

St Faith's  
C A M B R I D G E



# Parents' Handbook 2017/18



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# Communication

We believe that it is in the best interests of your child that home-school links are effective and therefore we encourage open and positive communication between teachers and parents. With this in mind, the following tables aim to outline the best ways of communicating with the School given a specific situation. We hope that you will find it useful.

## Emails

We appreciate that for many enquiries, an email may be the best way of contacting the School. Whilst support staff, such as the School secretaries, may be able to respond to your email within a relatively short period of time, it is more difficult for a teacher to reply quickly. Teachers are not permitted to read or write emails while they are teaching and often have meetings before and after School as well as at break and lunch times. They will, however, do their best to respond to an email within 24 hours. Staff email addresses can be found on the Parents' Area of the VLE.

## Whole School

Point of contact	Nature of Enquiry
<b>The School Office</b> 01223 352073 office@stfaiths.co.uk	<ul style="list-style-type: none"><li>• To report your child's absence</li><li>• Information about School events (please check online calendar first)</li><li>• Pick-up arrangements</li><li>• Cancelling attendance at activities</li><li>• General information about the School</li></ul>
<b>The Health Centre</b> 01223 229420 healthcentre@stfaiths.co.uk	<ul style="list-style-type: none"><li>• Medical matters</li></ul>

## Pre Prep

Point of contact	Nature of Enquiry
<b>Class Teacher</b>	For day-to-day academic and pastoral matters concerning your child. When dropping off in the morning make direct contact with the class teacher for matters that will affect your child that day. It may be appropriate to just write a message on the slips available in the Southfield entrance hall. Teachers will be available most days after school for brief matters. Where longer discussion is needed, please arrange an appointment, either personally or by email. This will usually take place after school. The email address of your child's class teacher can be found on the VLE. If you have concerns the class teacher may decide to pass these on to the Head of Pre Prep. Class teachers will contact you directly if we have a concern about your child.

## Years 3 and 4

Point of contact	Nature of Enquiry
<b>The Tutor</b>	For day-to-day academic and pastoral matters concerning your child. Tutors may be contacted by email. They may decide to pass major pastoral concerns on to your child's Head of House who may also consult the Director of Pastoral Care. Academic concerns may be passed to Heads of Department or the Director of Studies. Tutor surgeries and parent consultation evenings should also be used if you have a question or concern. Tutors will contact you if we have a concern about your child.

Years 3 and 4 Tutors hold 'surgeries' twice a term where parents may discuss any pastoral concerns relating to their child. The dates of these surgeries are notified to parents at the beginning of each term via 'Schoolcomms', our electronic messaging service. Surgeries are particularly suitable if parents wish to have longer discussions with the Tutor or require information or advice which will involve the Tutors consulting in advance with colleagues. Each Tutor in Years 3 and 4 offers six surgeries, one in each half of term. It is not obligatory for parents to attend and indeed if parents have a concern they should see the Tutor as soon as possible and not wait until the surgery date.

## Years 5 to 8

Point of contact	Nature of Enquiry
<b>The Tutor</b>	For day-to-day pastoral matters concerning your child, such as general well-being and friendship issues. Tutors may be contacted by email and a meeting can be arranged if necessary. Tutors may decide to pass pastoral concerns on to your child's Head of House who may also consult the Director of Pastoral Care. Tutors will contact you if we have a concern about your child.
<b>Head of Department</b>	Heads of Department are available to help with matters concerning their specialist subjects. If you have an enquiry about your child's progress in a particular subject, it is best to contact the Head of Department of that subject, who may be able to help you directly or arrange for you to speak with your child's subject teacher or the Director of Studies.

## Term Calendar

The online calendar, which can be accessed via the VLE, is the best way of obtaining regularly updated information about School events. A hard copy of the Term Calendar is sent to parents at the end of the preceding term.

## Weekly Newsletter

The weekly newsletter is sent to parents via 'Schoolcomms' every Friday. It is also available to read on the School's VLE and website.

## Website

The School's website ([www.stfaiths.co.uk](http://www.stfaiths.co.uk)) provides detailed information about the School including policies, ethos and values, news, and pupils' achievements.

## Virtual Learning Environment (VLE)

The School's VLE is an extensive collection of teaching and learning resources available to pupils, staff and parents which can be accessed via the internet. The VLE gives you the ability to view the pages to which your child has access and other work going on in the School. The Parents' Area (which is closed to pupils) contains:

- The Late Stay booking system.
- The School Calendar. Please note that it is possible to subscribe to this calendar in order to view entries on your electronic calendars.
- Latest information on Sports fixtures, so that you can see team lists and fixtures.
- Information pages, such as internet safety, the Parents' Handbook and policies.
- A 'how to...' page to provide guidance on making Activity and Late Stay bookings.
- Links to information about residential trips, our online Uniform Shop and advice on future schools.
- FAQs
- A feedback page to collect your views on the VLE.

You can access the VLE by visiting <https://i.stfaiths.co.uk/> and setting up a user account on your first visit. Your child can log in using his or her own credentials, which they also use at school.

If your child is accessing the VLE from home please ensure the appropriate parental internet controls are set on the computer or that you closely supervise your child's use of the VLE. Further advice on using the St Faith's VLE safely can be found at <https://i.stfaiths.co.uk/internet-safety-guidelines>.

Please note that the VLE is 'read only' for new parents until the first day that their child starts at St Faith's. Only then can Activities or Late Stay be booked using this resource.

# General School Information

## Term Dates

The dates below are inclusive.

### Michaelmas Term 2017

<b>First Half of Term</b>	Wednesday 6 September to Thursday 19 October
<b>Half Term Break</b>	Friday 20 October to Monday 30 October
<b>Second Half of Term</b>	Tuesday 31 October to Friday 15 December

### Lent Term 2018

<b>First Half of Term</b>	Wednesday 10 January to Friday 9 February
<b>Half Term Break</b>	Saturday 10 February to Sunday 18 February
<b>Second Half of Term</b>	Monday 19 February to Friday 23 March

### Summer Term 2018

<b>First Half of Term</b>	Wednesday 18 April to Friday 25 May
<b>Half Term Break</b>	Saturday 26 May to Sunday 3 June
<b>Second Half of Term</b>	Monday 4 June to Friday 6 July

## School Day

	<b>Pre Prep</b>	<b>Years 3-4</b>	<b>Years 5-8</b>
<b>Breakfast</b>	0720–0810	0720–0810	0720–0810
<b>Bell for Registration</b>	0815	0815	0815
<b>Registration</b>	0820–0830	0820	0820
<b>Morning Break</b>	1025–1050	1025–1050	1025–1050
<b>Lunch Break</b>	1150–1315	1220–1315	1245–1340
<b>Home</b>	1525	1540	1540
<b>Late Stay available until</b>	1730	1800	1800

The main School Office is open from 0800 until 1700 during term time, and from 0900 until 1600 during the School holidays. The telephone number is **01223 352073**. If you ring this number outside of these hours you will be able to leave a message on the answering machine, which is checked regularly.

## Sports Termly Timetable

<b>Boys</b>	<b>Michaelmas</b>	<b>Lent</b>	<b>Summer</b>
<b>Year 3</b>	Football/Rugby	Hockey	Cricket/Tennis
<b>Year 4</b>	Football/Rugby	Hockey	Cricket/Tennis
<b>Year 5</b>	Football/Rugby	Hockey	Cricket/Tennis
<b>Year 6</b>	Rugby	Hockey	Cricket/Tennis
<b>Year 7</b>	Rugby/Rowing	Hockey	Cricket/Tennis
<b>Year 8</b>	Rugby/Rowing	Hockey	Cricket/Tennis

<b>Girls</b>	<b>Michaelmas</b>	<b>Lent</b>	<b>Summer</b>
<b>Year 3</b>	Hockey	Netball	Cricket/Tennis
<b>Year 4</b>	Hockey	Netball	Cricket/Tennis
<b>Year 5</b>	Hockey	Netball	Cricket/Tennis
<b>Year 6</b>	Hockey	Netball	Cricket/Tennis
<b>Year 7</b>	Hockey/Rowing	Netball	Cricket/Tennis
<b>Year 8</b>	Hockey/Rowing	Netball	Cricket/Tennis

If inclement weather interferes with Hockey/Cricket lessons and activities, we occasionally make use of local facilities at Fenners (cricket), St Catharine's astro (hockey) and the University of Cambridge Sports Centre, Philippa Fawcett Drive. Parents will be notified via Schoolcomms on the occasions that we make use of these venues.

## Absences

### Sickness

If a child is absent through illness, a telephone call to School before 0830 on each day of absence giving details is essential. If for any reason children are left with friends or guardians during the term, it is essential that the School be notified of the following in writing:

- Dates of parental absence
- Names, addresses and telephone numbers (both home and place of work) of the appointed guardians
- Telephone/Fax, email address and address where parents can be reached in the event of an emergency

### Severe weather

If the School has to remain closed for the day because of dangerous weather conditions such as snow or floods the School website ([www.stfaiths.co.uk](http://www.stfaiths.co.uk)) will carry a message on its homepage and parents will be contacted via 'Schoolcomms', our email messaging service.

## Requests for Leave of Absence

Leave of absence should only be requested in **exceptional circumstances**. Parents' letters requesting absence for a child during the normal term time should be addressed to the Deputy Head (or an email via [ssandercock@stfaiths.co.uk](mailto:ssandercock@stfaiths.co.uk)), with as much notice as possible being provided. Parents are particularly requested to **respect School term dates when planning family holidays**.

Requests for absence for medical or dental appointments or requests to be excused from Games should be sent in the form of an email to your child's Tutor (copying in the School Office, [office@stfaiths.co.uk](mailto:office@stfaiths.co.uk)).

Please phone or email the Health Centre at [healthcentre@stfaiths.co.uk](mailto:healthcentre@stfaiths.co.uk) to ensure that the information is received by all the Health Centre staff.

## Arrival and Departure

Pre Prep children may enter classes from 0815. Please wait on Southfield front playground until this time or make use of the Pre Prep Drop and Ride service which operates from Newton Road daily in term time from 0800 to 0820. Please keep to the hard areas during wet weather to avoid muddy footprints in the buildings. Those travelling on the minibus from the Trumpington Park and Ride site should board only St Faith's minibuses. Pre Prep children who are not attending Late stay or an activity should be picked up from the Southfield front playground at 1525.

Duty staff supervise pupils in Years 3 to 8 from 0750 until 0815. Pupils in Years 3-8 should enter their tutor rooms at 0815 for registration. The school day finishes at 1540 for pupils in Years 3-8. Pupils who are not attending Late Stay or an activity should be collected at this time.

## Dropping off and Collecting

- **Pre Prep Drop & Ride:** A drop and Ride service operates for Year 1 and 2 pupils from a designated drop off area outside the Sports Hall Reception entrance along Newton Road. Children are escorted from the kerb side by a team of parent volunteers, and are then supervised in the Sports Hall by Pre Prep Staff before being taken to their classrooms. The service is available daily between 0800 to 0815, with a designated drop off area outside the Sports Hall Reception entrance. No registration is required.
- **One-Way Circuit:** Signs are in place to highlight the entrance and exit to the voluntary one-way traffic system (which is in operation by entering Bentley Road and following the road around to Newton Road). Please note that there is a legally enforceable 20 mph speed limit along both Newton and Bentley roads.

- **Trumpington Road Parking:** The school has Council permission to use the bus lane outside the front of the school for parking between 0700 and 1600 only. Please do not park in the bus lane between 1600 and 1900 as this is not permitted. Please also note that there is no parking allowed at any time along Trumpington Road, to the right of the coned off entrance beyond Southfield (Gate 4) (please see the attached parking plan). There are signs to indicate where parking is not permitted.
- **Minibus Parking:** There is dedicated school minibus parking zone on Newton Road. This ensures that children using the daily park and ride service can be safely dropped off outside the school, and that the minibuses can operate safely and efficiently during the school day. Do not drop off or park in the minibus parking bay.
- **Drop Off Zone:** Clearly marked Drop Off zones are in operation on Newton Road and Trumpington Road for morning drop off. These are areas for quick drop offs and not to be used for parking.
- **Entrances and Driveways:** Please do not park in or block entrances to the school or neighbours' driveways. School entrances are in regular use and are also designated for emergency access.
- Newton Road has designated pay and display short stay parking bays and Enforcement Officers will issue parking tickets to any car not displaying a valid ticket. The police have advised us that parents are allowed to stop briefly (but not park) on double yellow lines for the purpose of dropping off and collecting children but only if all the legal parking bays are in use and provided that this does not obstruct traffic or cause a danger to other road users.
- School House car park is for use by staff and visitors to the School. Parents are not permitted to drive in to drop off or pick up their children at any time.
- A number of parking spaces are available at the Cambridge Football Stadium which is roughly opposite Southfield on the other side of Trumpington Road from the School. Cambridge Football Stadium car park is available for use between the following hours:  
Monday to Friday –  
Morning – 7am to 9.30am  
Afternoon – 3pm to 5.30pm (October Half Term to March)  
3pm to 7.30pm (April to October Half Term)
- **Please do not park in the golf course car park** as this is not available for St Faith's use.
- The Sports Hall car park is assigned for use by parents who volunteer at the school and for parents with babies under 18 months old. Access passes are available on application to the Bursary.
- At Southfield (Gate 4) the gates open automatically at 1630 for collection of children from Late Stay.

## Late Arrivals and Early Departures during the school day

Children arriving in School after the start of registration or returning to School after an appointment must report first to the School Office to register. Children leaving School during the day for an appointment should be collected by parents from the School Office, where they will be required to sign out.

## Late pickup

If, for some unforeseen reason, you are prevented from collecting your child at the expected time, they will be cared for by the class teacher until 1535 (Pre Prep). After this time they will be taken to the appropriate Late Stay facility and looked after by members of the Late Stay team. Years 3–8 pupils are to report to Late Stay after 1540. Normal Late Stay charges will apply. We ask that you contact the School Office, as soon as possible, if you know that you will be delayed in collecting your child. The School Office staff will be made aware of any child who is in Late Stay, but not booked in, and will take steps to contact you if you have not been in touch with them already. You will need to confirm collection arrangements and provide an estimated time of arrival. Please note that your child will only be released to an adult for whom you have given written or (in the case of an emergency) verbal consent.

It is imperative that you make the Late Stay staff on duty aware of your arrival to collect your child, and ensure that they are signed out.

If your child is not collected when Late Stay closes at 1800, they will be cared for by the Headmaster and his wife, or a member of the Senior Management Team. Please note that an additional charge can be made for pick up after 1800.

## Security

We have a number of procedures in place to ensure the security of the School, the children and the staff. This includes the regulation of visitors onto the site during the School day. Parents who wish to visit between 0840 and 1510 (except for dropping off and picking up children) will be required to book in at the School Office and to wear a visitors' badge whilst on site.

**Gate Code System** – in order to enhance site security a code is required to open the following gates at the listed times. This code is changed termly. In the interests of security of the school site, codes must not be disclosed to people other than parents, guardians or careers of those in the school, and pupils.

Road	Gate No.	Opening Times	
		Morning Drop Off	Afternoon Pick Up
Trumpington Road	<b>Gate 1</b> Main Pedestrian Gate	0700 to 0830 0710 to 0830	1520 to 1800 1520 to 1810
	<b>Gate 2</b> Headmaster's Gate	0700 to 0840	1510 to 1800
	<b>Gate 4</b> Southfield Pedestrian Gate		
Newton Road	Newton Road Pedestrian/Bicycle Gate	0720 to 0830	1520 to 180
	Wooden Door (Between Newton/ Sports Hall)	0730 to 0830	1520 to 1800 Extended to 1900 on Sport Fixture Days
	Sports Hall Car Park	0700 to 0900 **	1500 to 1600** (1600 to 1800)

\*\* For Card holders only.

Details of the gate access code can be found on the parent's section of the VLE  
<http://i.stfaiths.co.uk/how-to-and-feedback/how-to-access-the-school-site>

## Unaccompanied Children

The School Office holds a list of children who travel to school unaccompanied. An email is sent to all parents at the beginning of each term giving them the opportunity to register their child and update any relevant details. We ask parents of children who travel to school unaccompanied to inform us before 0830 on any day when their child will not be in school. Please tell whoever takes the message about your child's absence that the 'Unaccompanied Journey Register' is involved. The School Office will be informed if your son/daughter does not report for registration and we will then endeavour to contact you if we have not had a message from you to say why he or she is not in School.

## Cycling/Scooting

For reasons of safety, cycling and scooting are not permitted on the School grounds. Bicycles should be placed in one of the bicycle parks and locked. It is strongly recommended that cyclists wear helmets and high visibility clothing. Helmets should be named and preferably kept in the Tutor room for safe keeping during the School day, or locked to the bicycle.

## **Park and Ride Options**

St Faith's and The Leys run shuttle services of our own minibuses from Trumpington Park and Ride site every morning of the term. The first minibus leaves just after 0740 and the last one at 0755 or when it has reached full capacity. Only St Faith's children are permitted to use the St Faith's buses. There is no charge for this limited capacity service which is operated on a first-come, first-served basis. The schools also operate two minibuses from the Babraham Park and Ride site; these depart at 0745 daily in term time and also operate on a first-come, first-served basis. The only exception is on Sports Day when we are unable to operate our usual Park and Ride service.

## **School Bus Services**

Older children may come to School on school buses that are organised by parents or bus companies.

There is currently a coach that leaves Barley Surgery at 7.20am each day which goes directly to Cambridge, and can drop children outside St Faith's, and then beside Trumpington Meadow for The Leys, St Mary's, and Stephen Perse. The cost varies slightly with passenger numbers, and is about £4 per journey. This service is currently administered by a parent, Sanna Curtis. If you would be interested in using the service please contact Sanna Curtis at [sanna.curtis@live.co.uk](mailto:sanna.curtis@live.co.uk).

Currently there are no other parent-run school buses.

## **Catering**

St Faith's actively promotes healthy eating and all children are expected to have a School lunch, the cost of which is included in the School fee. The menu is varied with lots of options and can be viewed on the Parents' Area of our VLE. Menus are based on a three-week rotational plan which changes each term to reflect seasonal variations in produce. Parents who are concerned about any aspect of a child's diet are welcome to discuss this with the Tutor and the Catering Manager.

## **Breakfast**

Breakfast is available to purchase from 0720 each day in the dining room. Children should not attend on their own as formal staff supervision in School does not start until 0750 for Years 3 to 8 and 0815 for the Pre Prep. They may, of course, sit with a friend's parents if you are unable to stay.

## **Snacks and drinks**

In the Pre Prep a mid-morning snack, based on a three-week rotational plan and including a drink of milk or water, is included in the School fee.

In Years 3–8 parents may provide a mid-morning snack. From September 2017, in order to promote healthier eating, we will be insisting that children bring a healthy mid-morning snack to school; for example, fruit, salad, a healthy (nut-free) cereal bar, crackers or a sandwich. Children will not be allowed to bring in sweets, chocolate, cakes, biscuits or crisps for their mid-morning snacks. There is a daily tuck shop at morning break time (with a new range of healthy snacks) for children in Year 8 and on one day per week for children in Year 7. As a treat and under the supervision of a teacher, the children may still bring in cakes to share with their peers when they are celebrating their birthday. No tuck should be consumed on the School premises before morning break begins.

There are drinking fountains in each part of the School and children may use these at break times. Children are encouraged to bring water to drink in their own plastic bottles. Bottles should have sports caps on and should only contain water.

## **Late Stay**

Information and guidelines on how to book Late Stay are sent to parents at the start of the new academic year. All further communication regarding Late Stay should be made to the School Office.

Our daily Late Stay provision is staffed according to the number of children using this service. In order to administer this effectively it is essential that bookings are made before 1200 on the day the service is required; we are unable to guarantee bookings submitted after this time.

The method for making bookings is preferably via the parental access page of the VLE which allows for bookings to be made for either regular or occasional requirements and also provides a view of bookings which have previously been made. Late Stay can also be booked by completing a Late Stay request form and submitting this to the School Office. Communication with Years 3–8 Late Stay between the hours of 1540 and 1800 is via the mobile: 07773 368508.

Please note that the VLE is ‘read only’ for new parents until the first day that your child starts at St Faith’s. Only then can Late Stay be booked using this resource.

## **Pre Prep**

Ms Anita Joysey is the Pre Prep Late Stay supervisor. Late Stay for Pre Prep is available until 1730 and charges are made for Late Stay care from 1530. Communication with Pre Prep Late Stay, between the hours of 1525 and 1730, is via the mobile: 07528 800427.

Ideally, Foundation Year children should not use the Late Stay facility during their first term at School, as they tire easily at the end of a full school day. Please discuss this with your child's teacher if there is a problem.

## **Years 3–8**

Late Stay care is available until 1800. Charges are made for this care from 1630, when all children are given a light tea. Children will have a period of play before tea and then will be supervised on their homework tasks afterwards.

## **After School Activities**

A wide range of teacher-led or external optional activities are available, with some being extensions of the School curriculum. Children in Years 1 and 2 can choose one free Pre Prep activity per week, older children can choose more activities. Some activities are by invitation only.

Full details of all the activities available to book are on the Parents' Area of the VLE. The majority of these activities are free of charge. Each term new and different activities are offered, to allow for variety, all booked termly via the VLE. You will receive a confirmation email once your application is accepted, or for activities where there is high demand you may be placed on a waiting list.

Please note that the VLE is 'read only' for new parents until the first day that your child starts at St Faith's. Only then can Activities be booked using this resource.

## **Uniform and Possessions**

Children are expected to present themselves neatly and smartly in the uniform specified when they arrive at School in the morning and to leave at the end of the day in a similar way. Children should have sensible hair styles, in natural colours, appropriate for school. Shoulder-length or long hair must be worn tied back off the face with hair accessories in School colours. Make-up may not be worn to School and the only jewellery allowed are small, plain stud earrings (of silver or gold colour only) which for safety must be removed or taped over during PE and Games lessons.

No wristwatches should be worn in the Pre Prep. From Year 3 onwards a watch is optional and, if worn, should be named. Should glasses be needed for only part of the day then a case, clearly labelled with the child's name, should be kept in School.

During spells of cold weather, please ensure that your child comes to school in suitably warm clothing. The children should wear St Faith's crested coats and we also encourage them to wear hats, gloves and scarves. These must be in School colours, red or black.

Details of the required School uniform and PE and Games kit are available on our VLE, where items can also be purchased.

## **Uniform Shop**

The shop is situated on the second floor of Firwood House.

## **Opening Hours**

Monday to Friday 0810 to 0850

Monday and Thursday 1515 to 1600

## **Online shop**

An online shop is provided on the VLE. Items bought through this service can either be posted or picked up from the School Office.

## **Contact details**

The shop is managed by Mrs Catherine Quinn who is based at The Leys School Uniform Shop and can be contacted on 01223 508929. Emails should be sent to: [cjq@theleys.net](mailto:cjq@theleys.net).

## **Payment**

The shop is able to accept all major credit and debit cards except Amex. Cheques should be made payable to 'The Leys Enterprise Ltd'. All uniform must be paid for at the time of purchase.

## **Second hand uniform**

The shop has a broad range of second hand stock for sale at very reasonable prices.

## **Appointments**

Appointments are available for new pupils, and parents should allow 30 minutes for a full fitting of School uniform. The shop will be open expressly for the fitting of uniforms for new children during the week commencing Monday 19th June, and appointments can be made by phoning Mrs Quinn on 01223 508929.

The shop can be opened for additional hours during School holidays for parents of new pupils who have been unable to make an appointment in term time. Please contact Mrs Quinn to make arrangements.

## **Staffing**

We are very fortunate to have a team of parent volunteers who staff the Uniform Shop for us and are available to give advice and guidance where necessary.

## **Name Tapes**

All items of clothing, including coats and jackets, must be clearly marked with a woven name tape. Years 3-8 sports tops should be named above the crest. Tracksuit bottoms and shorts should be named on the left leg. Order forms for name tapes are available from the School Uniform Shop.

## **Staff Roles**

### **Nigel Helliwell, Headmaster**

The Headmaster is responsible to the Governors for the overall management and development of the School.

headsec@stfaiths.co.uk

### **Richard Brent, Bursar**

Mr Brent is responsible for the School's support functions and the financial management of the School; preparing budgets, collecting fees, authorising payments and ensuring that the School operates on a firm financial footing. He is in charge of the maintenance of the School site, manages the Estates Team and works closely with the Catering Manager to ensure that the School's catering and cleaning needs are met. He also sits on the SFPA Committee as its Treasurer.

rbrent@stfaiths.co.uk

### **Joseph Davenport, Deputy Head**

Mr Davenport oversees the day-to-day management of the School. His responsibilities include calendar planning, authorising pupil absences, organising lesson cover for absent teaching staff and managing the assessment of children entering the School in Years 5–8, and working with the Headmaster in advising parents about future schools and writing references for leaving pupils.

jdavenport@stfaiths.co.uk

### **Linda Smith, Head of Pre Prep**

Mrs Smith has overall responsibility for the Pre Prep department. She oversees the academic progress, the welfare and the behaviour of children there and advises the Headmaster on the management of Pre Prep staff. Mrs Smith visits children in their feeder nurseries before they join us and, with the Registrar, manages entry assessment procedures from Foundation to Year 4.

lsmith@stfaiths.co.uk

## **Margaret White, Director of Studies**

Mrs White is responsible for the teaching and learning in the School from Years 3 to 8. She works closely with and in support of Heads of Departments and Heads of Faculty, whose role it is to plan and provide the best possible learning opportunities for the children. Mrs White organises the arrangements of teaching groups and sets and has oversight of pupils' academic progress.

[mwhite@stfaiths.co.uk](mailto:mwhite@stfaiths.co.uk)

## **Brendan Mageean, Director of Communications**

Mr Mageean oversees communication with parents and across the School. He manages the programme of reports to parents, and plans the timetable when there are changes in routine. Mr Mageean also deals with standardised, summative and other assessments for monitoring the progress and achievement of pupils throughout the School.

[bmageean@stfaiths.co.uk](mailto:bmageean@stfaiths.co.uk)

## **Mike Critchley, Director of Pastoral Care**

Mr Critchley oversees the pastoral care of all children in Years 3 to 8 and manages the School's rewards and sanctions systems. He is the line manager for the four Heads of House and together they monitor and support the work of the Tutors. Mr Critchley is also the line manager for the School Health Centre Team and he is the Designated Safeguarding Lead.

[mcritchley@stfaiths.co.uk](mailto:mcritchley@stfaiths.co.uk)

## **Heads of Faculty**

Departments in Years 3 to 8 are grouped into five faculties for the purpose of working together when a co-ordinated approach is helpful. These faculties are: Junior (Years 3 and 4); English, Languages and Humanities; Mathematics, Science and Computing; The Arts (Drama, Art and Music); and Sport (PE and Games). Faculties are led by Heads of Departments on a rotating basis, or in the case of the Junior Faculty, by a Year 3 or 4 Tutor.

## **Heads of Department**

Heads of Department look after the teaching and learning in their departmental areas. They monitor the children's performance and support the teachers. They are responsible for assessment procedures in their departments and work with the Director of Studies to develop a coherent and effective curriculum.

## **Heads of House (Year 3 and above)**

The Heads of the four Houses (Bentley, Chaucer, Latham and Newton) are responsible for the pastoral welfare of all the children in the House and for the work of the Tutors in their Houses. Heads of House work closely with the Director of Pastoral Care to plan for success in this area of the School's programme, and they meet frequently with the Tutors in their Houses to ensure that the progress of all the children is regularly reviewed.

## **Tutors (Year 3 and above)**

Tutors are responsible for small groups of children, meeting them every day, maintaining their pupil records, supporting them and helping them to manage their lives. The Tutor is the parent's first point of contact; parents have Tutors' email addresses to enable them to provide information or to ask for help whenever they need to.

## **Class Teachers**

Class teachers in the Pre Prep fulfil the same function as Tutors in Years 3–8. They know the children in their classes very well and provide parents with information and reassurance in equal measures during the early school years.

## **Teaching Assistants**

Teaching Assistants support children's learning in a variety of ways and provide a second adult in the class for all children in the Pre Prep. From Year 3 upwards, Teaching Assistants are directed to provide support where there is particular need because of the abilities of a group of children or of an individual. Technicians are employed in the Science, Engineering and Art/Drama departments.

# Medical Welfare

From September 2017 the School Surgery will be known as the Health Centre.

We have two Registered Nurses and a First Aider based in the Health Centre and at least one of these is on duty from 0800 to 1600 during term time. The Health Centre staff on duty can be contacted by email: [healthcentre@stfaiths.co.uk](mailto:healthcentre@stfaiths.co.uk) or on 01223 229420 or 07778 597290. Alternatively, please contact the School Office (01223 352073) who will put you through to the Health Centre extension.

A qualified First Aider will attend all home rugby and hockey matches held on Latham Road pitches. PE and Games teachers also hold First Aid certificates. St Faith's also enforces the RFU Regulation which informs our policy for assessing and dealing with head injuries.

In the event of illness or accidents requiring more than first aid treatment, wherever possible, parents will be informed by the Health Centre staff on duty or teacher in charge of the child. It is essential that the School is kept up to date with parents' current daytime telephone numbers for this purpose. We do not encourage the children to leave lessons in order to attend the Health Centre unless there is a significant concern, and we ask that a parent or a designated other are always available to collect pupils promptly if they become unwell during the school day.

If your child is 'off games' please email the Health Centre staff as soon as possible and copy in your child's Tutor. Likewise, please inform Health Centre staff when your child is fit again to take part in Games and PE lessons. The staff will ensure that PE/Games staff are informed and will update medical records accordingly. The Health Centre staff cannot guarantee that children self-presenting to the Health Centre, requesting to be 'off games', will be successful.

It is important that parents keep the Health Centre staff informed of any medical conditions which have developed or conditions that have required admission to hospital since joining the School.

If your child has medicines that require administration during the School day, please hand them to the Health Centre staff for safety and administration at the appropriate times. Please book a time to meet with the Health Centre team at the start of the Michaelmas Term, hand over medication and discuss your child's condition. A parent or guardian will need to sign a 'Permission to Administer Medication' form. A printable copy of this form is available on the VLE. It is the School's policy not to allow medicines other than inhalers for asthmatics and insulin pumps to be held by the children.

If for any reason you have felt it necessary to give your child a dose of medicine such as Calpol or Ibuprofen before school, the Health Centre staff on duty should be informed.

When in doubt about sending your child to school, please consider the following:

- Is your child well enough to do the activities of the school day? If not, keep your child at home.
- Does your child have a condition that could be passed on to other children or school staff? If so, keep your child at home.

### **Vomiting and diarrhoea**

Children with these conditions must be kept off school. They can return 48 hours after their symptoms disappear, as advised by Public Health England.

### **Raised temperature**

If your child has a raised temperature, they shouldn't attend school. They can return 24 hours after they start to feel better. As a general rule, in children, a temperature of over 37.5 Celsius is a fever (Ref: NHS Choices).

The demands on the Health Centre team are significant and their priority is the care and welfare of the children. We kindly ask that parents do not seek medical advice from the Health Centre staff for family members not attending St Faith's. Please do not use the Health Centre as an alternative to seeking a professional medical opinion for your child.

For the safety of all the other members of the community please inform the Health Centre staff immediately if your child has developed one of the notifiable infectious diseases – Chicken Pox, Diphtheria, German Measles (Rubella), Measles, Mumps, Scarlet Fever or Whooping Cough.

### **Asthma**

Children who have prescribed inhalers should keep them in their pockets, as it is important that they have immediate access to them when needed. Inhalers must be in date and clearly labelled with the child's name. Children in the Pre Prep and Years 3 and 4, as an alternative to their pockets, will have a designated safe place for their inhalers in their classroom. Spare inhalers, clearly marked with the child's name, may be kept in the School Health Centre.

To help us care for children with asthma we keep an up to date account of their triggers and medication. Parents/guardians of children with asthma are requested to complete a form to record this information. Please come to the Health Centre to obtain the form.

If there are any changes to your child's asthma medication please inform the Health Centre staff.

In line with new legislation, children in school can have access to a spare emergency inhaler for use in the event of a serious or life-threatening asthma attack. Parents will be required to complete a consent form.

## **Food Allergies**

If your child has a food allergy confirmed by a Doctor or Hospital Allergy Clinic, please inform the Health Centre staff and make an appointment to see the School's Catering Manager to discuss your child's needs.

## **Severe Allergies**

All children with a known severe allergy and who have a prescribed Adrenaline Injector will have a protocol specific to their needs, which will be managed by the Health Centre staff. As we have a large school site it will be necessary to provide two Adrenaline Injector kits for your child (if above Pre Prep age) which will be placed in two different key locations (known to all members of staff) and ready for emergency use.

Parents are responsible for ensuring that their child's medicines, inhalers and Adrenaline Injectors that are kept in School are in date.

## **Health Screening**

The school will provide hearing tests, vision tests, and growth screening (height and weight) at the request of parents or teachers. The school will not undertake routine health screening, and will always seek parental consent if a teacher requests health screening. The results of any screening will be sent to parents.

## **Health and Safety on School Trips and Sports Fixtures**

Safety is a top priority for us. We rely on you to support the school in encouraging your son or daughter to follow the instructions given either by a member of staff, or by a qualified instructor, and to use the proper equipment. We reserve the right to send any pupil home early, at their parents' expense, if they decline to follow reasonable instructions given for their own safety, or do not follow the School's expected standard of behaviour.

We will always complete a risk assessment for trips away from School and welcome requests to see the relevant paperwork should you wish to see it. To access this service, contact the Educational Visits Coordinator, Ms Diana Johnson.

# Pastoral Care

## Tutors

On joining the School, children are placed in the care of a Tutor, or class teacher in the Pre Prep, who is responsible for their overall welfare. Any queries or problems concerning a child should be addressed to the Tutor/Teacher in the first instance. The Tutor/Teacher meets the children daily for registration and deals with all routine matters. In PSHCE sessions, taught by the tutor, the children follow a programme which focuses upon their personal and social development.

It is particularly important that parents inform their child's Tutor of any significant incident in their child's life, for example bereavement, divorce, or a difficult experience with which they may have had to cope. Tutors will inform the medical staff as necessary.

## The House System

When the Pre Prep children transfer to Year 3, and when new children join us in Year 3 or above, they are allocated to one of the four Houses (Bentley, Chaucer, Latham and Newton) and each House group is a class. In Years 3 and 4 the Tutor is the pupil's class teacher. When they reach Year 5, and the beginning of subject-specialist teaching, pupils will not necessarily be taught by their Tutor.

Throughout the year, there are a variety of inter-House competitions including Sports Day in the Summer term and a House singing competition at the end of the Michaelmas term.

Children and parents will become increasingly familiar with the Tutors in their child's House, and with the Head of House. Mr Mike Critchley, Director of Pastoral Care, has overall responsibility for the House system. This arrangement provides for valuable continuity of care.

## Safeguarding and Child Protection

All school staff are aware of their responsibility to identify children who are suffering, or are likely to suffer, significant harm. Where there are grounds for concern, staff have a duty to take appropriate action and work with other services if required. Occasionally, this duty of senior designated staff means that a concern is passed on which is later shown to be unfounded. It is hoped that parents/carers will appreciate how difficult it is for schools to carry out this delicate responsibility, and accept that senior designated staff act in good faith and in the best interests of all children. Parents should be aware that, as part of their safeguarding responsibilities, staff may log incidents of concern. Parents are particularly asked to inform the School at the first opportunity of the circumstances surrounding any accidental injury suffered by children while at home.

The School's designated staff for child protection are: Mr M Critchley (Designated Safeguarding Lead), Mr E Johnson and Mrs L Smith.

## **Assemblies**

Assemblies take place in a variety of groups. Years 1 to 8 meet once a week on a Monday when the Headmaster leads the assembly, prayers are said and a hymn sung. The Pre Prep have a further two assemblies each week.

Years 3 and 4 have a weekly assembly with the Director of Pastoral Care, Heads of House and Tutors. Years 3 to 8 also meet weekly in their House groups and these assemblies are led by the Head of House.

## **School Council**

The School Council is made up of Years 7 and 8 pupils elected in their House groups. They serve for one year but can be re-elected the following year if this is the wish of the Tutor group. The School Council representatives act as a voice for the children. Over the years they have implemented helpful ideas and established a 'Trust Fund'. The idea of this is to have money in reserve so that they can respond promptly to any disaster in the world. The School Council meets every half term over a working lunch. It is overseen by Mrs Switsur, the Head of PSHCE.

## **Equal Opportunities**

St Faith's is committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the School community is treated less favourably on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief.

The Equal Opportunities Policy can be found on our website and the VLE.

## **Standards and Behaviour**

This is not a school where life is dominated by rules. In a nutshell, we expect children to treat those in their community with respect. However, to help children in their understanding of this we have a 'Being Our Best Selves' code for all pupils.

### **Being our Best Selves**

#### **Remember the 3 Rs:**

- **Respect for myself.**
- **Respect for others.**
- **Responsibility for all my actions.**

### At St Faith's:

- **We try to be fair** so that we treat other people as we would ourselves expect to be treated and learn about justice
- **We try to be truthful** so that we don't tell lies to ourselves or about other people and learn about integrity
- **We try to be uncomplaining** so that we don't overreact when things go wrong and learn about patience
- **We try to be generous** so that we share things with other people and learn about altruism
- **We try to be forgiving** so that we help to keep the peace and learn about tolerance
- **We try to be kind** so that we are concerned about other people's upsets and learn about compassion
- **We try to work hard** so that we make the most of our opportunities and learn about perseverance
- **We try to be sympathetic** so that we don't take advantage of other people and learn about mercy
- **We try to be brave** so that we face up to things or people we find difficult and learn about fortitude
- **We try to be a good friend** so that we don't betray confidences and learn about trust

Naturally, teachers use verbal praise a great deal and a variety of rewards and strategies to promote high standards of behaviour and work, and when misdemeanours occur they are often dealt with swiftly using verbal admonition.

### Rewards

Teachers use a variety of rewards in class to encourage children and celebrate achievements and progress. In the Pre Prep children are awarded stickers, Star of the Week certificates and Team Time.

Children in Years 3 to 8 are awarded Commendations for consistently excellent performance. House Praise Cards and House Commendations are also awarded within Houses for a wide variety of achievements. All Commendations are posted to parents at the end of each term.

Pupils in Year 8 (and occasionally in Year 7) are awarded Colours for consistently excellent performance in a subject or for outstanding service to the School. These Colours are presented by the Headmaster in the end of term Colours Assembly. Silver and Gold badges are awarded for 4 and 8 colours respectively.

A wide range of prizes are awarded at the annual Speech Day ceremony in July. Prizes are awarded to recognise exceptional performance in each Year group from Year 1 upwards and specific areas of strength in Year 8.

## **Sanctions**

For pupils in Years 3 to 8 we operate a Time Out system for poor behaviour. Pupils who receive this sanction in Years 3 and 4 are required to sit on a Time Out bench during a break time or, for repeated or more serious offences, spend time with their Head of House or Director of Pastoral Care considering their behaviour.

Pupils in Years 5 to 8 who display rudeness, unkindness or general poor behaviour, may receive Time Out. Time Out takes place over a break time in the Deputy Head's office and pupils spend time reflecting upon their behaviour. Pupils who receive Time Out on several occasions during the space of a half term may receive further sanctions such as missing several break times during the course of a week, missing School sporting fixtures or special events such as the School Disco. This punishment will be at the discretion of the Head of House, Director of Pastoral Care, Deputy Head or Headmaster.

Parents of pupils in Years 3 to 8 will be informed if their child receives a second Time Out or more in the space of a half term.

In cases of exceptionally poor behaviour in Years 3 to 8, the Headmaster may be involved and parents contacted.

## **Year 8 Prefects and House Captains**

Every child in Year 8 is appointed as a Prefect. This is because we believe that each child deserves the opportunity to be given this leadership responsibility. They act as role models to the younger pupils and have specific responsibilities and duties to undertake. They lead Buddy sessions with the younger children and can be invited to take on a mentoring role. House Captains are appointed during the Michaelmas and Lent Terms.

## **Charities**

Several whole school fundraising events take place throughout the year, supporting a variety of local, national and international charities. Money is raised through events, generally held at break times. An annual joint House charity fundraiser supports our partnership school in South Africa, Makukhanye Primary School. St Faith's receives many requests for support from charities and we try to be discerning in our choices.

# Curriculum

We aim to provide pupils of all ages and abilities with a broad, balanced, rigorous and engaging curriculum of opportunity, appropriate to their individual abilities and personal qualities, which will enable them to exercise and demonstrate their ability and encourage all pupils to excel. Teaching is designed to build skills, understanding and knowledge progressively, to stimulate creativity, curiosity and interest, and to foster a life-long enjoyment of learning.

We recognise and celebrate individual differences and aptitudes and aim to cater as closely as possible to both the needs and strengths of our pupils, encouraging all children to achieve their potential, become competent, confident learners and develop the ability to co-operate and work productively with others. The requirements of the Foundation Stage and the National Curriculum are covered, and exceeded; for most pupils the standards reached at 13+ are well in advance of the national norms. Parents will recognise that their support of the School's aims is crucial to the success of their child's learning. Details about the subjects studied, including schemes of work, are to be found in the curriculum section of the Parents' Area on the School website.

## Catering for Excellence

Recognising that across the disciplines pupils at St Faith's have an average ability significantly higher than that nationally, a chief goal in meeting pupils' needs is to 'make room at the top for more', by encouraging widespread excellence. Excellence is thus encouraged, recognised, celebrated and rewarded in all areas of School. Within any year group, set or class there will be a range and spread of ability, and in encouraging excellence for all we recognise the importance of providing an appropriate level of challenge through the provision of tailored resources, experience and opportunity. In lessons across the curriculum (academic, artistic, and within sport) we therefore aim to provide significant pace and challenge for all pupils, with additional support for those who need it.

## Academic Extension

St Faith's is committed to achieving the best possible outcomes for all pupils as academic learners, and to meeting the academic needs of each pupil at a level appropriate to individual ability. Classroom activities are differentiated in order to value individual strengths and support individual difficulties. Pupils with outstanding ability in a curriculum area are offered ambitious extension opportunities both during and beyond the school day. Provision is tailored to the needs of particular children as demonstrated through written and oral work, assessments of varying types and teacher recommendation. In-house expertise is regularly supplemented by making use of local facilities and personnel, and through participation in events such as local and national competitions.

## **Learning Support**

The School is committed to providing a first-class education for all our children and support for a broad range of pupils' educational needs. We work closely with all the children helping to identify any individual needs early on in their school life. These will include those with specific learning difficulties and others who just need a little boost in some areas of learning. Individual needs are met daily in the classroom by teachers and teaching assistants. Following consultation with parents, teachers may refer pupils to the Learning Support Department for various types of assessment which may result in additional support or further advice for parents. For those needing one-to-one or small group support, sessions generally take place in the Discovery Zone, a resource centre which provides a particularly welcoming and supportive environment for such learning.

## **Curriculum Enrichment**

All pupils take part in our enrichment programme, which encompasses up to ten off-timetable days a year, enabling both pupils and teachers to collaborate over a longer period of time. Activities embrace a broad spectrum and vary from year to year. Optional residential trips both at home and abroad allow scope for extending and enriching the learning experience, incorporating cultural, linguistic, artistic and sporting opportunities as well as helping to develop independence and responsibility. These are advertised well in advance to parents, the full programme being published on the VLE.

## **Structure of Classes and Setting Arrangements**

There are three classes of up to 18 children in each Pre Prep year group. An additional class is recruited at the beginning of Year 3, making four classes of between 16-18 children in Years 3 to 8.

Pupils are taught in mixed ability classes up to Year 5. From age 5, pupils receive specialist lessons in Spanish, PE, Games and Music. From age 7, specialist lessons increase although pupils still spend the majority of their time with their class teacher. From the age of 9 (Year 5), all lessons are taught by specialist teachers and children are placed in ability sets for academic subjects, where pupils benefit from being in a group in which their levels of ability, attainment and learning styles are closely matched. These ability sets are reviewed regularly using on-going teacher assessment in class and more formal tests. We monitor closely the sets and changes are made when necessary. Whichever set your child is in, the syllabus followed is essentially a common one, the main difference being that of pace and depth to suit the relevant ability levels and learning styles.

## Grades and Reports

Parents receive written subject reports on their child's progress twice yearly. Dates are published in the Term Calendar at the start of each term and a schedule is available on the Parents' Area of the VLE.

A child's effort in class is kept under review by his or her Tutor and the Director of Studies. The children in Years 3–8 are graded for Learning Habits and Attainment by their teachers on four occasions during the academic year. A key focus in school is placed on the pupils developing good habits to maximise their learning. Learning Habits reflect: *Punctuality; Readiness to learn; Listening carefully; Concentration; Joining in; Starting work promptly; Working carefully; Attention to detail; Responding to teacher feedback; Reflection of their own learning.*

The grade sheets are made available to view on the Parents' Area of the VLE, alongside an archive of previous grade sheets. Queries about grades should be brought to the attention of Heads of Department in the first instance.

## Parent/Teacher Meetings

### Pre Prep

We meet with parents early in the year so that an initial link is established with the new class teacher. A parent/teacher consultation appointment is arranged in the week prior to the Michaelmas half term for a discussion on the child's academic and social progress. In the Lent term a further parent/teacher consultation is organised; this is an opportunity to follow up points raised in the first written report of the year. Formal meetings are not held in the Summer Term; however, parents are welcome to arrange individual meetings if there is a need and staff will do likewise. We encourage parents to contact the class teacher whenever necessary rather than waiting for scheduled meeting time.

### Years 3 to 8

In Years 3 to 8 we meet with parents in the first week of the Michaelmas Term so that an initial link is established with the new Tutor and to provide an introduction to the year. For Years 3 to 8, parent/teacher consultation appointments are calendared in the Michaelmas Term for a discussion on the child's academic progress. Dates of parent/teacher consultations are published on the VLE and parents are notified of these by the Schoolcomms messaging service.

## Homework

Homework is an essential part of the curriculum. It helps to develop the ability to work independently and extends and enriches the work completed in the classroom. Parents' assistance is appreciated in providing a quiet environment in which their child may work and in helping their child where it is felt to be useful and appropriate. In the Pre Prep all pupils are expected to read regularly. Further homework is given to support the children's learning in School and this varies across the year. Pupils in Years 3 and 4 are set homework of up to 30 minutes including at least 10 minutes reading each day, and the weekly learning of spellings and tables. As the pupils progress through the School the amount of homework each week increases and a timetable is provided. An updated homework timetable is sent to parents at the start of each term and together with details of special arrangements for the term, such as Reading Weeks, is always available on the School website.

The following table shows the homework schedule for Years 5–8:

<b>Year</b>	<b>Weekly Homework (with time in minutes)</b>	<b>Weekly Homework Duration</b>
<b>5</b>	2 English, 2 Maths, 1 Science and 1 Languages (each 30 minutes)	3 hours
<b>6</b>	2 English, 2 Maths, 1 Science, 1 Languages and 1 Humanities (each 30 minutes)	3 hours and 30 minutes
<b>7</b>	1 English, 1 Maths, 1 Science, 1 Humanities, 1 Computing/Engineering, and 2 Languages (each 40 minutes)	4 hours and 40 minutes
<b>8</b>	2 English, 1 Maths, 1 Science, 1 Humanities, 1 Computing/Engineering and 2 Languages (each 40 minutes).	5 hours and 20 minutes

Pupils in Years 5 to 8 undertake private study on match nights rather than set homework. Parents are encouraged to use the homework diary as a way of communicating with the class Tutor (Years 3 and 4) and subject teacher and/or Tutor (Years 5–8). Space is provided for such communication, and for parents to sign the book to show that they have seen it. Parents should inform the School via the homework diary if there is a reason for homework not being submitted, and parents are informed if we perceive there to be a problem with the submission of homework. If a child is too ill to attend School, we do not feel it appropriate to set special homework.

## Reading

Reading is a hugely important element contributing to a pupil's academic progress. We encourage parents to listen to their child read aloud daily up to Year 4, and regularly (at least two or three times a week) from Year 5 upwards, and we also encourage parents to read aloud to their children. Reading is strongly promoted in School in all subjects and especially through the use of the Library.

From Foundation to Year 4, the development of reading is the responsibility in School of the class teacher or Tutor. From Year 5 upwards, English teachers monitor children's reading, encouraging them through a number of tailored schemes to extend and broaden their reading habits.

All children in Years 5 to 8 are expected to have a reading book 'on the go' and it should be with them in School every day.

## Handwriting

In teaching and promoting the development of a cursive script from Pre Prep onwards, we see the value not only of the fine-motor skills it encourages but also of the reinforcement it brings to spelling patterns through motor memory. Excellent presentation of work is something we would like all the children to aim for, and to this end we like every child to have suitable writing materials (page 26).

## Library

Every pupil in the School visits the Library at least once each week during lesson time. Under the guidance of their teacher and the librarian and their peers, they may choose up to two books to borrow. The Library is also available for use by children in Years 3–8 at break time, lunchtime and after school every week day. The Library database 'OLIVER' uses fingerprint recognition software so that books can be borrowed without the need for membership cards. The software recognises a few of the features of the fingerprint but neither reads, records nor stores the whole fingerprint. All children and staff have their fingerprints scanned and it is a system that is fun to use.

In order to encourage pupils to broaden their reading in Years 7 and 8 they participate in the Passport to Reading scheme through which they read and review books from several different genres as part of their English lessons. The Passport has five different levels and certificates are awarded to the pupils as they complete each level. We also produce a wide variety of booklists and recommendations to help every child and parent develop their enjoyment of reading.

We hold a celebratory Book Week annually with visiting authors, illustrators and

storytellers. Most recently we held a hugely successful 'Book Swish' whereby children donate books from home to swap with their friends. We regularly hold quizzes and competitions much to the enjoyment of pupils and staff alike. The Library also welcomes a Book Fair each year where pupils and parents take great pleasure in selecting new additions to their bookshelves at home. Children are also taught the use of the Library and good practice when researching on the internet.

## **Information Technology**

The use of IT is embedded into the curriculum across the School and all pupils are required to sign a contract regarding their use of the School's computers. Provision is made for those pupils requiring the use of a laptop in lessons if recommended through assessment for a specific learning need, and all pupils need to follow the guidelines for use of a laptop in School. Laptop provision is coordinated by Mrs White (Director of Studies).

## **E-safety**

The safety of the children is the highest of priorities at St Faith's and children are taught how to work safely on-line throughout their time at the School, including explicitly in Computing and PSHCE lessons. All staff, and children from Year 1 upwards, sign a network agreement, and we have in place close monitoring procedures of on-line activity as well as the highest levels of firewalls and filters to protect children. We request that our codes of conduct to ensure e-safety are supported by parents and suggest that parents take steps to ensure similar levels of protection for their children at home. We write a half-termly e-safety bulletin to parents in the newsletter.

## **Requests for holiday work**

During term time pupils follow a structured and challenging programme within all subjects and need (and deserve!) a break from schoolwork during the holidays. Although there are circumstances in which we do set work for children, such as for those sitting academic scholarship examinations in Year 8, we do not plan the term's activities with holiday work in mind.

## **Extra Tuition**

We believe that the best way for children to make progress is for them to do each and every piece of homework and classwork as well as they possibly can. We give what, in our professional judgement, we consider to be generous and sufficient input to cover all the topics and concepts needed and opportunities to practice both basic skills and their application; children also have opportunities in class to ask for individual help should they need it, and in the older years on a needs-basis they may attend clinics if they so wish.

Sometimes parents believe that their child would benefit from additional tuition out-of-school in addition to this, and many provide valuable support themselves, but this is not something that we ever suggest, and due to Safeguarding issues, we are not able to make recommendations of Tutors. St Faith's teachers are not permitted to enter into private arrangements with parents for out-of-school paid extra tuition.

# Extra-Curricular

## Trips and Visits

We regularly take pupils on day trips to historic sites, museums, galleries, theatres, gardens and natural features, farms and churches to support the whole school curriculum.

The School calendar lists the trips and visits that are due to take place over the coming term. You will be notified in advance if your child is going to be out of School. We will inform you if the visit involves an extra charge (most do not) or late return to School, or if the visit requires collection from the venue, such as a theatre.

We send details of planned trips and activities well in advance to all parents of pupils of the relevant year group or cohort. Parents of children who wish to go on a residential trip are always given a full briefing prior to the excursion taking place.

We require your specific, individual written consent if we are to take your son or daughter on a trip or visit that extends beyond an hour's journey from School, involves an overnight stay, an overseas visit or extra cost to you, greater than £20. Trips which are no more than an hour away and which cost you less than £20 are authorised by you on a once-for-all basis prior to joining the school, and confirmed annually via the data collection sheet sent out by the School Office.

## Instrumental Lessons

Instrumental lessons are available to all children from Year 3 upwards. Singing lessons are offered along with the full range of orchestral instruments. Instrumental lessons take place during the School day and are timetabled on a rota basis to ensure that the same academic lesson is not missed each week. Class Teachers will do what can reasonably be done to help children make up the work missed.

Generally, lessons commence at the beginning of each term, or half term. Advice about choosing a suitable instrumental study is available from the Director of Music and, towards the end of Year 2, from the Pre Prep Music Teacher. Children in Year 2 have the opportunity to learn either the violin or the 'cello, initially in a small group.

Pupils who show musical potential may be encouraged to take a second study. For children taking lessons in more than one instrument, or in Speech and Drama as well as in Music, there is further encroachment on academic teaching time. For this reason the child's Tutor, in consultation with the Director of Music and Director of Studies, may advise that starting a second or third instrument is delayed, or that such lessons are arranged privately at home.

Timetables are displayed on the notice-boards outside the Dining Room and in School House. If your child is in Year 3 or above and would like to begin instrumental lessons please contact The Director of Music, Mr James Gorick, ([jgorick@stfaiths.co.uk](mailto:jgorick@stfaiths.co.uk)) and he will arrange a taster lesson with the appropriate teacher. There is a waiting list for some instruments, but we endeavour to keep this as short as possible!

Parents are billed each term directly from the instrumental teacher, at a charge of £19.00 for 30 minutes. If your child wishes to stop learning, you will be required to provide half a term's notice.

We expect children who learn an instrument, or have singing lessons, to join appropriate ensembles, once they have reached the required standard. Children who have instrumental lessons outside School may still participate in ensemble practices and concerts; please contact the Director of Music who will make the appropriate arrangements.

## **Speech and Drama Lessons**

Children from Year 3 through to Year 8 are able to have Speech and Drama lessons in pairs, with the option to have solo lessons in Years 7 and 8. Lessons are timetabled on a similar rota basis to instrumental lessons. Children in Year 3 are permitted to learn either one instrument only or to have Speech and Drama lessons during school time; and in the higher years the Director of Music or the child's Tutor in consultation with the Director of Studies may advise that starting a second or third individual lesson is delayed, or that such lessons are arranged privately at home.

Miss Samantha Tucker (BA Hons, MSTSD and Speech and Drama Adjudicator for the British and International Federation of Festivals) prepares children for LAMDA examinations which are held at St Faith's during the Michaelmas and Summer terms. Disciplines studied include acting, devised performance, mime, verse and prose, reading for performance and public speaking. Pupils are also given preparation for drama scholarships to senior schools. Miss Tucker has a 100% pass rate, with many pupils achieving Merit or Distinction. If you would like your child to participate in Speech and Drama lessons please contact Miss Tucker via email ([stucker@stfaiths.co.uk](mailto:stucker@stfaiths.co.uk)). Lessons, charged at £19.00 per half hour session, will be billed a term in advance. There is a LAMDA administration fee of £20 for pupils entering exams. Payment to Miss Tucker should be made by the first lesson of each term.

## Inter-School Sports

There are many inter-school sports matches for girls and boys. These matches are printed in the Term Calendar and on the online calendar on the VLE.

Whilst we endeavour to include as many pupils as possible in inter-school matches, we operate a policy of selecting teams on merit, in common with most independent schools. St Faith's runs teams in almost twenty sports so all pupils will be included during their time with us. Selecting teams is often a difficult task for staff and we ask that all parents show understanding over this matter. If you have any queries regarding team selection, please make an appointment to see the relevant teacher, rather than approach them at School. All pupils are also involved in the annual programme of inter-house sports competitions, which parents are most welcome to attend.

If your child is selected for a team, he/she will be expected to honour the privilege of representing the School. Fixtures normally take place in the afternoon during Games lessons, but occasionally they may be after school or at weekends. Team sheets can be viewed in advance via the Sports Section of the VLE. Please note that injuries and illnesses may cause changes to be made on match days. We will always try to stick to the timings within the printed calendar where it is possible to do so, but on some occasions these may change. A match tea will usually be served after matches against schools from outside Cambridge; all players are expected to attend these. When returning from away fixtures, if we are running more than 15 minutes late, we will endeavour to communicate this to you via Schoolcomms.

All parents are most welcome to support the teams, either home or away. Directions to and details of away match venues can be found in the sports section on the VLE. We do ask, however, that parents refrain from coaching from the sidelines, avoid inappropriate displays of partisan support and respect all decisions made by match officials. The emphasis during matches is on enjoyment, development of skills and sportsmanship.

# Additional Information

## St Faith's Parents' Association

Parental involvement is a strong characteristic of St Faith's and the SFPA is a thriving association. The SFPA committee comprises parent volunteers, the Headmaster, the Bursar and a member of the teaching staff. They are a welcoming, friendly group that believes in inclusivity where everybody's thoughts and opinions are valued.

The main purpose of the SFPA is to organise social events for families and staff. The SFPA also raises funds for items that the School cannot normally provide for the children — items that can stretch the children's learning and creativity. Funds are also raised for local charities as well as the Makukhanye Primary School in Africa, St Faith's partner school. A lot of consideration goes into the allocation of monies raised. The aim is to distribute funds fairly throughout the School, including both indoor and outdoor projects. Donations of small sums of a few hundred pounds to much larger sums of thousands of pounds are made. One of the major donations has been for the development of Tom's Garden, which is an inspiring area for outdoor teaching and learning across the curriculum on the School site. Moreover, Tom's Garden is a special place for Tom Whiteley's family and friends. Over recent years, donations have been put towards outdoor adventure play equipment for children across all age ranges to access.

The SFPA welcomes new members to the committee and those just wishing to help out at events. Check the SFPA pages on the VLE for contact details.

For those parents wishing to know more about the SFPA, or indeed if you have any ideas for future fundraising events, the committee would be very glad to hear from you.

## Events

A diary of SFPA Events is sent to parents at the start of each academic year. All SFPA activities are widely publicised to parents through the Headmaster's newsletter, flyers and posters around the School. The SFPA depends on the valuable help of parent and staff volunteers as well as the School's Support Staff: the events could not take place without the assistance of the Office, Grounds and Catering staff and the Committee works hard to maintain a good relationship with everyone working at St Faith's. There is a great sense of team effort with everyone providing a valuable contribution.

Events are planned to try to encourage families to come together in a social setting, with the aim of providing value for money social events. The Committee holds fantastic firework displays, and the Christmas Fair is hugely popular with both parents and children. Over recent years, donations have been put towards outdoor adventure play equipment for children across all age ranges to access.

## **Old Fidelian Network**

The Old Fidelian (OF) Network has been established for a number of years to support former pupils to re-connect or to stay in touch with each other. The aim is to create a vibrant group of OFs who benefit from the mutual associations. All former pupils are invited to join to strengthen and develop the network. Former pupils who register with the OF Network can attend the various social and sporting events run throughout the year.

The OF Network has dedicated web pages on the St Faith's website ([www.stfaiths.co.uk](http://www.stfaiths.co.uk)) including a registration page. More recently a Facebook page and LinkedIn group have been set up for OFs to reach old friends, find out what they are doing, and to update others with their news. A committee meets termly to arrange the various sporting and social functions at St Faith's and welcomes members to join.

An annual OF reunion is held in September in the form of a relaxed barbecue with live music in the Headmaster's garden. All OFs are welcome. Further details are available on the OF webpages.

## **Governors**

### **The Leys and St Faith's Schools Foundation**

The Leys and St Faith's Schools Foundation is a registered charity which owns these two schools in Cambridge.

St Faith's is an independent preparatory day school for girls and boys aged 4 to 13 years. Approximately half of its pupils transfer to The Leys at age 13 and the remainder move to a wide variety of Senior Schools.

The Leys is an Independent boarding school for girls and boys, primarily from 13 to 18, but with a small intake at Year 7. Importantly, it also provides places for home boarders, who benefit from a boarding ethos. The Leys draws its intake from a large number of maintained and independent schools, with approximately one third of its 13+ intake coming from St Faith's.

Each school is managed and led by its own management team and Committee of Governors. Senior staff from both schools meet regularly to ensure close collaboration and a continuity of educational ethos. Whilst St Faith's and The Leys are independent of each other, the two schools work closely together, sharing expertise, facilities and resources wherever possible.

The Foundation Trustees are the governing body for the two schools. They set the strategic direction and oversee the performance and outcomes. They determine the ethos, set within a Christian culture. They also oversee a policy that enables the schools to contribute to the wider community and society as a whole.

### **Chairman of The Leys and St Faith's Foundation**

Sir A R Brenton KCMG

### **St Faith's Committee**

#### **Chairman**

Mrs A Brunner

*The Chair of the St Faith's Committee can be contacted in writing at the School address: St Faith's School, Trumpington Road, Cambridge CB2 8AG (marking the envelope 'Private and Confidential').*

#### **Governors**

Mrs W Challen

Mrs P Graves

Mr C Hewitson

Mr C Kirker

Mr R Mitchell

Mr R Webster

Mr R Willmott

#### **Policies**

General policies which guide the day-to-day running of the School are available in the Parents' Area of the VLE. Statutory policies are provided in the public area of the website and include the following:

- Accessibility Policy
- Admissions Policy
- Anti-Bullying Policy
- Data Protection Policy
- Equal Opportunities Policy
- Learning Support Policy
- Parental Concerns and Complaints Policy
- Pastoral, Behaviour and Discipline Policy
- Record Keeping Policy
- Safeguarding Children Policy

## **Speech Day**

Speech Day is a special occasion that is held in a marquee behind Ashburton Hall on the final morning of each Summer Term. All pupils in Years 1–8 attend and parents are invited to this occasion which includes the Headmaster's summary of the year, a guest speaker and the presentation of prizes.

## **Open Morning**

There is an annual Open Morning in early October (in 2017 it will take place on Saturday 7th October) to showcase St Faith's to prospective parents. All children in Years 5 to 8 are required to help with this important event.

The date is set well in advance (and is publicised on our website) so that parents may plan accordingly.

Pupils very much enjoy the opportunity to talk to visitors and be involved in the morning's activities.

## **Sports Day**

Annual Sports Days for the Pre Prep and for Years 3–8 are held in the Summer Term. Pre Prep Sports Afternoon takes place at the School and tea is served following the event. Sports Day for Years 3–8 takes place at Wilberforce Road Sports Ground in Cambridge. Parents are invited to attend and support their children. On this day parents and children have their own picnic lunches around the edge of the track.

Year 3 and 4 events take place in the morning. These pupils can then sign out at lunchtime if their parents are present or stay to be supervised by staff until collected by a parent or guardian. Year 5–8 events take place throughout the day, finishing at approximately 15:20.

## **Fees and Finance**

Details of all fees are published annually at the end of the Lent Term. Under the School's terms and conditions, fees are required to be paid by the start of term. In the event of late payment, there will be a surcharge of 2% per month (when no prior arrangement has been made). This is calculated monthly from the date at which payment becomes due. Parents are encouraged to make fee payments by direct debit, with either one payment at the start of the School term, or 3 monthly payments per term with the first payment due on the first day of term and subsequent payments monthly thereafter. Details are available from the Bursary.

A full term's notice is required of the intention of a parent or guardian to withdraw a child from School. The Headmaster should receive such notice no later than the day before the start of a pupil's final term in School. In default, a full term's fees must be paid.

No remission of fees can be made for absence through illness. Parents are, therefore, advised to take advantage of the School Fees Remission Scheme, details of which will be issued with the first term's account. Similarly no remission of fees can be made if a term is shortened or a vacation extended; or for any other cause except at the discretion of the Headmaster or where there is a legal liability to make a refund. This rule is necessary so that the School can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other parents.

## Writing materials

These are provided in the Pre Prep and in Year 3 but from Year 4 onwards children need a pencil case with pencils, ruler, rubber and sharpener. In addition, children in Years 5 to 8 require a fountain pen and *blue* ink cartridges (available to purchase from the Bursary), as well as a protractor for Mathematics. From Year 7 onwards pupils should have their own scientific calculator (preferably the 'Casio fx-83ES').

## Locker Allocation

- Pupils in Years 5 to 8 can request a locker from the Bursary.
- At the end of each school year, all locker keys should be returned to the Bursary for reallocation in September.
- There is no charge for lockers but, if a locker key is lost, a charge of £2.50 is made for a replacement key to be cut.
- All queries regarding lockers should be directed to the Bursary team.

## Homework Diaries

All pupils in Years 3 to 8 are provided with a homework diary. These can be replaced from the Bursary at a cost of £3.

## Mobile Phones and other valuables

We recognise that some children may need mobile phones for use in case of emergency, particularly when travelling unaccompanied to and from school. Our hope is that only a small minority of pupils will bring mobile phones to school. If you feel that your child needs to bring a mobile phone into school, either on a regular or occasional basis, you must complete and submit the Mobile Phone Form. This will enable the school to have a full and accurate record of pupils who have a mobile device with them in school. You and your child will be asked to sign an agreement, which lays out the conditions of having a phone in school. Pupils who bring their mobile device into school must switch it off on arrival. The phone should remain

switched off throughout the day and be kept out of sight. Urgent contact with a child during the school day can always be made through the School Office. Please visit our VLE for the full Mobile Phone Policy.

Similarly, valuable or highly prized items, including wearable technology such as smartwatches, should not be brought to School. In order to role model good behaviour to the children, we ask that parents do not use mobile phones in the dining room at breakfast. Any urgent calls or texts should be made outside the building.

## Lost Property

Pupils are expected to take full responsibility for their own belongings, and it is imperative that all items brought into School are named. The Pre Prep has a lost property box situated by the cloakroom door in Southfield main building. For Years 3–8, named items are returned to the relevant class Tutor and unnamed items are placed in the Lost Property Room which is located at the rear of School House and administered by a team of parent volunteers. At the end of each term, all items remaining in the School are collected up by a team of volunteer parents and put into the Lost Property Room. Unnamed items are kept for up to one month before being recycled.

## Data Protection

The School maintains records of pupils' achievements in all areas of School life including but not limited to matters which may affect their happiness and progress at School. The School operates and complies with its Data Protection Policy in relation to the processing of any and all personal data whether relating to the pupil or the parent or guardian of the pupil or any third party and complies with the Data Protection Act 1998 in relation to privacy and confidentiality. The School's Data Protection Policy is available on the VLE.

The School is committed to the fair processing of personal data and would expect to process the data referred to below in relation to its pupils and/or parents and/or guardians and/or third parties. The School will usually process personal data in relation to legal, administrative and management processes and in particular to protect the welfare of the pupil. The following are examples of **personal data** which the School will obtain and will process;

1. Reports from previous schools, which data may be processed in relation to the academic progress of the pupil;
2. Records of the pupil's performance in academic tests and assessments together with progress reports on the pupil's performance to aid in the academic progress of the pupil;
3. Data recording any and all incidents in relation to the pupil which may or may not affect the pupil's welfare;

4. Data recording any behavioural incidents, serious or otherwise, in relation to the pupil; and
5. Correspondence between the School and parents or guardians of the pupil and/or to any third parties in relation to the pupil.

The School may also need to process **sensitive personal data** (as defined in the Data Protection Act 1998) relating to the pupil, including, as appropriate:

- (a) Information about the pupil's physical or mental health or condition in order to treat sickness and take decisions as to the pupil's fitness for School;
- (b) In order to obtain a medical report on the pupil and/or medical treatment for the pupil; and
- (c) In order to comply with legal requirements and obligations to third parties.

The School retains personal data for no longer than is necessary for the purposes set out herein. Save where there is a specific legal or regulatory requirement to keep personal data and/or sensitive personal indefinitely personal data is usually retained for 25 years. Sensitive personal data will usually be retained for 25 years (26 years if the pupil is 17 when treatment ends) or for 8 years after the death of the pupil.

The parent consents to the School processing personal data and sensitive personal data in relation to the pupil and/or the parent and/or guardian and/or any third party for the purposes set out herein. If the parent has any concerns about the processing of personal data or wishes to withdraw consent to the processing of personal data please contact the Bursar.

## **Future Schools Advice**

A meeting for parents of children in Year 5 is arranged each year for the purpose of providing general information about selecting the next school and guiding parents to make an appropriate decision for their child. Parents should arrange an appointment with Mr Helliwell or Mr Davenport for further individual advice regarding future schools and registration procedures after this Year 5 meeting. Parents of pupils joining St Faith's in Years 6 and above should also arrange an appointment with Mr Helliwell or Mr Davenport to discuss future schooling.

## **Senior Schools**

We are delighted that nearly all our Year 8 pupils secure places at their first choice of Senior School. To support this we prepare our pupils carefully and thoroughly and have achieved a very good record for academic awards and other scholarships.

Many of our pupils accept places at Cambridge independent schools, with approximately over half the year group transferring to The Leys for either a day or

boarding place. A significant number choose to move to other boarding schools such as Uppingham, Oakham, Oundle, Haileybury, Stowe, Culford, Framlingham, Eton and Harrow. Our teachers are experienced and successful in preparing our pupils for this wide range of Senior Schools.

## Registration

Please note that it is the **responsibility of parents to register their child** with their chosen senior schools. St Faith's shares its Foundation with The Leys School, but the many parents who intend their children to go to The Leys School in Year 9 nevertheless need to register directly with The Leys.

## Scholarships

After considered and thorough consultation, our Heads of Department recommend to the Director of Studies those children who are performing at scholarship standard. Parents are informed by letter in the second half of the Summer Term in Year 7 if their child has been recommended to apply for a scholarship examination to a Senior School. Please note that this is dependent on the choice of senior school offering an appropriate scholarship but typically, academic, art, drama, music, sports and all-round scholarships are offered. All scholarships are awarded subject to the child meeting the required standard in entrance examinations for the school.

It is important that St Faith's retains its excellent reputation with colleagues at Senior Schools and so only endorses the applications of those pupils who are believed to be working at scholarship standard.

The scholarship process is rigorous and should not be undertaken lightly. Heads of Department will advise and support each scholarship candidate but an erudite, dedicated, enthusiastic and hard-working attitude is a pre-requisite. In the Michaelmas Term you will be sent the appropriate paperwork to enable us to process your child's scholarship application. Please ensure that you meet the set deadlines. Meanwhile, additional information regarding Scholarships can be accessed on each Senior School website and further guidance is available in the Parent's Area on our VLE.

# Notes



# Notes



# Notes



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