



Devonshire House Preparatory School  
& Nursery School

# Parents' Handbook

**Academic Year  
2023-2024**

# Devonshire House Preparatory School

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# **& The Nursery School**

## **Parents' Handbook 2023-2024**

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#### **AIMS OF THE SCHOOL**

#### **To ensure:**

- A nurturing, happy and safe environment which inspires a love of learning.
- A growth in understanding and a wish to discover and achieve.
- Kindness, tolerance and integrity.
- The highest standards in care, support and encouragement.
- The highest standard of teaching
- The highest standard of learning.
- The highest standard of achievement.
- The development of initiative, creativity and innovative thinking.
- Challenge and interest.

#### **THE SCHOOL ETHOS**

#### **The School:**

- Aims to create a family atmosphere where all pupils are nurtured, learning is an enjoyable experience and where there is respect for people and the world around us.
- Values enthusiasm, happy laughter, initiative, creativity, achievement, pride in endeavour and innovative adaptable minds.
- Teaches children to think about their behaviour, attitude and responsibilities.
- Encourages both independence in thought and collaborative action.
- Creates a safe, calm environment.
- Teaches and values good manners and consideration for others.
- Recognises, values and develops talents, skills and interests.
- Creates an atmosphere of fairness, mutual trust and honesty.

## **ABSENCE**

### **Absence through illness**

Please telephone or email the relevant office to let us know your child will not be coming to school and ensure that the school is aware if the illness is contagious e.g. chicken pox. If your child is going on a trip or usually comes to school on his/her own then please ring at 8.00am Messages can be left before this time if necessary.

### **Nursery, Middle and Upper School Absence**

- Tel: 020 7435 1916. Email: [absences@dhpprep.co.uk](mailto:absences@dhpprep.co.uk)

### **Lower School Absence**

- Tel: 020 7431 3466. Email: [absences@dhpprep.co.uk](mailto:absences@dhpprep.co.uk)

**Pupils should not attend school unless they are fully fit and able to participate in all school activities.**

## **IMPORTANT**

**Please do not bring your child to school if any of the following applies:**

- He/she has suffered vomiting or diarrhoea within the last 48 hours
- He/she has had a temperature within the last 24 hours
- He/she has been given Calpol, Nurofen, Medised or similar medications
- He/she has conjunctivitis
- He/she has been prescribed antibiotics (for the first 48 hours of the course the child should stay at home)

**When your child returns to school it is essential that you contact the school giving the reason for the absence. If your child has been absent for 5 consecutive days or more, they should have a doctor's certificate. An email to the school office is perfectly acceptable.**

If children are well enough to attend school, they are expected to participate in Games Sessions. If for some reason they cannot do so children from Year 2 upwards should be collected from School at 1.00pm on Games afternoons, or not come into school until after the games session if they have morning games.

Homework will not be made available for children who are not well enough to attend school unless there are exceptional circumstances. (See also: Homework.)

### **Doctors and Dentists**

Please make these appointments outside term time. As everyone else wants to do the same it is a good idea to book routine appointments well in advance. For non-routine appointments please let the School Office know in writing in advance the time and date of the appointment and what time he or she will be returning to school.

### **Other absences**

All other absences are unauthorised unless they have the Head's permission in writing in advance. Permission will be given for days of religious observance, visiting a potential senior school or special family celebrations such as weddings.

Please make sure that any such requests are made in writing at least two weeks in advance.

Taking such holidays in term time is extremely disruptive for the children and impedes their academic progress. It is particularly important that Year 5 to Year 8 children, in particular, do not miss any days in school unnecessarily, particularly the beginning and end of terms when essential information is given out.

All absences are recorded in class/form registers and are indicated in reports both to parents and to subsequent schools. (See also: Medical.)

### **ACCEPTANCE FORM AND SCHOOL TERMS AND CONDITIONS**

Before children join the school, parents sign an Acceptance Form confirming that they will abide by the school's Terms and Conditions. The Terms and Conditions are sent with the Acceptance Form and are available on the school website. The school reserves the right to review these periodically. A further copy may be obtained from the School office by request.

### **ADDRESS & TELEPHONE NUMBERS**

It is important that the school has **up-to-date** addresses and telephone numbers, including mobiles. **In the event of an emergency, it is essential that parents can be contacted without delay.** At the start of the school Year the contact details that the school has are sent home to be checked and amended. It is important that the School is immediately notified of any subsequent changes immediately **in writing**.

Parents are asked if their details - child's name, class, telephone number and post code - may be released to other parents in their class. This information is passed to the form representative for distribution. In the case of split families please ensure the school has full details of both parents.

### **ADMISSION**

The Head of Admissions is Mrs Helen Ridard. [admissions@dhprep.co.uk](mailto:admissions@dhprep.co.uk).

All children are seen by the members of our teaching staff prior to an offer of a place. For entry to the Nursery Acorns, Nursery Oaks and R classes there is an informal 'get to know you' session of prospective pupils. For entry to Year 1-Year 8 there is a 'taster morning' where prospective pupils will take part in a morning of activities and lessons in a class of the year group they may be joining. For children in Years 4 to 8, this morning will also include verbal and non-verbal reasoning tests.

The school has a sibling policy and will only not accept a sibling of a child already in the school if there is a special need that the school cannot meet. However, registrations for siblings need to be in by the October of the Year before they are due to start. Late applications may find that places have been offered elsewhere.

### **AFTER SCHOOL CARE**

#### **After School Care For Siblings**

If parents wish to make only one journey at the end of the school day the School will supervise younger siblings until the normal finishing time of the older/est child. Pupils have to be collected from the building where their classroom is. This service is only for Devonshire House siblings. The latest collection times are:

- 3.45pm for Nursery Acorns and Oaks
- 3.55pm for Reception -Year 8

Application forms for this service are available from the school office.

### **Extended After School Care**

There is a charge for this service which is run by Aktiva.

All children who attend after school care will need to be collected from Arkwright Road.

### **Nursery Acorns After School Care**

Children are looked after by Acorns staff in the Nursery from 3.00pm-5.30pm  
Children are collected from the Nursery.

#### **(Nursery Oaks) After School Care Aktiva**

This runs from 3.15pm to 6pm and takes place Monday to Friy.

### **Lower and Middle School After School Care**

This runs from 4.00pm to 6.00pm and takes place from Monday to Friday.

Upper School After School Care. This runs from 4.15pm to 6.00pm Monday to Friday.

## **ART: LOOKING AT ARTWORK**

### **Early Years**

In Nursery Oaks and Reception, we offer an open invitation for parents to come and visit any Friday morning, between 8.30am and 8.50am to look at artwork and displays.

### **Year 1 – Year 8**

Parents of Year 1-Year 8 children are invited to visit, each term, to look at the displays of children's work in classrooms and the hallways as well as their bookwork. A communication will be sent to parents informing them of the dates for these visits.

## **ASSEMBLIES**

All pupils attend regular assemblies. Each section of the school have their own assemblies Parents of children in Year 1-Year 3 are invited to come to school to watch their annual 'special assembly'. Parents will be notified of the date via the Firefly calendar. A letter is also sent on Firefly closer to the date to remind parents of the assembly that will be taking place.

## **BEHAVIOUR**

All pupils are expected to behave in a courteous, considerate manner. Throughout the school the focus is on rewarding good behaviour. Pupils are expected to give

their best at all times. In order for this to succeed we need the support of parents in reinforcing what is desirable and acceptable behaviour.

### **Good behaviour is rewarded in special assemblies**

#### **Early Years**

In Early Years, teachers are mindful of age-appropriate behaviour. A Key Person system is followed to support young children manage their emotions effectively. Each class in the Early Years regularly discusses the Golden Rules and the EY Learning Dispositions (Curiosity Cat, Resilient Rhino, Empathy Elephant). Children learn why these attributes are important. Children are encouraged to identify and talk about their feelings. A variety of techniques are used to help children work well with others, be polite and helpful, respect others, listen well, look after equipment and the school environment, and be a good friend.

Each Nursery Oaks class uses a whole class behaviour chart to focus on, promote and reward positive behaviour in school. In the Summer Term, as part of the transition process, each class uses ClassDojo.

Each Reception class uses ClassDojo to encourage positive behaviour enforcement and focus on the good and not the negative. It is also used to help towards the children's 'Golden Time' on Friday afternoons.

Positive reinforcement forms an important part and children are awarded stickers for appropriate behaviour.

There is a weekly assembly for Nursery Oaks focussing on personal, social and emotional development. During Reception assemblies one or two children from each class are awarded a badge for being able to show they can follow one of the EY Learning Dispositions that is of focus that week. If the whole class have achieved this, a large card badge is placed on the classroom door.

In Year 1 – Year 8, children take part in a weekly whole school assembly in St John-at-Hampstead church. Golden Apple badges are given out by the Head to a child in each class nominated to receive the award by their form teacher.

In the Lower School we also follow the 'Stay on Green' system which allows all pupils an opportunity to make positive choices about their behaviour. Positive behaviour, such as good manners, helpfulness and kindness to others, is noticed and rewarded with silver and gold cards and star stickers alongside positive praise.

As part of the 'Stay on Green' system, pupils in the Lower School who make negative choices about behaviour will first be given 'good advice' as a reminder. Children who progress on to yellow cards have ten minutes time out to reflect, and a red card results in the loss of five minutes 'Golden Time' which is a weekly scheduled free choice time.

Children in **Nursery Acorns – Year 3** may also be given stickers to reward good work and good behaviour. Children can also win House points (see below).

## **Middle and Upper School**

To reward commendable effort or behaviour in Years 4 to 8, children win points for their House – Austen, Churchill, Nelson or Nightingale. A certificate is awarded for 25, 50, 75, 100, 125, 150, 175 and 200 House points in any one term. In addition, children earn a bronze 75 badge, silver 100 badge and gold 150 badge which is returned at the beginning of the next term. House points are awarded for:

- Extra work / research / reading
- Courtesy and Thoughtfulness
- Consideration for others
- Initiative
- Tidiness - self / desk / work
- Helpfulness
- Kindness
- Extra consistent effort
- Consistently good class participation

Certificates for academic achievement in subjects nominated by teachers are awarded in assemblies.

Upper School children follow a Code of Conduct that is printed and displayed in all classrooms.

Unfortunately, there are occasions when unacceptable behaviour must be dealt with. The Middle and Upper School utilizes a slightly more mature version of the 'Stay on Green' system employed by the Lower School. Children can be issued with a Yellow or Red card for poor behaviour choices. A Yellow Card can be placed in front of a pupil and a warning given that the behaviour they are exhibiting is not in line with expected standards. If the pupil continues to make the same choices, the Yellow Card will be issued. If the pupil modifies their behaviour, the Yellow Card will not be filled in by the teacher. Once a card has been filled in, it is taken to the form teacher who discusses the incident with the pupil. The pupil will then take the card home and discuss with their parents and then return it to the Deputy Head the next day. A Yellow Card will mostly be given after a warning but there will be occasions where it can be issued instantly, for example, after a minor rule break in the playground where a warning cannot be given.

A Red Card is issued for a more severe rule break.

A Yellow Card is worth 1 behaviour point and a Red Card is worth 2 behaviour points. If a pupil accumulates 8 behaviour points in one term, they will serve an after school detention with the Deputy Head. If a pupil has accumulated 16 points in a term, they will serve an after school detention with the Head. In both situations, the pupil will be helped to find out why they are making poor behaviour choices and look at strategies to help them modify their behaviour.

A Report Card may be given to help a child with various problems such as behaviour, organisation, homework or concentration.

For children struggling with day-to-day organisation, staff in the Upper School will record incidents and discuss at staff meetings. Form Teachers will support the

children at school and Parents may be contacted if there are continued issues that the Form Teacher feels needs support from home.

## **BULLYING**

The school has a comprehensive anti-bullying policy, available on request.

The Kidscape definition of bullying is '**Repeated intimidation of a victim that is intentionally carried out by a more powerful person or group in order to cause physical or emotional hurt**'.

The key word is 'intentional'. Children do fall out from time to time, and it is important that parents and staff understand the difference between the normal ups and downs of friendships and deliberate bullying.

The school uses a variety of resources to prevent bullying, to help children understand what is meant by bullying and to help children resolve their differences. However, the school takes all incidents of unpleasantness and unkindness extremely seriously. The children are taught that there is always someone there to listen and help should they feel they are being bullied. Parents are asked to notify staff immediately of any concerns that they might have in this area. The annual Pupil Questionnaire has a section on bullying and any concerns are followed up.

## **CALENDAR**

The School calendar will be available on Firefly.

Particular notice should be taken of the Parents' Evenings.

There are occasions when, for reasons beyond our control, changes have to be made to the calendar. Parents are informed of these by Firefly message

## **CAROL SERVICE**

An annual carol service is held in the parish church of St John-in-Hampstead in Church Row on the last morning of the Autumn Term. Parents are invited to join pupils and staff for the traditional carols and lessons. Parents should refer to the school Calendar for date and time. Nursery Oaks children will remain at school for their special songs.

Should you, for religious reasons, prefer your child not to attend the Carol Service please notify the school to make the necessary arrangements for collection.

## **CATERING**

Meals are prepared by professional staff in the school kitchens at Arkwright Road, Fitzjohn's Avenue and Lyndhurst Gardens. There is always a vegetarian option.

A copy of the weekly menu is displayed on the notice boards in each building and newsletters are sent home regularly from our catering partner. The menus are also available to view in the Parent Area on Firefly.

If a special diet is required because of medical reasons, e.g. Coeliac Disease, the School Nurse should be notified. If possible, the school will cater for such diets.

All pupils are expected to have school lunch. The full time Nursery Acorns children have lunch in the Nursery with the staff. Children in Nursery Oaks and Reception eat with the staff - 'family service' – in the dining halls. A self-service system operates from Year 1 upwards.

Lunch is taken in the dining halls at either Arkwright Road, Fitzjohn's Avenue or Lyndhurst Gardens where staff ensure that children eat adequately. Packed lunches are provided by the school for school trips.

All pupils are provided with a drink and snack mid-morning and in the Nursery / Lower School, mid-afternoon. The mid-morning snack has a fruit option.

The school is committed to a policy of 'Healthy Eating' and fresh fruit and vegetables always feature on the menus. Children are encouraged to eat a balanced diet and are educated on this in their Science and PSHE lessons.

## CHARITIES

The school supports two charities at any one time. One is supported on a long-term basis and another is chosen every three Years. The charities selected are those that look after children, with whom the pupils can identify more easily. Profits from any fundraising occasion are donated to this Year's chosen charities. Pupils are encouraged to develop their own individual ideas for fund raising.

## CLASS NAMES, YEARS AND FORMS

The following is a list of Years and forms. Each class is identified by the initials of the class or form teacher, e.g. Nursery Oaks KR (Mrs K. Ranson), Year 4JG (Mrs J. Greenberg):

Class Years and Forms

DHS Year Name	National Curriculum Year	Age *	
Nursery Acorns		2-3	Early Years
Nursery Oaks	Nursery	3-4	
Reception	Reception	4-5	Lower School
Year 1	Year 1	5-6	
Year 2	Year 2	6-7	
Year 3	Year 3	7-8	Middle School
Year 4	Year 4	8-9	
Year 5	Year 5	9-10	
Year 6	Year 6	10-11	Upper School
Year 7	Year 7	11-12	
Year 8	Year 8	12-13	

\*The age refers to the **academic Year**, i.e. from 1st September to 31st August.

The age of a child on the 1<sup>st</sup> September dictates his or her Year Group. The children will be allocated a class on entering Nursery Oaks and, following school policy,

classes are mixed every year t in order to address changes in gender ratios, birthdays, ability, building children's confidence and establishing new friendship groups.

## **CLUBS**

Lower, Middle and Upper School staff offer extra-curricular activities on a voluntary basis. These vary according to the expertise and interests of the staff. For example:

- Art / Craft
- Computer
- Debating
- Design Technology
- Drama
- Eco
- Football/Netball
- Gardening
- Languages
- Multisports
- Quiz Club
- Running Club
- Sport

There is a limit to the number of pupils who can attend each club. Parents can select which club they would like their child to attend on Wisepay. Children in Lower School should only attend one after school club. In Middle and Upper School, they can attend more than one club if they wish. Children should be collected promptly after afternoon clubs. A regular late arrival will result in the club membership of that child being withdrawn and the place being offered to a pupil on the club waiting list.

Please note:

- Communications regarding Lower School clubs should be with the Lower School Office: [jsoffice@dhpprep.co.uk](mailto:jsoffice@dhpprep.co.uk). Communications regarding Middle and Upper School clubs should be with the appropriate member of staff and not with the School secretaries.
- Staff run clubs are not held in the first week or the last week of any term, or on parents' evenings or special event evenings for the relevant Year group.
- **Children need to register/re-register for clubs each term.**

## **COLLECTION OF CHILDREN**

**No pupil will be allowed to go home with anyone not known to the school, or with another parent, unless the school has been notified beforehand. Children in Years 6, 7 and 8 may leave unaccompanied provided written notification has been received by the School Office** (See also: School Day and Times). Special permission must be sought for children in Years 4 and 5 to leave unaccompanied.

### **Nursery Acorns at No 6 Arkwright Road**

Parents collect their child from the front entrance of No 6 Arkwright Road at the following times:

- The morning session finishes at 11.45am
- The full day session finishes at 3.00pm
- For children, who have older siblings in the school, parents can collect at 3.45pm

- For children attending Extended After School Care, parents can collect at any time between 3.00pm and 5.30pm.

For children in Sibling After School Care the No 6 gate? is opened at 3.45pm and closes at 4.00pm Please collect children from the classroom before going to No 6g or the Year School.

If you arrive after the door has closed, please do not ring the bell. Go to No 2 office and see the secretaries. They will call your child's class teacher and an assistant will come and open the door to No 4 for you. There is always a teacher on late duty so please do not worry if you are delayed but let us know when it is safe to do so.

For children attending Extended After School Care, parents/carers can collect at any time between 4.00pm and 5.30pm. On arrival, please come to the front of No 4 and ring the bell.

### **From the Lower School at No 6g Fitzjohn's Avenue at the end of the School Day**

Parents who need to pick up a child early must notify the class teacher beforehand in writing and go to the School Office to collect. They must sign their child out.

Parents who collect younger children beforehand from 6 Arkwright Road (See After School Care for Siblings) should ensure that they use the toilets in those buildings before coming round to Fitzjohn's Avenue.

For security reasons the office staff have been instructed not to admit anybody to the building between 3.00pm and 3.15pm.

At 3.15pm, the front door will be opened to allow Reception parents to collect their children from the classrooms.

At 3.25pm the side gate will be opened to allow parents of children in Year 1 entry. It will be closed at 3.35pm and re-opened at 3.55pm for parents of children in Year 2.

Parents wishing to see the office staff for any reason should do so after they have collected their child(ren).

No parents or carers are to be on site between the end of the school day and the end of after school clubs

### **Lower School Wet Weather Dismissal**

On wet days a one-way system for parents operates enabling them access to the school. Parents should enter via the front door and leave via the side gates. Children can be collected from their classrooms, except for 2RG and 2MK who can be collected from the hall.

If waiting outside No 6g, young children must be fully supervised and not allowed to play between staff cars. Dogs must be tied up at the dog posts **outside** the school gates and any mess cleared up by owners. Dogs are not allowed into the school playgrounds.

## **From the Middle School at the end of the School Day**

Year 3 children can be collected from their classrooms. Parents can enter the building at 4 Arkwright Road through the front door.

Year 4 and 5 can be collected from the playground at Arkwright Road. Parents should enter the school through the gate between No 4 and No 6 Arkwright Road, which will be opened at 4.00pm, then leave through the gate by No 2. Please do not be offended if you are reminded to follow the one way system, it is in the interests of everyone's safety.

Parents should pick up younger children first before coming to the Middle School.

## **LATE COLLECTION**

If children are not collected on time, they should be collected from their class teacher in No 69 Fitzjohn's Avenue or the Library at No 2 Arkwright Road, or the office at Lyndhurst Gardens

## **COMMUNICATION**

The school mainly uses Firefly to email letters about forthcoming events to parents. We also include texts to parents when, for example, a club or match has been cancelled. It is important that we have correct contact numbers.

Some mail also goes home to parents via 'pupil post'. We endeavour to send this home on Fridays and it is important that you check your child's bag at the end of each week

## **Firefly (See also the main Firefly section)**

The school VLE (Virtual Learning Environment), Firefly, contains details of homework set and recommendations for activities which children can undertake.

## **Twitter & Instagram**

The school is on Twitter and Instagram and both accounts can be followed at: Twitter: [@DHSPrep](#). Instagram: [@DHSPrep](#)

## **Website**

The school's website: [www.devonshirehouseschool.co.uk](http://www.devonshirehouseschool.co.uk)

## **Contacting the School**

When contacting the school, parents should communicate with the relevant school Secretary:

## **Lower School**

Sabrina John-Baptiste is in the No 69 Fitzjohn's Avenue office. The No 69 office telephone no: **020 7431 3466**

Email:

- [jsoffice@dhprep.co.uk](mailto:jsoffice@dhprep.co.uk)

## **Nursery & Middle School**

Jennifer Tonge and Ni'cola JB-Lewin are in the No 2 Arkwright Road Office. They handle School matters and general enquiries.

- No 2 Arkwright Road office telephone no: **020 7435 1916**

Email:

- [usoffice@dhpprep.co.uk](mailto:usoffice@dhpprep.co.uk)
- [secretary@dhpprep.co.uk](mailto:secretary@dhpprep.co.uk)

## **Upper School**

- Ardiana Dibra is in the office at 24 Lyndhurst Gardens: [hmpa@dhpprep.co.uk](mailto:hmpa@dhpprep.co.uk)

## **Finance**

Michèle Scott is the Financial Administrator and has the responsibility for school fee invoices & payments and child care vouchers.

Email: [finance@dhpprep.co.uk](mailto:finance@dhpprep.co.uk)

## **COMPLAINTS**

The school has a formal complaints procedure which is available on request. Most problems can be dealt with before a formal complaint is necessary. The first person to consult about any concern is your child's class / form teacher. Should this not be appropriate then you should make an appointment to see the relevant Deputy Head or the Head. Mr Keighley-Elstub can be contacted via his EA, Ardiana Dibra: [hmpa@dhpprep.co.uk](mailto:hmpa@dhpprep.co.uk)

## **COMPUTERS AND THE INTERNET**

Children have access to the internet as part of their ICT lesson and some curriculum lessons. Children in the Years 4 to 8 sign a contract guaranteeing that they will use the internet safely and responsibly. The school cannot monitor internet use at home but can advise.

Computers are becoming an increasing feature of children's leisure time. Even very young children are amused by games and activities available on screen, mobile phone or other portable device. Parents do, however, need to make sure that children do not spend too much time in front of a screen. Electronic games are not allowed in school although we do allow non-internet enabled Kindles for class reading.

To make developmental milestones, children need to socialise, to use their imagination, to be creative with a variety of materials including construction toys and to engage in a variety of physical activities.

Families will naturally establish routines that work for them, but need to be aware of the dangers of excessive computer use for older children. These issues are addressed in our PSHEE lessons but parents are advised not to allow their children access to the internet in an unsupervised area, such as a bedroom. The school offers regular updates on good policy for internet use and runs information evenings for parents each Year.

Parents should be aware that nearly all social media services require users to be at least 13 Years of age to access and use their services. This includes Facebook, Snapchat, Twitter, Instagram, TikTok and Skype. WhatsApp raised its user age limit to 16 in 2018.

## **CURRICULUM**

### **Early Years**

Nursery School (Acorns and Oaks) and Reception children follow the Early Years Foundation Stage (EYFS) statutory framework which sets standards for the learning, development, and care for children up to 5 Years old.

### **Lower Middle and Upper Schools**

The school's curriculum follows and extends the National Curriculum, and older children follow the examination syllabus for 11+ and 13+ ISEB examinations. The curriculum is broad and balanced, with a sound emphasis on the academic, enhanced by a range of creative activities and subjects. Emphasis is on the subjects, **English** and **Mathematics**. Other subjects are:

#### **Examination subjects**

- Science
- History
- Geography
- French
- Latin (from Year 6)
- Religious Studies (examined from Year 7)

#### **Non examination subjects**

- Computing
- Design Technology
- Physical Education
- Drama
- Art
- Music
- PSHEE (Personal, Social, Health and Economic Education)

There is a structured syllabus for each subject from 2 -13 Years. Syllabuses do change during the course of the Year as they are regularly reviewed.

The more able pupils are given extension work. Support is given where appropriate.

The outline of each syllabus is available in the Curriculum Booklets which are in the relevant Year group section on Firefly.

Curriculum Evenings are held annually in all sections of the school to give parents information on specific curriculum areas.

### **CYBERBULLYING (SEE ALSO: BULLYING)**

Cyberbullying is defined as an aggressive, intentional act carried out by a group or individual, using electronic forms of contact, repeatedly over time against a victim who cannot easily defend him or herself.

Unlike other forms of bullying, cyberbullying can follow children and young people into their private spaces and outside school hours. Cyberbullies can communicate their messages to a wide audience with remarkable speed, and can often remain unidentifiable and unseen. Very young pupils can make bad judgement calls and get involved in cyber issues without really understanding the damage they could be causing. Please inform the school immediately if you have any concerns.

Examples of Cyberbullying are:

- **Text message bullying** - sending unwelcome texts that are threatening or cause discomfort.
- **Picture / video-clip bullying via mobile phone cameras** - used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people.
- **Phone call bullying via mobile phone** - silent calls or abusive messages. Sometimes the bullied person's phone is stolen and used to harass others, who then think the phone owner is responsible. As with all mobile phone bullying, the perpetrators often disguise their numbers, sometimes using someone else's phone to avoid being identified.
- **Email bullying** - using email to send bullying or threatening messages, often using a pseudonym for anonymity or using someone else's name to pin the blame on them.
- **WhatsApp / group chat bullying** - sending menacing or upsetting responses to children or young people when they are in a chat group or web-based chat room.
- **Bullying through instant messaging (IM)** is an Internet-based form of bullying where children and young people are sent unpleasant messages as they conduct real-time conversations online.
- **Bullying via websites** includes the use of defamatory blogs (web logs), personal websites and online personal polling sites. There has also been a significant increase in social networking sites for young people, which can provide new opportunities for cyberbullying.

Parents need to be alert to mobile phone bullying and vigilant about the use of email and the internet. The ICT syllabus covers cyberbullying, internet dangers and how children can protect themselves from this. These matters should also be covered in PSHEE sessions.

Please report any incidents that involve DHS children to the relevant Deputy Head.

## EMERGENCIES

In the event of an emergency affecting the whole school, parents will be informed:

b) Via text message or email.

a) Via the school's website: <https://www.devonshirehouseschool.co.uk>

It is therefore essential the school has correct contact details for parents.

In the event of bad weather, the school will always endeavour to remain open. It is each parent's responsibility to decide whether or not to send their child to school, as every school journey is different. The highest priority must be the child's safety.

Parents are urged to check the school website in an emergency before contacting the school office as we need to keep telephone lines free for communication with emergency services.

In the event of a local emergency (e.g. bad weather or transport strike) please do not inform your child directly about any change to going home arrangements. Please go through the school office. It is essential that the school knows who is being collected by whom.

In the event of an emergency affecting an individual pupil, the school will make every reasonable effort to contact parents according to their instructions indicated on the school's Pupil Information Forms. Failing this the school's Terms and Conditions require the school to have the authority to act in loco parentis if necessary. (See also: Addresses & Telephone Numbers.)

## **EQUIPMENT**

All syllabus text books and exercise books are provided by the school. Parents will be asked to pay for the loss of or damage to school text books, library books and equipment.

In the Years 4 to 8 , a deadline date for the handing in of books at the end of the Year will be given. Books not returned by this date will be charged for, even if subsequently found and returned.

### **Bags**

For Early Years and Lower School pupils, books and equipment should be transported to school in a waterproof navy book bag; school uniform should be brought in using a PE bag. For Years 4 to 8 pupils' books and equipment should be brought in a small rucksack. Large rucksacks are not allowed as they are unnecessary and cannot be safely stored in school. Devonshire House rucksacks, PE bags and book bags, all bearing the school crest, can be purchased from the school offices.

### **Stationery**

Parents should provide all children from Year 1 upwards with the following in a pencil case clearly marked on the outside with the child's name and form. We do not allow the use of 'Tippex' or corrector pens. Please do not include these items in your child's pencil case.

- \*2 HB pencils - These should be plain, i.e. no "attachments"
- \*1 Sharpener with container for shavings, and 1 plain eraser
- 1 Set of basic colour pencils
- \*A 30cm ruler clearly marked in centimetres with no drawings or illustrations.
- \*A 'Pritt Stick' or equivalent
- A pair of 'safety scissors' suitable for cutting paper

(Pupils are given a pen licence during their time in Year 3)

### **Middle and Upper School:**

- 2 Ink pens (Blue ink) and spare cartridges (Stabilo EASYoriginal handwriting pens are excellent, or a Berol Handwriter).

Please do not purchase Lamy or other expensive ink pens as these are easily lost or broken.

- A pair of 'safety scissors' suitable for cutting paper
  - 1 Set of compasses\*\*
  - 1 Protractor\*\*
  - 1 Set square\*\*
- } These should be made of clear see through plastic and kept in a tin
- Calculators: Casio fx-85GTX or Casio fx-991EX (required for Year 7 and 8 only).

\*\* For children in Year 4 these items will only be required from the Spring Term onwards.

School equipment should be labelled with your child's name wherever possible.

## **EXAMINATIONS**

Periodically, pupils from Year 1 will sit standardised tests in reading, spelling, Mathematics and English. These are for the school's internal use only. School pupils have examinations in the Autumn, Spring and Summer Terms:

- Year 6 and Year 8 in the Autumn Term
- All except Year 6 in Spring Term
- All in the Summer Term

Details of the examinations and revision lists are given out ten days before the examinations. Pupils are given guidance on preparation for examinations and are strongly advised to revise work gradually throughout the term. Year 6 girls and the Year 8 boys also sit entrance examinations for senior schools. Parents are advised about the timing and preparation for these when appropriate. (see also: Tests, Senior Schools)

For the relevant year groups examination marks are indicated in percentages on the school report, which also give the average Year group percentage. (See also: Tests, Senior Schools.)

## **EXTRA SUBJECTS**

The school offers extra subjects for which parents pay tuition. These are:

### **Instrumental / Voice lessons:**

- |  |                             |
|--|-----------------------------|
| • Clarinet, Oboe, Bassoon,<br>Saxophone (Year 1 and above) | • Flute (Year 2 and above)  |
| • Cornet, Trumpet, French Horn<br>(Year 2 and above)       | • Guitar (Year 1 and above) |
| • Drums (Year 1 and above)                                 | • Piano (Year 1 and above)  |
|  | • Violin (Year 1 and above) |
|  | • Voice (Year 1 and above)  |

### **Other:**

- |                                      |  |
|--------------------------------------|--|
| • Ballet (Nursery Oaks and<br>above) | • Speech and Communication<br>(Year 1 and above) |
| • Chess (Year 2 and above)           | • Yoga (Nursery Oaks and<br>above)               |
| • Judo (                             |  |

For some subjects pupils may be able to sit the appropriate external examination. Most pupils taking extra instrumental lessons or Speech and Communication are likely to miss an academic lesson. These are missed on a rota basis and the onus is on pupils to catch up on anything missed.

As with other fees, extra subject fees must be paid by the end of the preceding term. There should also be one full term's written notice of termination or one term's fees paid in lieu.

For more information about Extra Subjects please contact the School office. The Extra Subjects booklet, which gives details of all Extra Subjects offered, is available from can also be found in the Parent Area on Firefly.

### **Extra Subjects: chess**

- Year 2 & Year 3: 30mins and takes place on Mondays after school. It is run by chess coach, Miss Elizabeth Ivanov.
- Year 4 to Year 8: 45mins. Run by Mr Wenzel and chess coach, Miss Elizabeth Ivanov, and takes place on Mondays after school.

Details are provided at the beginning of each term. In the Upper school there is also a chess ladder.

The Upper school chess team play matches against local schools as well as competing in both the Barnet Chess League and the EPSCA National Championships.

### **FEES**

Fees are due for payment on the **first day of the preceding term**. The school reserves the right to levy a **late payment charge of £100** if this requirement is not met, and to charge interest.

Parents receive annual notification of fees and conditions. (See also: Extra Subjects.)

**Please note: A full term's notice in writing is required (or fees in lieu) when a child leaves the Nursery or School, or discontinues an extra subject, e.g. piano lessons.**

The school's Terms and Conditions are as indicated on the Fees and Dates sheet sent out at the start of each Summer Term (see: Appendix V).

It is not possible for the amount of fees payable to be reduced or waived, or to obtain a refund of fees, by withdrawing a pupil or by a pupil ceasing to participate in an activity part-way through a term. Furthermore, fees and any prepaid supplemental charges will not be reduced, waived or refunded (and accordingly fees for the appropriate period remain due and owing):

- as a result of a pupil's absence due to illness or otherwise; (it is recommended that fee insurance for illness is arranged)
- in the event that a term is shortened or a pupil is released home early; or
- where there is an event beyond the school's reasonable control (such as, for example, an act of God, compliance with any law or governmental order, rule, regulation or direction (including that of a local authority), accident, fire, flood, storm, pandemic or epidemic of any disease or terrorist attack) meaning that the normal provision of educational services by the school is disrupted (including where such event results in the closure of the school and pupils being required to stay at home).

The school's Terms and Conditions (and policy) relating to the payment of fees may be changed at any time upon notice.

## **FIREFLY (SEE ALSO TAPESTRY ONLINE LEARNING JOURNALS)**

The School's VLE (Virtual Learning Environment), Firefly, contains details of homework set and recommendations for activities which children can undertake. Early Years and Lower School have sections for each Year group with information on the curriculum and general reminders. Lower School have sections for each class showing photos of what the children have been doing.

On the portal, you will be able to see your child's:

- Timetable
- Attendance

Other school information available on the portal includes:

- Trip forms
- Latest news
- Sports fixtures & results

In the **Parent Area**, you will be able to find:

- Change of collection forms
- Calendar
- Term dates
- Year group booklets
- Parents' Handbook
- Letters to parents

You can log on and find this information from your PC, Mac, tablet or smartphone. Simply follow the instructions for [logging in for the first time](#).

If you have downloaded the app for your tablet or smartphone. The school code is **dhps**.

The address you'll need to log onto the Parent Portal is:  
**<https://dhps.Fireflycloud.net>**

**Go to <https://helpcentre.Fireflylearning.com/parents>** to find help on how to use Firefly

If you are having trouble accessing Firefly, please contact Mr Zerafa:  
**[d.zerafa@dhprep.co.uk](mailto:d.zerafa@dhprep.co.uk)**

## **FORM REPRESENTATIVES (PARENTS)**

Each class has a parent named as its Form Representative. This parent should liaise with other families in the class about the school's charitable fundraising and other events such as concerts, plays, outings, parties and any other relevant occasions. They should introduce new parents to other families in the school community. Parents who are interested in taking on this role are asked to email the Head's PA at [hmpa@dhprep.co.uk](mailto:hmpa@dhprep.co.uk) and should be prepared to commit their time to the major charitable fund-raising events. We are very grateful to the Form Reps for their help and support of the school. They are not responsible for conveying parent complaints or comments to the school.

## **GAMES (SEE: SPORT)**

If children are well enough to attend school, they are expected to participate in Games Sessions. If for some reason they cannot do so, children from Year 2 upwards should be collected from school at 1.00pm on Games afternoons, or not come into school until after the games session if they have morning games.

## **GENERAL KNOWLEDGE AND CURRENT AFFAIRS**

All pupils are encouraged to extend their general knowledge of the world past and present, through 'The Big Talk' and 'Solo' homework in the Lower School and class discussions in school. Years 4 to 8 children also have sessions in their form time when they will be encouraged to discuss or present what they see in the news.

## **HANDWRITING**

Correct pencil grip and letter formation are taught from the Nursery Acorns. Parents should monitor the way younger children hold their pencils and form their letters. It is extremely difficult to "unlearn" wrongly-formed writing.

## **HARVEST**

The Harvest festivals are held in the Autumn Term. Pupils are asked to bring a contribution of non-perishable food or flowers. Early Years to Year 8 hold their festivals without parents. After the festivals, the gifts are given to the Chalk Farm Foodbank. Parents should refer to the school calendar for dates and times.

## **HEAD LICE**

This is a common problem for children of this age and can easily be dealt with if parents and the school are open and work together. The primary responsibility for the recognition and treatment of head lice infestation lies with the parent or guardian and treatment should be as prompt as possible once head lice have been detected.

There are a variety of ways head lice may be dealt with, either by shampoos or wet combing. The Department of Health recommends both but if your child is under 3 Years or has asthma, a skin condition affecting the scalp or suffers from allergies then wet combing is the best and most effective solution. If you prefer to use a liquid insecticide then it is advisable to consult with your GP or a Pharmacist for further advice.

- Parents are asked to regularly check their child's hair for lice.
- If you find live head lice, please notify your child's class teacher and ensure that you notify any close contacts.
- A message via Firefly will be sent out to parents in the child's class or Year group.
- A whole class letter will be sent home to parents giving guidance on detection and treatment.
- Occasionally, a child with a severe infestation will need to be collected by a parent/guardian and treated immediately, at home. This is not a punishment but an opportunity to deal with the problem effectively so that the spread of lice is limited. Head lice remedies often take between 8-12 hours to work and the child may return to school the following day.
- Long hair should be tied back to prevent the spread of head lice.

- Please seek advice from the school Nurse if you are experiencing difficulties in eradicating head lice.

Remember, head lice are indiscriminate in their selection of suitable hosts, and can affect anyone. Contrary to popular myth they are not associated with uncleanliness but in fact they thrive on clean hair.

## **HOLIDAY WORK**

With the exception of Year 8, who are preparing for their final exams, the school does not normally set holiday work unless a child has a specific weakness or is about to sit senior school examinations. Year 7 may receive summer holiday work in preparation for moving in to their final Year.

## **HOMEWORK**

**Homework will not be made available for children who are not well enough to attend school. (See also: Absence.)**

The purpose of homework:

- To support and consolidate the learning taking place in the classroom
- To inform the teacher what the child has or has not understood from the lesson
- To enable a child to develop the habit of self-study and independence
- To give the child practice in working on a fixed task in a limited time, which is the best preparation for examinations

In Early Years, as part of the transition from Nursery Acorns to Nursery Oaks, we continue to develop the children's love of books during the first half of the Autumn Term by encouraging each child to choose a book from the class book box twice a week to take home for parents to read to them. After the Autumn half term, a reading activity is sent home every Friday and will be in the form of sound/letter recognition work, blending, flashcards or books. During the Summer Term, as part of the transition from Nursery Oaks to Reception, children take home a second reading activity every Wednesday.

In Reception, children start reading after the first two weeks in the Autumn Term. A reading activity is sent home every night and children are heard read by an adult on a 1:1 basis twice a week. In the Spring and Summer Terms, children participate in a guided reading session once a week.

Homework in the Lower School begins from the first term in Year 1, with all children reading daily and learning for weekly spelling and times tables tests. There are also Maths and English homework activities each week. All pupils in Year 1 – Year 3 take part in a weekly 'Big Talk' homework. This is often based on literacy, but may be linked with other subjects such as Humanities or Science. This homework is discussion based, with additional written activities depending on the topic of discussion, and sometimes personal research, which should be supervised by a parent/carer.

Homework is an integral and important part of school. It is a discipline that will stand children in good stead for future studies and it is therefore essential that homework is not only completed, but completed well, done on the correct night and given in on the date due.

As children progress throughout the school, the amount of written homework increases. Forming good study habits at this age is very important. Homework will have been explained thoroughly and will be related to class work, and the children should therefore be able to work independently on many of the tasks, although some support will be occasionally needed.

The table below shows the Early Years and Lower School Homework programme.

### Early Years and Lower School Homework Schedule

Early Years and Lower School Homework		
Year Group	End of Day	Homework
Nursery Oaks	3.00	Monday: book chosen from book box Friday: Reading activity Summer Term: Wednesday: second reading activity
Reception	3.15	Mon-Fri: Reading Spring and Summer Term: guided reading
Year 1	3.25	Mon-Fri: Reading 15 mins Weekly: tables; spelling; Maths; English and 'The Big Talk'
Year 2	3.55	Mon-Fri: Reading 20 mins Weekly: tables; spelling; Maths; English and 'The Big Talk'

As the pupils transfer from the Lower School to the Middle School it is important that children should be working towards completing their homework independently.

### Middle and Upper School Homework Schedule

Year School Homework		
Year Group	End of Day	Homework (at home)
Year 3	4.00	Mon-Fri: Reading 20 mins Weekly: tables; spelling; Maths; English and 'The Big Talk'
Year 4	4.00	Reading every night plus 1 x English; Maths; Science; French; History or Geography (on alternate weeks) plus 1 x Spelling
Years 5 & 6	4.00	Students are still expected to read regularly. 2 x English; Maths; French 1 x Science; History; Geography; Latin

Year School Homework		
Year Group	End of Day	Homework (at home)
Years 7 & 8	4.00	Students are still expected to read regularly. 2 x English; Maths; French; Latin 1 x double Science; History; Geography; RS

### Homework Guidelines for Parents

1. Every child should have a quiet place to do their homework. This should be away from the television and younger siblings. They should have a pencil case, plain and lined file paper, a dictionary, a thesaurus, an atlas and other stationery and reference books close at hand. (It is a good idea to keep one pencil case at school and have another one at home.)
2. Parents should be quietly supportive – fit homework into the end of the afternoon/early evening routine. Fix a time to suit and have the family stick to it. Be firm on this right from the start. This will save arguments as your child grows up.
3. If a child is stuck, ask supportive questions: What does it say on Firefly? What were you doing in the lesson? What do you think your teacher said? Parents may also refer to Firefly (the school's VLE) which will give details of the homework set.
4. Have a few telephone numbers of close friends that your child can call if they are stuck.
5. If your child cannot do the homework or is becoming upset then simply tell them to stop and make a note for the teacher in the pocket planner.

### HOMEWORK INTERNET POLICY

It is not school policy to ask the children to use the internet alone as part of their homework. Children may, however, be recommended internet sites that could complement their studies but random internet surfing is never to be encouraged. Any recommended sites should always be carefully checked as the content of sites can change.

From time to time, homework may include research. Guidelines for research are on Firefly. This should be children's own work and will be guided towards reference and text books, galleries and museums. Parents of Lower School pupils should support and supervise children with any research tasks.

Although the internet may be used for research, the submission of a printed page without any additional comment or work will not receive a mark.

#### Homework: Firefly

The school's VLE (Virtual Learning Environment), Firefly, contains details of homework set and recommendations for activities which children can undertake.

The address you'll need to log onto the Parent Portal is:  
<https://dhps.Fireflycloud.net>

## HOUSES

All pupils, from Reception onwards, are allocated a "House": Austen (Red), Churchill (Yellow), Nelson (Green) or Nightingale (Blue). Siblings are generally placed in the same "house", unless that would lead to an imbalance of numbers. (See also: Behaviour.)

## INSURANCE

We offer optional termly insurance cover, as listed on our fees and dates sheets. There are two elements to this cover. One is personal accident insurance and the other school fees remission insurance. **To qualify for a claim under the school fees remission insurance, a child must be absent as a result of illness for a minimum of five consecutive school days (e.g. Thurs, Fri, Mon, Tues, Wed.).** If your child qualifies for a claim, please contact the school office at No 2 Arkwright Road as soon as your child returns to school. Any claim should be processed within 10 days of the end of the term in which the illness occurred.

## KINDLES AND ELECTRONIC READING DEVICES

Children from Year 3 to Year 8 are allowed Kindle and electronic reading devices in school. They may have a Kindle but it must be given to their form teacher for safe keeping during the school day. The devices may then be used to be read during appropriate English lessons or tutor time as directed by the teacher at break times (Kindles should not be taken outside at break).

The devices should *only* be readers, not iPads or other similar devices, and should not have internet connectivity. Should Kindles not be handed in, or should they be used outside of the guidelines above, then permission will be withdrawn. Parents will be required to complete and return a reply slip agreeing to the conditions stipulated above. All devices must be labelled with the children's name and form.

The school accepts no responsibility for any Kindles (or other valuables) on the school premises.

## IAPS AND ISI

Devonshire House is a member of the International Association of Prep Schools (IAPS). The school is inspected regularly by the Independent Schools Inspectorate (ISI).

## MEDICAL

Parents must have submitted the required medical details before a pupil starts at Devonshire House. Parents must notify the school immediately of any infectious diseases so that other parents can be alerted.

During the Summer Term, parents are recommended to apply a high factor sun block to their children before school. Devonshire House house colour sun hats should also be worn at break times and for PE by Reception and Lower School pupils. Nursery Acorns children are to wear home sun hats, blue or white in colour. Factor 50 hypoallergenic sunscreen will be taken on school trips and to games for use in cases where children have not brought their own. Please let the school Office know if you do not wish your child to be given this sunscreen.

Medicines are not normally administered in school. Usually a course of medicine, e.g. an antibiotic, can be given at home before and after school, provided the child is well enough to attend school (in general not for the first 48 hours). Exceptions include an inhaler for asthma and an EPIPEN for children with severe allergies, which should be kept in school and must be clearly labelled with the Child's name. If a child has to take medicine during the school day parents must complete the Medication Consent Form available from the class/form teacher, School Office or the School Nurse. All medication should be brought to school in its original container. (See also: Absence).

Devonshire House has a **"NUT FREE" kitchen**. Under **no** circumstances should children bring nuts or food containing nuts into school. This includes nut essences, flavourings and foods which have been prepared in the same environment as products containing nuts.

**PARENTS WISHING TO SEND IN BIRTHDAY TREATS SHOULD CHECK THE GUIDELINES IN APPENDIX V.**

## **MENTAL HEALTH AND WELLBEING**

The school seeks to support the mental health and wellbeing of all pupils and staff at all times. There is regular training for staff, and staff and pupils are encouraged to share any concerns that they have regarding mental health and wellbeing, whether that is their own mental health, that of their colleagues or whether a member of staff has a concern about the mental health and wellbeing of a child.

We also ensure, as a whole school, that we inform parents of all the work that we do towards supporting their child's mental wellbeing, sharing resources with them so that they can be aware of appropriate responses should they have concerns. By raising the awareness of the importance of mental health, we aim to establish a culture that regards mental health as the responsibility of all.

## **MOBILE PHONES**

All children who chose to bring a mobile phone to school must hand their mobile phones to their form teacher upon arrival at school and collect them at the end of the day. The school accepts no responsibility for any mobile phone (or other valuables) on the school premises

**For the welfare and wellbeing of the children we ask that parents do not use mobile phones, tablets or photographic devices anywhere within the school premises.**

## **MONEY**

Children should bring money to school only if requested to do so by staff, e.g. a charity contribution, making purchases from the stationery shop or money to spend on an outing. Parents are notified in such circumstances. Early Years and Lower School children (Nursery Oaks–Year 2) should bring any money from home secured in an envelope.

## **MUSIC (SEE ALSO: EXTRA SUBJECTS, PERFORMANCES)**

All pupils have lessons with the music teacher. These involve singing, notation, percussion, keyboard playing, rhythm work and listening to and identifying the

works of various composers. The pupils in Year 3 learn the recorder and children who wish to continue to play in the following Years may choose to do so. There is also the opportunity to learn a variety of instruments (see: Extra Subjects)

There are various opportunities to participate in orchestras and smaller instrumental musical groups as well as choirs.

Pupils have the opportunity to win a Music Scholarship and/or Bursary on entering the School in Year 3. Scholarship awards are open to internal and external candidates.

## **NURSERY ACORNS**

The Nursery Acorns is for children from two years of age, and is based at No 6 Arkwright Road. There is a morning session and a full day session. Children can attend either in the morning from 8.45am to 11.45am or a full day session from 8.45am to 3.00pm. Siblings of older pupils can be collected at 3.45pm. We provide an extended care facility with the latest pick up at 5:30pm for the full day session. See also School Day and Times.

Before they are accepted for either the Nursery Acorns or the school, children are invited to attend a "get to know you" session during the Spring or Summer Term. Details of the Nursery can be obtained from the Head of Admissions, who can also arrange for visits.

## **PARENTS' EVENINGS**

### **Parents' Evenings: Autumn Term**

- **Nursery Acorns:** Parents' Evening before half term. Curriculum Evening during the second half of term.
- **Nursery Oaks:** Parents' Evening with class teachers before half term. Curriculum evenings in the first half of term.
- **Lower School:** Reception - Year 2 Curriculum Evenings in the first half of term. Parents' Evening with class teachers before half term.
- **[Middle School?]** Year 3 Curriculum Evenings in the first half of term. Parents' Evening with class teachers before half term. Year 4 Pastoral Parents' Evening with form tutors.
- **Upper School:** Parents' Evening of Year 6 and Year 8 pupils to discuss examination subject reports. Year 6 Parents' briefing (English and Maths) for preparation for Senior Schools.

### **Parents' Evenings: Spring Term**

- **Nursery Acorns:** Parents' Evening and Curriculum Evening for parents of the January intake children.
- **Nursery Oaks :** Parents' Evening with class teachers before half term.
- **Lower School:** Parents' Evening with class teachers for Reception, Year 1 and Year 2 in the second half of term
- **Middle School** Parents' Evening with class teachers for Year 3 in the second half of term.

- **Upper School:** and Year 7 Parents' Evenings with individual subject teachers. Year 5 Senior Schools Information Evening.

### **Parents' Evenings: Summer Term**

- **Nursery Acorns:** Optional Parent Meetings to discuss end of Year reports.
- **Nursery Oaks :** Optional Parent Meetings to discuss end of Year reports.
- **Lower School:** Optional Parent Meetings to discuss end of Year reports.
- **Upper School:** There are no parents' evenings in the Upper School in the Summer Term. Full feedback on the exams, including targets, will be given in the end of term reports.

Details of dates, times and venues are published in the school calendar.

If Early Years or Lower School parents are concerned at any time, they may arrange to meet class teachers. The first point of contact for parents is the form teacher.

Where relevant or appropriate, teachers will report parental concerns to the relevant Deputy Head and/or the Head.

The Deputy Heads are also available to see parents. If parents are still concerned, they may see the Head by prior appointment.

### **PARKING**

Pay and Display bays may be available in the school vicinity, but there are very few of them.

Parking can be difficult. Parents are advised to be careful and, where possible, park further from the school and walk. Parents are asked to give due consideration to the school's neighbours, i.e. they should **not** block driveways. Parents should not park in pay-and-display bays without paying.

Parking within the school premises is **restricted to school staff at all times**. There can be no exceptions, even for parents accompanying children on trips.

### **PERSONAL PROPERTY**

All property worn or brought to school should be clearly **marked with pupils' names**. This includes items of clothing, books and other equipment. Pupils should not bring valuable articles to school without being asked or seeking permission to do so from staff, into whose safe keeping the articles should be placed.

### **Lost property**

Parents can check lost property boxes under the metal stairs at No 2 Arkwright Road (for Middle School); in No 6 Arkwright Road for Acorns and Oaks ; in No 69 Fitzjohn's Avenue (for Lower School), and at Lyndhurst Gardens for the Upper School. At the end of each half term, any unclaimed articles are disposed of (e.g. unnamed clothing is offered as second-hand uniform.).

## PHOTOGRAPHS

Individual portraits are taken in the Autumn Term, sibling photographs are taken in the Spring Term and class photographs are taken in the Summer Term. Annual photographs are also taken of sports teams, prefects, choir and orchestra.

**All pupils must wear full winter uniform for the individual portraits and sibling photographs and full summer uniform for the class photographs. Nursery Acorns and Oaks children wear tracksuits for individual portraits and sibling photographs and their shorts and t-shirts for class photographs.**

Periodically photographs are taken at school of trips, visitors and special events. These may be used in the school's publications such as the prospectus or website, names are not published. If you do not wish your child to appear in any of these publications, please write to the relevant school office.

## PRIVACY NOTICE

All parents are given a copy of the school Privacy Notice on registration. An updated copy is always held on the **school's website** and is available from the school offices

## PRIZES

Annual prizes are awarded at Speech Day at the end of the Summer Term. For children in Years 1 to 8 there are two prizes given for each class. School trophies and Special Awards are also presented on this occasion. These are awarded for sport, sportsmanship, individual subjects, contribution to the school, initiative and kindness.

The efforts, talents, initiative and skills of all children are recognised by the school throughout the year in different ways, e.g. class stickers, achievement and Early Years badges, school certificates, sports certificates, special mentions in assembly.

## PSHEE

The school has a programme of Personal, Social, Health, and Economic Education. These lessons are generally given by their Form or Class teacher, but occasionally other professionals come to give talks on various issues.

In Early Years, Personal, Social and Emotional Development (PSED) is incorporated into the Early Years Foundation Stage (EYFS), as it underpins all learning and is a key focus of all adult directed tasks and child-initiated learning. Nursery Oaks and Reception use the 'Think Equal' programme, designed to teach social and emotional learning in the Early Years. The programme outlines six 'I am' precepts which are; *I have a strong sense of who I am; I am able to look after myself; I am able to look after others; I am able to communicate; I am able to contribute and create; I am a critical thinker.*

The PSHEE syllabus starts in the Lower School, incorporating topics about Personal Relationships, including Family and Friends, My Emotions, My Body and Growing Up, Keeping Safe and Healthy Lifestyles. These topics continue in the Middle and Upper School and also include Hygiene as well as exploring the differences between boys and girls. Lessons on puberty begin in the Middle School. Parent information sessions regarding the RSE (Relationships and Sex Education) curriculum are held at the start of the Summer Term.

## **PUNCTUALITY**

Punctuality is a courtesy we expect of pupils. Children should arrive in school at least five minutes before registration.

- Nursery Acorns Morning Session Registration is at 9.15am promptly
- Nursery Acorns Full Day Session Registration is at 9.15am promptly
- Nursery Oaks Registration is at 8.50am promptly
- Lower School Registration is at 8.50am promptly
- Middle and Upper School Registration is at 8.20am promptly

The front door at No 4 Arkwright Road is closed at 8.20am. After this time, please do not ring the front door of No 4. Parents should take their child to the office at No 2 Arkwright Road where they can be signed in. This also applies for parents who are bringing / collecting their child at other times of the day, for example for medical appointments.

### **Lower School**

Any pupil arriving after these times should immediately report to the school office and sign in. They will be marked late in the register.

### **Middle and Upper School**

It is important that Middle and Upper School children arrive punctually as important notices are given at the start of the day and homework is collected in. Pupils arriving late must sign in on the Inventory screen in the office. It is important to set good habits early by being punctual.

## **PUPIL POST**

All letters, other than those to individuals or needing a written consent, are emailed to parents via Firefly. Some class and school letters, other than those to individuals, are sent by pupil post. It is an important part of education for children to learn responsibility and the delivery of letters to parents assists in this process. It is always advisable to check each day. This may mean looking through pockets and bags!

## **READING**

After the pre-reading skill work in the Nursery and in Nursery Oaks and Reception, the children read and progress on an individual basis according to their ability and level of maturity. From Year 1 to Year 3 children's reading is assessed regularly to ensure pupils are progressing towards being skilled readers. There is a substantial fiction library, using the book banded system following on from the Early Years, in each Lower School classroom and the well-stocked libraries. Children should read as much and as diversely as possible. If children are reluctant readers, it is important to create conditions at home which will encourage them to read.

Teachers will always be pleased to give advice about pupils' reading and there are also tips for reading with your child at home available on Firefly. Curriculum evenings in Early Years and Lower School at the beginning of each academic Year also have a focus on reading. This is only for guidance and children and parents' own recommendations are welcome.

## REFERENCE BOOKS FOR USE AT HOME

- Junior Illustrated Maths Dictionary (Usborne)
- Junior Illustrated Science Dictionary (Usborne)
- The Oxford School Dictionary
- The Oxford School Thesaurus
- Collins Foundation World Atlas
- Oxford Colour French Dictionary

## REPORTS

Most parents receive a written report on their child's progress in the Autumn and Summer Terms. Parents of Nursery Acorns January starters receive progress reports via Tapestry in the Spring term and reports in the Summer Terms. Year 8 parents receive reports in the Autumn and Spring Terms. In addition, Year School pupils also receive interim grade sheets at half term in the autumn and at half term in the summer. Only Year 6 pupils receive half term grades in the Spring Term. All other pupils receive exam grades after half term in the Spring Term. Interim reports give grades to indicate a pupil's achievement and effort in each subject.

## RELIGIOUS CELEBRATIONS

If your family is celebrating a religious festival during term time please write and inform the school in advance. There is no need to ask permission, such absences are perfectly acceptable. The school enjoys celebrating the diversity of religions and your child is welcome to bring in any special items and tell the rest of the class about the celebration. Please do not send your child in with food items, unless they are on the Birthday Treat list, or have been cleared by the school nurse. (Some children in the school have severe food allergies and the school has a NUT FREE kitchen.)

### Fasting

If you wish your child to fast during the school day, please make sure that the form teacher is aware, and discuss alternative lunchtime arrangements. It is not usual for Lower School children to fast.

## RESIDENTIAL TRIPS

In the Summer Term in the Middle and Upper Schools, all of the children will have the opportunity to take part in a Residential Trip.

The Year 3 children spend one night away at a residential venue in Surrey. This prepares them for longer residential trips that take place further up the school. They have the opportunity to participate in activities like archery and crate stacking as well as learning bushcraft skills in the forest environment.

The Year 4 children visit a local activity centre for 2 nights. The children in Year 5 to Year 7 go away for 4 nights and 5 days. Year 5 children go to France for a language activity trip. Year 6 have an adventure activity week and Year 7 boys go to West Wales where they complete work linked to their Geography field study. The boys in Year 8 go to France for 6 nights and 7 days for an adventure excursion.

## **SAFETY**

In the interests of safety long hair should be tied back. Hair should be kept out of children's eyes so that they can see clearly. No jewellery may be worn except for small safety stud earrings. No nail varnish. Pupils are not allowed to bring plastic bags to school.

There is a detailed School Health and Safety Policy which is rigidly adhered to, both in school and on visits. The Policy includes regular Fire Drills. (See also: Medical, Emergency, Punctuality.)

On the few occasions when children move between Arkwright Road, Lyndhurst Gardens and Fitzjohn's Avenue they are always carefully supervised by staff.

The Year 6 'Lower School' prefects and 'Early Years' prefects are allowed, with the written permission of parents, to walk to and from the Nursery, Lower and Upper Schools on their own.

In the Middle School a one way system operates at the end of the day for parent to access the school for collection of Year 4 and Year 5 children from the playground at 4.00pm. It is vitally important that parents enter via the door between No 4 and No 6 and leave by the blue gate opposite the playground.

### **IN THE INTERESTS OF SAFETY, NO PET OR OTHER ANIMAL IS ALLOWED ON THE SCHOOL NURSERY PREMISES, INCLUDING THE PLAYGROUNDS.**

## **SECURITY**

Entry to each building is by entry phone. Parents and children should always identify themselves clearly. School children should enter the school via the coded gate between No 2 and No 4 Arkwright Road. There is no entry to No 4 or the gate at No. 6 outside normal arrival and departure times. Please do not ring the bell, there is no-one to answer it. Please go to the office at No 2 where the office will deal with your query or call over to the appropriate class so either the teacher or assistant can open the front door of No 4.

Nursery Oaks children who are registered for early sessions should go to the Early Years playground from 8.00am – 8.20am, where members of staff will be on duty. Children whose classrooms are in 69 Fitzjohn's Avenue and who arrive early may play in the playground, or wait in the Music Room if wet, from 8.00am where members of staff will be on duty.

**No child should be brought into school before 8.00am**

**No person should be on site during school hours without first reporting to the School Office.**

## **SCHOLARSHIPS AND BURSARIES**

Devonshire House offers academic and music scholarships to children who are entering Year 3, and the first year of the Upper School (Year 4). These awards are offered on the results of scholarship examinations held in the Summer Term. Scholarship awards are also open to external candidates.

Bursary awards are offered to pupils who satisfy the School's entry standards and who are deemed to have potential to make a significant contribution to the School community, but who require financial assistance with the fees.

## SCHOOL DAY & TIMES

The times of the school day are as follows:

- Nursery Acorns Morning Session..... 8.45am to 11.45am
- Nursery Acorns Full Day ..... 8.45am to 3.00pm
- Nursery Acorns Full Day (extended) ..... 8.00am to 5.30pm
- Nursery Oaks ..... 8.50am\* to 3.00pm
- Reception (R)..... 8.50am to 3.15pm
- Year 1 ..... 8.50am to 3.25pm
- Year 2 ..... 8.50am to 3.55pm
- Year 3..... 8.20am to 4.00pm
- Year 4 to Year 8 ..... 8.20am to 4.00pm

\* For Nursery Oaks There is limited availability for early (8.00am) drop off and must be booked via Wisepay:

<https://www.wisepay.co.uk/store/generic/template.asp?ACT=nav&mID=514505>

All children have a mid-morning break.

### Early Years Half day options:

- Full Day Nursery Acorns session pupils have the option of one or two afternoons off school (Wednesday and Friday from 1.15pm).
- Nursery Oaks pupils have the option of one or two afternoons off school (Wednesdays and Fridays from 1.00pm) for the Autumn and Spring Terms. In the Summer Term, Nursery Oaks pupils have the option of one afternoon off school (Friday from 1.00pm).
- Reception pupils have the option of a Friday afternoon off (from 1.00pm) **for the first two terms**. In the Summer Term, in preparation for moving up to Year 1 in September, all R pupils are required to attend full time.

**The last day of the Autumn Term ends at 12.00pm following the annual Carol Service. (There will be no Nursery Acorns sessions on this day.)**

**The last day of the Spring and Summer Terms ends at 12.00pm for all. (There will be no Nursery Acorns sessions on these days.)**

## SCHOOL POLICIES

This Handbook is to give all parents the information they need regarding day-to-day matters. It hopes to cover all enquiries; however, there may be times when parents want to know more. All of our policies are available on request. The school policy for Safeguarding Children and the Privacy Policy can be found on the school's website.

- Admission Policy
- Anti-Bullying Policy
- Behaviour and Discipline Policy
- Bribery policy
- Complaints Policy
- Curriculum Policy
- Disability Equality Scheme and Accessibility Plan
- Early Years Foundation Stage Policy

- Fire Risk Policy and Fire Safety Policy
- First Aid Policy
- Health and Safety Policy
- Off Site Trips and Visits Policy
- Pupil Equal Opportunities Policy
- Sex & Relationships Education Policy
- Special Educational Needs Policy
- Safeguarding Children Policy
- Spiritual Development Policy
- Staff list with qualifications
- Whistleblowing Policy

### **SENIOR SCHOOLS (SEE ALSO: APPENDIX III & APPENDIX IV)**

Pupils are prepared for entry to senior schools at 11 and 13. The Head has a good knowledge of and relationship with the senior schools and will give advice at the relevant parents' evenings. It is important to keep the Head in touch and to select a school suitable for the individual pupil. The majority of pupils transfer to the top London day schools. Some go on to boarding school.

Meetings are also held in:

- Autumn Term for the parents of all Year 6.
- Spring Term for Year 5 girls
- Summer Term for Year 5 boys

At these meetings the Head takes the parents through the preparation and procedures for entry to senior schools.

### **SETTING AND STREAMING**

In Years 4, 5 and 6, those children who work at a faster pace in English and Maths and are sitting examinations to the most academic senior schools may make up two parallel classes; the other two classes are of equal ability, depending on the size and profile of the cohort. This flexible approach to the curriculum ensures that the individual needs of each child can be catered for.

In Years 7 and 8, children will be in two classes for registration purposes. They are then set for the examination subjects.

### **SPORT**

Sport has a prominent role in the curriculum. Initially it is school-based, in the playground and Long Hall. Nursery Acorns - Year 1 are taught to become aware of fundamental movement skills, the ability to "play" with each other and the skills required for more formal team games. Year 2 to Year 8 enjoy a full syllabus exploring various sports at school and at StoneX Stadium. The girls play Netball and Football in the Autumn, Netball, Football and Dance in the Spring, Cricket and Athletics in the Summer.

The boys play Football in the Autumn, Rugby and Cross Country in the Spring and Cricket and Athletics in the Summer. Fixtures are played regularly. Each child is expected to participate in sport at his/her own level.

## SPORTS SCHEDULE

### Sports Schedule – Autumn Term

Year Group	Boys	Girls
<b>Years 2 &amp; 3</b>	Fundamental skills for Football Year 2: Off site at StoneX Stadium once a week Football Year 3: Off site at StoneX Stadium once a week	Fundamental skills for Football Year 2: Football off site at StoneX Stadium once a week  Year 3: Netball once a week
<b>Years 4-8</b>	Football off site at StoneX Stadium twice a week	Netball once a week Football off site at StoneX Stadium once a week

### Sports Schedule – Spring Term

Year Group	Boys	Girls
<b>Year 2</b>	Fundamental skills for Tag Rugby off site at StoneX Stadium once a week	Fundamental skills for Tag Rugby off site at StoneX Stadium once a week
<b>Years 3 &amp; 4</b>	Tag Rugby Year 3: off site at StoneX Stadium once a week Tag Rugby & Introduction to contact Rugby. Year 4: off site at StoneX Stadium twice a week	Year 3: Football off site at StoneX Stadium once a week Year 4: Netball and Dance on site once a week
<b>Years 5-8</b>	Rugby & Cross Country Running off site twice a week	Netball on site once a week Football / Rugby/Cross Country Running off site once a week

### Sports Schedule – Summer Term

Year Group	Boys	Girls
<b>Years 2 &amp; 3</b>	Cricket and Athletics off site at StoneX Stadium once a week	Cricket and Athletics off site at StoneX Stadium once a week
<b>Years 4-8</b>	Cricket and Athletics	Cricket and Athletics

### Sports Schedule – Summer Term

Year Group	Boys	Girls
	off site at StoneX Stadium twice a week	off site at StoneX Stadium twice a week

Children should be properly equipped as they cannot take part without the right clothing or equipment. This is not a punishment but is to comply with Health and Safety regulations.

See below for Games Kit.

Collection times after sports fixtures are indicated on Firefly, only if they are different from the normal school time. If your child is to participate in a fixture you will receive a Firefly letter with full details.

Sports Days are held in the summer term. All parents are invited. Details are given in the Summer Term calendar and via Firefly.

If children are well enough to attend school, they are expected to participate in Games Sessions. If for some reason they cannot do so children from Year 2 upwards should be collected from school at 1.00pm on Games afternoons, or not come into school until after the games session if they have morning games.

#### **SPORT: GAMES BAGS**

Lower School Games bags may be left at school for the week, as long as they are the regulation drawstring bag available from the school office at No 69. Ruck sacks are not permitted in the Lower School.

Games kit should also come to school in a bag and may be left in the cloakrooms during the week. It is essential that ALL items of Games Kit and the bag are clearly marked with the pupil's name.

#### **SPORT: GAMES KIT**

Please note that 'Regulation' means uniform supplied by the school's uniform suppliers, **Perry** (See page 39 for details). All uniform should be named with a name tape. Names written in laundry marker or ball point are not acceptable.

As children change together it is not unusual for kit to end up in the wrong bag. Parents are asked to be vigilant in making sure that items are returned to their owners.

Lower School - Upper School: Reception to Year 8	
Games Kit	
As children change together it is not unusual for kit to end up in the wrong bag. Parents are asked to be vigilant in making sure that items are returned to their owners.	
Item	Year Group
Regulation polo shirt with House colours	All
Regulation navy blue shorts/skort	All
Trainers*: Preferably mainly white or black, with velcro fastenings. No colours. No flashing lights and no wheels	All

## Lower School - Upper School: Reception to Year 8

### Games Kit

As children change together it is not unusual for kit to end up in the wrong bag. Parents are asked to be vigilant in making sure that items are returned to their owners.

Item	Year Group
Lace-ups can be worn from Year 3 onwards or once your child can tie their own shoelaces.	
Eco sweatshirt crew neck	Reception
Eco tracksuit bottoms	Reception
Technical midlayer	From Year 1
Tracksuit bottoms	From Year 1
Regulation reversible rugby shirt	From Year 4
House colour sun cap	Summer Term only
Regulation navy blue shorts	All
Short white socks (not trainer socks)	All
Regulation tracksuit	From Year 1
Regulation navy/white/sky blue tracksuit top (sports jacket)	From Year 1
Regulation navy blue socks with white hoop trim	From Year 2
Shin pads	From Year 2
Football boots with moulded/plastic or metal studs <b>NOT</b> astro football trainers	From Year 3
Mouth guard	From Year 4, only in Spring Term

## Lower School and Upper School (Reception – Year 8)

### Games Kit - optional items

Item	Year Group
Regulation fleece hat	All
Navy blue gloves (not ski gloves or mittens)	All
Regulation base layer – top and bottom, navy only	All
Regulation 2 in 1 shorts, navy	All
Regulation technical mid-layer, navy	From Year 1
House colour sun cap	Summer Term only

### **TAPESTRY ONLINE LEARNING JOURNALS (FOR EARLY YEARS)**

Once we have obtained parental permission, parents are given their own accounts and encouraged from the start to be involved in their child's learning. The Tapestry application can also be added to mobile devices. Parents can upload their own observations of their child including events, activities and achievements. Throughout the Year, photographs and observations, capturing significant moments and sequences of the child's experiences, their interests and explorations will be added by the class teacher/assistant/key person.

### **TELEPHONE NUMBERS**

Below are the school telephone numbers for any enquiries:

No 2 Office School Secretary and General Enquiries:..... 020 7435 1916  
 No 6g Fitzjohns Ave School Office: ..... 020 7431 3466  
 Admissions:..... 020 7435 1916

## TESTS

Assessment and observations of pupils' progress starts in the Nursery Acorns and continues throughout the school. Pupils are tested only on work they have already covered and/or should have learned (See also: Examinations).

## TRIPS AND VISITORS

Trips are organised for all classes. These are normally related to curriculum topics. Parents are notified beforehand of these school trips. For Nursery Oaks and Reception parents receive a trip consent form for each half term to complete and return. For Year 1 and above, a form is sent on Firefly requesting parental consent for children to participate in all trips during the academic Year. Coaches used on outings all have seat belts.

In general, timings of trips mirror the school day. Any variance, i.e. an early start or late return, will be indicated to parents.

There are also visitors to the school e.g. from theatre groups, a zoologist, historical groups, musicians, authors etc.

## UNIFORM

The school's uniform supplier is **Perry**. For details of uniform requirements for your child and how to order, please visit: <https://www.perryuniform.co.uk/>. Perry can also be contacted on: 0113 238 9520.

Please note that 'Regulation' means uniform supplied by the schools uniform suppliers. This is currently [Perry](#)

All school pupils should wear full regulation uniform. Blazers should be worn to school every day throughout the school year. Nursery children wear regulation navy tracksuits (winter) and regulation shorts and t-shirts (summer). These should be purchased from Perry.

All uniform should be named with a sewn on or iron on name tape. Names written in laundry marker or ball point are not acceptable. Name tapes are available from the uniform supplier.

Some items are mandatory and need to be bought from Perry. However, other items can be brought from the high street at a lower cost, these are marked \*

Nursery School Acorns & Oaks Uniform
Coat* – navy
Winter-balaclava, snood, hat* – navy or black. For safety reasons, scarves are <u>not</u> to be worn.
Winter-Gloves* – navy or black
Regulation art overall - navy
Regulation white polo shirt
Regulation ¼ zip sweatshirt
Regulation tracksuit bottoms
Regulation shorts
White socks* (not trainer socks)

Trainers* - Velcro fastened. No lace-ups. Predominately black or white. No bright colours or flashing lights
Summer Term only: Home sun cap, white or blue

Lower School - Upper School: Reception to Year 8 Winter Uniform	
Item	Year Group
Regulation blazer	All
Charcoal grey trousers* or regulation tartan pinafore (regulation tartan kilt can be worn from Year 4)	All
Regulation blue long-sleeved shirt*	All
Regulation tie (Velcro tie should be worn until the end of Year 2)	All
Regulation v-neck jumper or cardigan	All
Navy tights* or knee length navy socks with pinafore or grey socks* with trousers	All
Black shoes* (polishable, not trainer style). Velcro fastened, no lace-ups	Reception
Black shoes* (polishable, not trainer style)	From Year 1
Regulation 3 in 1 jacket (navy)	All
Regulation art overall (navy)	Reception – Year 2
Gloves, navy (optional)	All
Snood, Navy (optional) For safety reasons scarves are <u>not</u> to be worn	Reception – Year 2
Winter hat, navy (optional)	All
Navy blue scarf (optional)	From Year 3

Lower School - Upper School: Reception to Year 8 Summer Uniform	
To be worn from April to July, and is optional in September	
Item	Year Group
Regulation blazer	All
Charcoal grey shorts* or trousers and regulation short sleeved blue shirt with regulation tie and charcoal grey socks <b>or</b> Regulation dress with white tights or white socks*	All
Regulation jumper or cardigan (if required)	All
Plain black shoes*	All
Regulation 3 in 1 jacket, (navy)	All
Regulation art overall (navy)	Reception - Year 2
House colour sun cap	All

## Lower School - Upper School: Reception to Year 8

### Games Kit

As children change together it is not unusual for kit to end up in the wrong bag. Parents are asked to be vigilant in making sure that items are returned to their owners.

Item	Year Group
Regulation polo shirt with House colours	All
Regulation navy blue shorts/skort	All
Trainers*: Preferably mainly white or black, with velcro fastenings. No colours. No flashing lights and no wheels Lace-ups can be worn from Year 3 onwards or once your child can tie their own shoelaces.	All
Eco sweatshirt crew neck	Reception
Eco tracksuit bottoms	Reception
Technical midlayer	From Year 1
Tracksuit bottoms	From Year 1
Regulation reversible rugby shirt	From Year 4
House colour sun cap	Summer Term only
Regulation navy blue shorts	All
Short white socks (not trainer socks)	All
Regulation tracksuit	From Year 1
Regulation navy/white/sky blue tracksuit top (sports jacket)	From Year 1
Regulation navy blue socks with white hoop trim	From Year 2
Shin pads	From Year 2
Football boots with moulded/plastic or metal studs <b>NOT</b> astro football trainers	From Year 3
Mouth guard	From Year 4, only in Spring Term

## Lower School - Upper School (Reception – Year 8)

### Games Kit - optional items

Item	Year Group
Regulation fleece hat	All
Navy blue gloves (not ski gloves or mittens)	All
Regulation base layer – top and bottom, navy only	All
Regulation 2 in 1 shorts, navy	All
Regulation technical mid-layer, navy	From Year 1
House colour sun cap	Summer Term only

#### Notes

Hair accessories should be navy or white.

Trainers are worn only for games/PE and should not have flashing lights or wheels.

The only items of jewellery permitted are plain watches (Smart watches are not allowed) and studs for pierced ears.

Hair should be tidy; no outrageous fashions, and should be kept out of children's eyes so that they can see clearly. Children with hair longer than collar length should wear it tied back.

Nail varnish is not allowed.

Perry

Website: <https://www.perryuniform.co.uk>

Email: [info@perryuniform.co.uk](mailto:info@perryuniform.co.uk).

Tel: 0113 238 9520

### **USED UNIFORM**

Used uniform sales are run by parent volunteers (email: [dhsuniform@hotmail.com](mailto:dhsuniform@hotmail.com)) Parents wishing to donate articles - not shoes or socks - should hand in items of clothing, clean and **with names removed**, to a School Office. Proceeds from the sale of second hand uniform are given to the school's charities.

### **WATCHES**

Children are encouraged to wear watches to school as it helps with their learning and individual responsibility. However, Apple watches or other smart watches are not permitted and the School can accept no responsibility for lost or damaged watches.

### **WEBSITE**

Emergency notices appear on the school's website:

[www.devonshirehouseschool.co.uk](http://www.devonshirehouseschool.co.uk)

## APPENDIX I: CODE OF CONDUCT

### 1. Behaviour

#### General

- a) Always be kind and thoughtful of others
- b) Exhibit good manners, courtesy and respect for others at all times.
- c) Take pride in the school and yourself.
- d) Always do your best.
- e) Be punctual and polite and be dressed smartly and correctly in full school uniform. No jewellery should be worn except small ear studs.
- f) Show a general alertness and consideration for others at all times and expects others to do the same.

#### Towards staff

- a) Show respect to gain respect. Intelligent, helpful discussion is welcomed by staff.
- b) Follow teachers' instructions, do not interrupt and put up your hand to ask if you have not understood.
- c) Shake your form teacher's hand at the end of the day when you say goodbye.

#### Towards other pupils

- a) Avoid and discourage bullying and spiteful gossip. If you or anyone else is being bullied then you should always tell a teacher or any other adult.
- b) Be considerate towards others and respect them and their property.

### 2. Movement about the School

- a) Do not push or run in corridors and stairs – **walk**
- b) Walk on the left on staircases and in corridors.
- c) Hold open doors for adults and other children, when a whole class is moving about the school the first child holds open the door.
- d) Wait quietly outside the classroom, hall etc. until the teacher taking the lesson asks you to enter.
- e) Enter and leave the building by the correct doors.
- f) If you are not allowed in a particular room, keep out!
- g) Stay outside at break-times, unless you have permission to be in.

### 3. Tidiness

- a) Wear the full and correct uniform, make sure you are clean and tidy.
- b) Keep all desks, lockers and rooms tidy.
- c) Chewing gum, sweets and snacks brought from home are not allowed in school.
- d) Use the cloakrooms sensibly.
- e) Take care of books and furniture.
- f) Do not ignore litter; pick it up. Never throw litter
- g) No nail varnish

### 4. Registration

- a) Morning registration is at 8.20 for Middle and Upper School, 8.50 for Lower School. 8.50 for Nursery Oaks , 9.15 for Nursery Acorns Afternoon registration is at 12.45 for Nursery Oaks, 1.00 for Lower School, 1.45 for Middle and Upper School. Your teachers will be on time – see that you are also.
- b) Stay in the form room during registration
- c) Children should sit down and not wander around the room or sit on tables. No games are allowed at this time.

## **5. Lessons and Homework**

- a) Be on time, with the correct books and equipment and enter the classroom quietly.
- b) Do not move furniture about, or open the windows without permission.
- c) Do not leave the classroom without permission.
- d) Respect the teachers', the school's and other pupils' property. If you borrow any books or equipment, make sure that these are returned before the end of the lesson.
- e) Do not eat or drink in the classroom.
- f) Do homework on the day set to the best of your ability and hand it in at registration the next day.
- g) Take pride in your work and in the condition of your exercise and textbooks. Careless or thoughtless work is unacceptable and will be repeated before it is marked, but if you need help you can always ask.

## **6. Playtime**

- a) Wait outside the playground until a duty teacher or supervisor arrives.
- b) Do not leave the playground, for any reason, without first obtaining permission from the person on duty.
- c) No teasing, pushing or excluding of individuals will be acceptable.
- d) Do not play rough or boisterous games where someone might get hurt.
- e) When the teacher on duty has decided that it is too wet to go outside then you should remain in your form room, find a book to read or play a quiet game with a friend.

## **7. Safety and Security**

- a) Do not touch equipment of any kind, except under staff supervision.
- b) Long hair should be neatly tied back away from the face.
- c) Make sure your property is clearly marked. Take particular care of valuable items like calculators and watches.
- d) Report accidents immediately.
- e) Electronic toys and gadgets, money and valuable playthings are not allowed in school. Mobile phones may only be brought in by those travelling to and from school on their own, and should be left with your form teacher.
- f) Do not leave school without a member of staff, unless you have permission to do so.

## **8. Conduct outside school in uniform**

Remember that when you are outside the school you are an ambassador for the school.

The above Code of Conduct should guide your behaviour.

## **9. The Golden Rules are:**

- Do be gentle
- Do not hurt anybody
- Do be kind and helpful
- Do not hurt people's feelings
- Do work hard
- Do not waste your teachers' time
- Do look after property
- Do not waste or damage things
- Do listen to people
- Do not interrupt
- Do be honest
- Do not cover up the truth

**Show initiative, courtesy and respect for others.**

## APPENDIX II: A QUICK GUIDE TO SENIOR SCHOOL ENTRY FOR 2023-2024

Unless you are looking at a boarding school, girls should have applications in by the November of Year 6 for 11+ entry. Boys for most London day schools have their applications in by November of Year 8 for 13+ entry but most process their candidates earlier by way of pre tests. The Year 8 June exam is then just to confirm the place. Please check with the individual school. Boys cannot sit 11+ pre-tests (for 13+ entry) and 11+ entry for the same school.

<b>Year 4</b>		
<b>Year 4</b>	<b>Boys and Girls</b> boarding school candidates	Register for boarding schools – Eton, Harrow, Radley, Marlborough, Oundle etc.
<b><i>If in doubt telephone the admissions secretary at the school and ask when applications need to be in</i></b>		
<b>Year 5</b>		
<b>Year 5: Jan</b>	<b>Girls</b>	Information evening held in mid-January Parents of girls should start considering schools and visiting Open Days.
<b>Year 5: Spring</b>	<b>Girls</b>	Applications for Queenswood and other boarding schools should be made
<b>Year 5: June</b>	<b>Boys</b>	Information evening held in mid-January
<b>Year 5: June</b>	<b>Boys and Girls</b>	DHS Summer Exams – examination performance is being a good indicator of Senior School success, these examinations are important.
<b>Year 6</b>		
<b>Year 6: Oct</b>	<b>Boys</b>	Candidates for Westminster, UCS, SPS, Eton, City of London, Highgate, Mill Hill and Wetherby should have their registrations in.
<b>Year 6: Oct</b>	<b>Girls</b>	Parents of girls should see Mr Keighley-Elstub to discuss Senior School choices.
<b>Year 6: Oct–March</b>	<b>Boys</b>	Pre-tests and interviews for St Paul's, Westminster, UCS, City of London, Wetherby, Mill Hill; also Eton, Harrow and many other boarding schools. Provisional offers follow shortly afterwards.
<b>Year 6: Nov</b>	<b>Girls</b>	Closing Date for applications to most London day schools.
<b>Year 6: Nov</b>	<b>Boys and Girls</b>	DHS Autumn Exams – Maths, English and Science only.
<b>Year 6: Nov</b>	<b>Girls and Boys</b>	ISEB 11+ (girls) and pre-test for 13+ (boys)
<b>Year 6: Dec</b>	<b>Boys and Girls</b>	Highgate exams
<b>Year 6: Jan</b>	<b>Girls</b>	London day school Exams
<b>Year 6: Jan</b>	<b>Boys</b>	Parents of boys should start considering schools for 13+ and visiting Open Days.
<b>Year 6: Feb</b>	<b>Girls</b>	Examination results
<b>Year 6: March</b>	<b>Boys</b>	Parents should consult Mr Keighley-Elstub about suitable schools for 13+ entry.
<b>Year 6: July</b>	<b>Girls</b>	Gala and Leavers' Trip
<b>Year 7</b>		
<b>Year 7: March</b>	<b>Boys</b>	Applications to Habs and MTS should be made.
<b>Year 8</b>		
<b>Year 8: Nov</b>	<b>Boys</b>	November Mock exams
<b>Year 8: Jan</b>	<b>Boys</b>	Exams to MTS, Habs, Mill Hill 13+
<b>Year 8: Feb</b>	<b>Boys</b>	Results from MTS, Habs, and Mill Hill 13+
<b>Year 8: Feb</b>	<b>Boys</b>	Final decision of first choice school has to be made.
<b>Year 8: June</b>	<b>Boys</b>	ISEB 13+ CE. Results within 10 days.
<b>Year 8: July</b>	<b>Boys</b>	Gala and Leavers' Trip.

# Senior School Results for Devonshire House Year 6 Cohort, 2022-2023

## Co-educational Schools

School	Offers	Accepted
Aldenham School	1	-
The American School in London	1	1
Belmont Preparatory School	6	-
Forest School	2	2
Halcyon London International School	1	1
Highgate School	7	4
Immanuel College	1	-
JFS School	1	1
Latymer Upper School	2	2
Maida Vale School	15	2
Mill Hill	16	2
North Bridge House	4	-
Queens Park Community School	1	1
Solomon Schechter Day School (USA)	1	1

## Girls' Schools

School	Offers	Accepted
Channing	15	6
City of London School for Girls	3	-
Francis Holland School, Regent's Park	19	8
Godolphin and Latymer School	3	-
Haberdashers' Girls' School	4	-
North London Collegiate School	3	1
Queen's College	8	1
Queenswood School	8	2
South Hampstead High School	6	3
St. Alban's High School for Girls	1	1
St. Helen's School	2	-
St. Margaret's School	1	-
St. Paul's Girls' School	3	3

## Boys' Schools

School	Offers	Accepted
City of London School	2	1
The Haberdashers' Aske's Boys' School	5	-
Merchant Taylors' School	8	4
Queen Elizabeth's School	1	1
St. Paul's School	2	1
University College School	5	4
Westminster School	1	1
Wetherby Senior School	11	4

## Boarding Schools

School	Offers	Accepted
Benenden School	1	1
Eton College	1	1
Haileybury	1	1
Heathfield School	1	-
Radley College	1	-
St. Mary's Calne	1	1
Tonbridge School	1	-

# Senior School Results Devonshire House

## Year 8 Cohort 2022-2023

### Co-Educational Schools

Schools	Destinations
Bradfield College	1
Brighton College	1
Kensington Park School	1
King's Canterbury	3
Maida Vale	1
Mill Hill	5
North Bridge House	2
St Margaret's, Bushey	1
Stowe School	1
Winchester College	1

### Boys' Schools

Schools	Destinations
Abingdon Senior School	1
Eton College	1
Merchant Taylors' School	2
Radley College	1
St Paul's School	3
The Haberdashers' Aske's Boys' School	1
University College School	1
Wetherby Senior School	7

## APPENDIX V: BIRTHDAY TREATS

Birthday cake can be provided as long as it is **clearly** labelled that it is free from the following: dairy, eggs, and nuts. We also need to cater for various diets for religious/health reasons. The following items meet the needs of the majority of our pupils. Parents wishing to do so may send these in as birthday treats, if treats are provided that are not on the treat list we will be unable to give them out.

This list is only a guide as manufacturers can change their ingredients or/and manufacturing facilities. Parents are therefore asked to always check the label before purchasing and distributing in the school.

Rules of thumb:

- Avoid foods without an ingredient label
- Avoid foods containing traces of **nuts, egg, gluten, dairy** or other known allergens.
- Read full ingredients listings (not just the allergen advice panel)
- Read food labels every time a new packet is purchased

### Treat List

Cadbury's Chocolate Buttons  
Mini Snack Pack Raisins  
Jacobs Iced Gems  
Kinder Surprise  
Fruit bowl – sea shapes, jungle shapes, school bars, fruit flakes (Tesco/Sainsbury)  
Goody Good Stuff – gummy sweets (Holland & Barrett)

McVities Jaffa Cakes  
McVities Penguin Biscuits  
Blue Riband  
Breakaway  
BEAR Fruit Yoyos Cuités  
Kit Kat  
Smarties  
Kinnertons 'free from' range  
Jelly Tots

### Savouries

Pringles  
Popchips (**Gluten free**)  
Mini Cheddars  
Rice cakes  
Eat Real Veggie Straws Kids Multi-Pack (**Gluten free**)  
Bread sticks

Pom Bear Potato Snacks (**gluten free**)  
Crudités  
Fresh fruit  
Cherry tomatoes  
Mini Snack Pack Raisins  
Plain popcorn

### Drinks

Flavoured bottled water  
Orange juice  
Apple juice

### Early Years

Alternatively, if parents prefer to celebrate their child's birthday and do not want to offer a treat, parents are welcome to hand out balloons, bubbles or even bring a special story to read in class. Parents are advised to speak to their child's class teacher about their preferences and find out if there are any children in the class with allergies.

## APPENDIX VI: FEES

The Fees shown below are the termly charges with effect from September 2023.

### *Tuition:\**

- Nursery Acorns, Morning session ..... £3,697
- Nursery Acorns, full day..... £6,490
- Nursery Acorns, extended full day (to 5.30pm)..... £7,388
- Nursery Oaks and Reception (three and four Year olds) \*\* ..... £7,816
- Year 1- Year 8 (five Year olds and over) ..... £8,394

\* Tuition fees are inclusive of all school lunches and scheduled termly trips. Please note that Nursery Acorns children do not have termly trips and Nursery Acorns Morning session children do not have lunch

\*\* Please note that fees will be lower for pupils aged 3-4 who receive a free place for fifteen free hours as a result of Government Early Years' Funding and whose parents choose to take up a full time place. This is dependent on the funding being available, the pupil being eligible, and the School offering places under this Scheme. The School reserves the right to withdraw from this Scheme at any time.

There will be no extra charge for general exercise books and stationery but school books lost or damaged will be charged for.

An annual charge of £210 is made for programmed school visits and trips.

### *Optional Extras:*

- Ballet.....£285
- Chess .....£310
- Instrumental .....£395
- Judo .....£250
- M-Tech.....£240
- Piano.....£395
- Speech & Communication.....£320
- Voice.....£395
- Yoga.....£285

### *Applications and Deposits*

A non-returnable fee of £100 is required when an application for a place is registered. Once a place is offered by the school, a deposit of £2,500 becomes due. The deposit becomes refundable only once a child joins the School. £1,000 of the deposit is taken as part payment of the first term's fees. The remaining balance is refunded following a child's last term.

For a child joining the school, the first term's fees are due in full by the end of the Spring Term preceding entry.

### *General Terms*

All fees are payable termly, strictly in advance, and by the end of the preceding term. In the event that fees are not paid by the due date an additional charge of £100 may be levied. Interest will also be chargeable.

A full term's notice, in writing, or fees in lieu will be required in the event of a pupil being withdrawn from the school or for cancellation of optional extras. Any such notice must expire at the end of a term.

The School Fees Remission and Personal Accident policies are arranged with reputable insurance companies and the School has no direct liability for payments due under these policies.

The school's full Terms and Conditions are published and are available. The school has a Parents' Handbook with information parents may need about the School. This includes matters relating to the School Rules and details, elements of which the school may treat as part of its Terms & Conditions.

The school reserves the right to cancel any place offered, or to end tuition at any time by notice to a parent or guardian.

The school reserves the right to amend any fees. Further information about the school, including mandatory policies, is available on the school's website.

## APPENDIX VII: DATES

### DEVONSHIRE HOUSE SCHOOL TERM DATES

(All dates are inclusive)

#### **Academic Year 2023-2024**

##### **Autumn Term 2023**

Monday 4th September - Wednesday 13th December

Half term

Monday 16th - Friday 27th October

##### **Spring Term 2024**

Thursday 4th January - Wednesday 27th March

Half term

Monday 12th - Friday 16th February

##### **Summer Term 2024**

Tuesday 16th April - Thursday 4th July

Half term

Monday 27th - Friday 31st May

These dates are provisional. The school reserves the right to alter them if circumstances so demand.