 2 children should be collected from their classrooms and all older children will be brought out to the Pre-Prep gates and handed over to parents. There is growing concern that children are, on occasions, collected from school by people other than their parents. If you are not collecting your child yourself on a particular occasion, we would ask that you advise the School Office or the Head of Pre-Prep. Pre-Prep children may not be collected by their siblings in the Prep School. If you are involved in a rota system it would be helpful if we had a list of the parents involved, with updates when necessary.

Prep School. It is extremely important that children are aware of what they are doing at the end of each day before they arrive in school. It helps to make them more organised and settled if they know their pick up time and are able to inform their Form Teacher at morning registration. If arrangements do change please could you inform the school office by 1.00 pm at the very latest. If the call comes in later we cannot guarantee to be able to tell your child because of games and activities. All children are taken to the gate at 4.30 pm by a member of staff who will check with the office for any messages received after 1.00 pm. The member of staff will then pass any messages on to the children at the gate. **The only times that a parent may pick up from the gate are 4.30 pm and 5.40 pm after Prep and Clubs.** At all other times children should be collected via the School Office. For security purposes we do not allow children to walk out to the car park unaccompanied.

If you need to come into the school to collect your child between 4.45 pm and 5.00 pm we respectfully ask that you do not enter the building. Please would you use the main entrance and visit the School Office. If you are collecting your child after 5.00 pm please go to the far entrance of the Prep School building and

ring the doorbell and wait to be admitted. It is imperative that we know that you are in the building and that you are collecting your child. This is both for your safety and the safety of all the children and staff. The School Office is open from 8.15 am – 5.00 pm in term time. If you have a problem with collecting your child after 5.00 pm please call 01884 252393 if your child is in the Prep School or for the Pre-Prep please call 01884 232346.

Communication

If you have any concerns the Head Master, Deputy Head or Head of the Pre-Prep will be very willing to meet with you at any time. You may well wish to simply receive an update on progress; if this is the case please feel free to get in touch with us. The first point of contact will generally be the Form Teacher. Often parents try to find a few minutes in the morning or at the end of the school day, but we would urge you to book an appointment. Communication is vital and we all want the same things - happy children achieving their potential.

Complaints

Please refer to the Complaints Procedure posted on the School Web-Site. There have been no formal complaints during the past year.

Curriculum

The curriculum at Blundell's Preparatory School seeks to allow all pupils the opportunity to fulfil their potential across a wide range of subjects in a supportive and stimulating environment.

The Nursery and Kindergarten classes follow the curriculum set out in the Early Years Foundation Stage – Setting the Standards for Learning Development and Care for children from birth to five, produced by the Department for Education and Skills. However, we are not limited to this alone, and strive to provide many rich opportunities for the children to develop in all areas of their learning above and beyond the requirements of the Early Years Foundation Stage Curriculum.

As an independent school, children in Key Stage 1 & 2 are not bound to follow QCA DFEE National Curriculum Guidelines. However, our curriculum encompasses those aspects of the National Curriculum, including the Primary National Strategy, which we consider to be most valuable to our children's education, as well as offering many further opportunities for extending and broadening the learning experience.

We aim to provide a curriculum which encourages all children to develop skills and increase knowledge across a wide range of subjects, and believe that children should be given the opportunity to investigate, question and challenge within an education which enables all to achieve full potential as individuals.

Subject Policies across the curriculum are recorded in Online Subject Handbooks, and are reviewed and updated annually by Subject Co-ordinators. Details of Long, Medium and Short Term Planning and further subject guidance may also be found in Online Subject Handbooks and Parent Curriculum Guides for each year group.

D

Data Protection

Under the Data Protection Act 1984 Blundell's Preparatory School is registered with the Data Protection Registrar. As part of this registration the School has a responsibility to protect the information held and therefore is unable to divulge personal details such as telephone numbers or addresses of parents, pupils or staff.

Discipline including exclusion

Please refer to the Policy posted on the School Web-Site.

Drama (see Music, Speech and Drama)

E

Effort and Attainment Grades

Effort and Attainment Grades are scheduled to go home five times throughout the year for all Prep School children. These are designed to give you and your child an honest and ongoing appraisal of progress, and it is hoped that the Effort element will act as a motivating factor, with rewards being given to those children in each form achieving the best Effort scores.

Effort grades, from 1 – 5, will be given for all academic subjects, and attainment Grades, from A to E, will be given for the core academic subjects of English, Maths and science. A more detailed explanation of these grades is given below.

It is hoped that this system will facilitate a meaningful and consistent method for reporting throughout your child's time with us, but it should be remembered that Attainment Grades can only offer a 'best fit snapshot' of your child's performance at any one time; they constitute an additional reporting tool to complement formal Parent Consultation Evenings and a full End of Year written report. Please remember that you are always welcome to speak to your child's Form Teacher, or any member of staff at any time throughout the year; simply contact the school office to make an appointment.

Effort Grades

- GRADE 1** Consistently tries very hard; arrives punctually to lessons, well organised with the correct equipment for the subject. Enthusiastic and attentive in class, contributing fully to lessons, presenting work to a high standard and completing prep punctually. Extra effort is made to catch up on work missed or to undertake additional work.
- GRADE 2** Generally hard working and attentive; usually arrives well prepared and tries hard in lessons. Good standards of presentation are maintained, but may make careless mistakes on occasion.
- GRADE 3** An average level of effort is applied; usually completes tasks to an acceptable standard, but sometimes forgets equipment and needs to be reminded about presentation. Work could be improved with a more determined effort.
- GRADE 4** Effort is unsatisfactory or inconsistent; often arrives at lessons without the required equipment, and hands in work poorly presented or rich in unforced error. Fails to listen well to instruction, and needs to be nagged to hand in prep.
- GRADE 5** Consistently poor effort applied in class; fails to pay attention, producing only incomplete, poorly presented or inaccurate work. Prep rarely handed in, and may be disruptive in class. Has failed to respond to encouragement or warnings from staff.

Years 3 & 4 Attainment Grades For English

The Attainment Grades awarded for English are based upon work written in class.

GRADE A	Always shows an excellent understanding of the work covered; written work is of a consistently high standard.
GRADE B	Shows a solid understanding of most work covered; written work is of a good standard.
GRADE C	Usually shows a reasonable understanding of the work covered; written work is satisfactory.
GRADE D	Shows limited understanding of the work covered; written work needs to be improved.
GRADE E	Rarely shows an understanding of the work covered; has difficulty with written work.

Years 3 & 4 Attainment Grades For Maths

The Attainment Grades awarded for Maths are based upon work produced in class.

GRADE A	The pupil has demonstrated an excellent understanding of all aspects of the work covered. They can verbalise their understanding of the work and can apply their existing knowledge to tackle new problems.
GRADE B	The pupil has shown a solid understanding of most work covered. There may be a small number of areas where there is a little confusion and mistakes are made. The pupil does seem to recognize this and has shown the potential to improve.
GRADE C	The pupil has demonstrated a reasonable understanding of the work covered and is able to tackle the number work with some confidence. There are however some weaknesses in places which will need to be monitored in class.
GRADE D	The pupil has produced some acceptable work but understanding is often very limited and written calculations are either inaccurate or muddled. A pupil in this category may need extra help in order that they can overcome some of their difficulties in understanding specific concepts of numbers and the number system.
GRADE E	The pupil rarely shows understanding of the work covered; there has been very little work recorded and this indicates only a limited understanding of the number system. A pupil in this category would need extra tuition on a regular basis in order to develop strategies to overcome their difficulties.

Years 3 & 4 Attainment Grades For Science

The Attainment Grades awarded for Science are based upon work produced in class.

GRADE A	Always shows an excellent understanding of the work covered; is able to explain findings and record work to a consistently high standard.
GRADE B	Shows a solid understanding of most work covered; is usually able to explain findings and record work clearly.
GRADE C	Usually shows a reasonable understanding of the work covered, but sometimes needs assistance in explaining findings and recording work clearly.

GRADE D Some confusion in understanding the work covered; needs to show improvement in recording and explaining findings.

GRADE E Rarely shows an understanding of the work covered; recording is very poor and findings are not explained at all.

Years 5 & 6 Attainment Grades For English

The Attainment Grades awarded for English are based upon work written in class.

GRADE A Comprehension work shows a very high standard of textual understanding; answers are always fully explained and supported with textual evidence. Compositions are original and clearly expressed across a range of genres. Spelling, punctuation and grammar rules are applied consistently in writing. Handwriting is always fluent and legible.

GRADE B Comprehension work shows a solid standard of textual understanding and answers are usually supported with evidence from the text. Compositions are well structured but may lack imagination or detail. Spelling, punctuation and grammar rules are usually applied in writing. Handwriting is usually fluent and legible.

GRADE C Comprehension work shows a reasonable textual understanding, but may not always give full or complete answers. Compositions describe a sequence of events coherently, but need to develop characterisation or add further detail for interest. Spelling, punctuation and grammar rules are understood, but not applied consistently in writing. Handwriting can be fluent and legible but presentation is sometimes sloppy.

GRADE D Comprehension work shows limited textual understanding, and answers are often incomplete or poorly expressed. Compositions lack a clear structure and may be limited in quantity or difficult to follow. Writing shows limited evidence of spelling, punctuation and grammar rules. Presentation of written work may be untidy or difficult to read.

GRADE E Comprehension work shows little textual understanding and answers may bear little correlation to the demands of the question. Compositions lack coherence or fail to communicate ideas clearly. Poor standards of spelling, punctuation and grammar often obscure meaning in writing. Written work is often illegible.

Year 5 & 6 Attainment Grades For Maths

The Attainment Grades awarded for Maths are based upon work produced in class.

GRADE A This would indicate that the pupil would definitely be expected to achieve above the national average and will have achieved success in the study of some advanced topics and problems. Pupils are accurate and consistent with number work, whether written or mental, and are able to apply these to new concepts. They are successful with problem solving and extension work in applied maths.

GRADE B This would indicate that the pupil would definitely be expected to achieve the national average level and has clearly shown potential for exceeding this. Pupils are confident with number work, whether written or mental, and have shown that they can apply these to new concepts. They can consistently apply themselves to the extension work and problem solving.

GRADE C This would indicate that the pupil is expected to achieve the national average level but has not shown further potential at this age. Pupils have shown a sound understanding of number work, whether written or mental, and can sometimes use strategies for applying them to new concepts and problem solving.

GRADE D This would indicate that the pupil is having difficulties with some aspects of numbers and the number system and it is doubtful that the pupil would achieve national average at this age. Pupils may be able to tackle routine mental and written calculations but are unable to

use these in applied maths and problem solving. A pupil in this category may need extra help in order that they can overcome some of their difficulties in understanding specific concepts of numbers and the number system.

GRADE E

This would indicate that the pupil is having severe problems with the basic concepts of numbers and the number system and does not look likely to achieve national average at this age. Pupils are not able to tackle mental and written calculations with confidence and cannot apply procedures to problem solving. A pupil in this category would need extra tuition on a regular basis in order to develop strategies to overcome their difficulties.

Years 5 & 6 Attainment Grades For Science

The Attainment Grades awarded for Science are based upon work produced in class.

- GRADE A** The pupil shows an excellent understanding of the topics covered. The pupil has an organised approach to practical activities, can work independently and can make accurate measurements using a variety of scales. Written work is of a consistently high standard. The pupil can make reasoned hypotheses, presents results appropriately and can use these results to draw logical conclusions.
- GRADE B** The pupil shows a solid understanding of the topics covered. The pupil has a sensible approach to practical activities and can make fairly accurate measurements using a variety of scales. Written work is of a good standard. The pupil is beginning to make reasoned hypotheses, can present results in various ways and is increasingly able to use these to draw conclusions.
- GRADE C** The pupil shows a reasonable understanding of the topics covered. The pupil can follow a set method for practical activities and can make measurements using a limited variety of scales. Written work is presentable and readable. The pupil can make hypotheses, follow a set method for reporting results and draw basic conclusions.
- GRADE D** The pupil shows limited understanding of the topics covered. The pupil needs assistance in following a set method for practical activities and can make only basic measurements. Written work is poor or presented inappropriately. The pupil cannot make hypotheses but understands why they are doing experiments. Assistance is needed in presenting results and finding conclusions.
- GRADE E** The pupil shows little or no understanding of the topics covered. The pupil needs supervision in practical activities and cannot read scales to take measurements. Written work is in parts unreadable and presentation is disorganised. The pupil does not understand the reason for experiments. One to one help is needed in obtaining results. The pupil is unable to formulate conclusions.

E-mail

To send an e-mail to the School, please use prep@blundells.org

Entrance Exams

Children will be prepared for entrance and scholarship examinations to senior schools. The vast majority choose our Senior School with the Preparatory School enjoying priority entry. At the start of the Spring term those Year 6 pupils wishing to move on to the Senior School will sit an Entrance Exam. Please note that all pupils wishing to take the Entrance Exam will need to register with the Senior School.

Examinations will mark the passage into their senior school and provide an opportunity to gain a music and academic scholarship award. Those who are entered for other schools will be given similarly thorough preparation and encouragement for their examinations. Those children awarded and taking up a scholarship will be entered onto the Scholarship Board.

Ethos

At Blundell's Preparatory School we will aim to respect the best in terms of traditional education whilst embracing all that is good in modern progression. We will aim to present sensible, balanced, tolerant individuals who respect each other and have the confidence to achieve their best. We want our pupils to acquire the social skills and academic prowess to become valued and confident citizens in senior school and later life.

Blundell's Preparatory School aims to provide a sensible, sensitive and disciplined pastoral system whereby all can thrive. A breadth of extra-curricular opportunity will back up a strong academic ethos. The highest standards of sportsmanship will be encouraged, as well as strong self-discipline. The school promotes a Christian ethos but also values other cultures and creeds. Respect for property and our beautiful surroundings are also important.

F

First Day

Children in the Pre-Prep who are full-time should arrive on the first day of term at 8.30 am and go straight to their classroom where the Form Teacher will be ready to meet them. If your child does not attend full-time they should only come in on the first day of term if this is one of the days they would normally attend.

Children moving from the Pre-Prep to Year 3 should be taken to their new classroom at 8.20 am on the first morning of term, where they will be met by their Form Teacher.

Children in the Prep School (Years 3 – 6) should be taken to the School Office for 8.20 am along with their games bag from where they will be shown to their classroom and meet their Form Teacher. In the Autumn Term children will be greeted on the playground and taken to their Form Teacher.

Food

Cooked meals are freshly prepared each day on site by our own catering team. There is a choice of a hot meal or a salad and children with special diets can be catered for. Lunchtime lasts for one hour and during this time the children are supervised to ensure that they are eating a balanced and nourishing meal. Members of staff who eat with the children watch table manners. The school runs a strict allergy check on all food with a no nut policy. We request that no food or sweets should be brought to school. Children are encouraged to drink water throughout the day.

Mid-morning refreshments are provided for all the children. A selection of sandwiches and drinks are provided for those children staying after school for Clubs or Prep.

Friends of Blundell's Preparatory School

Terms of Reference

The committee consists of no less than six voluntary members, and no more than twelve, who are also parents of children at Blundell's Preparatory School (12 at present). Each year the committee votes on who is to be the Chairman, Secretary and two Treasurers. The quorum is five.

The Primary purpose is to organise social events for parents, pupils and staff. Admission charges to cover running costs may be made. Any profit may be donated to the school, used to purchase school related items or carried forward to fund the next social event. Charitable donations can also be made. The committee appoints advisors as and when necessary.

The committee runs a second-hand uniform shop, staffed by two committee members. Sales proceeds are apportioned between the parent supplying the clothing and FOBP to be used as above. The treasurers keep appropriate accounts that are audited by independent Accountants. Current and Reserve current accounts are held at Nat West, Tiverton Branch. Two signatures are required for cheques. Committee members can be removed from the committee by majority vote. Enquiries about the committee's affairs should be made in writing to the Chair in the first instance.

Process of Committee Membership

Election

If you wish to play a part, as a committee member, please contact the Chair by sending a letter of expression of interest with a brief resume and these will be considered when vacancies become available which should happen during the first half of the summer term. Election by voting by the committee will take place if there are more applicants than vacancies.

Tenure

A committee membership will not normally be beyond 4 years tenure. To be eligible for a post of officer; a member should have served for at least one year, except in exceptional circumstances. Officer posts must be nominated, seconded and voted for by written ballot by all members of the committee on an annual basis.

Resignation

Members due to resign or wishing to resign should do so by the beginning of the summer term.

Meetings

The committee meets at least once per term and often more frequently. Meetings are held at 8.30am on Fridays (or other days by agreement) on the school premises. All meetings are minuted. Voting decisions are by way of majority. Members must be able to attend most meetings.

G

Games

Prep School Boys. During the Autumn term the main focus is on rugby, with a full programme of U9 and U11 fixtures. The school is able to provide A and B teams and there are also C team fixtures which allow the chance for all children to play in matches. The boys will also do some cross-country and football later in the term. Football and cross-country dominate the Spring term with some hockey played. The Summer term concentrates on cricket and athletics with a full fixture programme across all these sports.

Prep School Girls. There is a full programme of fixtures for the U11 and U9 A and B Squads. Hockey and netball with cross-country dominate the Autumn and Spring terms as well. Rounders and athletics are prominent in the Summer term.

Matches. Boys and Girls competitive fixtures are played from U9 to U11 against a variety of local schools. Although it is good to win children are encouraged to participate and enjoy the experience of competition. All children will have the opportunity to represent the school at either B or C team level however the A team will be selected from the best available players. Teams for school matches together with timings are posted on the School notice board.

Sports Day. Sports Day is held in the Summer term. The Pre-Prep and Prep School each have their own Sports Day and the dates are shown in the school calendar.

Pre-Prep Boys and Girls. In the Pre-Prep the children do not play fixtures but are offered Physical Education and games on the curriculum, where basic athleticism, aesthetic sports and ball skills are taught.

It is assumed that if a pupil is in school they are fit to take part in games and activities. On the occasions when this is not the case, it should be confirmed in writing and handed into the School Office or Form Teacher in the Pre-Prep.

Cancellation of Fixtures. Parents and friends are most welcome to support matches. They are however, advised to check the School website in case of cancellation. A message will **only** be left if a match has been cancelled.

Governors

Below is a list of the Blundell's Preparatory School Governing Committee which forms part of the overall Governing Body. Correspondence for any of the Governors can be sent to the School address and this will be forwarded unopened.

Mr E D Fursdon	(Chairman of the Governing Body)
Mr P Johnson	Chairman of Prep School Governors
Mr N Arnold	
Rev'd H Dawson	
Mrs V Heeley	
Mr J Macpherson	
Mrs A Mayes	
Mrs L Smith	
Mr B Wills-Pope	

H

Hair

Boys' hair should be kept tidy at all times and should be above collar length. Girls' hair, if below the jaw line, should be tied back and fastened with a plain purple or black ribbon or hair band or a simple purple or black slide.

Health and Safety

The Policy is available on request.

Holiday Requests in Term Time

Holiday in term time is only sanctioned for exceptional circumstances and an application can only be made using a Holiday Request Form which is available from the School Office or the Head of Pre-Prep. The request will only be authorised if deemed appropriate by the Head Master.

Homework (see Prep)

Houses and Reward System

All pupils in the Prep School are divided into three houses. These are called Drake, Grenville and Raleigh. Various competitions are held amongst the houses as well as an ongoing Merit Mark and House Point system. Merit Marks are awarded by staff for good work and House Points for good behaviour. Merit badges are given for pupils reaching a certain number of merits (targets) during their time at Blundell's Preparatory School. The targets become progressively harder to obtain and the accolade that goes with gaining certain badges also becomes greater. The merits received during a year will be carried forward to the next year. Minus House points and Merit Marks can also be given out by staff when pupils' behaviour is not acceptable or their work is poor. At the end of each term the House Point Cup and Merit Cup are presented to the house with the highest overall totals.

If a child produces an exceptional piece of work the Head Master will recognise this achievement with a Head Master's Award and 5 merit marks. This will be given in a Friday assembly.

I

Inspection

The school is inspected periodically by the ISI (Independent Schools Inspectorate), in common with other independent schools. The School's last inspection took place in June 2011 details of which are available on the ISI website. Our Early Years will also be inspected by Ofsted – generally every three years.

Insurance

Pupil Accident Insurance. The School takes part in the scheme this will be charged to your account, in advance, each term. If you wish to withdraw your child from the scheme please let us know, in writing prior to your child joining.

J

Jewellery

Children whose ears are pierced may only wear plain gold studs. No other jewellery is allowed except watches which must be named.

L

Lost Property

All lost property must be reported immediately to your child's Form Teacher who will help your child in making the necessary searches. We discourage parents from entering classrooms or the changing rooms for both the children's and parents' safety. A 'lost property box' for the Prep School is located outside of the Prep School Library. All lost property (unless named) if not claimed by the end of each term is given to the Second Hand Uniform Shop or to charity. It is very important that all your child's belongings are clearly marked to allow easy identification.

M

Medical

All Blundell's Preparatory School staff are first aid trained. In any emergency circumstance an ambulance would be called and the child will be taken to the appropriate hospital.

If your child is on medication which needs to be administered during school hours, could you please bring the medicine for your child to the School Office yourself. If the frequency and dosage is not clearly marked on the medicine please ensure that you provide a note to the office detailing the dosage and at what interval your child should be taking the medicine.

For children in the Pre-Prep, please make sure any medicines are handed to their Form Teacher who will administer the dosage. We would ask that in every case, parents hand over all medicines themselves and collect them in the evening and that it is not left to children to hand them in.

It is assumed that if a pupil is in school he/she is fit to take part in games and activities. On the occasions when this is not the case, would you please write an explanatory note which the child can deliver to the School Office or Form Teacher in the Pre-Prep. It would also be helpful to the school to know when parents go away on holiday and leave their child with relatives and friends.

Medical Appointments (Please see Appointments)

Minibuses

The School runs a minibus service to and from school on a daily basis. If you would like details of this facility please contact the Transport Co-ordinator at the Senior School on (01884) 232378. Payment for this service is organised on a pre-booking basis, and will be charged on your school invoice at the end of term. All trips booked will be charged for. Please note that minibuses do not run on Wednesday afternoons. When there is a change to the usual schedule parents must inform the Transport Co-ordinator and the School Office as the staff must be aware of who is booked on to the buses at the end of the school day.

Please note that the School Minibus does not operate on the last day of term or half term.

Money

Children should not bring money into school, unless it is requested by letter for a school trip or school event.

Music Lessons

Individual and shared lessons in Music are available for Prep School children and are organised on a rota basis during the school day. This will inevitably mean that children will miss academic lessons. There is an additional charge for music lessons and this will be added to your school invoice at the end of term. The School policy is that children do not learn more than two instruments or one instrument and Speech and Drama. Please note that a term's notice in writing to the school is required if your child wishes to cease any of these activities and, in the absence of such notice a charge will be levied for the following term.

The Prep School has a Choir which meets weekly during the School day. This is open to all Prep School pupils from Years 4 to 6.

N

Next School (see Entrance Exams)

Newsletter

A School Newsletter is compiled on a fortnightly basis and is emailed on a Friday. This is also available on the school website www.blundells.org

O

Office

The School Office is located in the Prep School and is open from 8.15 am - 5.00 pm Monday to Friday in term time. All enquiries to the school should be made through the School Office who will be happy to help. If the office is unable to take your telephone call please leave a message and they will respond as soon as possible. The School Office will be closed from time to time during the school holidays and half terms. It is advisable to telephone the school prior to visiting in the holidays.

Forgotten Items

Unfortunately due to the increasing amount of forgotten items (games kit, musical instruments, etc) being dropped into the School Office during the day we would respectfully ask parents to remind their child that they need to come to the office to collect these items. If a child finds that they have forgotten anything during the school day (games kit, musical instruments, etc) they need to come to the School Office to check whether the item has been brought in for them. This should ensure that any item dropped off by parents is collected.

Outings (see Trips)

P

Parents' Association (see Friends of Blundell's Preparatory School)

Parents Evenings

There are two full Parents' Evenings per year for each year group. The dates of these are in the school calendar and take place in the Autumn and Spring terms. Parents will have the opportunity to meet with all the subject teachers and form teachers on these evenings.

Parent Liaison Representatives

Each year group has a parent who acts as a social point of contact for new parents and the year group as a whole. The School holds Coffee Mornings regularly throughout the term allowing parents the opportunity to meet.

Picking up and Dropping Off (see Collection)

Policies

Please refer to the Policies posted on the School Web-Site.

Prep (Homework)

Prep will normally be used as a means of reinforcing material learned in class. Reading, learning spellings and times tables, and working from a French Activity Book, will generally be the requirements at Years 3 and 4, although other work – for example, finishing off pieces of work begun in class, - may also be set. More structured homework can be expected in Years 5 and 6, where generally 15 minutes of reading and one 30 minute prep in Maths, English, Science, History, Geography, French or RE will be set each night. Some homework may be designed to help your child's independent research skills. Holiday homework will not normally be set for the sake of it, but may be given if the class teacher believes that a particular child may benefit because, for example, the child has struggled with a particular area of work in class, or has missed a lot of work through absence. The exception is in preparation for entrance exams, when children at the end of Year 5 and beginning of Year 6 can expect to be given past papers as practice for sitting entrance exams in the January of Year 6.

There is an opportunity for Years 5 and 6 to attend Prep in School supervised by a member of the Teaching Staff. The last lesson finishes at 4.30 pm and Prep starts at 4.50 pm after break with sandwiches and a drink and continues until 5.30 pm.

R

Reports and Assessment

The school will formally provide a full written report at the end of the Autumn and Summer terms for the Pre-Prep and at the end of the Summer Term for the Prep School. Prep School parents will also receive an Effort and Attainment Grade five times a year which will give them a clear indication of their child's effort and attainment in each core subject. (Please refer to Effort and Attainment Grades)

S

Safety

Fire practices are held at regular intervals each term and the school undergoes a thorough risk assessment. Pupils must walk around school and be educated in a commonsense approach in and around school areas. The school is protected by smoke detectors, intruder alarms, security cameras and lights. Please remember safety rules in the car park.

Safeguarding Children

Please refer to the Policy posted on the School Web-Site.

Sanctions

Sadly, there will be times when children are poorly behaved. Children need to discover where the bounds of acceptable behaviour lie, as this is part of growing up.

As far as sanctions are concerned, the Form Teacher generally deals with minor breaches of discipline in a caring, supportive and fair manner, with some flexibility regarding age of the child.

Each case is treated individually. Generally children are made aware that they are responsible for their own actions and that breaking rules will lead to punishments and or loss of Privilege Time.

Normal sanctions include a verbal reprimand and reminder of expected behaviour, loss of free time such as playtimes, moving to sit alone, sending work home, letters of apology and loss of responsibility.

Significant acts of misbehaviour are firstly recorded on a minor sanctions sheet, the stage after this is to be entered on a the formal sanctions sheet which is sent to the Head Master, posted on the staff room board and placed on the child's file.

Parents will be involved at the earliest possible stage, if problems are persistent, serious or recurring. Children may then be placed on a daily or weekly report system to monitor behaviour with the support of the parent.

Major breaches of discipline include physical assault, deliberate damage to property, stealing, leaving the school premises without permission, verbal abuse, refusal to work and disruptive behaviour in class.

This type of behaviour is rare and it is the responsibility of the Head Master, the Deputy Head or the Head of Pre-Prep to deal with it appropriately particularly if the problem keeps recurring. Full investigations will be carried out in a fair and understanding way, with serious incidents where suspension or withdrawal may be a consideration the Head Master may have to sit in judgement.

School Structure

The Pre-Prep takes children from rising 3 years until 7 years and is located on the western side of the car park and offers whole class teaching. For most lessons the pupil will be taught by one teacher, who will have classroom support from qualified Teaching Assistants.

The Prep School takes pupils from 7 to 11 years and is situated on the eastern side of the car park. Here, more specialist teaching means that the children will move around the school to different teachers for different subjects. Pupils are also placed in sets for the core subjects of English and Mathematics from Year 3.

SEN

Please refer to the Policy posted on the School Web-Site.

Sibling Club (see After School)

Senior Leadership Team

The SLT consists of the Head Master, The Deputy Head and the Head of the Pre-Prep who meet on a regular basis to discuss the management of the School. Reporting to the SLT is the Academic Committee.

The Senior Leadership Team consists:

The Head Master	Mr A Southgate
The Deputy Head	Mr J Kerr
Head of Pre-Prep	

Speech and Drama

Individual lessons in Speech and Drama are available for Prep School children and are organised on a rota basis during the school day this will inevitably mean that children will miss academic lessons. There is an additional charge for these lessons. The School policy is that children do not learn more than two instruments or one instrument and Speech and Drama. Please note that a term's notice in writing to the school is required if your child wishes to cease and, in the absence of such notice a charge will be levied for the following term.

Speech Day

Speech Day is held towards the end of the Summer term, the date is published in the school calendar. **This is a compulsory occasion for all children in the Prep School** and normally ends at approximately 4.00 pm at which time all Prep School children go home. Pre-Prep children in Kindergarten and Years 1 and 2 attend Speech Day with their Form Teachers. They are taken back to the Pre-Prep where they may be picked up by their parents after Speech Day has finished.

Sports Day (see Games)

Stationery

Prep School children should have their own pencil case containing pencils, ruler, rubber and a set of coloured pencil crayons. A recorder is required for all children in Year 3 and should be purchased from a music shop.

Subjects Coordinators

The School has subject coordinators in the Prep School and the Pre-Prep. They have responsibility for the co-ordination and organisation of that subject across the school.

Summer Concert

The Summer Concert is held towards the end of the Summer term, the date is published in the school calendar. **This is a compulsory event for all children in the Prep School.** The Concert takes place in an evening and is held in the marquee. All parents and friends are welcome to attend and bring a picnic which may be consumed during the interval.

T

Telephones

Children are not allowed to bring mobile phones to school unless they travel on the School Minibuses. Please note these must be handed in to the School Office immediately on arrival at school and collected prior to going home.

Telephone Numbers

01884 252393 Head Master and School Office
01884 232346 Head of Pre-Prep

Email: prep@blundells.org
Web: www.blundells.org

Timetable

In the Prep School children are issued with their own individual timetable.

Toys

Please leave all toys at home.

Trips

Parents in the Pre-Prep will be informed by letter of school trips for their child. Some of these will incur a charge and payment will be requested at this time.

Once children reach the Prep School parents are asked to complete and return a permission slip. This allows staff to take children on local walks and visits as arranged by the School as part of their curriculum lessons during their time in the Prep School. For other non local trips parents will be informed by letter. Some of these will incur a charge and payment will be requested at this time.

Trips in the Prep School, for example, challenge weekends and school sports' tours take place at an extra cost to the parents. The School's Policy is to inform the parents well in advance where possible. These trips are extras and are not compulsory.

U

Uniform

Unless we have special 'Non Uniform Day', pupils will be expected to be smart and tidy in school uniform at all times. Please could all kit and items of clothing be labelled and kept in their purple sports bag. There will be times when pupils will be allowed to leave school in their games kit and uniform will be packed in the sports bag.

All pupils' possessions must be clearly marked with his or her name to avoid problems of clothes being mislaid. All games kit should be named on the outside. Nametapes should be sewn on the left chest on all games tops and on the left leg of shorts and trousers (or bottom left hand side on skirts). Watches may be worn in school but only if they are clearly marked with the child's name. The school does not make any arrangements for the insurance of clothing and personal effects of pupils and, therefore, parents are urged to ensure that their own policy covers loss or damage whilst at school.

The Hockey Association and the Rugby Football Union recommend that gumshields should be used. Therefore, we insist that girls and boys in Years 3, 4, 5 and 6 wear gumshields for hockey and rugby unless a disclaimer is sent to the school. Opro do come into school during the summer term to fit children for gumshields, however, much cheaper 'boil' versions can be bought in any sports shop.

Boots must all be fitted with 'Kitemarked' studs for safety reasons unless they are the moulded rubber stud type. Regrettably manufacturers do not fit these as standard so please check.

School Uniform is available from:

Blundell's School Clothing Shop (Behind the Chapel at Blundell's School)

Mr D Webber

Telephone: 01884 232316

Opening Hours in Term-Time are

Tuesday – Friday

8.30 am – 12.00 noon and 1.00 pm – 4.30 pm

Saturday

10.00 am – 12.30 pm

By appointment only during school holidays

Friends of Blundell's Preparatory New and Nearly New Uniform Shop (In the foyer of the Pre-Prep)

Opening Hours in Term-Time are

Monday 8.15 am – 9.00 am

Thursday 8.15 am – 9.00 am

Anja Fields

Telephone: 07989 383725 or 01884 258978

Penny Lawler

Telephone: 07973 444391 or 01884 861693

Prep School Uniform

GIRLS

All Terms

Fleece lined waterproof jacket
School blazer
Grey skirt (no pinafores please)
White long sleeved cotton blouse
School tie
School v-neck pullover
Long grey socks or dark grey tights
Thick black tights (Year 6 only)
Black shoes (with bar, lace-ups or velcro and a heel no higher than 5 cms)
Plain purple or black hairband/ribbon/slide for collar length hair and longer
Purple School reading book bag (Years 3/4)

Autumn and Spring Terms

School scarf only (optional) no other scarves please
Grey woollen gloves only (optional)

Summer Term

School summer dress
Plain white ankle socks
Sun hat

GIRLS Games Wear

All Terms

Navy shorts
White v-neck aertex blouse
Grey pleated games skirt or Black Skort
Navy School tracksuit
Trainers (1 pair for grass, 1 pair for hard surface)
White ankle sports socks
Towel
School Sports bag

Autumn and Spring Terms

Purple hockey jersey
(reversible with white stripe on the inside)
Black hockey socks
Shin pads
Gum Shield

Summer Term

Black/Navy swimsuit
Goggles

BOYS

All Terms

Fleece lined waterproof jacket
School blazer
Grey long trousers or grey shorts
White long sleeved shirt
School tie
School v-neck pullover
Grey socks
Black shoes (lace-ups or velcro)
Purple School reading book bag (Years 3/4)

Autumn and Spring Terms

School scarf only (optional) no other scarves please
Grey woollen gloves only (optional)

Summer Term

White short sleeved shirt (to be worn with School tie)
Grey ankle socks
Sun hat

BOYS Games Wear

All Terms

Navy School tracksuit
Trainers (1 pair for grass, 1 pair for hard surface)
White PE shorts
White T-shirt
Black swimming trunks (not shorts) to be worn under games kit all year round
Towel
School Sports bag

Autumn and Spring Terms

Purple rugby shirt
(reversible with white stripe on the inside)
Navy blue football/rugger shorts
2 pairs black football/rugger socks
Football boots
(metal safety studs/metal blades kitemarked – no plastic studs)
Shin pads
Gum Shield

Summer Term

Swimming Goggles (optional)
Black Swimming Trunks
White ankle sports socks
White PE shorts
White T-shirt

* The following items are **optional for Years 3 & 4** but necessary for cricket teams in Years 5 & 6

White long cricket trousers*
White v-neck sweater*
White long or short sleeved cricket shirt*
White cricket boots or white trainers*

Pre-Prep Uniform

GIRLS

All Terms

Fleece lined waterproof jacket
School blazer
Grey skirt or pinafore
White long sleeved cotton blouse
School tie
School v-neck pullover
Long grey socks or dark grey tights
Black shoes (not patent)
Purple or black hairband/ribbon/slide
(for collar length hair and longer)
Overall for painting
Purple School reading book bag

Autumn and Spring Terms

School scarf (optional)
Grey woollen gloves (optional)

Summer Term

School summer dress (optional)
White short sleeved cotton blouse (optional – to be worn with
School tie)
White ankle socks
Sun hat for breaktimes
Black or navy shoes or sandals (no open toes or heels please)

Gym Wear

Trainers (with velcro fasteners)
White t-shirt
Navy blue cotton shorts
Hooded blue School tracksuit

Years 1 and 2

Hooded blue School tracksuit
One pair sports socks
1 large draw-string PE bag (for sports kit)
1 small draw-string PE bag (for trainers)

BOYS

All Terms

Fleece lined waterproof jacket - navy
School blazer
Grey long trousers or grey shorts
White long sleeved shirt
School tie
School v-neck pullover
Grey Socks
Black shoes
Overall for painting
Purple School reading book bag

Autumn and Spring Terms

School scarf (optional)
Grey woollen gloves (optional)

Summer Term

White short sleeved shirt (optional – to be worn with School tie)
Grey ankle socks
Sun hat for breaktimes
Black or navy shoes or sandals (no open toes or heels please)

Gym Wear

Trainers (with velcro fasteners)
White t-shirt
Navy blue cotton shorts
Hooded blue School tracksuit

Years 1 and 2

Hooded blue School tracksuit
One pair sports socks
1 large draw-string PE bag (for sports kit)
1 small draw-string PE bag (for trainers)

Nursery Uniform

GIRLS

All Terms

Grey Pleated Skirt or Grey Pinafore
Purple Sweatshirt with logo
White Polo Shirt with logo
Purple or Black Hairband/Ribbon/Slide
(for collar length hair and longer)
Overall for painting
Full length warm showerproof coat with hood
School Reading Book Bag
(only available from the Blundell's School Shop)
Black Buckle/Velcro shoes (not patent)

Summer Term

White Ankle Socks
Black or navy (not patent) shoes or sandals (no open toes or
heels please)
Sun Hat

Autumn and Spring Terms

Grey Socks or Grey Tights
Black Buckle/Velcro shoes (not patent)

BOYS

All Terms

Grey Trousers
Purple Sweatshirt with logo
White Polo Shirt with logo
Grey Socks
Overall for painting
Full length warm showerproof coat with hood
School Reading Book Bag
(only available from the Blundell's School Shop)
Black Buckle/Velcro shoes

Summer Term

Grey Terylene Shorts
Black or navy (not patent) shoes or sandals (no open toes or
heels please)
Sun Hat
Grey ankle socks

Autumn and Spring Terms

Black Buckle/Velcro shoes

W

Website

Blundell's Preparatory School has a designated area on the Blundell's School website www.blundells.org which can be accessed from the Blundell's Preparatory School link.

We would very much like to have a constant update of progress showing children's work and the school in action, which could involve pictures of the children at school. However, we understand that some parents may have an objection to the use of their child's image on the school's website. If you would prefer your child not to appear on the site, please send in a letter to the school office, and we will compose a list to ensure that your child's image will not be used.