

PREP PARENTS' HANDBOOK

WELCOME TO ARDINGLY COLLEGE PREP SCHOOL

A co-educational school in the Woodard Family founded in the Christian Faith.

**Our Aim
is to enable all boys and girls to develop their love of learning,
academic potential
and individual talents
in a caring community which fosters
sensitivity,
confidence,
a sense of service and enthusiasm for life.**

We endeavor to provide the education and opportunities to help all children fulfill their potential in our school regardless of race, gender or special needs.

We hope that this handbook will be useful to you on joining the Ardingly Community.

A Boarders' Handbook is available for parents of boarders.

Copies of all handbooks are available from the Prep School Office.

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USEFUL TELEPHONE NUMBERS

Other Significant Information	8	Acting Prep School Headmaster	
Absence	8	Mr J Castle (Sept 17 – Jan 18)	893200
Appointments	8		
Bags	8	Prep School Headmaster	
Car Parking	8	Mr H Hastings (from Jan 18)	893200
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Emails and Texts	8	Headmaster of the College	
Communication	8	Mr B Figgis	893011
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Confirmation and First Holy Communion	8	Director of Operations	
Educational Visits	9	Mr P Jackman	893021
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Illness at school	9	The Medical Centre	
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Mobile Phones, eReaders, iPads & Smart Watches	9	The Music School	893271
Newsletters and The View	9		
Notice Boards	9	The Chaplain	
Off Games	9	The Revd A J Stark-Ordish	893006
Parents' Evenings	9		(home) 892656
Policies	9		
Prize Giving and Sports Days	9	The School Uniform Shop	
The Medical Centre	9	Manager: Mrs M Harding	893080
Sex Education	10		
Telephone	10	The Registrar	
Term Dates	10	Mrs S O'Shea	893015
Map	10	Prep School staff can be contacted on the main school number	01444 893200
		Parents of boarders may ring the boarding staff in emergencies on	01444 893220

SCHOOL CALENDAR

Parents are sent a termly Calendar listing important events and term dates.

WHO'S WHO IN THE PREP SCHOOL?

Chair of Governors	Mr J Sloane
Headmaster	Mr H Hastings (from Jan 18)
Deputy Head	Mr J Castle
Director of Studies	Mrs S Pendlebury-Bowe
Year 5/6 Coordinator	Mr B Appleby
Year 3/4 Coordinator	Mrs C Gardner
House Parents	Mr and Mrs Gardner
Head of Girls	Miss J Wright

The Form Tutor is responsible for the academic and pastoral welfare of your child and is always happy to discuss any concerns (and successes!) that your child may be experiencing. A message can always be left with the duty teacher at the start of the day or, should you wish to make an appointment to speak with your child's Tutor, please do so through the school office (01444 893200).

Form Tutors

3C	Mrs N Castle
3S	Mr W Spence
4G	Mrs C Gardner
4P	Mr M Pockett
4S	Mrs G Sayers
5C	Miss J Curbishley
5A	Mrs L Amos
5P	Mrs A Palma
6A	Mr B Appleby
6H	Miss E Harrison
6W	Dr J White
7C	Miss S Cleere
7L0	Mrs N Lee
7S	Miss M Spink
7W	Miss J Wright
8N	Mr E Noel
8H	Miss S Hicks
8P	Mrs J Pickles

Gap Students

(Until Dec 2017)

Sophie Davis
Lucy Jones
Eddie Lewis
Stephen Southway

(From Jan 2018)

Annie Clarke
Joe Cook
Matthew Scott
Katrina Smith

Lower School staff (Head of Department in bold)

English	Mrs Castle, Mr Spence, Mrs Palma, Mrs Pendlebury-Bowe, Mrs Baldwin , Miss Harrison, Mr Pockett, Mrs Sayers, Mrs Lee
Maths	Mrs Castle, Mr Spence, Mrs Gardner, Mr Pockett, Mr Long , Mr Castle, Mr Noel, Mrs Fuller, Dr White, Mrs Sayers
French	Mme Cade, Mme Cleere , Mme Pickles, Mme Amos
Science	Mrs Castle, Mr Spence, Miss Curbishley, Miss Wright
Creative Curriculum	Mrs Castle, Mr Spence, Mrs Gardner, Mrs Palma, Mrs Sayers, Mrs Amos, Miss Curbishley, Mr Pockett
RS	Miss Hicks , Mrs Palma, Miss Curbishley, Mrs Gardner, Mrs Sayers, Mr Pockett, Mr Spence, Mrs Castle
History	Mr Appleby , Mrs Pendlebury-Bowe
Geography	Mr Howe (from Jan 18), Miss Needham
Latin	Miss Hicks, Mrs Pickles, Mr Gavrilis
Music	Mr Smith
Art/Design	Mrs Lee, Mrs Mole-Simmonds , Mrs Fuller
Drama	Ms Spink , Mrs Marshall McBain
ICT	Mrs Gardner , Mrs Palma, Mr Pockett
PE	Miss Needham , Mrs Singer, Mr Extence, Miss O'Leary, Mr Nicholls

Upper School Teachers (Head of Department in bold)

English	Mrs Baldwin , Mrs Cade, Miss Harrison, Mrs Lee
Maths	Mr Long , Mr Castle, Mr Noel, Dr White
Science	Miss Wright, Miss Curbishley
French/Spanish	Mme Cleere , Mrs Pickles, Mrs Marshall-McBain, Mrs Amos
RS	Miss Hicks
History	Mr Appleby
Geography	Mr Howe (from Jan 18)
Music	Mr Smith
Art/Design	Mrs Lee, Mrs Mole-Simmonds , Mrs Fuller
Drama	Ms Spink, Mrs Marshall McBain
PE	Miss Needham , Mrs Singer, Mr Extence, Miss O'Leary
Latin	Miss Ambler , Mr Gavrilis, Mrs Pickles

Boarding Staff

House Parents	Mr and Mrs Gardner
Assistant	Mr J Castle, Mr E Noel
Matron	Mrs D Rutt

Librarian

Mrs D Reed 893225

THE SCHOOL DAY

A timetable is published at the back of the Calendar. End of day finishing times are as follows, although children in matches on Wednesdays will often finish later.

	Monday	Tuesday	Wednesday	Thursday	Friday
Year 3	4.40	4.40	4.15	4.40	4.30
Year 4	4.40	4.40	4.15	4.40	4.40
Year 5	5.30	4.40	4.15	4.40	4.40
Year 6	5.30	5.30	4.15	4.40	4.40
Year 7	5.30	5.30	4.15	5.30	4.40
Year 8	5.30	5.30	4.15	5.30	4.40

Pupils involved in matches will be expected to come in occasionally on Saturdays for fixtures.

What does my child need to bring to school?

- Uniform as specified by the school shop. A uniform list is sent out separately. (For further information, contact Maxine Harding on 893080.)
- A pencil case containing fountain pen from Year 5 (we prefer blue ink or handwriting pen, blue Frixion pen or Stabilo), pencil, ruler, rubber, glue stick. From Year 6 onwards they will also require compasses, protractor and calculator. Pencil cases containing essential equipment are sold in the uniform shop. Please note that pupils are not allowed to use ink erasers or liquid paper. We encourage children to respect property, to take good care of their equipment and to replace lost items as soon as possible.
- A House badge must always be worn. These are issued by House Convenors.
- A reading book must also be kept on hand.

On arrival in the morning

A member of staff is on duty from 8.00am. Please be careful of children in the car park between 8-8.20am. We operate a "Kiss & Drop" system between 8.00am and 8.20am when the College becomes a one way system past the Prep School, allowing children to be dropped off in a safe area while members of staff open doors, and then traffic leaves via the Pre-Prep. Staff are also on duty on the Bricks and on the crossing. There is also the same one way system in operation from 5-6pm. We should point out that we cannot take responsibility for day pupils arriving before 8.00am unless a special arrangement has been made with Mrs Gardner to attend breakfast for which there is a small charge.

Should a pupil arrive late after the morning assembly has begun, he/she should notify the school secretary of his/her arrival and then wait outside the office until the end of assembly.

Chapel

A focal point of our Christian Community, the Chapel is where assemblies take place within the week.

Every Friday morning there is a 'celebration assembly' in Chapel. There is a Eucharist service at the end of the school day on Friday afternoon. Parents are welcome to come to both events.

All who normally take their communion may do so there, and the rest of the school community are encouraged to come for a blessing.

In a Woodard school, all pupils are expected to attend Christian acts of worship without any exceptions.

Meals

- Morning break 10.25 – 10.45am** – Drinks, fresh fruit and biscuits are available.
- Lunch 12.30 – 1.20pm** – Children have a choice of hot meals including a vegetarian option as well as a salad bar and soup. Two choices of pudding are offered as well as fresh fruit. We encourage children to eat a full, balanced meal.
- There is an **afternoon break 3.05 - 3.20pm** where a drink and fresh fruit or cookie are available.
- Supper 5.30 - 6pm** – A choice of hot meals and fresh fruit.

Special diets are catered for.

Parents are welcome to come and sample the school food by arrangement.

The Prep School Food Committee meets with our catering manager to discuss the menu and related issues.

Pupils should bring a water bottle to school to drink in lessons.

Owing to the number of meals and snacks available we ask that children do not bring sweets to school and we thank you for your co-operation in this matter.

Digital Space

The Digital Space is our virtual learning environment. Access for parents is through the parent portal and for students directly through the Space. The Space has six main areas which give information in regards to the different aspects of school life. On the Space there is information about the curriculum, the boarding aspect of school life, trips and Chapel. The web address is digitalspace.ardingly.com.

Matches

Ardingly plays regular athletics, football, hockey, netball, rounders, swimming, cricket, cross country and tennis matches against other local schools. There is also a sailing team, a chess team and a fencing team. Inter-school fixtures are usually played on Wednesday afternoon, and occasionally on Saturdays. Details of matches can be found in the Calendar and team lists and details of individual matches will be displayed at www.ardinglysport.com.

All pupils are expected to attend the match tea after their match has finished and to get changed BEFORE going home.

Prep

In the Lower School, a Curriculum Enhancement booklet is given to all children. We suggest that 30 minutes is enough time to spend on the booklet each weekend. We recommend that each pupil spends some time reading their reading book, practising their spellings and timestables each day. To facilitate this, spelling lists and timestables are given out weekly.

Year 5 are set a formal prep on a Monday. They are expected to do this during the set prep time at school (4.40-5.30pm). We recommend that each pupil spends some time reading their reading book, practising their spellings and timestables every day.

Year 6 are set formal preps on a Monday and Tuesday. They are expected to do these during the set prep time at school (4.40-5.30pm). A Friday prep may be taken home. We recommend that each pupil spends some time reading their reading book, practising their spellings and timestables.

A prep session from 4.40 – 5.30pm twice a week is compulsory for Years 7 and 8 pupils. Prep is done in the form rooms with form tutors. If there are occasions when pupils have to miss prep, permission should be sought in writing from the Headmaster and the form tutor informed.

Pupil Reflective Journals & Calendars

Each child is given a reflective journal at the start of the academic year and a calendar at the beginning of each separate term. They use their reflective journal during form time when they are encouraged to reflect on the different aspects of school life ranging from teambuilding to drama and sports results to personal targets, as well as looking at important topics such as Internet safety and British values.

The pupil calendar lists all the events for each week of the term and is also used for collecting pluses, ALPs and for recording any punishments like conduct points (cps) or detentions. They also record important notes such as music or LAMDA lesson times and other essential information in their pupil calendar. It is signed by the form tutor every week.

There is a separate calendar published each term for parents which lists all the weekly events, clubs and activities amongst other important information such as staff lists, clubs and activities and useful telephone numbers.

After School Clubs

Pupils may choose from a wide range of after school clubs. A list of the clubs and activities available each term is published in the Calendar, and details of the options are published before the beginning of term to help pupils and parents make informed choices.

Collecting your child from School

Children are collected from the area beside the Dining Hall and Archway at the end of their school day, except Years 3 and 4 who will be at the back of the Dining Hall at 4.40pm. All Lower School pupils MUST sign out with their last teacher before going home.

Year 7 and 8 pupils sign themselves out on an iPad in the G corridor. Staff supervise all pupils who are not picked up in an area called “waiting”. The venue for both “early waiting” (4.45-5.30pm) and “late waiting” (6 – 7pm) is the G0 classroom and your child can be collected upon your arrival. If they are attending an after school club they can be collected directly from the venue of the club or the Bricks.

THE ARDINGLY WAY

In order for the Ardingly community to be a safe, friendly and happy environment there are a number of essential characteristics which we wish to see in all who contribute.

There are many choices that we make every day and the actions we take affect our community as a whole.

In order to make the correct choices, all members of the community are encouraged to pause before acting and to think clearly and carefully about their responses.

The 5 core values are:-

- Being our Best Self
- Being Forgiving
- Being Honest
- Being Kind & Caring
- Being a good Listener

We can't choose what people say or do to us but at Ardingly we do choose how we will respond.

Appearance

Pupils should be well presented at all times and show pride in their appearance. Hair should be neat, natural in colour and of an unobtrusive cut. Boys' hair should be no longer than collar length and off the ears and eyes. Girls with longer hair should tie it back neatly with a school scrunchie or dark green hair elastic.

Girls are permitted to wear plain stud earrings, and a small cross or a crucifix on a chain. Other jewellery is not allowed.

Watches are recommended – these should be clearly named on the back.

THE CURRICULUM

The National Curriculum at Key Stage 2 is the starting point on which we build a full and varied curriculum for Years 3 – 6. The pupils not only experience a carefully structured and full curriculum in the ‘core’ subjects of English, Mathematics, Science, and Computer Science but also in History, Geography, French, Music, Art, Drama, R.S., Games, P.E., Swimming. These subjects may be taught as the Creative Curriculum, the Inquiring Curriculum or as an individual subject.

In Years 7 and 8, pupils work towards the Common Entrance examination in English, French, Mathematics and Science, which is taken in Year 8. Parents can download the 13+ Common Entrance syllabus for all academic subjects from the ISEB website, www.iseb.co.uk. The humanity subjects are taught through our “11-14, Inquiring Curriculum” and details of this can be found on the school website. Pupils have a choice between taking up Spanish or continuing with Latin. Pupils are set for the core subjects and are taught the humanities subjects in their Science sets. With our excellent facilities, small classes, and specialist teaching, pupils are able to work at a level appropriate to their abilities and helped to reach their academic potential.

A curriculum guide is published online to outline the work covered in each year group. Throughout the Prep School there are internal assessments, end of term tests and mocks to prepare pupils for external examinations.

Records and Reports

Records are kept of each child's progress which will be discussed with you at parent evenings during the year. Parents are sent full sets of reports of their child's effort and attainment three times a year. These reports suggest targets for further improvement in each subject. There are a further two interim reports over the course of the year.

Assessment

Children are assessed across all subject areas formally and informally. There are specific assessment weeks which take place in the Michaelmas and Trinity terms for Year 3-7. These dates are published in the Calendar.

For children in Year 8 there are 3 formal assessment weeks, one in each term. In the Michaelmas term the children will complete trial Common Entrance papers for core subjects (English, Maths, Science and French) and subject assessments for other subjects. During the Lent term the children complete their mock Common Entrance exams and they complete the actual Common Entrance exams within the Trinity term.

Setting and Streaming

Children are set for Mathematics from Year 3-8. In English the children are set from Year 5 although they are set in small groups for Spelling in Years 3 and 4. Within French, children are set from Year 6. For Years 3-8 the children are in mixed ability tutor groups. There is flexibility and movement within sets, however any decision to change a child's set is fully discussed with parents prior to any move being made. In Years 7 and 8 children are set for Science.

Extra Tuition

Our Learning Support Coordinator, Mrs Ricketts, is in regular contact with subject staff who occasionally refer individuals for informal screening. Parents are informed of any perceived need for extra tuition to support English, Mathematics or general learning. These sessions incur additional costs.

Forest School

Children in Year 3 will have the chance to undertake a programme of Forest School. In Forest School we aim to offer learners regular opportunities to achieve and develop confidence and self-esteem through hands-on learning experiences in the woodlands on the Ardingly College estate. These sessions will be led by the qualified Forest School practitioners that we have on the staff. Underpinning each Forest School session will be a range of learning outcomes that cover aspects of personal, social and emotional learning, including the qualities we wish to promote through the Ardingly Learning Profile, in addition to developing practical knowledge and skills.

Instrumental Lessons

Tuition is available on all instruments including harp, organ and singing and every help and consideration is given to beginners. Lessons of 30 minutes are offered weekly during the term time. Further details of the terms and conditions of instrumental tuition are available from the Music School.

The School owns several instruments and they are available for hire on a "first come, first served" basis. There is a nominal charge for the loan of a school instrument which goes towards its maintenance.

Throughout the school year there are many opportunities for pupils to gain performance practice in Informal and Formal Concerts as soloists and ensemble members.

RECOGNITION, REWARDS AND DISCIPLINE

A Christian environment in which care and respect are shown towards everyone pervades the whole College. Within this atmosphere good behaviour, positive attitude and genuine effort are reinforced and encouraged by praise and recognition.

Pupils earn PLUS points for effort and attainment in their work, as well as being awarded certificates and prizes for consistent progress and high levels of achievement. Pupils can also be awarded Headmaster's Initials (HMIs). This is for exceptional work for that individual and pupils are sent to the Headmaster to discuss their work.

Year 8 pupils have the opportunity to achieve monitor and prefect status through being good citizens and providing a role model for others as well as showing leadership qualities.

There are three weekly awards given to children from each section of the school in Celebration Assembly to recognize those pupils who have been excellent examples of 'being their best self'. 'Special Lunches' are given to pupils who have been especially recommended by their teachers.

Any incidents of poor behaviour or attitude are dealt with in a firm but caring manner. Pupils are disciplined according to the level of seriousness of the behaviour. Significant misdemeanors result in conduct points, detentions, report cards, or behaviour contracts drawn up between pupils, their parents and the Headmaster. Pupils who fail to respond to the support offered by the school to modify their behaviour may ultimately be excluded by the Headmaster. Parents are informed of all serious disciplinary matters.

Bullying is not tolerated at Ardingly. Any incidents are dealt with on several levels, with both the bully and the bullied being given relevant support and guidance.

Ardingly Learner Profiles

We believe it is important to develop all aspects of the children's learning and promote this using our Ardingly Learner Profile (ALP). In the Prep School the focus is on the following learning characteristics; 'Risk-Taker', 'Thinker', 'Self-disciplined', 'Reflective', 'Communicator', 'Stimulated', 'Knowledgeable' and 'Inquirer'. Children receive stickers when they display these qualities and are awarded certificates for achieving the appropriate thresholds within each characteristic.

PASTORAL CARE

The school aims to promote a 'culture of success' and sense of security within the community.

Every child has the right to be happy and to enjoy learning, which is why we nurture positive behaviour and celebrate individuals' effort and achievement in all areas of school life.

There are clear links between pastoral care and the recognition, rewards and discipline policies. Every child is encouraged to think of others, respect differences and develop the skills of being a good citizen. In the context of the Christian message, time spent in Chapel is crucial in supporting this ethos.

Pupils have daily contact with their Form Tutor who plays a pivotal role in communicating information about pupils to staff and parents. A strong, trusting relationship between pupils and their Form Tutors is the ideal, although pupils are encouraged to discuss important issues with any member of staff they choose. In the first instance, parents are invited to express any concerns about their child's progress or happiness to the Form Tutor.

THE HOUSE SYSTEM

There are four Houses in the school; Arundel, Bodiam, Bramber and Pevensy. Pupils are placed in Houses in such a way as to maintain a balance of ability across many different areas – academic, sport, music, drama etc.

Throughout the week pupils can earn 'pluses' which may be awarded for positive behaviour and attitude - for example, exceptionally good work or extra effort. Pluses equate to House Points, and accumulating these leads to the award of a series of coloured badges, from yellow to platinum, by the Headmaster. Pupils in Year 8 are encouraged to achieve as many pluses as possible to qualify for a 'rewards afternoon' in the final week of the year. Pupils record their pluses in their calendar – these are initialled by the awarding member of staff. The weekly totals of pluses are collected by the Form Tutor and totalled for each House. These House totals and the names of pupils qualifying for the relevant badge are announced in Chapel each Friday. A shield is awarded to the winning House each week.

Throughout the year there are other opportunities for friendly competition between the Houses; for instance, House Music, Sports Day and House sports matches as well as some competitions such as House Song, House Art, House Drama and a House photograph competition.

BOARDING – WEEKLY AND FLEXI

Boarding arrangements vary from weekly boarding –4/5 nights per week – to a regular 1-2 nights spent at school during the week, or just a casual stay for one-off special boarding events. Pupils may board any number of nights during term time. The cost includes bed, breakfast and evening cocoa!

Some pupils stay overnight just because they enjoy the experience, others so that parents can enjoy evenings out or trips away.

A booking form, with full details, is available from Matron or the House Parents who live on the second floor of the main Prep School Building.

FEES

Prep School

Boarding weekly - 1 night	£ 275 per term
- 2 nights	£ 440 per term
- 3 nights	£ 660 per term
- 4 nights	£ 880 per term
- 5 nights	£ 1,100 per term

Day Pupils (Years 7-8)	£ 5,150 per term
Day Pupils (Years 5-6)	£ 5,080 per term
Day Pupils (Years 3-4)	£ 4,200 per term
Casual Boarding	£ 36 a night

It is stressed that these fees are *inclusive*, i.e. they include all accommodation, normal academic costs (excluding external trips) and appropriate meals. The only extra expenses, mostly charged in arrears on School accounts, are mentioned later.

If you pay by Direct Debit:

The instruction you sign authorises payment to the College. You will be notified of the amounts and dates to be taken. **(UK bank accounts only)**

If you pay by UK Bank Transfer

or by International Transfer: Please note our bank details – see page 18.

If you pay by sterling cheque:

Please make cheques payable to **Ardingly College**.

If you pay by Credit/Debit card:

The College accepts all major credit / debit cards inc. American Express. (rates chargeable for credit cards)

Unless arrangements have been made to pay by direct debit all fees must be paid on or before the beginning of the term for which they are due. Cheques should be made payable to **'Ardingly College'** and sent to the Bursar.

Fees are normally reviewed annually during the Lent Term for implementation the following September, but the School Council reserves the right to alter the fees as necessary to reflect changing circumstances, and will give as much notice as possible.

All fees are due for payment in £UK. We regret we cannot accept payment in other currencies. To avoid possible losses caused by variations in the rate of exchange, cheques and transfers must be made in pounds sterling. Please note that the College will not be responsible for bank charges incurred in the transfer of fees. Where these are not paid at the time of issue they will be deducted from the deposit at the end of the student's course. **We regret we cannot accept Euro-cheques.**

In accordance with the Standard Terms & Conditions, signed by all parents, the School Council reserves the right to levy a late payment charge of 1.5% per month on any unpaid fees; a notice to this effect is also printed on the School accounts.

Parents must give a full term's notice in writing to the Headmaster before withdrawing a pupil from the School, changing status from boarding to day, or ceasing music or other individual lessons, or a term's fees must be paid in lieu.

ADDITIONAL EXPENSES

Individual Tuition - Payable in advance:

Instrumental Music Tuition	£247 for 10x30 minute lessons
Instrument Hire	variable dependent on instrument
Special Needs or extra ESL Tuition	£22.60 per 30 minute lesson

Other items include specific disbursements made on behalf of a pupil, e.g. taxis and other travelling expenses, costs of external trips / expeditions, theatre tickets, individual sports coaching, fees for external examinations, extra individual tuition, damages, postage, telephone charges, certain clubs and activities etc.

Personal Belongings – Because of the wide variety and value of personal belongings that pupils bring to and from school on a regular basis, the school is unable to insure the personal belongings of the pupils at school. **Parents should ensure that adequate insurance is arranged to cover all the personal belongings of their children.** In most cases this can be provided as an addition to a normal Household Effects insurance policy.

Our bankers are:

Lloyds TSB Bank PLC	Haywards Heath Business Centre
Bank Account Name:	Ardingly College Ltd, Scholar's Account
Bank Code:	30-18-30
Bank Account Number:	01697259
Swiftcode:	LOYDGB21173 – for International transfers
IBAN:	GB03 LOYD 3018 3001697259 – for transfers within the EU

OTHER SIGNIFICANT INFORMATION

Absence

Should your child need to be absent from school we would be grateful if you could notify the Head in writing to request a planned absence and by email or telephone to the school office if your child is absent due to illness. Emails for illness should be sent to the form tutor AND Mrs Spicer, the School Secretary (Noreen.spicer@ardingly.com). If a child is absent for an unknown reason, parents will be telephoned.

Appointments

Staff are willing to see parents about any matter regarding their child's progress or welfare. The first point of contact should be the subject teacher or Form Tutor, then the Y3/4 or Y5/6 Coordinator, followed by the Director of Studies or the Deputy Head or the Headmaster. However, some times of the day are very busy, so unless the matter is really urgent it is more helpful and productive to make an appointment. Please contact the secretary in the office, who will leave a message for the member of staff concerned to arrange a mutually convenient time with you.

Bags

Pupils are required to carry their books in a green Ardingly school bag. It is important that they do not overload their bags, as this could lead to back problems. Books and equipment they do not need to carry with them should be left in their trays. (There are spot checks every now and then to monitor this!).

Car Parking

Spaces in the car parking areas are very limited, which is problematic at drop-off and pick-up times. A 'Kiss and Drop' system operates in the morning from 8.00 – 8.20am which we would encourage all parents to use unless they need to see a member of staff. Please take great care when driving in this area and pay special attention to the safety of the pedestrians, particularly on the crossings. Drivers should also bear in mind the need to leave access for emergency vehicles and are requested to park only in designated parking areas and not to block access roads. Cars that park in the playground during drop off should only do so if they need to see a member of staff as they will be required to stay there until the through traffic has eased.

Celebration Assembly

Every Friday morning at 8.30am we hold a celebration assembly for all Prep School pupils to which all parents are invited. All awards and certificates earned that week are handed out in this assembly and it is an opportunity to recognise and celebrate the week's achievements.

Emails and Texts

We use our school data management system as an email and texting service which we operate for all parents. Information such as upcoming trips, match information and clubs and activity details are sent to parents via email or texting.

Changing Rooms

It is important that ONLY pupils and staff enter changing rooms. NO OTHER PEOPLE MAY ENTER AT ANY TIME.

Communication

Teaching staff do not have direct line telephones in their classrooms, therefore calls should go through the office on 01444 893200. All efforts will be made by members of staff to respond to your communication as soon as possible. E-mailing staff is often the most efficient way to communicate. A full list of staff e-mail addresses can be found in the back of the Prep School termly Calendar.

The most important email to look out for is The View as this includes weekly updates on events and essential information and ALL parents are encouraged to read this each week.

Complaints

Ardingly College welcomes suggestions and comments from parents, and takes seriously complaints that may arise. We have a comprehensive complaints policy which is available directly from the school or can be accessed from the College website.

Confirmation and First Holy Communion

Pupils from Year 7 and 8 are encouraged to begin thinking about whether confirmation is for them; this must come from their own hearts. The school confirmation service is usually held on a Friday in the Summer term. Pupils wishing to be confirmed must attend confirmation classes in the weeks preceding the ceremony.

Educational Visits

In many subjects, pupils are given opportunities to visit places of interest which will enrich their learning. These trips are published in advance in the termly Calendar and additional details are sent out near the actual dates. Any transport and entrance fees are usually charged to parents on the end of term bill. For whole day visits, a packed lunch and other necessary refreshments are provided by the school. If parents have a problem with a visit, they are expected to get in touch with the organising teacher. When joining the school ALL new parents are required to complete the Level 1 Trips Parental Consent form to enable their child(ren) to attend day trips and matches. Parents will receive information and consent requests for Level 2 (those which are residential or involve outdoor pursuits) trips from Tripsafely and must ensure that the medical information is accurate and up to date.

Friends of Ardingly Prep School

The Friends of Ardingly Prep School organise social events throughout the school year primarily to enable parents to meet each other and the staff in a casual setting and to enjoy themselves. In the process a profit is usually made and this is handed back to the Prep School to provide equipment to benefit all the children.

In order for all this to happen there is a committee of parents and the Head and Deputy are Ex-Officio Members. The committee is responsible for organising the events and is always grateful for the support of any extra helpers so please don't be shy about coming forward if you would like to be involved in any way! Each year group has Form Reps who liaise with the parents in their year in a number of ways, from encouraging attendance at Friends' events to passing on important Friends' information.

Illness at school

Should your child be taken ill at school he/she will be cared for by Matron and/or the Medical Centre staff who will make every effort to contact you. It is therefore very important that the Prep School office has a list of current contact numbers.

Lost Property

Any items of uniform or equipment found will be taken to the school Matron and kept in the laundry room. Named items are returned to the owners. Unnamed items are collected at the end of each half term and taken to the Uniform Shop. It is important that all belongings are clearly named so they can be returned swiftly to their owners.

Medicines

Medicine should be administered at home unless there is a special reason why a pupil needs to take it during the school day. If this is the case the medicine should be given to Matron on arrival at school and a medicine consent form must be signed. Matron will be responsible for giving it at the appropriate time.

Inhalers must be carried by a pupil who is likely to need quick access to one. We ask that you notify us, in writing, if your child needs to carry an inhaler or other medication around with him/her. Please ensure that we are aware of allergies and any medical conditions relating to your child.

Mobile Phones, eReaders, iPads & Smart Watches

Mobile phones or Smart watches are not allowed at school. The exceptions to this rule would be for boarders, whose phones or watches are looked after by the Houseparents or if an arrangement has been made with the Deputy Headmaster. Students are allowed to use

an iPad or eReader but the games facility must not be used during the school day unless a teacher advises that they may use a game for an education purpose. Mobile phones, Smart watches, iPads and eReaders are the responsibility of the student and therefore the College cannot be held responsible for any lost or damaged mobile phones, Smart watches, iPads or eReaders. Students wishing to bring in their iPads must submit the students' agreement and their parents' agreement form too.

Newsletters and The View

A weekly newsletter is published on the Digital Space. The newsletter contains a variety of news, anecdotes, celebrations of pupils' work, match reports and reminders of forthcoming events. There is an important weekly email, 'The View' which gives information about the week ahead, clubs updates, trips and visits, latest sports information and other relevant information for parents.

Notice Boards

Team sheets for matches & games lessons, along with sacristan duty rotas are displayed on the notice board on the Bricks outside the alcove and at www.ardinglysport.com

Off Games

If your child needs to be off games for medical reasons parents must email offgames@ardingly.com

Pupils cannot put themselves off games without permission from parents already produced.

Parents' Evenings

Parent consultations are held at different times during the year, consisting of form tutor consultation and full teacher consultations. These take place towards the end of a term but after a set of reports have been sent to you. This allows both you and the teachers to discuss any concerns raised in the report. The parents' evenings are for 5 minute slots.

Policies

As a school we are continually reviewing our practices and procedures. The following policies are available to parents upon request: First Aid, Off-Site Visits, Child Protection, Anti-Bullying, Behaviour, Equal Opportunities and Complaints.

Prize Giving and Sports Days

Prize Giving and Sports Day for Years 5-8 takes place on a Saturday near the end of the Trinity Term. The day begins with a Eucharist Service in Chapel followed by the Prize Giving service. Families are encouraged to have picnics on the Quad before heading down to 9Acre for the Sports Day. Sports Day for Years 3 and 4 takes place during a school day afternoon and this will be published in the Calendar.

The Medical Centre

The Medical Centre is on campus and there are always qualified medical staff on duty should pupils be taken seriously ill. Parents are contacted when their child visits the Medical Centre. For further information, please contact Sister Sharon Marland (tel. 01444 893292).

Sex Education

It is our intention to answer children's questions honestly and sensitively.

Within the Personal, Social and Health Education programme (PSHE) children will be taught about the place of sex within a loving relationship. The content is taken from the National Curriculum. In Science, sexual intercourse is part of the syllabus in the Lent Term of Year 7. In Year 8 the theme is developed in PSHE where children discuss the topic of relationships including family, friends and in particular the role of the peer group.

Each topic is treated as sensitively and honestly as possible.

Telephone

Students may only ask a member of staff to call home in the event of an emergency. They will not be allowed to ring home if they have left an item at home.

TERM DATES 2017 - 2018

Michaelmas Term 2017

Starts: Monday 4th September
Ends: Friday 15th December at 12.30
Half-Term: Friday 20th October at 16.40 to Monday 6th November

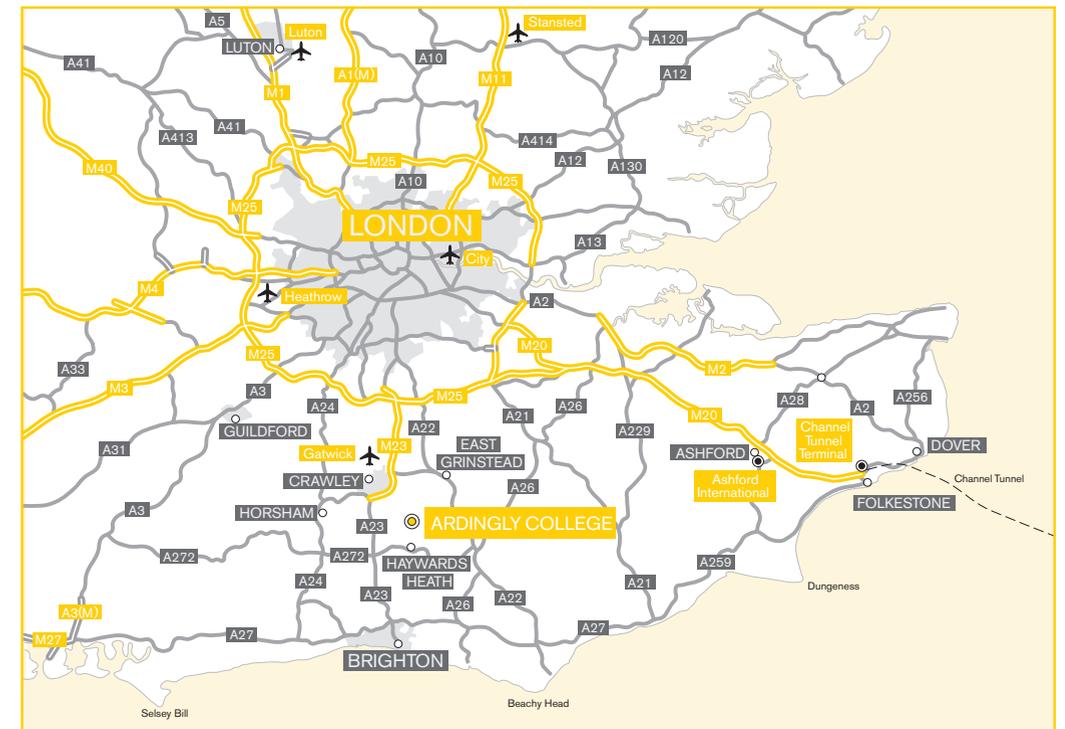
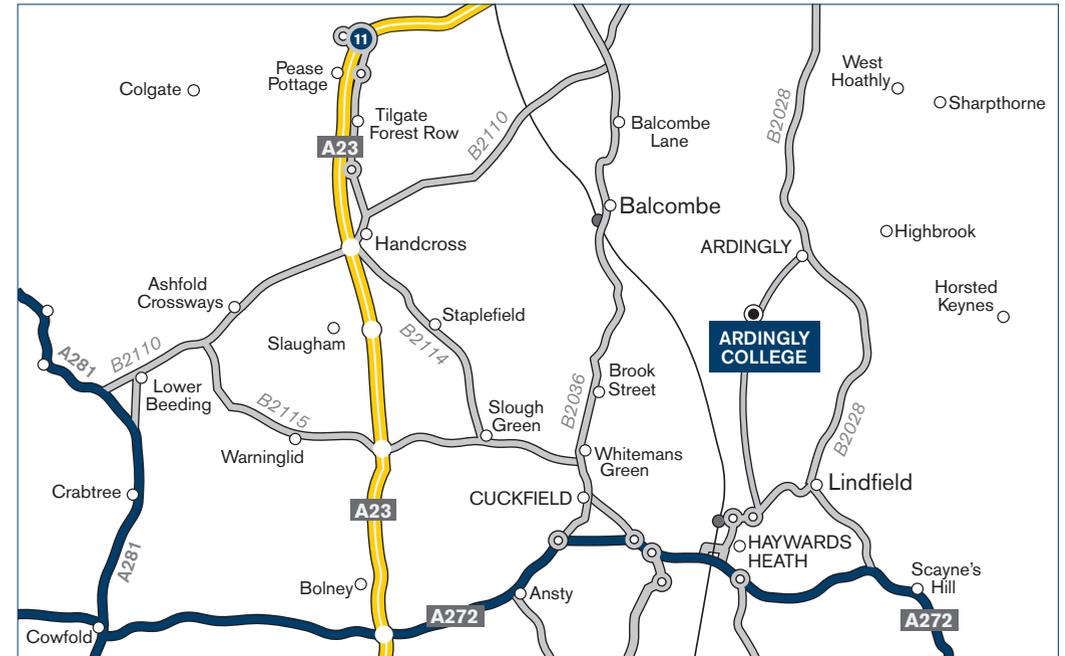
Lent Term 2018

Starts: Monday 8th January
Ends: Friday 23rd March at 12.30
Half-Term: Friday 9th February at 16.40 to Monday 19th February

Trinity Term 2018

Starts: Tuesday 17th April
Ends: Thursday 28th June at 12.30
Half-Term: Friday 25th May at 16.40 to Monday 4th June

Please note that the Bank Holiday (Monday 7th May 2018) will be a normal school day.





Why not come and visit us:

Open Mornings take place every term or we can arrange a personal visit. Please contact the Registry team on 01444 893320

www.ardingly.com