It's as close to perfect as any school could be

(Year 6 parent)
Dear Parents,

Here is our latest Parent Handbook. Please note however that there may be changes due to COVID-19 and updated government guidance. Please read in conjunction with the latest information sent to you from School.

Thank you

Mrs Shackel and the team
‘EXCELLENT’
in all areas…

‘Pupils assess their own PROGRESS with UNDERSTANDING and can identify areas for improvement and set targets for themselves, helped by teachers who monitor them closely.’

‘Pupils are WELL SUPPORTED and suitably CHALLENGED to perform at the highest level for their ability and in applying these skills across their work and activities.’

‘Throughout the Nursery and Reception, children make EXCELLENT PROGRESS in writing and are able to read sentences by the ages of 3 and 4 years.’

‘Pupils demonstrate excellent levels of musical knowledge and ABILITY, which is evident in their drama productions.’

‘Most pupils have the OPPORTUNITY to play in school teams due to an ambitious policy to make PARTICIPATION in team sports available to all.’

‘Parents report how delighted they are that their children play, learn and grow in such a SUPPORTIVE environment.’

‘Pupils’ PERSONAL DEVELOPMENT is fostered by an extensive range of opportunities provided for them and by high standards of pastoral care.’
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Follow the Blue Links to land on that page.
**OUR ETHOS**

**School Motto:**

“I can... I know I can”

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I can use the skills from our

Educational Vision to be the best I can be!

We will be using our Educational Vision to lead our teaching, learning and thinking across all areas of school life.

This will develop active, independent learning behaviours and promote positive engagement in life both inside and outside of the classroom.

---

**OUR AIMS:**

· To foster intellectual curiosity and a love of learning.

· To achieve high academic standards in a supportive but disciplined atmosphere.

· To equip pupils with the skills and knowledge to meet the challenges of our rapidly changing world.

· To instil an enthusiasm in interests and opportunities beyond the classroom.

· To support pupils’ development of a sense of justice and an awareness of their rights and responsibilities as global citizens.
Welcome to our Parent Handbook. This has been designed to give you some practical help, advice and information on how the School runs on an everyday basis. We have tried to include all aspects of the day and hope that it will provide a useful guide, but if you have any questions please do not hesitate to contact the Prep School Office on 01342 833372 or prepoffice@lingfieldcollege.co.uk. Much of this information can also be found on our website. We hope that as a result of a happy, well-integrated atmosphere, children will grow in confidence and self esteem, becoming caring and responsible members of the community.
MISSION STATEMENT

♦ To retain the principles of our founders, the School Sisters of Notre Dame, by encouraging the growth of self-confidence, a sense of responsibility, and academic excellence in a happy yet disciplined atmosphere of mutual trust and respect.

♦ To provide an educational framework within which the potential of every child can be realised spiritually, academically, creatively and physically; to do this by means of a well-balanced and varied curriculum, with opportunity to develop individual skills, in which learning is valued, independent thinking encouraged and creative talents nurtured.

♦ To produce self-reliant, thinking, responsible and active members of society.

♦ Lingfield Prep is a Christian school which, having regard to the pluralism of contemporary society, welcomes those who hold different faith perspectives.

♦ To encourage staff and students to engage with the wider community in addressing issues of justice and peace, discrimination and under privilege.
From ages 2-18 our innovative academic curriculum is underpinned by the development of skills, attributes and mind-sets that will not only equip students to be successful in an increasingly unpredictable future but will also support them to become more effective learners. This approach is complemented and reinforced by our wide-ranging co-curricular and pastoral programmes. It promotes good mental and physical health, stimulates intrinsic motivation, fosters creativity, and aims to prepare students to flourish in a rapidly changing world.

The skills, attributes and mind-sets have been carefully chosen to cultivate students’ adaptability and enthusiasm for challenges as well as their ability to see things through and show the resilience to bounce back from setbacks. We aim to develop proactive, open-minded, thoughtful young people who are undaunted by advances in technology.

Skills, attributes and mind-sets have been given formal Lingfield College definitions so that all staff, pupils and parents can share in the collective vision. They are fostered explicitly in the classroom and through co-curricular activities, with their usage being tracked and monitored by senior management.

---

**Educational Vision**

Collaboration | Communication | Compassion | Creativity
Self-direction | Critical Thinking | Digital Literacy
Resilience | Philosophical Thinking | Intellectual Curiosity | Integrity
Problem Solving

Our Educational Vision is built upon the strong foundations set out in our Character Education which is introduced in our Foundation Stage and Nursery.

**Character Education**

Gratitude | Perseverance | Self-Control
Empathy | Courage | Honesty
We are a former convent school founded in Lingfield by the School Sisters of Notre Dame in 1940. Today the Senior and Prep schools occupy 40 acres of wood-fringed lawns, formal gardens and playing fields.

The school now provides a welcoming environment for all denominations and, since 1987, has been under lay management through an Educational Trust. It is administered by a board of governors and is an HMC School and a member of the ISC and ISA.

Prep and Senior schools admit boys and girls from 2 to 18, making Lingfield Prep the only co-educational day school in the area which provides education from nursery to university.

The school rebranded as Lingfield College in 2017.
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<td>3A &amp; 3B, 4A &amp; 4B</td>
<td>7-9 yrs</td>
<td>Mrs Barrie</td>
</tr>
<tr>
<td>Upper Key Stage 2</td>
<td>Yrs 5 and 6</td>
<td>5A &amp; 5B, 6A, 6B &amp; 6C</td>
<td>9-11 yrs</td>
<td>Mrs Roe</td>
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Our Nursery is managed by Mrs Vickery.

Lingfield College is the umbrella term for both schools.
Lingfield College Prep is known as Lingfield Prep for short.
Lingfield College Nursery is known as Lingfield Nursery.

Office emails are as follows:
Prep School: prepoffice@lingfieldcollege.co.uk
and
Senior School: senioroffice@lingfieldcollege.co.uk

Emails going out to parents have WS (Whole School), SS (Senior School) and PS (Prep School) in the title to ensure clarity for parents.

The website address is: www.lingfieldcollege.co.uk.
THE SCHOOL DAY

School Calendar

The calendar may be found on the home page of our website www.lingfieldcollege.co.uk under the heading 'About' and via the Parent Portal tab on the website.

Travelling to and from School during ‘normal’ times

If family members/carers transport your children to and from school from time to time, we would appreciate it if you could also make them aware of the information and requirements below:

We are extremely fortunate to have a wealth of parking available for parents; however, we still have a problem from time to time with inconsiderate parking. We would strongly urge you to use the Lingfield Racecourse Owners’ and Jockeys’ Car Park at drop off (8.30-9.00am) and pick up (3.15-5.00pm) – outside of these hours the Jockeys’ Car Park will be locked and you will need to park on the School site.

If you do need to park on the site please observe the 5mph speed limit and yellow lines and be vigilant for children. Under no circumstances must anyone park in the driveway or on the road down to the Sports Hall, as this obscures vision and coaches require this space when they are picking up/dropping off. Disabled spaces are provided on site for those with a genuine need.

As part of our ongoing efforts to help the environment and reduce our carbon footprint, we would ask that where possible, everyone supports our transport scheme. This means car sharing, walking, using public transport, scootering, or cycling. We have a scooter park & bike rack in the outside area in front of the Assembly Hall. Also we would be very grateful if, whilst waiting for your children, you did not sit with the engine running as in the past fumes have engulfed the playground. Please contact the Prep School Office if you would like to speak to the School’s Transport Manager or email transport@lingfieldcollege.co.uk.

Severe Weather

In the event of severe weather, the Headmaster may take the decision to close the school. This decision will be made by 6.45am. The confirmation of closure will be on the school website and parents will also be informed by email.

If the school is closed teaching staff will make every effort to send activities home for the children to do.

In the event of snow causing closure during the course of a school day, emails will be sent to all parents. In this instance, the pupils will remain supervised until such time as they can be collected from School. See School Closure (Adverse Weather) Policy on our website.

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Start of the School Day

Pupils from Nursery to Year 1 are taken straight to the classroom by the parent at any time between 8.30-8.45am. Doors to the Foundation Stage and Key Stage One are unlocked at 8.30am, therefore we would be grateful if you wait patiently outside. Parents are requested to leave the classroom by 8.45am so that teachers can begin registration.

Pupils in Years 2-6 will go straight to their classroom in the morning between 8.30-8.45 after washing their hands. They then start the day calmly. No child should be left on the premises before 8.30am unless they have a special lesson and are therefore supervised by an adult.

* Reception and Year 1 children: Once they have had the opportunity to settle in, we start to encourage the children’s independence and parents should drop them off outside their classroom where staff will be waiting to greet them and take them into the classroom. We aim to start this when we return to School in November after half term.

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<th>Finish (pm)</th>
<th>Extended day care</th>
<th>Notes</th>
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<td>7.30</td>
<td>6.00</td>
<td>Core 3.30</td>
<td>Nursery obviously times lots of other start and finish times so it is more tricky to put in this table but the core hours are 8.30-3.30</td>
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<tr>
<td></td>
<td>Core 8.30</td>
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<tr>
<td>Reception</td>
<td>8.30</td>
<td>3.30</td>
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<td>Can add on Breakfast from 7.30 and after school club until 6.00</td>
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<td></td>
<td>There is a late room until 3.40 if you have another child in KS2</td>
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<tr>
<td>Year 1 &amp; 2 (KS1)</td>
<td>8.30</td>
<td>3.30</td>
<td></td>
<td>Can add on Breakfast from 7.30 and after school club until 6.30</td>
</tr>
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<td></td>
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<td></td>
<td></td>
<td>There is a late room until 3.40 if you have another child in KS2</td>
</tr>
<tr>
<td>Year 3 &amp; 4 (LKS2)</td>
<td>8.30</td>
<td>3.45</td>
<td></td>
<td>Can add on Breakfast from 7.30 and after school club until 6.30</td>
</tr>
<tr>
<td>Year 5 &amp; 6 (UKS2)</td>
<td>8.30</td>
<td>3.45</td>
<td></td>
<td>Can add on Breakfast from 7.30 and after school club until 6.30</td>
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The End of the Day

If you think that you are going to be delayed picking up after School, please telephone the Prep School Office on 01342 833372 so that your child and his/her teacher can be informed. If someone else is collecting your child, please inform your child’s teacher. Equally if there is a change to arrangements and your child is not attending a club, it is **vital** that the Office is made aware of this in advance so we do not search for children unnecessarily.

All children must have a **password** on their records which will be requested where appropriate when a child is being collected from school or a club by anyone other than their parent or regular carer.

Leaving/Arriving Late to School

If arriving or leaving between 9.00am and the end of School, please report to the Prep School Office to sign in or out. Parents/visitors **must not enter the School premises during the day without signing in at the Office**. To allow for turnaround of parking, we would urge parents to depart from the site straight after drop off and, where possible, hold lengthy conversations off the site.

**NB:** Please see Failure to Collect Policy on our website.
KEY STAFF

LEADERSHIP TEAM

Headmaster
Mr Richard Bool

Head of Prep School
Mrs Jacky Shackel
Pastoral
Designated Safeguarding Leader
Deputy SENDCO

Director of Studies
Mrs Christina Hubbard

KEY STAGE LEADERS

Mrs Tiffany Vickery - Nursery Teacher
Responsibility: Nursery Manager
Mrs Jen Bowler – Reception Teacher
Head of Early Years (Academic)
Mrs Kirsty Lester – Year 1 Teacher
Key Stage 1 Leader (Yr1&2) & History Co-ordinator
Mrs Tracey Barrie – Year 4 Teacher
Lower Key Stage 2 Leader (Yr3&4) &
Pupils Personal Development, Gifted & Talented
Mrs Helen Roe – Year 6 Teacher
Upper Key Stage 2 Leader (Yr5&6)

SUPPORT STAFF

Head of Prep School's PA
Mrs Susan Wood

Prep School Office Manager
Mrs Victoria Herriott

Office Administrator:
Mrs Louise Duke

Prep School Administrator:
Mrs Tracey Syrett

Music Secretary:
Mrs Nikki Cottrell

SPECIALISTS

Head of Music—Mrs Janet Mills
Drama Co-ordinator—Mrs Jacquie Redfern
MFL Co-ordinator—Miss Claire Tomlinson
Head of PE—Mrs Tracy Major
Head of Boys PE—Mr Rob Kempson
SENDCO—Mrs Paula Dickinson
STAFF

FOUNDATION STAGE

Mrs Tiffany Vickery (Nursery Manager)
Mrs Jen Bowler (Teacher, Reception Leader, Head of Early Years Academic)
Mrs Candice Daugherty (Reception Teacher)
Mrs Karen Ovington (NA, Room Leader and Deputy Manager)
Miss Sophie Gardiner (NA, Room Leader)
Mrs Natalie Shenton (NA)
Mrs Josie Whitman (NA Dep Room Leader)
Miss Gemma Coomer (HLTA) Reception
Miss Ginny Boswell (NA)
Mrs Dawn Burgess (TA) P/t
Mrs Anneliese Quarratone (NA)

Year One staff:
Mrs Kirsty Lester (KS Leader)
Mrs Phillipa Pearce (Teacher) P/t
Mrs Katherine Watts (TA)
Mrs Sarah Wood (TA)

Year 2 Staff:
Mrs Alison de Villiers (Teacher)
Mrs Jenny Rees /
Mrs Daisy Nicholson (Teachers)
Mrs Linda Hinkins (TA)
Miss Beckie Wilkes (TA)

Year 3 Staff:
Miss Amy Lovell
Mrs Lydia Cooper
Miss Sharon Mackay (TA)
Mrs Liz Chatfield (TA)

Year 4 Staff:
Mrs Tracey Barrie (KS Leader)
Mrs Clare Samouel (Teacher) P/t
Mrs Laura Johnstone (Teacher) P/t
Mrs Zoe Moullin (TA)
Mrs Chloe Bennett (TA) P/t

Year 5 Staff:
Mrs Kimmy Berry
Miss Abbie Skilton (Maternity Cover)
Miss Katie Smith (Maternity leave)
Mr Andrew Turner (Maternity leave)
Mrs Kate Eakins (TA) P/t

Year 6 Staff:
Mrs Helen Roe (Teacher)
Mr Andrew Turner (Teacher)
Mrs Debbie Moore (Teacher) P/t
Mrs Louise Leppard (Teacher) P/t
Mrs Jo Ledlie (TA) P/t
Mrs Gemma Collingwood (TA) P/t

Part-Time Staff
Mrs Viv Whatley (Teacher/ TA)
Ms Lynne Baker (HLTA)
Learning Support
Mrs Jackie Launders
Mrs Rachel Ford
Floating TA
Mrs Caroline Wynn
TA (P/t) and Study
Club Supervisor
Mr Joe Hofmann

KEY STAGE ONE

LOWER KEY STAGE TWO

UPPER KEY STAGE TWO

Miss Frankie Marking (English) & Mrs Elizabeth Wiltshire (Maths)
**Teaching Assistants:**
The Prep School employs full time teaching assistants for individual classes from Nursery to Year 4 and the support given is then gradually decreased once they enter Upper Key Stage 2. Years 5 and 6 have one TA per year group shared in the mornings. They are a valuable asset to us and their role is to help children achieve the desired academic standards under the direction of the class teacher. Many have individual talents and skills which they share with the children during extra-curricular activities and several are also qualified teachers.
Breakfast Club

What’s on offer?
The breakfast choices include cereals, fruit, toast or a cooked breakfast. The drinks offered are juice, milk and water.

Drop Off:
Pupils from Nursery to Year 6 need to be dropped off in the Prep School Dining Room from 7.30am, where they will be met by members of staff who will register them and supervise them whilst they have breakfast. They will then accompany the children to their classes or to St Joseph’s Court playground depending on what year group they are in. For prices and contact details please contact the School Office.
**Dino Club:**

**Nursery and Reception After School Club**

The ‘Dino Club’ After School Club is available for Nursery and Reception children, Mondays to Fridays from 3.30pm-6.00pm. This is available for term time only for Reception and for 50 weeks a year for Nursery.

The club is based in the Foundation Stage.

During term time, all children will be provided with a hot supper. The Club is committed to the children having fun and relaxing through a variety of activities. They have the opportunity to be active outside, to be creative and to play with a range of games and construction toys, all within a caring and nurturing environment.

**How to Book:**

Please email prepoffice@lingfieldcollege.co.uk.

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**TeaRex After School Club**

‘TeaRex’ After School Club is available for Years 1 to 6 children, Mondays to Fridays from 3.30pm-6.30pm during term time only.

Sessions are divided up from 3.30pm-5.30pm, 5.30pm-6.30pm or 5.00pm-6.30pm (for after other clubs or sporting fixtures).

The club is based in Orchard Lodge next to Orchard Court play area.

All children who attend the first session will be provided with a hot supper, after 5pm they will be given a packed tea.

The Club is committed to the children having fun and relaxing through a variety of activities. They have the opportunity to be active outside, to be creative and to play with a range of games and construction toys, all within a caring and nurturing environment.

For prices and booking please contact the School Office for more details.

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**STUDY CLUB:**

Alternatively children in Years 4 to 6 can go to Study Club every day in our ICT rooms free of charge until 5pm - sign up in the School Office.
There are many extra-curricular activities on offer, before school, at lunchtime and after school. A list is sent to parents each term and parents should return their requests promptly. As well as external providers using our facilities, all of our teachers also run clubs, therefore staff and facilities are used to their full potential. It is essential that pupils are collected promptly at the end of the activity.
Nursery Children:
Children who are term time only may attend the Nursery during the holiday periods on an ad hoc basis, staff ratios permitting.

Ultimate Activity Camps

Age: Reception to Year 6

This runs Monday to Friday in the longer holidays—book by the day or week for ultimate flexibility.

Sessions run for 1 week at Easter and 5 weeks in the Summer.

Drop off from 8:30am, activities end at 4:30pm. Collections until 5:15pm.

An extended day pass for £5 per day is offered which means you can drop off from 8am and collect until 6pm. See school website for more details.

Fun Days Holiday Club

Age: Reception to Year 6

This club dovetails in with Ultimate Activity Camp sessions to ensure holiday cover for 50 weeks a year.

Please contact the School Office for further details and to book.
SPORTS FIXTURES

For sports fixtures, we use a system called SOCS. This provides a focal point for all of our matches and is used by many of the schools we compete against.

- To access all information, please go to the School website and click on the Prep tab, then click on sport, followed by sports fixtures. You will now be able to view a variety of options from sports calendar, to weekly/monthly fixtures, today’s teams, as well as other functions and information.

- The team sheets for the forthcoming week will be available to view by the end of the previous week. **It is your responsibility to check on SOCS Sport to confirm which team your child is playing in as well as view all the other necessary details, including the venue, match start and collection times.** The list of forthcoming fixtures will be displayed in the weekly newsletter in addition to the SOCS website. The team sheets can also be viewed on our information screen which is in the Sports Hall Corridor.

If you have a smart phone, you will be able to install a shortcut for the SOCS system. Please follow the steps below:

1. Access the school website using your mobile phone
2. Select the Prep School and scroll down to Sport
3. Scroll down to Sport fixtures
4. You will then be able to create a shortcut to your phone’s home screen

At Home Games pupils will be given a tea afterwards and parents are welcome to join them for light refreshments.

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Parents are welcome, and encouraged, to support their children at sporting fixtures, but please remember that on such occasions pupils, and parents, are ambassadors for Lingfield College! We will lend kit to children where necessary if they represent the Prep School in a sports match. Please ensure that the washed kit is returned to the Prep School Office as soon as possible.
Educational visits are encouraged as they provide valuable curriculum enrichment opportunities. Visitors also come to School making learning exciting and engaging. Each year group participates in educational visits at various times throughout the academic year. Where there is sufficient notice, the cost of the trip will be added to your School fees account in advance. All children must have a signed permission slip before going on an activity or trip off-site. At the beginning of each academic year you will be asked to complete a generic permission slip for local outings which take place on foot e.g. visits to the village. Parents are often invited to support on trips and records are kept to ensure fairness. Ordinarily pupils will wear either their school uniform or PE tracksuit when attending a trip. The school will provide packed lunches from Tuesdays to Fridays, however children must provide their own water bottle on the trip. See Educational Visits Policy on the school website.
We use our Educational Vision alongside the National Curriculum to structure an engaging, stimulating and unique Prep School Curriculum.

In addition to this we have regular creative curriculum activities which involve every class from Nursery to Year 6 in studying a particular topic at their own level. These activities are usually displayed around the School showing progressive learning. We aim to foster strong links with the Senior School to bring about a sense of community and whole School, as well as to share the facilities, wealth of talent and expertise our staff have to offer; this includes both Senior School staff and pupils. The result of this is that our children feel confident and comfortable as they move through the different transitions in the School.

Each year Nursery, Reception and Year 1 hold Curriculum events and invite parents in to show them how we teach the children. We also aim to regularly hold Curriculum Evenings in Maths, English, E-Safety, Relationship & Sex Education (RSE).

For more information about how individual subjects are delivered please see the Prep School/Academic tab on the school website.
Assessment is an important part of the educational process. We recognise the potential for assessment to develop a positive self-image in children. Positive and constructive feedback and the feeling of success encourages further learning. In addition to the informal assessment of children’s learning that continuously takes place, more formal assessments in English and Maths take place biannually. As a result, children’s attainment levels can be tracked and monitored to ensure progress is being made. From Reception children are taught to self assess their work. For further information please request an appointment with Mr Walton - Prep School Director of Studies, via the Prep School Office.
At Lingfield we create an atmosphere in which each child can learn to become well-motivated and self-disciplined in his/her approach to learning activities. This can be enhanced by the active support and involvement of parents in their child's learning process. By setting regular prep, we emphasise this partnership between School and home. Prep undertaken in an appropriate environment, can support and enhance a child’s learning. By establishing a structured approach to prep from Reception onwards, important foundations are laid which help pupils cope with increasing work demands, not only as they progress through the Prep School, but also in their transition to Senior School.

In any year group prep may occasionally be set in relation to a particular topic or, in the case of individual children, to catch up with work not completed in lesson time, although this will not be on a regular basis. At all times children are given very clear guidelines regarding the expectations for work to be undertaken, to ensure they complete the task effectively.

As a family focused school, we aim to have one week per term where the only prep set is spellings and reading, to allow families to spend quality time together at the weekend without worrying about the pressures of completing prep. This is called Family Focus Time.

We have a Remote Learning Policy which is ready to implement at any time the School is forced to close, enabling teaching and learning to continue with minimal disruption.

**Study Club**
There is a Study Club every evening from 3.45-5.00pm for years 4, 5 and 6. This is held in the Computer Room with a member of staff. To attend, an adult carer must sign up the child either on the day in the school office, by email or over the phone. Children must be signed out by their adult at the Computer Room (upstairs in St Joseph’s block).

**Reading**
All children should read at home. Some children who read fluently may not be aware of the meaning of what they are reading and it is always to your child's advantage to discuss with him/her what is being read and to ask questions that check understanding. The importance of reading with accurate comprehension cannot be over-stressed as the most fundamental skill in education. The children with the richest appreciation of literature and life in general, tend to be those who have been read to from a very early age, but it is never too late to share books at home.
**Firefly**

Firefly is an interactive web system Lingfield College subscribes to, through which teachers can upload tasks or web links for children to use at home.

Tasks for home study are set on here as well as remote learning activities. All pupils from Year 1 will have access to this.

**Teams**

Where we need to operate virtually/remotely, we use Microsoft Teams. We use this to teach from Year 1 to Year 6 and for meetings.

**Mathletics**

The computer package Mathletics is used throughout the School from Reception to Year 6, with each child receiving their own personalised username and password. This is an online tool that helps children to enjoy maths and improve their results. It covers all national curriculum criteria and really motivates children to boost their progress. Maths home learning is set on Mathletics by all class teachers once per fortnight. Classes compete against each other to be the class to achieve the most Mathletics points, and children are awarded an individual weekly certificate if they achieve 1000 points or over in any given week. The Mathletics Trophy is awarded in assembly each half term. We provide a Mathletics club once per week on a Wednesday morning from 8.00-8.40am to allow any pupil to do their home learning online if they have problems completing it at home.

**Library**

Children have weekly use of our Prep School Library from Reception. There is a large selection of texts for the children to chose from, including stories on CD’s and Dyslexia friendly books, which have a lightbulb sticker on the spine. It is a bright and stimulating environment and encourages a love of books. Pupils are responsible for their borrowed books and parents will be billed for the cost of any lost or damaged items. We also have visits from the local library and enter various library competitions.
MUSIC LESSONS

Individual instrumental and singing lessons are available. For children in Key Stage 1 (Years 1 and 2) who would like to start learning a musical instrument, please make an appointment with the Head of Music, Mrs J Mills, via the Prep School Office. Taster sessions are offered to Year 2 pupils. For Key Stage 2 children (Years 3 – 6), please obtain a letter from the Prep School Office. Children can learn practically any instrument and are exposed to musical concerts from Reception upwards. Music lessons are worked out on a rotation timetable during the school day so that children do not miss the same lesson regularly.
Learning Support:
For children who need some extra support in English and Maths we have small ‘Mastery’ groups throughout the day which pupils are invited to from Year 1 - 6. These are usually run by our Teachers or experienced Teaching Assistants.

If your child has a specific learning difficulty or additional needs, he/she may be able to have individual teaching from a specialist. Fees for these lessons are invoiced or applied to the school bills. These pupils will have an Individual Education Plan (IEP), which is reviewed each term with very specific targets for them to work on.

If you have a concern please contact Mrs Dickinson, the Prep School Special Needs Coordinator dickinsonp@lingfieldcollege.co.uk or contact Mrs Shackel, Head of Prep School, for further details.

Gifted and Talented Pupils:
Those pupils identified as very able may be offered extension work or attendance at ‘Enrichment clubs’. These clubs are designed to develop application and thinking of specific skills and concepts to support pupils interests and aptitudes in these areas.

Scholarships:
Scholarships are awarded to Prep School children who demonstrate particular talent or aptitude academically or in Music and Sport. Academic Scholarships are awarded to pupils from the start of Year 4 following an assessment morning on a Saturday in the May prior to them going into Year 4. Up to three Academic Scholarships and two Headmaster’s Academic Awards are available. Music and Sport Scholarships are awarded to pupils from the start of Year 5, following either a Music Audition or a Sport Assessment Day which is held in the March prior to them going into Year 5. Up to two Music Scholarships and three Sport Scholarships are available.

Setting:
All children are given work to challenge them at their own ability level. From part way through Year 3 and throughout Year 4, Year 5 and Year 6, children are streamed in Maths. Year 5 and 6 are also streamed for English. Progress is tracked regularly through both informal and formal assessments. Additional support is provided in Maths and English where appropriate and resources are available.
PUPILS PROGRESSING TO THE SENIOR SCHOOL

It is the general expectation that Prep School pupils will progress into the Senior School. However, if concerns are raised by your child’s class teacher that they may not cope with the pace of work in the Senior School due to the selective intake of external pupils into Year 7, we will discuss this possibility with you from after the January assessments in Year 4. Please be assured that as a school we are loyal to our existing pupils and should concerns be raised about your child at any time, we will discuss possible support measures which we could put in place to help them to make progress. We have often found that when we work together with parents we can collectively support a child to make enough progress to flourish at the Senior School. If, in the unusual case that we feel that the Senior School may not be the best place for a Prep School child, we will actively support parents to explore the support offered at alternative schools.

However, this will be part of a consultative progress and no parent will be informed in Year 6 that their child will not cope in the Senior School without being made aware of the situation significantly before their child reaches Year 6.
CLASS GROUPS

Every year pupil classes are shuffled as we believe this creates a strong bond amongst the year group as well as encouraging children to make new friends and also discouraging cliques.

Teachers meet with each other to decide on the class formations for the following academic year. Staff use their in depth knowledge, acquired throughout the year to place children appropriately. Parental requests are inappropriate and do not influence their decision.

Children have an induction day at the end of the year where they meet their new teacher and class mates. In the case of twins class teachers will discuss with parents whether they wish them to be together or separated.
Lingfield Prep promotes traditional values in a nurturing environment. Our pupils are confident, self-assured young people whom we challenge to think and act independently. We like to think of each child as unique and try to guide them to reach their true potential.

Our pupils have a keen awareness of the needs of others as well as an acceptance of diversity and this is demonstrated in how they care for, and support, those within our community and the wider community surrounding the School.

The staff build strong relationships with the children and their families and watch their progress with interest as they move through the Prep School onto the challenges of the Senior School. The children are very mindful of the wonderful opportunities afforded them, including the spacious and bright facilities and the beautiful landscape in which they are educated. As you walk around the School, you can sense the atmosphere is happy and friendly and it is clear that the children feel valued and will have fond memories of their time here.

The class teachers are the first stage for pastoral care as they know the children very well and also get to work closely with the families. Our open door policy and good communication through emails and face to face means we make every effort to act quickly and offer support where needed. The Teaching Assistants have an important role to play as not only do they work closely with the children in the classroom, but they supervise them at play. Many build up long lasting bonds with the children for many years. Midday Supervisors get to know the children very quickly and are on hand if there are any playground disputes or concerns around food at mealtimes. The Head of Prep School ensures that there are opportunities to support the curriculum with pastoral activities, e.g. visitors to the school, workshops, assembly plans etc.
Staff are always willing to talk about any concerns you may have but please be aware that the beginning of the day is *not* the best time for impromptu discussions with staff who are busy preparing their day’s lessons. They are more readily available immediately after School for a short discussion. All members of staff run extra-curricular clubs, so for a longer consultation please make a specific appointment with the teacher. If you have a concern about your child please advise us at an early stage.

If distressing circumstances occur in his/her life it is important that we are informed so that we can make allowances and deal with the situation appropriately. It is possible to email staff via the school office, however please be aware that there may be a delay in responding as staff are not expected to respond to emails in the evening or at the weekend. In the first instance all concerns should be addressed to the class teacher. Anyone requiring a meeting with the Headmaster or Head of Prep School may do so by making an appointment with the Headmaster’s PA, Tara Unwin; the Head of Prep School’s PA, Sue Wood or through the Prep School Office – 01342 833372. For academic concerns or advice, parents may contact the Prep School Director of Studies via the Prep School Office. It is best to contact the Class Teacher or Specialist in the first instance and then the Key Stage Leader, followed by Director of Studies or Head of Prep School.

**School Post**

We have introduced SchoolPost, which is designed to work with the Parent Portal. When you join Lingfield Prep, an email will be sent to you asking you to activate your new SchoolPost account. The login details you setup for SchoolPost then automatically become the login for the new ParentPortal.
**Keeping Parents Up to Date**

Each term parents are sent a **Curriculum Newsletter** for the term, an **extracurricular clubs list** and a **sports fixture list**. We send out a **Weekly Newsletter** every Friday and at the end of each term this also has key term dates in it for the following term. There is a **parent noticeboard** outside the School Office.

Prep School parents also receive an **end of the term newsletter** from the Head of Prep and Director of Studies in the Autumn and Spring terms. There are also **information evenings** for parents on topics such as how we teach Maths, English, e-safety and mental health awareness.

The Foundation Stage holds **curriculum afternoons** for parents. There are also **Parent Focus Groups** for each year group where Mr Bool and Mrs Shackel listen to, and share ideas, with parents. Each class has a Parent Rep and they meet termly with the Key Stage Leader to discuss specific year group matters. Once a year we hold a **Transition Evening** for parents where we give vital information about the next year. It is essential that parents attend this.

**PARENT PORTAL**

Parent Portal is part of iSAMs, the School information system and is accessed via the internet or our website. This enables parents to read their children’s reports as they build up over time. The Parent Portal is a first port of call for all sorts of useful information and documentation, including Public Examination details and arrangements, the calendar and your child’s attendance record. All emails that have been sent to you by School Post will also be saved in this area so that you can refer to them easily.

**Messages**

Please do not ask for non-urgent messages to be taken to your son/daughter during the day. If you need to contact a teacher or for any urgent messages, please telephone the Prep School Office on 01342 833372.
Parent Consultation Evenings

Formal Parent Consultation Evenings are held in the Autumn and Spring terms. During both evenings Class and Set teachers are available as well as subject specialists teachers in Modern Foreign Languages, Drama, Music and PE. Appointments with the class teacher are ten minutes and with other teachers five minutes. Years N to 4 are held in the classrooms and Yrs 5 & 6 and specialists are in the Assembly Hall. However, there may be times when these are held virtually.

Your Child’s Report

Every term in the Prep School, parents in Years 1 - 6 will have access to a report on their child’s progress via iSAMS. Reports go out to Years 1 to 6 in the Autumn and Spring Term after the half term break and a full report goes out to Foundation Stage to Year 6 pupils in the Summer Term. Foundation Stage pupils have mini reports and feedback on their individual plans each term, as well as an Under 3’s Progress Check report. Individual Education Plans (IEPS) for children who need specific targets due to dyslexia or support lessons will be sent out at the same time.

These reports enable parents to be fully aware of their son/daughter’s achievements and progress. Any pupils who have given cause for concern will be monitored by Class Teachers and those pupils whose performance has been particularly pleasing will be commended by our reward scheme. If there is a cause for concern, staff will endeavour to communicate this to parents at the earliest opportunity.
Volunteering
We are very keen to have a good partnership with parents and welcome your help with various activities and events such as sporting fixtures, clubs, educational visits and art days. If you are able and willing to help in any way please give your details to the Prep School Office and they will provide you with a volunteer pack. A volunteer booklet is on our website in the Safeguarding section, which must be read before volunteering.

In the Foundation Stage parents can sign up to read to a group of children.

Focus Groups
A random selection of parents from each class in each year group are invited to meet with the Headmaster and Head of Prep School each year to discuss concerns, share ideas and give feedback. A list of parents who have attended these groups is kept on record to ensure that as many parents as possible are offered the opportunity to participate in a focus group during their child’s time in the Prep School.

Class Reps
Each class has a Parent Rep who is invited to meet with the Key Stage Leader once a term to exchange ideas and for feedback.

Class Reps will also organise social occasions for the parents in their year group. The reps will usually gather contact details for everyone in the year group at the start of the year.

LPA
(Lingfield Parent Association)
The LPA is the Parent Association and they organise a number of fundraising events throughout the year, such as a Christmas Fair, Summer Fun Day, discos and Movie Nights, amongst other things. Everyone is welcomed as a member of the parent association and encouraged to support and help with the events planned throughout the year. Recent purchases by the LPA have been iPads, a shelter for the playground, gazebos, the stage lighting in the Assembly Hall and the large ship on the playground. Any support you can give, no matter how small, will be much appreciated and lighten the load for others. Please see the LPA board in the playground for details or contact the office.
Pupil Absence

If your child is away through illness or for any other reason please inform the Prep School Office on 01342 833372, or email prepoffice@lingfieldcollege.co.uk by 10am on each day of the absence and send an explanatory note with your child on their return. Any child suffering from vomiting or diarrhoea must be excluded from Lingfield Prep to avoid spreading contagious and infectious diseases to others. **The child should not return for a minimum of 48 hours from the last episode of vomiting or diarrhoea.** This includes car sickness and food going down the wrong way. Please respect this ruling which is specified by the Health Protection Agency. In the event of your child being absent for any length of time, a letter to the Headmaster explaining the circumstances is required. **If a child is absent for more than one week (five school days), parents will need to obtain a medical note from their GP.**

**Holidays should only be arranged during our vacations** (see further information below) and also the **Attendance and Register Policy** on our website. For Covid related absence, such as self-isolation etc, please follow Government guidance and our policies on our website.

Parental Absence

If parents need to be away during term time and leave their child in someone else’s charge, please inform the Prep School Office of the name, address and telephone number of the temporary guardian, together with a contact number for the parents.

Holidays

Absence during term time is disruptive both to the child concerned and to the rest of the class, **and holidays should only be arranged during Lingfield College vacations.** Term dates are published well in advance on our website at www.lingfieldcollege.co.uk. Parents are advised that if a child is taken out of School, work will not be set for him/her. If holidays are taken when tests are being taken, children will be marked as absent for the test and may not be given the opportunity to re-sit. Instead, a teacher assessment may be given. In exceptional circumstances, where absence during term time is unavoidable, please request absence using an Application for Absence form available from the School Office. Please submit with as much notice as possible (minimum two weeks. If holidays are taken without permission, parents may be fined by the School. Please don’t put us in an embarrassing position as we do not want to set precedents and aim to be fair to everyone. Please see the **Attendance and Register Policy** which is available on our website.
School Lunches
School lunches are compulsory, with a range of options available daily, including vegetarian. The kitchen caters for special diets on the advice of a doctor and for cultural reasons. The catering staff promote healthy eating and children are encouraged to drink water regularly throughout the day. As we have been awarded the Gold ‘Healthy Schools’ status we really believe that healthy bodies lead to healthy active minds! We encourage children to bring in a drink of water in a sports cap bottle each day which they may keep in their classroom. No other drinks are permitted. Pupils are well supervised by staff and encouraged to try new foods. We endeavour to work with parents to support their children if they have specific requirements around food or need support. An updated weekly menu is available on our website under the Information tab and also displayed on the noticeboard outside the school office.

Snacks
Only fruit, vegetables or a small block of hard cheese are allowed for break time. No nuts, biscuits, muesli bars, dips or yoghurts are permitted. Kiwi Fruit should not be sent into school as some children are extremely allergic to them. Children in the Nursery are offered a choice of milk or water in the morning break along with a selection of fruit and vegetables.

Edible Treats in Key Stage One and Two
We all really enjoy celebrating your child’s birthday or special events at school and over the years it has become traditional for children to bring in an edible treat to give out to their class on their birthday. However, there are often a number of issues raised by parents; therefore we would like to be clear about what we feel is acceptable, particularly as we have a number of children with severe nut allergies. Sometimes there are a lot of birthdays in one week, sometimes there are treats brought in for the whole year group. With around 40 children in a year, this can become a very regular occurrence. Aside from children with allergies, there are parents who feel under pressure to go against their principles. As we are sure you can appreciate, it is not always possible to take into account everyone’s dietary requirements when sending items in and we would not want anyone to feel excluded. For those children who have allergies, some parents have kindly provided the teacher with substitute items so their child is not left out.

We would therefore like to make the following suggestions:

- No cakes or biscuits are allowed.
- Non-edible treats are preferable eg. A pencil or gel pen or rubber.
- Sweets or chocolate may be brought in but must be in bags or wrapped and the ingredients clearly shown; they should only be opened with parents or carers’ permission.
- Treats and goodie bags should not be brought in at other times such as Easter or Christmas as we often provide treats at these times.
Since we have a duty to safeguard and protect children in our care, we may make a referral to Child Welfare Agencies, should the need arise. For further information see our Child Protection and Safeguarding Policy available on our website. On the Information tab on our website, there is also a Safeguarding Tab which contains advice and signposts to a number of websites where parents and pupils can get advice, as well as information as to who the School’s Designated Safeguarding Leaders are.

Prevent

Lingfield College has a duty of care to our pupils and staff which includes safeguarding them from the risk of being drawn into terrorism.

Staff are trained to recognise radicalization and extremism as well as vulnerable people. We aim to stop extremist speakers and events and manage access to extremist material.

We aim to provide a safe environment for children and staff and will take appropriate action to the Police or Local Authority if this is challenged. Please see the Safeguarding tab on our website www.lingfieldcollege.co.uk where there is a leaflet explaining this further.

Mental Health Awareness

Educating children and young people about mental health and its associated problems is of vital importance. There is much stigma and discrimination in society, mainly due to lack of understanding and ignorance. Increased awareness and understanding is necessary to achieve changes in attitudes, which in turn, will eliminate fear and ignorance, thus ensuring it does not remain a ‘taboo’ subject. We gained a Bronze Mental Health Award in October 2018 and alongside other initiatives every year we hold a Mental Health Awareness Week to support this.
PHOTOGRAPHY & MOBILE PHONES

Use of Mobile Phones on the School Site

Current Government regulations state that schools must ensure that mobile devices are not used in an Early Years setting (Nursery and Reception). This applies to all staff, governors, visitors, contractors and cleaners and also to our parents or those responsible for dropping off/collecting children. Mobile Phones should be switched off at all times where practical, and must not be used around children.

Please mention this to older siblings in the Senior School who may be walking through the Prep School site. Mobile devices can be phones or other electronic devices with a camera.

Please do not be offended if you are asked to put your phone away, as staff are following our Child Protection Policy to help safeguard our children. This applies at all times from 7.30am to 6.30pm throughout the School site. Those people visiting the Nursery or Reception will be asked to place their phone in a secure place until they leave.

Pupils in the Prep School are not allowed to bring mobile phones or other devices into school without permission from the Head of Prep School and only in exceptional circumstances. Fitbits or similar health monitoring devices are allowed if desired, but NOT Apple Watches or Android equivalent.

Parental Photography

In many cases, photographs taken at School events form an important part of family albums. Everything possible will be done to ensure this tradition is allowed to continue.

Parents are welcome to take photographs of their own children at awards ceremonies, School concerts/shows and sporting events. However, care must be taken not to interfere with the smooth running of the event or to compromise health and safety. These photos are for personal use only and must not be uploaded to social network sites without the express permission of those children in the photo. Commercial copyright in shows or drama productions will normally preclude parents from filming or recording pupil performances. If that is the case, the audience will be told that there must be no infringement of copyright.

From time to time, the media are asked to cover events or to highlight pupil successes. It is an important part of publicising pupil achievement and informing the public about educational initiatives.

Photographs of pupil activities and achievements may be posted on our website. Consent forms of photographs to be taken of pupils will be sent out to parents upon registration and regularly thereafter. If in future you should wish to change your decision please inform us in writing. In all cases we will respect the wishes and the image rights of the individual. Where general or specific consent is withheld by a pupil or parent, the Head of the Prep School will ensure that all staff are informed, and we will make every effort to comply sensitively with the request.
MEDICATION

Medicine will be administered for potentially life threatening conditions, for example, inhalers for asthma, auto-injectors for anaphylactic shock and diabetic treatments. If a child does not have their inhaler or epipen in school they may not be allowed to take part in PE/Physical activity or a fixture or trip. We do not encourage antibiotics or hay fever remedies to be brought into School as most of these can be taken at home. No child shall be given aspirin unless prescribed by a doctor. It is essential that any medicines brought into School be handed directly into the Prep School Office.

INJURY OR ILLNESS AT SCHOOL

All our Teaching Assistants and many Teachers are first aid trained. At playtime, staff members are on duty in the playground. First aid facilities are available for minor injuries. We also have a medical room. If medical attention is required then a note will be written and sent home to parents with the child. In the event of a more serious injury, or one requiring medical attention, the School will contact the parent and the emergency services if felt necessary. Please ensure that the Prep School Office has up-to-date home, work and mobile telephone numbers for parents, and the alternative Emergency Contact numbers. If your child feels unwell they will be assessed by a first aider and you will be contacted if it is deemed necessary.

EMERGENCY CONTACT NUMBER

In case of emergency we always contact the parents first. Very occasionally there have been instances when we have been unable to do this. However, just in case we require an alternative emergency number (other than the parents) of a relative or friend living nearby, who could be contacted in the case of an extreme emergency. If, at any time in the future, any of your personal details change, ie, address, email address, telephone numbers (work, home, mobile) etc, please notify the Prep School Office.
SCHOOL RULES

A comprehensive list of rules can be found in the Behaviour Management Policy which is available on our website.

REWARDS AND DISCIPLINE

Praise and rewards for good behaviour are given to children in a variety of ways, such as stars, House Points, Star of the Week certificates etc. There is a Star of the Week assembly every week for Years 1 to 6 where children are presented with certificates, badges etc. Awards are also given for Mathletics, KS1 Award, Typing, and many more. The Head of Prep School gives out special stickers to pupils who have been ‘spotted’ around school being helpful or kind. The Housepoints cup is awarded termly.

The class teacher discusses the School rules with each class regularly. In addition to these rules, each class also has its own classroom code, which is agreed by the children at the start of the year and displayed on the wall of the classroom. In this way, every child knows the standard of behaviour that is expected. If a child misbehaves the teacher reprimands him/her. If there are incidents of anti-social behaviour, the class teacher discusses these with the whole class during “Circle Time”. Sanctions vary depending on age, for example in Foundation Stage they may get time out, KS1 children may miss some Golden Time on a Friday and in KS2 they may miss a playtime and get a detention. There is a detention system in place in one of the classrooms in LKS2, records are kept and parents contacted at a certain point. See Behaviour Management Policy for further details. Golden Time is a 30 minute playtime in the classroom on a Friday and if children misbehave during the week then they may lose time off Golden Time and have to sit out.

ANTI-BULLYING

There has been much national media attention focused on this issue and every school faces this problem from time to time. Bullying or intimidation of any kind - physical, verbal or psychological - is totally unacceptable and will be regarded as a serious offence. Children are taught about bullying and given advice on what to do. All pupils have a responsibility and a right to consult discreetly and in confidence with any member of staff or the Head of Prep School if they suspect that bullying or intimidation is occurring.

Further information is available in our Anti-Bullying Policy which can be viewed on our website. If parents have any specific queries, please do not hesitate to contact in the first instance, your child’s Class Teacher, Key Stage Leader and then the Head of Prep School.
UNIFORM

Our school uniform suppliers are S. Simmonds & Son in Tunbridge Wells, however there is also a Second Hand Uniform Shop on the Prep site. Please refer to the Prep School Uniform List which is on our website and an overview is in Appendix A at the end of this handbook. If children are not wearing the correct uniform or it is of poor quality, i.e. ripped or too small, then the class teacher will speak to the child or the parent. If no action is taken then the Head of Prep School will contact the parents. Hair should be worn in a neat, clean and manageable style. No hair colouring is permitted. No extreme hair styles are permitted, and hair should not fall over the eyes. Watches can be worn from Year 3.

Children start the academic year in the summer uniform and then usually move to the winter uniform after October half term. We normally revert back to the summer uniform either after Easter or after May half term, depending on the weather. Parents will be notified in the weekly newsletter.

It is vital that any child going to a sports fixture puts suncream on, wears a cap and brings a water bottle. If they do not do this then we will not take them to the fixture as we do not want children suffering from sunburn or sunstroke. The same applies when children have PE. Pupils with pierced ears may wear gold or silver stud earrings only and these must be removed for PE. According to government guidelines it is no longer sufficient to tape them up. If deciding to get ears pierced, it is therefore advisable to get ears pierced at the start of the summer holidays in order to give them time to heal. It is also important to ensure your child’s nails are kept short otherwise they may not be allowed to participate in some sports.

When the weather is good the children are keen to get out onto the orchard to play and therefore tend to eat their lunch fairly quickly. This can mean that they are outside for almost an hour in the middle of the day. Again, it is vital that they are wearing suncream and have a hat.

PERSONAL POSSESSIONS

Pupils must not bring valuable items or money into School. Electrical items, including iPads, laptops and expensive watches must not be brought in, unless specific permission has been sought and given by the Head of Prep School. Mobile phones should not be brought in, except in exceptional circumstances and as agreed with the Head of Prep. Urgent messages can be passed to children via the Prep School Office.

Parents should note that the School does not carry insurance for pupils’ possessions, including clothing and glasses, whilst they are at School. Please ensure that your own insurance for items away from home is in place if you consider it appropriate, for example, to cover musical instruments.

The School cannot be held responsible for items lost or stolen.
WORKING TOGETHER

HOUSES
We have a thriving House system. Children are allocated to a House, either St Andrew’s (blue), St George’s (red), St David’s (yellow) or St Patrick’s (green). Every pupil is a member of one of these Houses, which encourages extra-curricular endeavour, achievement and competition. The Prep School House system is a strong one and numerous activities are held and hosted, such as House Poetry, House Singing, House Talent Show, Cross Country, Inter-house Sports events, Sports Day, etc. Within the House system, achievement is recognised by awarding stars. These are given for academic excellence, non-academic excellence and general good behaviour. As the stars accumulate, the House is rewarded with House points. Children may wear their House colour on the day we celebrate their Saint.

BUDDY CLASSES
Each class is paired with another class in a different year group and every term they have a playtime together as well as work on an activity together, such as making Mother’s Day cards or reading together. This builds strong, supportive and nurturing relationships amongst the pupils.
COMMUNITY

CHARITY
Each year we nominate a charity and do lots of fundraising throughout the year. We are grateful to the enthusiasm and support of the pupils and parents.

Mufti days (home clothes) are always popular and raise a lot of money.

COMMUNITY LINKS
We aim to work closely with the community: Lingfield Littlies, nursing homes, Young Epilepsy and Lingfield Village schools.
COMPLAINTS & MISCELLANEOUS

COMPLAINTS PROCEDURE

A copy of the Complaints Procedure may be obtained by calling the Headmaster’s PA on 01342 833176, or by looking on our website www.lingfieldcollege.co.uk under Information/Policies. In the interpretation of all School rules, the Headmaster’s decision will be final.

PRIVATE PROJECTS

In accordance with School policy, parents are respectfully asked not to advertise, distribute or promote any products, private ventures or businesses through the children in the class.

PASSPORT APPLICATIONS

We would like to advise parents that we place no expectation on our teachers to fill out passport application forms, due to the time it takes to do so. Please bear this in mind when you are planning to apply and thank you for your understanding in this matter.
School Dress Code

We are proud of our Lingfield uniform and, whilst it is worn, we expect our students to promote the School in a positive manner. A smart appearance is always expected whilst representing the school.

- Uniform is non-gendered, students choose from skirt and trouser uniform
- The uniform requirements, including those for shoes, must be rigorously adhered to
- All items of uniform, including shoes, are compulsory unless stated otherwise
- Every article must be clearly marked with the student’s name
- We also strongly recommend that the student’s initials are embroidered on the outside of games shorts/shirts for quick identification and security.

Winter Uniform is usually worn from after October half term until following Easter. Summer Uniform is usually worn from Easter to October half term. Notification of this will be given via the weekly newsletter.

We would like to draw parents’ attention to the following points regarding uniform:

Hair should be worn in a neat, clean and manageable style. No hair colouring is permitted. No extreme hair styles are permitted, and hair should not fall over the eyes.

A named wristwatch may be worn from Year 3 upwards. Children with pierced ears may wear gold or silver stud earrings only. These must be taken out during PE and Games.

Uniform Shop

"Simmonds are delighted to be the new uniform stocklist for Lingfield College. We are proud to be serving our community by supplying 50,000 school uniforms a year and dressing pupils from over 90 schools. We pride ourselves on providing quality clothing, offering great value for money, and delivering impeccable service every time across our store, school shops and online."

Lingfield College uniform is now available at their flagship store in Tunbridge Wells Calverley Road. Their well-trained staff are ready to help fit your uniform and answer any questions you may have.

Opening Hours: Mon - Sat, 9:00 - 17:30                                Tel: 01892 837202

Address:
S. Simmonds & Son Ltd                           Email: customerservice@simmonds-ltd.com
64 Calverley Road                                      Website: www.simmonds-ltd.com
Tunbridge Wells
Kent TN1 2UG

On their dedicated website you will find an easy-to-use service with videos and garment information. Uniform lists are also coming soon. Quick order turnarounds and free delivery to an address of your choice.

If you have any queries about uniform or the School’s outfitters, please do not hesitate to contact Simmonds directly.
Second Hand Uniform Shop

We have a second hand uniform shop operating in the conservatory at Batnors House at the Prep School. It is open to parents from 3.15pm to 4.15pm on alternate Mondays for Prep and Senior School parents. Please park in the Visitors' car park which can be found first on your left when entering the Prep site. We also offer a "pay and drop" system. This works by sending an email to shop@lingfieldcollege.co.uk for any item/s you wish. Mrs Siwicka will source the item/s, send you a payment link and the item will be taken to your child's classroom in Prep, or left in the Senior School office to be collected once payment has been received.

Opening dates for the shop are published on the website at https://www.lingfieldcollege.co.uk/information/uniform/

Lost property

School uniform is expensive! We handle a huge amount of lost property - school uniform, sports kit and personal items. Labelled found items are returned to their owners via form groups, but this can only be done if personal property is clearly labelled.

THE SCHOOL CAN TAKE NO RESPONSIBILITY FOR LOST PROPERTY