



**POCKLINGTON  
PREP SCHOOL**

Ages 4 to 11

# Parent Handbook

Information for parents  
of Prep School pupils  
Years 3-6





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## Key Pocklington Prep School Contact Details

Role	Name	E-Mail
Pocklington Prep School Office	Mrs Naomi Milsom Mrs Katie Dewhirst	<b>01759 321228</b> <a href="mailto:prep@pocklingtonschool.com">prep@pocklingtonschool.com</a>
Head of Prep and Prep School	Ms Suzanna Ward	<a href="mailto:prephead@pocklingtonschool.com">prephead@pocklingtonschool.com</a>
Deputy Head of Prep School	Mrs Jen Cliff	<a href="mailto:cliffj@pocklingtonschool.com">cliffj@pocklingtonschool.com</a>
Assistant Head (Pastoral)	Mrs Suzie Rogers	<a href="mailto:rogerss@pocklingtonschool.com">rogerss@pocklingtonschool.com</a>
Assistant Head (Pupil Progress)	Mrs A Pimm	<a href="mailto:pimma@pocklingtonschool.com">pimma@pocklingtonschool.com</a>
Assistant Head (Co-Curriculum)	Mr Russ Parker	<a href="mailto:parkerr@pocklingtonschool.com">parkerr@pocklingtonschool.com</a>
Designated Safeguarding Lead	Mrs Katie Dewhirst	<a href="mailto:dewhirstk@pocklingtonschool.com">dewhirstk@pocklingtonschool.com</a>
Deputy Designated Safeguarding Leads	Mrs Bonnie Steel	<a href="mailto:steelb@pocklingtonschool.com">steelb@pocklingtonschool.com</a>
	Mrs Suzie Rogers	<a href="mailto:rogerss@pocklingtonschool.com">rogerss@pocklingtonschool.com</a>
Health and Wellbeing	Prep Matron	<b>01759 321245</b> <a href="mailto:prepmatron@pocklingtonschool.com">prepmatron@pocklingtonschool.com</a>
Prep Music Coordinator	Mrs Karen Parkin	<a href="mailto:parkink@pocklingtonschool.com">parkink@pocklingtonschool.com</a>
Uniform Shop	Amanda Smith	<b>01759 302245</b> <a href="mailto:amanda.smith@newplansolutions.co.uk">amanda.smith@newplansolutions.co.uk</a> <a href="http://www.schoolwearsolutions.co.uk">www.schoolwearsolutions.co.uk</a>
Transport Manager	Mr Richard Bartle	<a href="mailto:bartler@pocklingtonschool.com">bartler@pocklingtonschool.com</a>



## Introduction

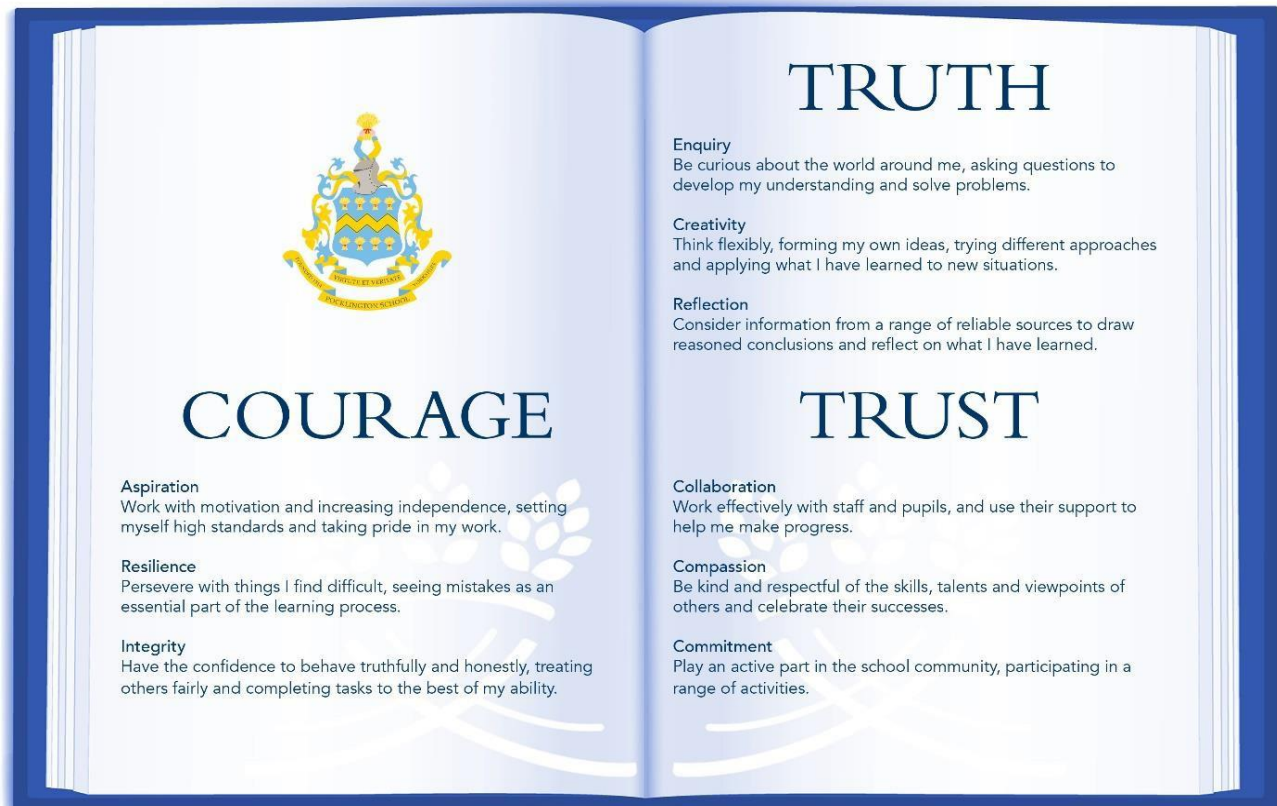
This handbook implements the Parent/School Agreement and sets out clear guidance to parents and Pocklington Prep School pupils about the school's

- Ethos, Values and Virtues
- Routines and procedures
- Structures and organisation
- Expectations of pupils' behaviour
- Rules and regulations





## Ethos, Values and Virtues





## Equality, Diversity and Inclusion

The Foundation will not tolerate discriminating treatment of any pupil on the grounds of their race, gender, age, colour, nationality, ethnic or national origin, disability, sexual orientation, religious or other beliefs, or for any reason which cannot be shown to be justified.

These commitments pervade throughout our policies and procedures, alongside our “Values and Virtues” and Strategic Objectives.

# Strategic Education Vision 2020-2026



*The Pocklington Values of Courage, Truth and Trust, along with the nine Virtues which underpin them, are embedded in every aspect of Pocklington School life to sustain, inspire and galvanise the whole School community*

### ETHOS AND VALUES

**A Pocklington Education is:**  
Academically challenging, supportive and individually personalised

- Holistic, broad and full of opportunity
- Family and community focussed
- Grounded in our Values and Virtues
- One that embeds personal and social responsibility
- Designed to ensure pupils are adaptable and future-world ready
- Inclusive and caring with a Christian ethos that welcomes all faiths and none

### AIMS

**We aim to:**

- Uphold our Pocklington Values and Virtues in all that we do
- Broaden our pupils’ horizons and raise their ambitions
- Work closely with families in educating their children
- Nurture innovation and adaptability and be proud of our tradition
- Be a great place to live and work
- Ensure our Foundation’s long-term future

### STRATEGIC OBJECTIVES

**Our strategic objectives are to:**

- Foster and deliver teaching and learning of the highest quality
- Retain and develop our first-class teaching and support staff
- Further improve our outstanding
  - sport, music, drama and wider co-curricular program
  - boarding, pastoral care and provision for wellbeing
- Optimise our pupil recruitment
- Cultivate a culture of giving back and increase accessibility to the school
- Be sustainable and efficient
- Inspire, support and celebrate equity, diversity and inclusion
- Extend and deepen our links with our local, national and international community
- Continue to grow a technologically capable community



Aspiration Resilience Integrity Enquiry Creativity Reflection Collaboration Compassion Commitment



## Pocklington Prep School Respect Code

A high standard of courtesy, respect, care and honesty is expected from every member of our School. Any action that may lower the good name of the School goes against our 'Respect Code', known as our 'Golden Rules' for younger pupils. In particular, this applies to conduct on buses and in the streets where quiet, orderly behaviour is expected at all times.

# RESPECT

- We **respect** and care for our school and everyone within it.
- ✓ We show **respect** by listening when others speak and by following instructions straight away.
- We show **respect** for other people by moving through the school calmly and quietly.
- We show **respect** by being on time with everything we need.
- We show **respect** by being kind: keeping unhelpful hands, feet, objects and comments to ourselves.
- We show **respect** by completing work to the best of our ability allowing others to do the same.
- We have the **courage and self-respect** to challenge ourselves in all we do.





  
POCKLINGTON  
PREP SCHOOL



## Respectful Routines

Pocklington Prep School is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to try their best to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. Our behaviour policy guides staff to teach self-discipline not blind compliance. It echoes our values with a heavy emphasis on respectful behaviour, a partnership approach to managing poor conduct and dynamic interventions that support staff and pupils.

# Respectful Routines

Meet and greet	In line	Best foot forward	Ready to learn
 <p>Adults and children <b>greet each other</b> with good morning and good afternoon.</p>	 <p>Line up <b>smartly</b> and <b>silently</b> when you see an adult with their hand raised.</p>	 <p><b>Quietly</b> walk through school, greeting all fellow pupils and adults with a <b>smile</b>.</p>	 <p>Sit up with your eyes on the adult, <b>quiet</b> and <b>focused</b>, with your mind on what you are going to do.</p>

## Building Positive Behaviour

Pocklington Prep School is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to try their best to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. Our behaviour policy guides staff to teach self-discipline not blind compliance. It echoes our values with a heavy emphasis on respectful behaviour, a partnership approach to managing poor conduct and dynamic interventions that support staff and pupils.

Details on the school's Behaviour Policy can be found [here](#).



Rewards will be given to reinforce positive behaviour. These rewards will take various forms and will be given consistently throughout the school.

## Whole School Rewards

### House Tokens

Children are awarded House tokens for displays of good behaviour, kindness, responsibility, good work and effort. Children record their House tokens on a chart in their classroom which is collated each week to see which House has won the House Star – count to the House Merit Shield competition.

Pupils place House tokens they have been awarded in their House 'pot'. The House tokens are counted at the end of each week to show which House has won the House star. Each star counts towards the House Merit Shield which is presented at the end of each term in our celebration assembly.

### Distinctions

Distinctions are awarded for outstanding effort, work or sustained exemplary behaviour. Distinctions contribute triple points towards the House Merit Shield competition. When awarded a distinction, your child will take it to the Head of the Prep School who will sign it and offer their congratulations. The Head of Prep School will keep the card and present it in assembly, at a later date, so that all members of the school community can celebrate the child's achievements. A distinction which has not been signed by the Head of Prep School has not been presented in assembly or counted towards the House total should be returned to school.



## Pastoral Care and Wellbeing

Throughout their time at the school, pupils are supported by a team of experienced staff who will encourage good work habits and participation in the many activities the school has to offer and who will help resolve any problems that occur.

### Pastoral Structure

Pastoral care is central to our provision for pupils' welfare.

All pupils belong to a class and the Class Teacher is the primary point of contact for pupils with pastoral or behaviour issues. Similarly, parents should contact the Class Teacher in the first instance if they have any concerns. Teachers can be available through prior appointments in school before and after normal school hours; if these times are not suitable please contact the office to arrange a mutually convenient time to meet.

The Class Teacher is also responsible for monitoring the pupils' progress and issuing awards and sanctions as appropriate.

The Assistant Head (Pastoral) has oversight of pastoral care and takes an active interest in all children. In the event that your child's Class Teacher has not been able to resolve pastoral issues, parents should make contact with the Assistant Head (Pastoral).

Should a problem arise the Class Teacher will take appropriate action. A copy of the Behaviour Policy (including Rewards and Sanctions) is available via the school website.

Ultimately, the Head of Prep School may be required to involve parents in a wider discussion regarding their child's work, behaviour and progress. The possibility of suspension or exclusion exists for repeated, unacceptable behaviour – but not before all other avenues and possible lines of support have been exhausted.

### School Houses

There are four Houses at Pocklington Prep School, named after Yorkshire abbeys. Each pupil belongs to a house with siblings belonging to the same house. Rewards are collected for the House Merit Shield, which is presented each term. There are many other opportunities for pupils to represent their House in a wide range of competitive events.

The Houses are Byland, Fountains, Jervaulx and Rievaulx.



## The School Wellbeing Service

Pocklington Prep School has a strong tradition of pastoral care in which all staff have a role.

In addition to members of staff, pupils may seek support within the bounds of confidentiality from the Wellbeing Service, the Matron at Pocklington Prep School or the Chaplain.

The Wellbeing Service provides a confidential service to pupils who have emotional or social concerns. Pupils are able to access the services of two Clinical Psychologists who work on site for two days each week.

ELSA: We have two qualified 'Emotional Literacy Support Assistants' in school who work closely with individual children.

Play Therapist: We have a full qualified Play Therapist who works one day per week in school.

Parents who wish to discuss this further or who would like more information should contact the Head or Designated Safeguarding Lead.

## Church and Chaplaincy

Pocklington School was founded under the auspices of a religious guild known as the 'Fraternity of Guild of the Name of Jesus and the Blessed Virgin Mary and St Nicholas founded in the parish church of Pocklington...'. Since 1514 a close relationship with the Church has been maintained and the Christian ethos of the school remains an important influence.

### The Chaplaincy

The School Chaplain, Canon Dr Bill Merrington 'Rev Bill' leads a weekly assembly at Pocklington Prep School. The Chaplain offers a pastoral role offering counsel and support whenever this is desired. Parents and pupils can contact the Chaplain at school.



**Rev Bill and his assistant**



## Medication and Medical Care

### Emergency Contacts

Parents of all pupils must provide emergency contact details and keep School regularly and promptly informed of any changes (for example, during business trips or holidays) via the School Office.

### Health Records

The Health Record and the regular update forms must be completed and returned to Matron before the first day of term. It is essential that the school is kept promptly informed of any changes in a pupil's health (for example, allergies or medication). The school is careful to comply with data protection procedures.

### Pocklington Prep School Matron

Mrs Karen Spruyt is our Prep School Matron, she provides first aid support to pupils at Pocklington Prep School who are ill or injured. She works alongside the School Nursing Team, who are available as required.

### Medication

If your child has been prescribed a course of medication, we ask that you complete the '[Prescribed Medication](#)' form in accordance with the Medical Care Policy available [here](#), and send the named medication, in labelled packaging, with this form into the School Office. Matron will administer the medication at the specified times. Only medicines prescribed for your child can be given.

In the Health and Wellbeing Centre, we stock a selection of non-prescription medicines to relieve the symptoms of common ailments and injuries. Therefore, we ask that you do not send pupils to school with medicines (including paracetamol and ibuprofen) unless it has been prescribed.

If you have given consent on the Medical Form and your child requires paracetamol/ibuprofen during the school day, you will either be contacted, or a report slip will be sent home advising of medicine given, as well as the dose and time.

If your child has been prescribed a reliever inhaler or EpiPen, please send a named spare into School. You will be advised when the expiry date is imminent and asked to send in a replacement.

In the event that your child has a temperature we will administer the appropriate dose of paracetamol. In order to ensure we do not give a child paracetamol when they have had some less than four hours previously, please inform the School if your child had medicine before arriving at school. Otherwise, unless we can make contact with you, paracetamol will not be administered before 12.30pm.



## School Uniform

We expect our pupils to be smart and to wear the appropriate uniform whilst at school and when representing the school elsewhere. The full uniform list is below.

The School Shop is open Monday to Friday, 1pm - 5pm, during term time. Individual fitting appointments can be booked outside these times.

Please contact the School Shop Manager, Amanda Smith, on 01759 302245 to book an appointment. You can also shop online at [www.schoolwearsolutions.co.uk](http://www.schoolwearsolutions.co.uk) using the password **York**.

# Prep School Uniform List



### BOYS

Pocklington School navy blue blazer  
Grey shorts  
Grey trousers (optional alternative in Year 6)  
White shirt  
Pocklington Prep School tie  
Long, hooped top, grey socks  
Pocklington Prep School v-neck pullover  
Outdoor trainers (for playtime)\*

### GAMES KIT

Games Shirt  
Reversible Prep School rugby shirt  
Rugby shorts  
PE shorts  
Long hooped School socks  
White gym socks  
School swimming shorts  
School tracksuit  
Studded boots suitable for rugby  
Indoor plimsolls or second pair of trainers\*  
Astroturf trainers for Lent term\*  
Shinpads\*  
Gumshield  
Navy rash vest (swimming)\*

### OPTIONAL

School jacket (from Y5)  
Cricket white top & trousers (Yrs 5 & 6)  
School mid layer  
Pocklington Prep School sports bag  
Backpack  
Book bag (for music)  
Swimming bag  
Goggles\*  
Name labels  
School scarf and fleece hat  
Paint overall/apron  
Navy thermal sports base layer

### GIRLS

Pocklington School navy blue blazer  
Grey pleated skirt or grey shorts  
or trousers (Year 6 only)  
White shirt  
Pocklington Prep School tie  
Short hooped top, grey socks with skirt or long  
hooped top, grey socks with shorts  
Grey tights\*  
Pocklington Prep School v-neck pullover  
Outdoor trainers (for playtime)\*

### GAMES KIT

Games shirt  
Skort  
PE shorts  
Long hooped School socks  
White gym socks  
School swimming costume  
School swimming hat  
School tracksuit  
1 pair astroturf trainers\*  
Indoor plimsolls or second pair of trainers\*  
Shinpads\*  
Gumshield  
Navy rash vest (swimming)\*

### OPTIONAL

School jacket (from Y5)  
Cricket white top & trousers (Yrs 5 & 6)  
School mid layer  
Pocklington Prep School sports bag  
Backpack  
Book bag (for music)  
Swimming bag  
Goggles\*  
Name labels  
School scarf and fleece hat  
Paint overall/apron  
Navy thermal sports base layer

All items available from the School Shop except where marked with an asterisk.

All items of School Uniform, PE, swimming and Games kit, must be distinctly marked with pupil's name, preferably with sewn on tapes (available from School Shop).



### Appearance, Uniform and Equipment

The purpose of the school uniform is to make sure that all members of the school look neat and no-one feels pressured by expensive and fashionable trends.

Pupils are expected to wear the correct school uniform and wear their school uniform correctly. They should ensure that their appearance is tidy and smart. Pupils should remember that appearance, like behaviour, reflects on the school and themselves.

- Full school uniform, including blazers, should be worn for journeys to and from school and for all official school functions and trips (unless other instructions have been issued).
- Games kit is not to be worn in the dining hall unless covered by a blazer and trousers or full tracksuit.
- White shirts must be of a similar style and material to those sold in the School Shop. Top buttons must be fastened. Shirts must be tucked in.
- Ties are to be worn properly and tied at a proper length.
- Pupils may move about inside school without their blazer.

### Footwear

- Pupils must wear black, polishable shoes with their uniform, both coming to and from school and during the school day. The shoes should be of sensible, low design; no big heels.
- They are required to have a pair of plain sports trainers, which they change into for Games and outdoor PE lessons and when they go out at break times.
- They also require either plimsolls or a second pair of trainers which are used for indoor sporting lessons e.g. gym, dance and when on the astroturf.
- Pupils must be able to fasten their own shoes, so please do not send your child with lace-ups until they have learned to tie their own laces.

### Jewellery and Make up

- Children must not wear jewellery or make up to School.
- Girls with pierced ears may wear a single pair of matching plain studs. For safety reasons, these must be removed or covered during PE, Games, swimming and all fixtures.
- No badges are to be worn other than those awarded by the School to denote positions of responsibility.

### Hair

- Pupils' hair should be worn in a style which is neat and appropriate for school. Extravagantly short or conspicuous cuts are not allowed. Hair must not be dyed to look unnatural.
- Pupils with hair below the collar should have their hair tied back all day and every day.
- Hair accessories should be small, inconspicuous and in the School colours.
- Hair must be tied back for PE and Games.

The governing bodies for hockey and rugby strongly recommend that gum shields be worn. The School supports the recommendation and it is School policy that these gum shields be custom fitted by a dental practitioner.



### **Books and Equipment**

All pupils are responsible for looking after their books and equipment carefully. Most books and stationery are supplied by the school. Some books that will last a pupil's full academic career at Pocklington Prep School may be obtained for the pupils and charged on the school bill.

### **Lost and Found Items**

Items which can be identified are returned to their owner by Office staff. A pupil who has mislaid an item should speak to a member of Office staff, having first retraced all their steps and looked for the missing item him/herself. A pupil who finds an unnamed item should hand it in to the School Office. If named, they should try and return it.

## **Personal Belongings**

Children should not bring toys or electrical items to school.

### **Mobile Phone Policy**

Children are not permitted to bring mobiles, web enabled devices or gaming devices into school, except for exceptional circumstances.

Children who travel by bus or walk to school independently may be granted special permission to carry their mobile in their bag. In this case, parents should apply for written permission from the Prep School Deputy Head outlining the reasons for the request. Where permission is granted, pupils will ONLY be allowed to use their device to make contact with parents and they must NOT use them for any other reason.

In some exceptional circumstances, such as when children are going between 2 houses during the week, parents of children who do not travel by bus may require their child to bring a mobile phone to school. Parents should apply for written permission from the Deputy Head, stating whether this is a one-off occurrence or long-term request.

Children who have been granted written permission to bring their mobile into school, for the reasons outlined above, will be required to turn their device off and hand it in to the School Office immediately on arrival at school. They should collect their device at 3.45 p.m. on leaving the school building and must NOT use their device whilst on the school grounds.

Smart watches or devices with remote listening facility are not permitted.

Pupils may continue to bring an e-reader to school, providing the device does not have the facility to browse the internet, take photographs or play games.



## The School Day

The school day starts at 8.30am and ends at 3.50pm. The school day is broken down into sessions. Pupils in Years 3 to Year 6 have 6 sessions per day, including a dedicated 20 minute daily reading session.

### Accessing School

After 8:30am, all school access doors are code operated. At 9:00am and 7:00pm the school gates are closed. Parents should register their vehicle number plates when enrolling at school. If vehicles are changed, please inform the school office.

### Assemblies

Each Friday we hold our Celebration Assembly where children's achievements, both in and out of school, are celebrated. We award school certificates and distinctions and end our assembly by announcing the winning House each week.

If your child has achieved an award (swimming badge, gymnastics award etc.) outside of school we would love to celebrate with them, so please do send their news/medal/certificate into school on a Friday.

Other assemblies include singing practice, a Head's assembly, a weekly pastoral assembly which focuses on children's Social, Moral, Spiritual or Cultural awareness, and an assembly with Rev. Bill Merrington.

### Attendance

Attendance by pupils at lessons, assemblies, games and PE is compulsory. Pupils must attend registration unless they are absent for an authorised reason. Pupils arriving late must report to the School Office. Pupils are not permitted to leave the school premises during normal school hours without prior permission from the Head.

### Morning Routine

Pupils should not arrive at school before 8.00am.

We have a breakfast club that is open from 7:30am in the Dining Hall. This is charged at £6 per session.

### Early Drop-off

Between 8:00am and 8.15am a member of staff will be available to greet children in the Prep School main entrance. Parents of children using the early drop-off service are asked to hand their child into the care of the adult on the reception desk.

### Registration

From 8.15am children should go directly to their form room, where their teacher or classroom assistant will be ready to greet them. All children should be in their classroom by 8.30am when morning registration will begin.

### Morning Routine – Year 3 to Year 6

We ask parents of children to say goodbye to their child at the Prep entrance. They should go directly to their form room. Children in Year 4 to Year 6 may visit the locker room before going to class between 8:15am and 8:30am. They must enter school via the Prep School Office before going to their locker.

Parents who wish to speak to their child's teacher are always welcome to do so, as good relationships between staff and parents are considered to be vital. In order to ensure that the Class Teacher can create a calm, warm and welcoming atmosphere for all children, parents who wish to speak at length are asked to make an appointment or wait until all children have left at the end of the day.



## End of the Day Routine

The school day ends at 3:50pm. We are vigilant about the safety of our pupils and therefore the following arrangements are in place:

### Collection by a Known Adult

Prep staff will only allow your child to go home with those adults specified on the child's travel record (see form in Starter Pack). If you wish to authorise another adult to collect your child, please make a note in your child's Planner of who will be collecting them that particular day or contact the School Office. Collection at 3:50pm is from Fenton's field (outside the Tom Stoppard Theatre).

### Early Collection

Early collection is allowed by pre-arrangement with your child's Class Teacher and the Prep School Office.

### Travel by Bus

In the mornings, the Prep children are collected from the bus stop and escorted over to Pocklington Prep School. In the evening, a member of staff walks children to the bus collection point and waits with them until they are on the bus home. To book a seat on the school buses please make contact with the Transport Manager, Richard Bartle using [bartler@pocklingtonschool.com](mailto:bartler@pocklingtonschool.com).

## The Extended Day

Pupils may access the Dining Hall from 8:00am to purchase a school breakfast. They will need to bring £2.40 with them to pay catering staff in the Dining Hall for the whole selection of breakfast or £1.20 for toast and a drink. Pupils having breakfast will need to be accompanied by an adult. Parents/guardians and siblings can also purchase breakfast.

### After School Care

Pupils who are not being collected from school at 3:50pm may attend After School Care at Pocklington Prep School until 5:50pm. There is a small charge of £3.70 per half hour for children attending After School Care, which is charged to the end of term school account. If you wish to make use of After School Care please email [prep@pocklingtonschool.com](mailto:prep@pocklingtonschool.com). It is acknowledged that unexpected events sometimes make it necessary for parents to arrange After School Care at short notice and we ask you to contact the School Office immediately.

When in After School Care, children will have the opportunity to complete any homework and play games. If the weather permits, they may spend time outside. A healthy snack is provided.

We offer boarders' tea to those who would like it. Children are escorted to the dining hall at 5:25pm. Bags are left in the office so parents can collect their child/children's bags before 5:45pm then head to the dining room where they can collect their child/children and meet the After School Care team there. Please indicate in planners if you wish to book a boarders' tea, priced at £6.00.

### Changes to Home Travel Arrangements

If there are any changes to home travel arrangements, please contact the School Office at the earliest possible opportunity. In the event that a pupil is not collected at 3:50pm, the child will automatically go into After School Care and the school will contact the parents to clarify arrangements.

There are a large number of afterschool clubs available to all pupils. These are shared with parents before the start of each new term.



## Meals and Snacks

### Water

We ask that your child brings a water bottle with them to school every day. Please do not put juice or squash in the bottle as water is the only drink allowed in school.

### Morning Break Snack

Pupils are allowed to bring a small, healthy snack

### Afternoon Snack

Children who wish to have an afternoon snack may bring either fruit, prepared salad vegetables or a healthy alternative. Please do not send crisps or chocolate biscuits into school.

**In order to protect those children in school who have a nut allergy, please do not give your child nuts or nut-based bars for their snack as these are not allowed in school.**

### Lunch

Prep children eat their lunch in the Dining Hall and are supervised, at all times, a member of the Prep teaching team. Prep staff encourage children to eat well and choose health options. Prep staff have high expectations in terms of table manners. Children carry their meal choice to the table and clear their own plate. They then select either a hot pudding, a yoghurt or piece of fruit to finish their meal.

Children sit in 'House groups' of children from across years 3 to 4 and Years 5 to 6. These groups remain the same for a full year. Older Prep children are encouraged to help the younger children at mealtimes.

### Special Dietary Requirements

Parents are asked to ensure the school is informed of special dietary requirements or food allergies via the Health Record and regular Health Record update.



## Absence from School

### Holidays

Parents are requested to ensure that all holidays are taken within school holiday dates. If there are exceptional circumstances parents should complete an 'Absence Request' form (available from the School Office or [here](#)) and submit to the Head of Prep School in good time.

### Illness

When a pupil is absent due to illness, parents should e-mail the School Office by 8.30am. The Department for Education requires a return about the attendance record of pupils and therefore it is necessary to explain all absences from school and whether or not they have been authorised by the Head.

When considering your child's return to school after an absence through illness, please consider whether they will be well enough to cope with the full day in school and the level of activity planned. We follow Government Guidance, provided by the Department of Health, to prevent the spread of infection.

**Please help us to keep all children healthy by adhering to the NHS Guidance 'Should I Keep My Child Off School?' on the opposite page.**

### Routine Appointments

Whenever possible, routine dental, orthodontic, medical or optician appointments should be made during the school holidays or at the end of the school day. Where these occur unavoidably during normal school hours, parents should write to the school giving at least 24 hours' notice. Requests should be sent to the School Office, cc'ing in the Class Teacher.



## Should I Keep My Child Off School?



# Should I keep my child off school?



## Yes

### Until...

Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

## No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek



SCAN ME

### Advice and guidance

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## Academic Life

Please refer to the Pocklington Prep School, [Teaching and Learning Policy](#)

### Curriculum

Pocklington Prep School aims to offer all pupils a broad and challenging array of opportunities to develop and excel – both academically and personally. We aim to equip our pupils with the skills not only for their next steps in education but for their futures as innovators, collaborators and leaders.

The Curiosity Project curriculum puts pupils at its heart, prioritising enquiry-based learning, the development of key skills and an application of knowledge. During half-termly projects, pupils are presented with a conceptual question and an initial hook, or stimulus, which is discussed and is subjected to much further investigation over the course of the half-term. Subjects to be studied are identified and the children undertake an in-depth study of a specific area within the given subject.

Pocklington Prep School seeks to promote the Pocklington School Values and Virtues in all aspects of school life.

### Assessment and Reporting

The different assessment types and methods detailed below serve to ascertain a pupil's attainment and progress over a given time frame. This ensures that adequate challenge and support is in place for each pupil.

Ongoing, informal assessments are undertaken by the Class Teacher in every subject continually through observations, questioning and work reviews.

Writing and reading assessments are carried out termly.

Formal maths assessments are carried out termly.

All forms of assessment will be used to set individual targets for children and to inform Class Teachers' planning.

### Parents' Evening and Written Reports

Formal Parents' Evenings take place in the Michaelmas and Lent Terms' where progress can be discussed, and records shared. Parents will receive a written summary of the child's progress at the end of the Michaelmas Term and a full written report in the Summer Term. Attainment and effort grades are also provided at the end of the Lent term.

At the start of the academic year, parents are invited to 'Meet the Teacher' evening where the Class Teacher will discuss how they will work with pupils, the academic and behavioural expectations and will also provide information about the timetable, homework and extra-curricular activities. It will also be an opportunity to answer any questions.



## Learning Support

Our Learning Support Department is led by Amy Pimm, Assistant Head (Pupil Progress). Please refer to the Pocklington Prep School [Special Educational Needs and Disabilities \(SEND\) Policy](#).

Pupils with specific learning difficulties will have their needs identified, assessed, met and monitored so they achieve their full potential in a caring and supportive environment, provided by all the pupil's teachers.

The Learning Support Department exists to support pupils and promote achievement. There are three stages on the Learning Support Register.

### **Stage 1:**

An Individual Learning Plan with personalised targets, written in collaboration with the Class Teacher. To be reviewed termly.

Access to appropriate equipment and resources to support their learning.

### **Stage 2:**

An Individual Learning Plan with personalised targets, written in collaboration with the Class Teacher. To be reviewed termly.

Small group work—a typical child on Stage 2 will be withdrawn from lessons to receive support within a small group once a week. This may take the form of an adult-led session or Lexia intervention. This will be agreed in collaboration with the Class Teacher.

### **Stage 3:**

An Individual Learning Plan with personalised targets, written in collaboration with the Class Teacher. To be reviewed termly.

Small group work—in addition to their one-to-one work, a typical child on Stage 3 will be withdrawn from lessons to receive support within a small group once a week. This may take the form of an adult-led session or Lexia intervention. This will be agreed in collaboration with the Class Teacher.

One-to-one support once a week, with a learning support teacher, focusing on the targets within the child's Individual Learning Plan.



# Home/School Communication

Parents are always welcome and can share concerns either informally, as they leave or collect their child, or more formally with an agreed appointment time.

## Planners

Every pupil in the Prep School will have a 'Planner,' with a weekly Home/School communication record. We wish to promote fluid communication and encourage parents to use this to share information or ask questions. These planners will be checked each day by the Class Teacher or Teaching Assistant. Parents are asked to record their child's collection arrangements, and the Class Teacher/Teaching Assistant should initial a note to signify that it has been read.

All children from Year 3 upwards are expected to play an active part in recording their own homework and activities. Please do encourage them to complete their planner ahead of the start of each week, helping them to become increasingly organised.

Below is an example of a planner completed between pupil, home and school.

### Messages-Home/School Date: 07/10/2023...

Mon 9	DANCE HOLIDAY				
After School Arrangements - Please tick all options that apply					
Collection 3.50pm	Bus	After School Club	ASC Collection Time	Fixture	5.15pm Tea
	4pm	Activity			
	5pm				
Tue 10	DANCE HOLIDAY				
After School Arrangements - Please tick all options that apply					
Collection 3.50pm	Bus	After School Club	ASC Collection Time	Fixture	5.15pm Tea
	4pm	Activity			
	5pm				
Wed 11	GPA				
After School Arrangements - Please tick all options that apply					
Collection 3.50pm	Bus	After School Club	ASC Collection Time	Fixture	5.15pm Tea
	4pm	Activity 4-4.5pm CREATIVE WRITING			
	5pm				
Thu 12	GPA				
After School Arrangements - Please tick all options that apply					
Collection 3.50pm	Bus	After School Club	ASC Collection Time	Fixture	5.15pm Tea
	4pm	Activity			
	5pm				
Fri 13	GPA				
After School Arrangements - Please tick all options that apply					
Collection 3.50pm	Bus	After School Club	ASC Collection Time	Fixture	5.15pm Tea
	4pm	Activity			
	5pm				

### Reading Record Date: 07/10/2023...

	School	Home
Mon 9	Thank you!	Read Pocklington Spelling + Dances + Dances
Tue 10	Lovely expression when reading today. ERB	Read Book Realists Spelling + Dance!
Wed 11		Read Pocklington Spelling
Thu 12	I've read with my Teacher today  A History of Horrid Henry's	Brilliant expression and fluency, Alexandra!
Fri 13	Horrid Henry's Christmas crackers 7/10 Lovely comment Horrid Henry and the Football Field 7/10	Thank you - Lovely comment Horrid Henry and the Football Field 7/10
Sat/Sun 14/15	Read Book, Realists, Spelling & completed project	Thank you!



### **Home Learning Tasks**

Home learning tasks are sent home weekly. These tasks should never be a source of worry or upset for your child and are intended to provide an opportunity for children to spend time with their parents talking about what they have been doing in school. To support with transition, home learning tasks steadily increase in Years 5 and Year 6.

### **Times-tables**

All pupils are given a personal login to their Times table Rockstars account. We expect that all pupils in Years 3 to Years 6 regularly practise multiplication and related facts using this online learning platform.

### **Reading**

We request that parents support their child's reading development on a daily basis. Pupils' books will be changed regularly, according to their age and reading ability. We request that parents use the reading record to comment on a pupil's understanding and accuracy.

### **Transition**

Plans for the transition process begin in Year 5, with parents and pupils being invited to tour Pocklington School and receive relevant information. Parents and pupils in Year 6 are invited, early in the Lent term, to attend informal breakfast meetings with Senior School staff. Several informal visits are arranged in the Summer term for Year 6 pupils, with the formal Year 7 Induction day taking place in the penultimate week of the Summer term. Meetings between Year 6 Class Teachers and the Head of Lower School take place in the Summer term to ensure a smooth transition for all pupils.



## Visits and Co-Curricular Activities

### School Trips

Pupils will need to make visits away from school to support their learning in class. School Rules apply on all school trips and pupils are expected to maintain high standards of behaviour and courtesy.

Staff are always equipped with a First Aid kit on excursions. Children in the EYFS will always have a member of staff with them who is trained in Paediatric First Aid.

A designated member of staff will always be in charge and responsible for the authorisation of the trip, for the circulation of administrative information and for the supervision of pupils involved. The school's 'Educational Visits Policy' and the school's 'Health and Safety Policy' are available on request from the School Office.

Details of the arrangements for all trips and visits will be sent by letter to parents who will be asked for permission for the charges to be included in the school bill.

Please note, we select trips that are beneficial for your child's knowledge and education of the term's topic. However, for parents who do not wish their child to be involved in trips, alternative arrangements can be made for your child to remain in school with another year group.

### Music Tuition

Children who wish to learn an instrument may be able to receive tuition from one of the School's peripatetic music teachers. If you are interested in learning more about this service, please contact the Head of Music in the Prep School for further information.

Pupils who are timetabled for music tuition will be escorted to their lessons.

### Co-Curricular Activities

Pocklington Prep School offers the opportunity to take part in a wide and challenging range of academic, cultural and physical activities to develop skills and talents and the ability to make friends and work with others. All pupils are encouraged to take part in extra-curricular activities during school time; we also recognise the value of activities that they may do outside of school too.

Activities for pupils take place during lunchtime and after school and include: art club, debate club, drama club, STEM club, Mind, Body and Soil club, language ambassadors, choir, chess club, Dragon judo club, computer club, trampoline, cheerleading, gardening club, cooking club, sewing club and many sporting clubs.

Clubs and activities will change every term. A timetable of when particular clubs take place will be sent to you at the start of each term. After school clubs take place between 3:50pm and 4:45pm unless specified otherwise.



## Networked Computers: Acceptable Use Policy

All pupils will regularly be using computers connected to the school network and will be allocated file space to store personal work. Pupils will be given rights to use certain shared files and other resources as well as internal e-mail (though these accounts will not be utilised until children have a better understanding of internet safety). The network also provides Internet access with external e-mail and the World Wide Web.

- Responsible use - Pupils are expected to act responsibly and to use the web for school related work only.
- Acceptable Use Agreement - All pupils and parents are required to sign a copy of the school's Acceptable Use Agreement which is found in Appendix 1 of the Pupil ICT Policy. Please see the link [here](#).

## Child Protection

Please refer to the Pocklington School Foundation [The Safeguarding Children Policy: The Framework including the Child Protection Policy](#).

### Legal Framework

As a boarding school, Pocklington Prep School is governed by the National Minimum Boarding Standards and the DfE Statutory guidance 'Keeping Children Safe in Education (DfE, September 2024), which sets out what schools and colleges must do to safeguard and promote the welfare of children in their care. The school's boarding provision is regularly inspected by the Independent School Inspectorate (ISI).

### Child Protection Procedure

The school works within the guidance and procedures of the East Riding Safeguarding Children Partnership. Full details of the school's child protection procedures can be obtained from the Designated Safeguarding. The school will take action in cases of suspected abuse and expects the support of parents in the protection of children. All members of staff, teaching and non-teaching, are asked to be alert to signs of abuse and know that they have a legal obligation to report any concern or suspicion to the Foundation's Designated Safeguarding Leads.

The Designated Safeguarding Lead in Pocklington Prep School is Katie Dewhirst (including the EYFS), and the Deputy Designated Safeguarding Leads are Suzie Rogers and Bonnie Steel.

### Procedures for a Missing Child

Teachers and support staff are ever watchful in caring for your child and are aware of their location/presence both when in school and off-site. If there are any concerns about the whereabouts of a child, the Class Teacher will contact a member of the Pocklington Prep School Management Group who will initiate a check to confirm that the child is missing. If absence is confirmed, then we will immediately contact the police and yourselves. We will assign a teacher and give you a contact number for you to contact until your child is found. We will do the same if a child goes missing during a trip; the travelling staff will alert the police and contact the school so that you can be informed as soon as possible. Every incident will be investigated to identify lessons learned.

### Confidentiality

Information given to an adult will be treated with discretion and will not be passed on indiscriminately. Information may be shared with external agencies, where necessary, to safeguard the child.

### Helplines

Details of telephone helplines, including the service offered by Childline, are displayed around the school. Staff will arrange for any pupil to use a private telephone on request.



## School Policies

Please refer to the Pocklington Prep Schools [Anti-Bullying Policy](#).

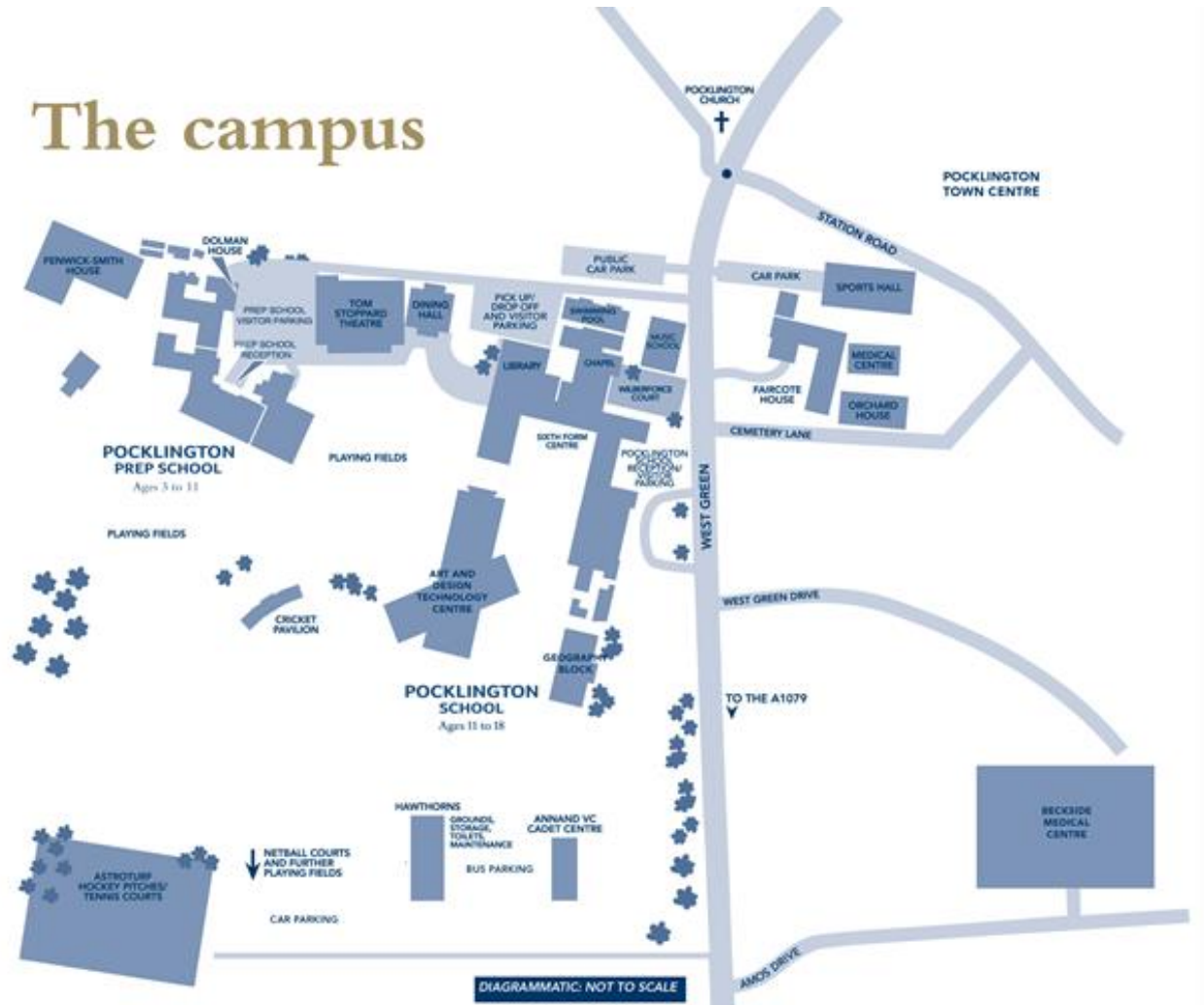
### **Anti-Bullying Policy**

The School seeks at all times to create an atmosphere of safety and physical and emotional security in which all pupils have the right to enjoy their opportunities for learning, recreation and social development. The School will not tolerate bullying, hurtful teasing, harassment or any other form of negative behaviour and works hard to create an open atmosphere in which any pupils who feel unhappy or threatened are able to speak out without fear and report the facts to a teacher. All pupils are encouraged to take active steps to stop any unkindness or tendency towards verbal or physical bullying. When bullying is identified it is dealt with firmly and sensitively.

Parents who are worried about bullying issues should contact the Class Teacher about their concerns in the first instance.



## Campus Map



## School Address and Office Hours

Pocklington Prep School  
West Green  
Pocklington  
YO42 2NJ

**Pocklington Prep School**  
Monday to Friday 08:00 - 18:00



## Guidance on Infections and Complaints

Taken from Guidance on infection control in schools and other childcare settings

[Children and young people settings: tools and resources - GOV.UK](https://www.gov.uk/guidance/children-and-young-people-settings-tools-and-resources)

Infection	Exclusion period	Comments
Athlete's foot	None	Individuals should not be barefoot at their setting (for example in changing areas) and should not share towels, socks or shoes with others.
Chickenpox	At least 5 days from onset of rash and until all blisters have crusted over.	Pregnant staff contacts should consult with their GP or midwife.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores.
Conjunctivitis	None	If an outbreak or cluster occurs, <a href="#">contact your local UKHSA health protection team</a> .
Respiratory infections including coronavirus (COVID-19)	Individuals should not attend if they have a high temperature and are unwell.  Individuals who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.	Individuals with mild symptoms such as runny nose, and headache who are otherwise well can continue to attend their setting.
Diarrhoea and vomiting	Individuals can return 48 hours after diarrhoea and vomiting have stopped.	If a particular cause of the diarrhoea and vomiting is identified, there may be additional exclusion advice, for example E. coli STEC and hep A.  For more information, see <a href="#">Managing outbreaks and incidents</a> .
Diphtheria*	Exclusion is essential.  Always contact your <a href="#">local UKHSA health protection team</a> .	Preventable by vaccination. For toxigenic Diphtheria, only family contacts must be excluded until cleared to return by your <a href="#">local UKHSA health protection team</a> .
Flu (influenza) or influenza like illness	Until recovered	Report outbreaks to your <a href="#">local UKHSA health protection team</a> .  For more information, see <a href="#">Managing outbreaks and incidents</a> .
Glandular fever	None	
Hand foot and mouth	None	Contact your <a href="#">local UKHSA health protection team</a> if a large number of children are affected. Exclusion may be considered in some circumstances.
Head lice	None	



Infection	Exclusion period	Comments
Hepatitis A	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice).	In an outbreak of hepatitis A, your <a href="#">local UKHSA health protection team</a> will advise on control measures.
Hepatitis B, C, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact.  Contact your <a href="#">local UKHSA health protection team</a> for more advice.
Impetigo	Until lesions are crusted or healed, or 48 hours after starting antibiotic treatment.	Antibiotic treatment speeds healing and reduces the infectious period.
Measles	4 days from onset of rash and well enough.	Preventable by vaccination with 2 doses of MMR.  Promote MMR for all individuals, including staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Meningococcal meningitis* or septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination.  Your <a href="#">local UKHSA health protection team</a> will advise on any action needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. Your <a href="#">local UKHSA health protection team</a> will advise on any action needed.
Meningitis viral	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
Mpox	Until confirmed safe to return by their clinician or in line with <a href="#">any current guidance</a> .	Contact your <a href="#">UKHSA health protection team</a> for further advice on management and support for anyone considered a close contact of the confirmed case.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread.  Contact your <a href="#">local UKHSA health protection team</a> for more information.
Mumps*	5 days after onset of swelling	Preventable by vaccination with 2 doses of MMR. Promote MMR for all individuals, including staff.
Ringworm	Not usually required	Treatment is needed.



Infection	Exclusion period	Comments
Rubella* (German measles)	5 days from onset of rash	Preventable by vaccination with 2 doses of MMR. Promote MMR for all individuals, including staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Scabies	None (to avoid close physical contact with others until 24 hours after the first dose of chosen treatment). Those unable to adhere to this advice (such as under 5 years or additional needs), should be excluded until 24 hours after the first dose of chosen treatment.	Household and close contacts require treatment at the same time.
Scarlet fever*	Exclude until 24 hours after starting antibiotic treatment.	Individuals who decline treatment with antibiotics should be excluded until resolution of symptoms. In the event of 2 or more suspected cases, please contact your <a href="#">local UKHSA health protection team</a> .
Slapped cheek/Fifth disease/Parvovirus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child and household.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need or respond to an antibiotic treatment.
Tuberculosis* (TB)	<p>Until at least 2 weeks after the start of effective antibiotic treatment (if pulmonary TB).</p> <p>Exclusion not required for non-pulmonary or latent TB infection.</p> <p>Always contact your <a href="#">local UKHSA health protection team</a> before disseminating information to staff, parents and carers, and students.</p>	<p>Only pulmonary (lung) TB is infectious to others, needs close, prolonged contact to spread.</p> <p>Your <a href="#">local UKHSA health protection team</a> will organise any contact tracing.</p>
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms.
Whooping cough (pertussis)*	2 days from starting antibiotic treatment, or 14 days from onset of coughing if no antibiotics and feel well enough to return.	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your <a href="#">local UKHSA health protection team</a> will organise any contact tracing.

