

**ROSE HILL SCHOOL**

ROYAL TUNBRIDGE WELLS



**PARENT  
HANDBOOK**

2018 / 2019

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This handbook is as accurate as possible, but please be aware that information changes may be made as required. Parents will normally be informed via the weekly Newsletter.

**Our Website – [www.rosehillsschool.co.uk](http://www.rosehillsschool.co.uk) contains lots of up to date information and the opportunity to download the weekly newsletter.**



## **SCHOOL AIMS AND MISSION STATEMENT**

### **Aims:**

To provide the best possible all round education for each pupil in the school by:

- a) enabling every child to achieve his/her full academic potential (including Special Needs and Gifted and Talented provision) in small classes;
- b) helping all pupils to develop their individual personalities within the framework of a stimulating environment;
- c) providing a strong pastoral system which responds to the needs of the individual;
- d) developing a partnership, between home and school, by communicating the social and academic progress of each child to parents at regular intervals, through an all embracing system of parents' evenings, mid-term assessments, detailed end of term reports and personal contact;
- e) fostering many possible talents of the individual, eg musical, artistic, sporting, dramatic or other, by providing an environment which motivates the child to explore the wide range of activities available at Rose Hill;
- f) encouraging positive relationships, good manners, social awareness, and a sense of responsibility and discipline in a supportive Christian community.

### **Mission Statement:**

To provide a quality all-round education for all pupils which enables them to reach their true potential. Within a secure environment, based on clear Christian principles, children are encouraged to meet new challenges with confidence and resilience.

# SECTION 1: THE CURRICULUM

## THE SCHOOL DAY

The School day officially starts for the pupils at 8.25am

### Prep School

8.00 – 8.25 am	Duty staff supervision in Dining Room
8.25 – 8.40 am	Form registration
8.40 – 8.55 am	Assembly
9.00 – 9.30 am	Lesson 1
9.30 – 10.00 am	Lesson 2
10.00 – 10.30 am	Lesson 3
10.30 – 11.00 am	Lesson 4
11.00 – 11.25 am	Break
11.30 – 12.00 noon	Lesson 5
12.00 – 12.30 pm	Lesson 6
12.30 – 1.00 pm	Lesson 7
1.00 – 1.55 pm	Lunch time (Activities – choir, clubs etc.)
1.55pm	Registration
2.00 – 2.30 pm	Lesson 8
2.30 – 3.00 pm	Lesson 9
	} Years 3 & 4 games - Mon / Tues / Thurs
3.00 – 3.30 pm	Lesson 10
3.30 – 4.00 pm	Lesson 11
	} Years 5 – 8 games - Mon / Tues / Wed
4.00 – 4.15 pm	Tea break
4.15 – 5.15 pm	Clubs /Activities (optional)
4.15 – 4.45 pm	1 <sup>st</sup> Prep (optional)
4.45 – 5.15 pm	2 <sup>nd</sup> Prep (optional)

### Pre-Prep

8.00 am	Early supervision – booked via online booking system.
8.25 am	Entrance doors open
8.25 – 10.15 am	Registration and class time
10.15 – 10.45 am	Playtime
10.45 – 12.00 noon	In class
12.00 – 1.05 pm	Lunch time
1.15 – 3.30/3.45 pm	Registration and class time
3.30 pm	Reception & Year 1 children dismissed
3.45 pm	Year 2 children dismissed

(Kindergarten departure times vary throughout the year). Pre-Prep clubs and activities take place on certain days from 3.45 pm. Late pick-up - Children may remain in the Octagon until 4.00pm.

**A paid Breakfast Club runs from 7.30-8.00am and a paid After School Care session for children in Kindergarten to Year 2 until 5.15pm**

## **PASTORAL CARE**

High quality pastoral care is central to our ethos and it underpins everything that we do; together with a high quality of teaching and learning, it is what our community is all about. Our pastoral aims include being a school where the well-being of everyone is the prime concern of each member of our community. We provide a supportive learning community in which our pupils can realise their full potential. Our environment is safe, stimulating and enriching, where everyone is able to enjoy his/her best possible health and well-being. We encourage pupils to grow up to be responsible, active members of their community.

Through Mindfulness, PSHEE, assemblies, academic lessons, co-curricular activities and form time we support and promote the development of emotional intelligence. Every child is encouraged to develop his/her own individuality whilst learning also that personal freedom involves responsibility to others. Our value-base, which is centred on the Christian ethos of the school, helps to give a firm moral basis in these times when so many attitudes, beliefs and ethics are questioned daily. Pupils are encouraged to develop tolerance and understanding between all members of our community and value effort, kindness and good manners. Visitors often comment on the friendliness of pupils at Rose Hill School.

We provide equal opportunities for all pupils regardless of ability, religion, race, culture or gender. We deliver a multi faith approach through our RE lessons. We aim to equip pupils with a developing passion for learning, a capacity for independent and critical thinking, self-awareness resilience, and self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom, these are supported by our extensive co-curricular programme.

## **CURRICULUM, TEACHING & LEARNING**

We support all our pupils to achieve the highest possible academic standards they are capable of, ensuring that pupils of all abilities are stretched and challenged at every opportunity. We aim to ensure that our curriculum is broad, ambitious and varied and that pupils are encouraged to develop their own passions and interests by offering a creative curriculum and project work at different stages throughout the school. We believe that it is through the combination of outstanding teaching and curious, independent and critical learning that our pupils are best able to flourish academically and intellectually. We want our teachers to be learners themselves and encourage them to constantly seek to be original and innovative in their delivery of the curriculum.

## **SETTING**

All children from Kindergarten to Year 8 belong to a Class/Form Teacher Group and are taught most of their lessons as a mixed ability class.

During Year 1, children are taught in differentiated groups in Literacy.

During Year 2, children are taught in differentiated groups in Literacy and Numeracy.

During Year 3, children are placed into sets according to their ability and readiness to manage an accelerated pace for English and Mathematics. There are two sets and the subjects are taught simultaneously so that transfer may take place if necessary. The same topics are taught to both sets.

Year 4 is taught in sets for English and Mathematics

Year 5 is taught in sets for English, Mathematics and French.

Year 6 is taught in sets for English, Mathematics, French and Science.

Years 7 & 8 may be set or streamed according to need.

## **PERSONAL, SOCIAL AND HEALTH EDUCATION**

Our whole school ethos is geared to “values” education from daily assemblies to social behaviour within the school. PSHE also pervades all curriculum subjects.

The School Mission Statement and Aims underpins our teaching in this area.

In the Prep School, each class receives **one designated PSHE lesson per week**.

The **list of topics** for each year group is **sent out to parents**, so that they are aware of what areas are being covered and when. It is important, where necessary, that parents support their children and the school in these topics and encourage them to find their own “good values” for life.

**Citizenship** and **Sex & Relationship Education** also form part of the PSHEE programme.

***NB. Parents have the right to discuss any of the topics with the Head of Department.***

## **LEARNING SKILLS**

The aim of the Learning Skills Department is to achieve optimal learning outcomes for children with Specific Learning Difficulties and/or disabilities (SEND) who have the ability and aptitude to follow a differentiated Pre-Prep/Prep School Curriculum. In line with the Equality Act 2010 and the SEND Code of Practice: 0 – 25 years (2014), the school aims to make reasonable adjustments, as necessary, within the classroom and the whole school environment in order that every child has an equal opportunity to feel valued, to understand their own unique way of learning and to work towards their true potential.

All teachers are responsible for meeting the range of needs of the children in their class (wave 1). They work in tandem with the team of four dedicated Learning Skills teachers, covering every area of the school from Early Years through to the Upper School, and with the school nurse and pastoral team. A summary of key action points for every child with a specific need is circulated to all staff and updated regularly by the Learning Skills team. Teacher's assistants (TAs) often have a significant part to play in the delivery of specific strategies and overall wellbeing of each child.

In addition to quality classroom delivery, there is a range of specific learning activities on offer currently including Dyslexia and Dyscalculia programmes, social skills groups and a Sensory Circuits programme (wave 2). Children who receive further support (wave 3) will have an Individual Learning Plan (ILP) and may have an Education Health Care Plan (EHCP). The interventions offered by the Learning Skills Department itself do not themselves carry any additional charges. All three waves of intervention follow the Assess, Plan, Do, Review (APDR) approach to learning which is outlined in the Rose Hill SEND policy document.

<http://www.rosehillschool.co.uk/assets/2sendpolicy-1.pdf>

The new building in the Prep School includes two accessible and well-appointed rooms used for teaching, assessment and meetings.

Working closely with parents and in accordance with their aspirations for their child, we aim to identify barriers to learning and seek to address them as early as possible before they obstruct a child's progress. Among school-leavers who have experienced success in the Kent 11+ selection test, Tonbridge pre-test and at Common Entrance and scholarship level are children who have had specific needs identified early in their school careers.

Children themselves are encouraged to understand and own their individual learning styles; to feel empowered to use the most appropriate tools, interventions and techniques to enhance their learning. The best outcomes are achieved when pupils, parents and school are able to work in close partnership.

If you have a concern about any aspect of the educational, physical or social development of your child, the first person to contact is your child's Class Teacher/Form Teacher who will seek advice from the Head of Learning Skills and/or the School Nurse, if appropriate.

The school welcomes relevant external specialists, such as Educational Psychologists and Speech & Language Therapists, to visit for the purposes of assessment, advice, counselling or interventions. External specialists will invoice parents directly for their services.

Rose Hill School is a member of KWDA, our local Kent West Dyslexia Association and of NASEN, the leading organisation in the UK which aims to promote the education, training, advancement and development of all those with special and additional support needs.

For full information on identification and procedures, the Learning Skills Policy is available on the school website. The policy was written in consultation with all stakeholders of the school community.

## **MUSIC**

Individual music lessons are available with specialist visiting teachers and parents should contact the Director of Music should they wish their children to start lessons. These lessons take place during the course of the school day and children are withdrawn from lessons on a rotation basis. Waiting lists do occasionally arise, but generally there are spaces available for all instruments. Further information is available from the Director of Music. For those parents whose children are already having instrumental tuition at school, we would ask that all queries and concerns over lessons be directed to the Director of Music initially, rather than to the visiting teachers.

Music Clubs - These change termly and will be advised via the termly Calendar.

### **Pre-Prep Music**

Music is an integral part of the curriculum in the Pre-Prep.

In the Kindergarten and Reception classes music is part of daily classroom activities. Using percussion instruments, listening to music and singing songs are primary activities. An Early Years music specialist visits each week and teaches a range of skills to lay good foundations for rhythm and music. Early Years pupils have weekly music lessons with the Director of Music.

In Years 1 and 2, some children display an interest or desire to begin learning a musical instrument. Parents should contact the Director of Music should they wish their children to start lessons

Throughout the year, children prepare for a number of musical events which parents are invited to attend. These include a Harvest Assembly, Christmas entertainment, Spring Songs and Summer Concerts.

## **PE AND SPORT**

### **PREP SCHOOL**

Sport at Rose Hill is based on the "Sport for All" principle. All pupils follow an all-embracing programme of PE and sports and will complete at least 4 ¼ hours per week. There are also opportunities to join in after school sports practices and clubs. The list of sports available changes slightly from year to year, but the curriculum sports remain constant. These include: short-tennis, badminton, basketball, gymnastics, cross country, football, netball, uni-hoc, hockey and rugby in the winter terms and cricket, rounders, swimming and athletics in the summer term.

Other clubs and activities include: triathlon, junior and senior runners, golf, judo, gymnastics, dance (creative, ballet and tap) and tennis. Older pupils also have opportunities to go on residential visits and outward-bound courses. There are also matches in many of the sports against other schools.

School matches generally take place on Wednesdays (Years 5-8), Thursdays (Years 3-4) and occasionally Saturdays. A termly calendar is available to give advance warning of each fixture. *It is expected that school matches are given priority and therefore if a pupil is selected she/he must attend.* In the case of extenuating circumstances parents must give as much notice as possible for a pupil to miss a game. If a child is ill please contact the member of staff in charge as soon as possible.

Some competitive occasions, such as cross country and athletics may take place in the afternoons on other days.

Sports Day take place on a Friday towards the end of the Summer term.

### **PRE-PREP**

All aspects of Physical Education are taught in the Pre Prep. All year groups use the school facilities of the Sports Hall, astroturf, playgrounds and games fields to develop skills in games and gymnastics. All PE lessons from Kindergarten to Year 2 are taught by a PE specialist teacher.

Swimming lessons are taught to children in Kindergarten, Reception, Year 1 and Year 2 throughout the year and Pre-Prep Sports Days are in the summer Term.

Extra-curricular Sports Clubs are offered to pupils in Year 2 giving further opportunity to learn skills associated with uni-hoc, football, cricket and 'ball skills'.

### **OFF GAMES**

If it is necessary for your child to be off Games for a required period, please send a note in to the Class Teacher (Pre-Prep) or email the Form Teacher (Prep School).

Children who are off games will attend the lesson or match, if possible, as a spectator. Alternatively, they will be looked after in school.

## **MATCH DAYS**

Representing the school is an important part of life at Rose Hill. Our opposition teams are chosen accordingly and will take into account the current cohort's ability and confidence levels. Pupils will experience playing both home and away matches. We try to strike balance so that no team plays too many home or away matches. The school plays in number of competitions ranging from locally organised fixtures, IAPS schools to County, Regional and National Competitions.

### Rose Hill Teams aim:

- to try our hardest on the field of play and remember the importance of teamwork;
- to be smartly dressed for matches with the correct equipment for the sport being played;
- to support each other when things go wrong;
- to encourage each other;
- to be sporting in victory;
- to show grace in defeat.

### Before and after the match:

- to show our opponents where to change;
- to cheer our opponents at the end of a match and to thank the referee/umpire. Captain to thank opponents' member of staff;
- to help collect in all equipment after the match;
- to wait for the visiting team and bring them into tea;
- to sit with your visitors at tea and exchange conversation;
- to thank the tea ladies for the refreshments;
- to applaud the opposition as they leave at the back gates after tea.

## **PARENTS' SUPPORT AT MATCHES**

We actively encourage parents to join us on Wednesday and Thursday afternoons for matches. Home matches will always commence at 2.30pm (unless otherwise stated). There is no need to inform us of your attendance, just head for the pitches, astroturf or courts and cheer on our teams. Parents are also invited to join us after the game for 'Match Tea,' which will be taken in the common room in the Quad.

The IAPS recommendation for supporting young teams must be followed, namely:

- Only give positive encouragement from the side lines please.
- Applaud good play by your own and the visiting team.
- Please refrain from commenting negatively about refereeing or umpiring, respect the officials' decisions.
- Likewise, please refrain from coaching from the side lines, respect the knowledge of the member of staff in charge of them and allow them to manage and coach the team
- Encourage players always to play by the rules.
- Never ridicule a player for making a mistake during a competition.
- Condemn the use of violence in all forms.
- Be friendly to parents' of the opposition.
- Relax and enjoy the game whether your team wins or not.

## **CANCELLATION PROCEDURES**

The Games department where possible will do everything possible to avoid the cancellation of matches. However, In the unfortunate event that we do need to cancel matches we aim to adopt the procedure below in order to notify you of the cancellation.

1. A decision regarding the cancellation will be made no later than 1pm.
2. A Message will be placed on the school Website homepage.
3. A cancellation message will be sent via our team notification program.

## **AFTER-SCHOOL CLUBS AND ACTIVITIES**

Details of lunch-time and after-school Clubs and Activities are given to parents in the penultimate week of the previous term and parents are asked to sign up by the end of the previous term. Clubs start in the second week of term.

- Pre-Prep after school clubs vary according to term
- Prep school after school clubs run from 4.15 to 5.15 pm

### **POINTS TO NOTE:**

- Although pupils are encouraged to get involved in these clubs, it is important that they do not do too many. Parents need to ensure a balance is maintained.
- Most clubs are run by school staff. If an outside teacher is employed, a charge is made

## **BREAKFAST CLUB & AFTER SCHOOL CARE**

### **BREAKFAST CLUB:**

A Breakfast Club is available for all children from 7.30 - 8.00am. Breakfast Club incurs a charge of £4.50 which is added to the end of term account.

Regular bookings for each session can be made via an online form before the start of term. One off bookings are made by emailing [afterschoolcare@rosehillsschool.co.uk](mailto:afterschoolcare@rosehillsschool.co.uk)

### **PRE-PREP:**

Children may remain in the Octagon until 4.00pm.

After school care is available for children in Reception to Year 2 classes from 4.00 - 5.15pm. The After School Care session incurs a charge of £9.50 which is added to the end of term account. A snack is provided.

Prior to an After School Care session being booked, an agreement form must be completed and signed, giving contact details, collection arrangements and agreement to the charge. The agreement form is available on the school website.

<http://www.rosehillsschool.co.uk/assets/rosehillsschoolascagreement.pdf>

Regular bookings for each session can be made via an online form before the start of term. One off bookings are made by emailing [afterschoolcare@rosehillsschool.co.uk](mailto:afterschoolcare@rosehillsschool.co.uk)

### **PREP SCHOOL:**

Optional Homework sessions run from 4.15 – 4.45pm and from 4.45 – 5.15pm.

Clubs run from 4.15 – 5.15pm.

Pick-up time is either 4.45pm or between 5.15 and 5.30pm.

# **THE PUPIL PLANNER**

## **Prep School**

Each Prep School pupil is given a new Pupil Planner at the start of a new academic year or as soon as a child joins the Prep School. This is an important tool of communication for the child, parents and staff. It contains lots of useful information and should be used by pupil, parent and Form Teacher to include:

- A list of all the child's teachers
- Daily entries of Prep to be done and things/events to remember
- A weekly record of Pluses filled in by staff when awarded
- A brief summary of the child's week filled in by the Form Teacher
- A signed response from Parents
- Any simple communication between Parents and Staff
- Any notes that a child wishes to make
- Assessment results when appropriate
- A completed timetable

The child owner is responsible for the daily completion of entries and safe keeping of the Planner. The Form Teacher is responsible for the weekly summary, for checking the entries made by the children and staff, and for checking and acting upon communication from Parents. The Heads of Upper/Lower School will carry out spot checks to ensure that the Planners are being properly completed and maintained and act where they fall short of expectations.

# **ICT AND THE INTERNET**

The school has fast broadband connection to the Internet, which is fully safeguarded and filtered for content. Access to the internet during school hours is allowed only when a member of staff is present. There is an Acceptable Use Policy (AUP) contract, which must be signed by both pupils and parents from Year 3 that lays down a strict code of conduct and behaviour for the use of our networked computers for the safety and protection of our children.

# **SCHOOL ASSESSMENTS**

## **PRE-PREP**

Kindergarten, Reception and Years 1 & 2 children are regularly assessed to monitor and track progress.

## **PREP SCHOOL**

The formal assessment of attainment takes place for all children in the Prep School during the Autumn and Summer Terms. These tests are referred to as Assessments (Years 3-5) and Examinations (Years 6-8).

### **In the Autumn Term:**

- Year 3 have in-class assessments in English and Maths
- Year 4 have in-class assessments in English and Maths
- Year 5 have assessments in English and Maths

- Year 6 sit exams in English, Maths, VR, NVR as required for external assessments
- Year 7 sit exams in English, Maths and Science
- Year 8 sit exams in all subjects required by Common Entrance

### **In the Spring Term:**

- Year 8 sit mock Common Entrance or Scholarship examinations immediately after the February half term holiday

### **In the Summer Term:**

- Children in Year 3 have assessments in English and Maths
- Children in Year 4 have assessments in English and Maths
- Children in Year 5 have assessments in English, Maths and Science
- Children in Year 6 Children take exams in English, Maths, Science, French, Geography, History, RS and Latin
- Children in Year 7 take exams in English, Maths, Science, French, Geography, History, RS and Latin
- Children in Year 8 sit Common Entrance or Scholarship exams in all academic subjects

### **Years 6 – 8**

Details of the examination timetable and simple revision sheets are given to children in advance of the examination period. The revision sheets are also made available via the Parent Portal.

The week immediately before the examinations is revision week when lessons are organised to revisit topics and assist children in revision and examination techniques. Guidance on exam technique is given.

### **EXTERNAL EXAMINATIONS**

#### **Pupil Entry to Secondary Education through Kent 11+ Selection Procedure**

Pupils in Year 6 sit English, Mathematics and Reasoning Tests in September if their parents have opted for this procedure.

#### **Entrance to Independent Schools**

Common Entrance examinations for 13+ entry to Independent Schools take place at school during the week after the Summer half-term break at the beginning of June and for 11+ entry usually during January.

Many Independent Schools set their own assessments or pre-assessments at various times.

## **PREP AND HOMEWORK**

All children receive homework or homework tasks from Reception upwards. This will take the form of reading, cross-curricular tasks and learning spellings. As children progress through the school they will be expected to take on more work. An optional prep period

is fully supervised for Prep School children. Older children will also be expected to do a further single homework some days.

Every child in the Prep School is issued with a Pupil Planner (see page 15) in which the pupils should write their homework. The Planners are sent home every weekend with a comment from the Form Teacher and should be signed by parents and returned for checking on Monday mornings. The Planners may be used as a means of communication between home and school and between school and home. Please help us by checking these regularly.

## **PRE-PREP REPORTING, INFORMATION MEETINGS AND PARENTS EVENINGS**

<b>Mid-September</b>	Reception teachers give a short talk to inform parents of the new routines and expectations for the children during the year ahead.
<b>September/October</b>	Year 1 and 2 invite parents to attend Literacy and Numeracy meetings to discuss teaching, learning and home support in the main subject areas.
<b>End October</b>	Settling-in reports: Kindergarten - Year 2
<b>Mid November</b>	Parent Evenings: Kindergarten - Year 2 10 minute appointment with class teacher.
<b>Mid February</b>	Mid-Year Report: Year 1 & 2
<b>Early March</b>	Parent Evenings: Kindergarten - Year 2 10 minute appointment with class teacher.
<b>End June</b>	End of Year Report: Kindergarten - Year 2
<b>Early July</b>	Parents Evenings: Kindergarten - Year 2 10 minute appointment with class teacher

- Reception parents are invited to a small number of short information sessions throughout the year, relating to phonics, reading and home support.
- Consultation evenings follow written reports and give parents the opportunity to discuss class teacher comments.
- Parents are requested to book an appointment time on a sheet displayed in the Pre-Prep department a week or so before the meeting.
- Reports are available to Parents via the Parent Portal.
- In addition to reports, Kindergarten and Reception Parents are given a booklet of observations from the 'Tapestry' online learning journal. At times throughout the year, the learning journal is also available online.

## **PREP SCHOOL PARENT EVENINGS**

Our reporting system comprises full reports at the end of the Autumn and Summer terms, a report card at the end of the Spring Term and assessment cards giving details of effort and achievement every half term. There are also two parents' evenings for every form during the year – one of which all staff attend and one for staff teaching academic subjects. Details are as follows:

<b>Autumn Term</b>	All Year groups
<b>Spring Term</b>	Year 5, Year 6, Year 7, Year 8
<b>Summer Term</b>	Year 3, Year 4,

These evenings take place in the school Theatre (or suitable classrooms) and an appointment system is used to enable parents to see key staff members. Dates appear in the school calendar. All parents are encouraged to contact their child's Class Teacher/Form Teacher if they have any concerns. If necessary, an appointment can also be made with the respective Head of Area (see Communication on pages 28 & 29).

## SECTION 2: EXPECTATIONS

### REWARDS AND SANCTIONS

#### Prep School

##### **Good Behaviour**

We recognise good behaviour through:

- giving praise
- giving plus points (which are recorded in pupil diaries and go towards an inter-house competition)
- giving public recognition in Assemblies and the weekly Newsletter

##### **Misbehaviour**

This is dealt with by:

- Giving short, effective reprimands and reminders of appropriate behaviour
- Applying sanctions appropriate to the behaviour including:

Withdrawal from part of playtime (no child should miss all playtime)

Loss of favoured activity

Minus mark

Yellow card

Detention

Separating the child from the class for a brief time

Referring the child to the appropriate Head of Area (and/or Deputy Head)

Devising an individual programme to help the child learn appropriate behaviour

Exclusion or expulsions as a last resort

##### **Strikes**

Awarded for minor incidents. 3 strikes equals a minus.

##### **Minus Mark**

Awarded for a breach of the Code of Behaviour and recorded in the Pupil Diary

##### **Detention**

24 hours notice is given to parents if the detention is imposed outside normal school hours.

Detentions are sanctioned by the Head/Deputy Head.

Behaviour Policy: <http://www.rosehillschool.co.uk/assets/9abehaviourpolicy-1.pdf>

Antibullying Policy: <http://www.rosehillschool.co.uk/assets/10aantibullyingpolicy-1.pdf>

### DRESS AND APPEARANCE

***CORRECT UNIFORM MUST BE WORN AT ALL TIMES AT SCHOOL. PLEASE ADHERE TO THE UNIFORM LISTS.***

Children should be encouraged to take a pride in their appearance as follows:

- Shoes should be cleaned regularly
- Hair should be kept tidy and trendy styles avoided please. Girls must use hair clips or bands to keep long hair off the face. These must be white, pink or brown and of a plain design.
- Watches may be worn from Year 2 and must be named – they are not, however, really necessary.

## **ABSENCE PROCEDURE**

All absences from school must be authorised by the Head and we are legally obliged to account for absence. Requests should be emailed to [office@rosehillschool.co.uk](mailto:office@rosehillschool.co.uk).

If your child is ill, please telephone the school office between 8.15 and 8.45am. Any infectious illnesses must be notified so that other parents can be informed. Many parents like to write to their child's Form Teacher on the day of return, but this is not strictly necessary.

**Long Term Absence** - From time to time pupils have to take long-term absence from school. In this case it is essential that there is close regular contact with the child's Form Teacher/Class Teacher to support the pupil's learning.

## **CRITERIA FOR CLOSING SCHOOL FOR WEATHER RELATED REASONS**

We aim to keep the school open in the event of bad weather, but the health and safety of pupils, parents and staff is paramount and may lead to a decision to close. Criteria for closure are:

### **1. Safety**

- a) Risk assessment of school pathways and roads. (Also fields – games and playtimes)
- b) Assessment of road conditions using advice from weather stations (TV/radio/internet)
- c) Assessment of trees and buildings (in severe stormy conditions)
- d) Awareness of problems related to returning home at the end of the day – (eg freezing conditions)

### **2. Availability of staff / pupils**

- a) Awareness of the percentage of staff who would find it difficult to come to school (particularly from outlying areas and those who travel via country lanes)
- b) Awareness of pupils who would find it hazardous to travel to or from school.
- c) Assessing the value of allowing some staff / pupils to come to school – *joining up classes to follow a haphazard timetable for the day.*
- d) Availability of ancillary and grounds staff to carry out basic functions (eg clearing snow from the grounds and to salt the drives and car parks; availability of kitchen staff for lunches etc)

### **3. Other factors**

Local conditions eg heating / electricity / plumbing failures or other resource issues.

# COMMUNICATION OF CONCERNS

Parents are encouraged to make suggestions and to voice any concerns they may have. The following lines of communication are recommended.



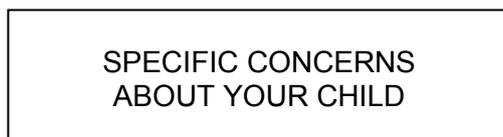
Speak to the Class Teacher/Form Teacher

Speak to your Form Representative on the Parents' Association.



Speak to the Class Teacher/Form Teacher

Speak to Head of Area: EYFS Co-ordinator  
Head of Later Years  
Lower School(Y3-4)  
Middle School (Y5-6)  
Upper School (Y7-8)



Speak to the Class Teacher/Form Teacher

Speak to Head of: EYFS Co-ordinator  
Head of Later Years  
Lower School(Y3-4)  
Middle School (Y5-6)  
Upper School (Y7-8)

**OR**

Contact the Head or the Deputy Headmaster

**(Please do not approach the Head directly if concerns are best dealt with via other channels)**

## HOW DO I MAKE CONTACT?

### ***Class Teacher (Pre-Prep)***

Speak directly to your child's teacher after school or write a note

### ***Form Teacher (Prep School)***

E-mail the Form Teacher or write a note in the Pupil Planner

### ***Head of Area***

E-mail or write a note

### ***Head***

E-mail or telephone the school office

### ***School Office***

Tel: 01892 525591

Fax: 01892 533312

E-mail: [office@rosehillschool.co.uk](mailto:office@rosehillschool.co.uk)

### ***Member of Staff***

Individual e-mail addresses as listed in the parent portal

### ***Chairman of Governors***

Mr Charles Arthur

Tel: 01892 525591

E-mail: [charles.arthur@rosehillschool.co.uk](mailto:charles.arthur@rosehillschool.co.uk)

## **SUSPENSION / EXCLUSION**

Our School Behaviour Policy refers to possible suspension or exclusion of pupils if all other attempts to resolve a problem have proved unsuccessful.

In practice, this happens rarely, but the policy & procedures can be made available on request: [office@rosehillschool.co.uk](mailto:office@rosehillschool.co.uk)

## SECTION 3: GENERAL INFORMATION:

### ARRIVALS AND PICKING-UP

#### Pre-Prep

##### Arrivals

- Arrivals - parents are encouraged to escort children to appropriate entrance doors and wait until class teachers open the doors at 8.25am.
- Arrivals between 8.00 and 8.20 am are supervised in the Octagon until 8.25 am. Regular use of this facility must be booked before the start of term via the online booking system or for one off occasions by emailing [afterschoolcare@rosehillsschool.co.uk](mailto:afterschoolcare@rosehillsschool.co.uk)

Pick-Up should be made as follows:

- Kindergarten - from external classroom doors (Autumn & Spring terms – Summer term Pre-Prep Main Entrance)
- Reception - from the Pre-Prep Main Entrance
- Years 1 & 2 - from playground by Sports Hall

#### Prep School

Arrivals from 8.00am (from 7.45am with prior approval from the Head) are supervised in the dining-room until 8.25am. It is important that pupils do not arrive before 8.00am as the school cannot be responsible for them before this time.

Please drop off by the wall in front of the Main Entrance. For safety reasons, children must get out of the car on the school side. Prep School children with younger siblings should be dropped at the car park and walk up the path.

Late Arrival – Registration takes place at 8.35am followed by Assembly. Any latecomers must go immediately to the school office to register.

**Late Pick-Ups** - If you are going to be late to collect your child, please let the School Office know.

**Pick-Ups by someone who does not normally pick up** - The School Office should be informed in good time before pick up.

### PARKING

We are fortunate to have a relatively secure facility for dropping-off and picking-up. In the interests of safety and to help ease congestion and delay the following points must be observed:

- The 10 mph speed limit must always be observed
- Older children should be dropped off in front of the Main Entrance but parking in front of the Main Entrance and in reserved spaces is not allowed
- Parking along Rydal Drive (and the emergency turning circle at the top) is never permitted
- Children must be supervised after pick-up, especially in the Car Parks
- Please keep the yellow, hatched areas clear at all times for emergency vehicle access
- Please give way to pedestrians on the zebra crossing.

Parking is available in front and on the side and rear of the Sports Hall. Parking may be allowed on the school fields, weather permitting. The access road is to the rear of the Astroturf.

## **WALKING/CYCLING TO SCHOOL**

- Pupils coming to or leaving school premises unaccompanied must have permission from parents.

<https://rosehillschool.wufoo.com/forms/walkers-and-cyclists/>

- Pupils must also report to duty staff before leaving school when unaccompanied.
- It is recommended that anyone wishing to ride to school has passed the cycling proficiency test. It is the responsibility of parents to ensure that bicycles are in a roadworthy state, regularly maintained and safe.
- Bicycles may be stored in the cycle shed next to the school shop. It is recommended that they are also padlocked.
- The wearing of appropriate reflective clothing and cycling helmets is compulsory.
- Walkers and cyclists must behave considerately and must wear correct school uniform.

## **MOBILE PHONES**

Our general rule is that mobile phones are not allowed at school. However, we recognise that there may be circumstances (for example pupils who walk to and from school) when carrying a mobile phone is beneficial or necessary. If this is the case, the pupil should sign the phone into the school office on arrival and collect it before departure.

## **MINIBUS ROUTES**

Minibuses pick up children in the morning and arrive at school in time for the start of the school day. Routes vary according to demand and are not guaranteed.

A charge is made for this service and current prices can be obtained from the Bursar's department. Any parents interested in using the service should contact the Bursar.

As a general rule, we do not recommend children use the minibus service until they reach Year 1. However, there may be occasions (eg travelling with an elder sibling) when parents wish a younger child to have access to the service and we will try to accommodate these requests on an individual basis.

## **PUPIL ABSENCE**

Any absence for reasons other than illness must be authorised by the Head. Please ensure that requests are made in writing (e-mail is fine) and give as much notice as possible.

**Please make every effort to avoid booking holidays during term time.** This is particularly important at the beginning of term.

## UNIFORM

Current uniform lists are available from the School Office and on the school website. Uniform can be purchased from the School Shop (located in the bungalow opposite the Sports Hall). There is a link to the Uniform Shop from the school website and items may be purchased online.

<http://shop.rosehillsschool.co.uk>

The School Shop is open on Thursdays from 3.00pm until 5.00pm (term time only).

Blazers, caps, ties and hats are only available from:

**Simmonds and Son**  
**64 Calverley Road**  
**Tunbridge Wells**  
**Tel: 01892 510123**

## JEWELLERY

Jewellery and other decorative items etc should not be worn. Girls with pierced ears should wear small silver or gold studs which must be removed for games.

## PERSONAL BELONGINGS

It is essential that all personal belongings are clearly named. Apart from essential items such as pencil cases and calculators in the Prep School, pupils are discouraged from bringing personal belongings to school, especially those of value. Swapping or trading is not allowed.

## LOST PROPERTY

We encourage pupils to show responsibility for all their own property and belongings, (taking time to put clothing into lockers, bags etc and books, pencils etc into desks, trays, bags – after use).

Pupils should not bring articles of value to school (eg mobile devices, iPods, tablet computers etc), although e-readers without internet access capability are acceptable.

It is vital that every item your child brings into school is **named clearly** (including pens, geometry equipment, rubbers, shoes, wellingtons, coats etc).

All items of uniform must be named clearly, with iron-in, adhesive or sewn-on labels.

**ADVICE** – If personal belongings are lost – Prep School pupils are encouraged to:

- re-trace steps their steps and search carefully;
- check the clothing lost property areas in the changing rooms and ask at the school office;
- report the loss to their Form Teacher or the Deputy Head who will then take further action as necessary.

## **MEDICAL CARE**

Our School Nurse holds records of all pupils in the school and she is the first point of contact in the event of illness or injury. Parents will be contacted if necessary. It is essential that medical records and personal information are kept up to date. At the beginning of each academic year, parents are requested to update Pupil Essential Information Sheets with current contact and health information. We also rely on parents to advise us of any changes accordingly throughout the school year.

The School Nurse is happy to assist parents by administering prescription or other over-the-counter medicines when requested to do so providing a School Medicine Record form is completed. This form is available for download on the school website.

<http://www.rosehillsschool.co.uk/assets/schoolmedicinerecord.pdf>

All medicines must be left at the school office and may only be administered if they are in the original packaging detailing pupil's name and dosage, batch number and expiry date of the medication.

The School Nurse stocks a range of over-the-counter medication eg pain relief, anti-inflammatory medication, bite/sting relief or antihistamines which may be administered should an urgent need arise. Should this be the case, parents are informed accordingly.

If you have any concerns regarding your child's medical and health issues please contact Mrs J Makinson RGN on [nurse@rosehillsschool.co.uk](mailto:nurse@rosehillsschool.co.uk) .

## **STATIONERY AND BOOK REQUIREMENTS**

Please equip your child with the stationery requirements as detailed below.

Prep School: HB Pencils

Eraser

30 cm ruler

Pencil case

Pencil sharpener

Pencil crayons

Fountain pen (from Year 5)

Geometry equipment (from Year 5)

Scientific Calculator (from Year 6) – FX85-GT PLUS

(may be purchased at W H Smith or similar stationers)

Pupils in Year 3 and above are issued with their own School Hymn Book which is charged to the parents' account.

## LUNCH

The weekly menu appears in our Newsletter. Pre-Prep children are served at table by staff and Prep School children enjoy a self-service system. Staff eat with the children and all children are encouraged to try different foods, to eat what is on their plate and to have good table manners. Vegetarians (and special diets within reason) are catered for and there is a choice of dessert or fruit every day.

## SNACKS

**Pre-Prep** children can access water throughout the day as required. Children bring in from home a healthy snack to eat at morning break and a drink of water or milk is supplied. If a child forgets their snack, one is provided by the kitchen.

School provides milk or water and a small snack for children in the afternoon too.

*Healthy snack suggestions: bread sticks, rice cakes, crackers, a savoury sandwich, Babybel or cubed cheese, fruit (fresh or dried), chopped raw vegetables.*

**Prep School** children have a longer morning and need more sustenance. You are encouraged to agree a healthy snack (eg fruit, nut-free cereal bar, plain biscuit etc) with your child with perhaps some special days when crisps etc are allowed.

**SWEETS (ESPECIALLY CHEWING GUM) AND CHOCOLATE BARS ARE NOT ALLOWED IN SCHOOL.**

**IMPORTANT NOTE – ROSE HILL IS A 'NUT-FREE' SCHOOL, SO SNACKS CONTAINING ANY FORM OF NUTS ARE NOT PERMITTED.**

## SCHOOL EVENTS

There are a number of compulsory school events during the school year: These include:

AUTUMN TERM	<ul style="list-style-type: none"><li>• Annual Carol Service at St John's Church</li><li>• Parents' Association Christmas Fair</li></ul>	Prep School Prep School
SUMMER TERM	<ul style="list-style-type: none"><li>• Speech Day and Prize Giving</li><li>• Summer Fair</li></ul>	Prep School Prep School

Throughout the school year, there may be sports tournaments or fixtures which take place on a Saturday – these are also considered compulsory.

School uniform should be worn to these events (except PA Christmas Fair and Summer Fair). Younger siblings from Pre-Prep attending the Carol Concert, Speech Day or Prep School evening shows should also wear school uniform.

## SCHOOL TRIPS

Parents are required to sign a general consent form for children to travel by school minibus, hired minibus/coach or train during the school year for the purposes of matches, school activities and educational visits.

School outings and trips are organised as follows:

- ParentMail sent to parents from the teacher in charge giving details of the trip
- Parents complete an online form to give consent and confirm that contact and medical details held are correct and up to date.

All school trips except for overseas & residential ones are included in the termly fee.

## THE HOUSE SYSTEM

At Rose Hill there are **three Houses**. The Houses are named after prominent former pupils of the school. In the Prep School, a House Tutor and several teachers are allocated to each House.

<b>Baden-Powell</b>	Founder of the World Wide Scout movement
<b>Mackinnon</b>	Kent and England cricketer at the turn of the century
<b>Grange</b>	The previous Headmaster who owned the school until 1974 and was responsible for moving it from the London Road site to Coniston Avenue in 1966.

When pupils arrive at the school they are placed into one of these three Houses.

Criteria used for placement:

- a) Random selection of new names in order to preserve the balance of overall numbers in each House and to maintain a fair ratio of girls and boys for each year group.
- b) Where possible (bearing in mind (a) above), children are placed in the same House as their siblings.

The House system is used to encourage good values and team spirit in all aspects of school life.

**PRE-PREP** children collect **stars** in recognition of personal progress in every area of school life, both academic and social. Stars are totalled termly and converted to house points. These are carried forward to the end of year House Shield which is awarded to the winning House in July.

**PREP** children are awarded **pluses** for:

- a) curriculum work – including academic, games, art, music, drama etc
- b) helpfulness and responsible social behaviour, eg. performing duties well
- c) G stars (gold standard) in the Prep School, given for exceptional work either in class or for longer term projects. The range is from G3 (worth 3 pluses) to G9 (worth 9 pluses).

The House with the most points at the end of the year is awarded the **Johnson Cup** at Speech Day but there is also a half-termly celebration of the leading House.

## **PARENTS' ASSOCIATION**

The Parents' Association organises a variety of social events throughout the year, which support the close partnership between parents and school. Nominal fund-raising supports local charities and also provides useful extra resources for the children's benefit. New members of the Committee are always welcomed. Meetings take place at least once every term at school with Form Representatives.

## **ADVISORY GROUP**

The Advisory Group is a selection of parents with children from different areas of the school. The Advisory Group meet with the Head at least once every term to communicate any general concerns and to hear about new school initiatives and plans. The group then feeds back to Form Representatives.

## **FEES AND PERSONAL ACCIDENT INSURANCE**

Our Governing Body reviews fees annually, and increases are advised to parents by the beginning of the Summer term. Fees are due for payment on the first day of each term.

The school termly fee includes personal Accident Insurance for each child.

School fees insurance is also recommended. This enables parents to claim a refund of school fees should their child be absent from school for reason of sickness for five or more consecutive days. The premium is 1.5 % of the school fees.

## **ASSEMBLIES**

### **PREP SCHOOL**

Monday/Wednesday	Prayers, hymn and short talk on the week's theme, notices/reports
Tuesday:	Shortened Assembly giving time for hymn practice
Thursday:	Normal Assembly, Form Assembly to which parents are invited, or Guest Assembly
Friday:	Whole School Assembly (Years 1 – 8)

Guest speakers are regularly invited to participate.

Special occasions (such as Remembrance Day) and contemporary events often provide assembly content.

### **PRE-PREP**

Foundation Stage:	Early Years Classes (Kindergarten and Reception) have a 'Thought for the Week' which encompasses social and multicultural themes. These on-going messages are reinforced and developed through the week.
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**Monday:** Years 1 and 2 together – Bible stories.  
**Tuesday:** Pre-Prep sharing assembly (each half term) is a celebration of a festival from a world religion which coincides with the relevant time of year.  
**Wednesday:** Kindergarten & Reception – Singing Together.  
 Year 1 – PSHE themed stories.  
 Year 2 – PSHE themed stories  
**Thursday:** Year 1 and Year 2 – Collective singing.  
**Friday:** Year 1 and Year 2 attend Whole School assembly in the Theatre.  
 Years 1 and 2 – Class Sticker Assembly in the afternoon. A celebration of good work and recognition of good manners and behaviour through the week.

## SCHOOL WEBSITE



Our website is updated regularly and offers a wide range of useful information including key School Policies and a parents' guide as well as pictures and news items. It also has a section on the home page for latest updates on, for example, matches and school trips. Parents are encouraged to add the website to Favourites or, perhaps, set it up as their Home Page!

<http://www.rosehillschool.co.uk/>

There is a website login to access team sheets and match details.

## PARENT PORTAL

This can be accessed from the homepage of the website and each parent has a unique username and login. Reports are accessed from the portal along with other information such as uniform lists, policies, calendar, revision notes and fee invoice.

## **PARENTMAIL**

ParentMail is an e-mail communication system from school to home and most information is sent in this way. It is very important that the school is kept informed of any changes to e-mail addresses.

If there is a last-minute change to matches or events at school, information may also be sent by text message.

## **SCHOOL NEWSLETTER**

A link to the weekly Newsletter is e-mailed directly to parents every Friday, although copies are always available in Reception.

## **ACTIVITY HOLIDAYS**

Activity Courses are run in the holidays (October half term, Easter & Summer) for children from Rose Hill, their friends and other children in the local community. Details are issued during the term via the newsletter.

Run by Ultimate Activity Camps, these courses are always very popular so book early to avoid disappointment.

<https://www.ultimateactivity.co.uk/>

## **GDPR**

Parents are requested to familiarise themselves with our current Privacy Notice and Data Protection Policy which can be found on the school website.

Privacy Notice:

<https://www.rosehillschool.co.uk/assets/privacynoticeapril2018.pdf>

DataProtectionPolicy:

<https://www.rosehillschool.co.uk/assets/dataprotectionpolicyincdataretention-summer2017ejn.pdf>

## **SECTION 4: SCHOOL POLICIES**

Many school policies can be viewed via the School website (see below) and hard copies of all policies are available from the School Office.

<http://www.rosehillschool.co.uk/Admissions/Policies>

Admissions Policy

Anti-Bullying Policy

Accessibility Policy

Behaviour Policy

British Values Statement

Complaints Policy

Curriculum Policy

Data Protection Policy

EAL Policy

Equal Opportunities Policy

Exclusions, Expulsion, Removal & Review Policy

Fire Safety

Gifted and Talented Policy

Health and Safety Policy

Medical Policy

Privacy Notice

PSHEE & Citizenship Policy

Recruitment Policy

Safeguarding and Child Protection Policy

SEND Policy

Supervision of Pupils Policy

Supervision of Pupils Policy EYFS

