



## Griffin House Preparatory School

Little Kimble, Aylesbury, Buckinghamshire HP17 0XP

# School Rules & Additional Guidance

*It is vital that school rules are consistently adhered to and your support to the school will help ensure that your children observe these rules. Without such support the high standards of loyalty, consideration for others and reliability that we are anxious to foster in our children is inevitably undermined. By placing your child at Griffin House, you confirm your acceptance of these rules and partnership in their implementation.*

## Absence and Illness

Please telephone or email the office by 8.45 am to inform us if your child is ill and unable to attend school. On return to school a letter or note regarding the illness and absence should be given to the form teacher. Only in exceptional circumstances will children be permitted to take time off during term time. If such occasions arise, a written request should be presented to the Headmaster for his consideration. All unauthorised absences are recorded in the registers, as required by law.

If your child has had an infectious disease they should not return until a doctor certifies that he/she is free from infection.

Dental and similar appointments should be arranged out of school hours, if at all possible. Please use the Home School Link Book to inform form teachers of medical appointments.

If your child suffers from sickness/diarrhoea they must not return to school until 48 hours after the last bout of sickness/diarrhoea.

## Calendar

A termly calendar of events is sent to parents at the beginning of each term.

## Car Parking

Parking is available on either side of the drive and is adequate if a few simple guidelines are followed:

- park closely to the vehicle in front.
- parents collecting at 3.30pm should leave as soon as possible afterwards.
- parents collecting at 3.45pm should not arrive too early.
- parking to the side and rear of the school is for staff only.
- in the mornings, parking at the front of the school is for staff only.
- please look out for children.
- there is one reserved space for visitors at the front of the building.
- Do not park in the disabled parking space.
- Do not use the gate by the staff car park.
- Do not park in the space reserved for the minibus

## Clubs and Activities

Each term the school arranges a number of clubs and activities for the children from Reception to Form VI. Children apply for after school activities during the first week of term and the clubs start soon after and usually run for 10 weeks.

**HEADMASTER: Tim Walford B.Ed (Hons)**

**Telephone:** 01844 346154 **Email:** [secretary@griffinhouseschool.co.uk](mailto:secretary@griffinhouseschool.co.uk) **Web:** [www.griffinhouseschool.co.uk](http://www.griffinhouseschool.co.uk)

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A termly list is sent home at the beginning of a term. **Clubs do not operate in the first & last week of term.** Some clubs are seasonal/termly, others run throughout the year.

## Closure of the School

If the school has to be closed during bad weather the procedure will be as follows:

- A message will be posted to parents via the school email system
- A message will be posted on the school website & on its Twitter feed
- closure will be announced on the local radio station Mix '96

## Communication

Parents are formally invited to talk with teachers about their child's progress twice a year in the autumn and spring terms. Informal meetings are held if a parent or teacher requests one. Parents are asked to avoid trying to speak with class teachers at the beginning of the school day, unless it is to pass on simple information, as this is the time when teachers are most busy, organizing the day ahead. If parents wish to speak with the class teacher they should contact the office and an appointment can be arranged usually that same day. Appointments for the Headmaster should likewise be made through the office.

All messages (e.g. picking up arrangements, medical etc) should be communicated by a note via the child or direct to the school office. All medicines or medication should also be handed in to the school office, and not to the teacher.

We kindly ask that parents try to read all circulars carefully to ensure they are as well briefed as possible.

## Conditions of entry

Parents are reminded that conditions of entry to Griffin House require them to;

1. give a **full** term's notice **in writing** to the Headmaster before removal of a child or a full term's fees will be payable in lieu of such notice.
2. pay all school fees **not later than** the first day of term.
3. support and keep all school rules as published and to encourage their children to do the same.

## Emergency Phone Numbers

Full details for contact in emergencies are required for every child. Please make sure that we are notified of any changes via the office as soon as possible.

## Examinations

**11+** - Children in Form VI have the opportunity of taking the Buckinghamshire County Council 11+ Examination in the Autumn Term of each year.

**Common Entrance** – Griffin House also supports those children wishing to take the Common Entrance Examination for entry to other schools after Form VI. This examination may be at Griffin House or at the other school depending on entry requirements.

Children having individual music lessons may wish to be entered for external Music Examinations. This will be discussed with parents first.

## **First aid and Illness**

If your child requires simple first aid, suitably qualified staff respond to that need. If more serious medical attention is needed parents, or a designated emergency contact, are called to discuss appropriate action. *It is vital that parents inform the school of any changes to emergency numbers.* If a child is unwell during the day parents will be contacted. If a child is well enough to be in school they should be well enough to participate in all class activities including sports, games and swimming.

## **Friends of Griffin House**

All parents are members of Friends of Griffin House (FOGH) which exists to enhance the education and other aspects of the school by holding fund-raising and social events for both children and parents. FOGH meet approximately once each half term and all parents are welcome to attend. Events include: May Fayre, Christmas Fayre, discos, breakfast mornings plus many more. The FOGH AGM is in September each year.

A proportion of funds raised over the course of an academic year is donated to an annually selected charity.

## **Form Representatives**

Each Form elects a Form Representative in September. Representatives attend Friends of Griffin House meetings, communicate information about fund-raising/social events to their form, circulate a list of form phone numbers (where appropriate) to other parents in the form. Parents should be encouraged to take all issues regarding individual pupils or the provision at Griffin House directly to their child's teacher or the Headmaster.

## **Holiday Clubs**

Super Camps, an independent company, organises Holiday Clubs during the Easter holidays (for two weeks) Christmas (for 2 weeks) and summer holidays (for five weeks). Children from 4 -13 are able to participate in the camps. All bookings are made directly with Super Camps. Telephone number 01235 832222 or email [info@supercamps.co.uk](mailto:info@supercamps.co.uk)

## **Holidays**

Family holidays should be taken during the school holiday periods. Under exceptional circumstances approval for holidays outside allocated times may be sought from the Headmaster. The Headmaster has the right to refuse a request for absence.

## **Home School Link Book**

On starting school all children will receive a Home School Link Book which is used for home/school communication. Parents and teachers may write a brief note informing each other of any worry or concern that may be affecting a child's education e.g. grandma ill, cat died, dad away on business, fell over in the playground etc. It should also indicate if a child is staying in All Day Care or if they will be collected by someone other than a parent. Each day the form teacher will check for any messages and parents should do likewise. More specific educational concerns should be addressed via an agreed appointment or under a separate note.

## **House System**

The school operates a House Point system for all pupils from Form I to Form VI. On joining the school children are chosen to be in one of the four houses; Chequers (blue), Kimble (red), Sumach (green) and

Whiteleaf (yellow). During the year a number of inter-house activities take place in both academic and sporting areas.

Children are awarded house points for work, effort or behaviour. Children's successes and achievements are shared together in a whole school assembly on Fridays. Children earn merit badges when they have attained 100, 200, 300 & 400 House Points. Each House Point earned and every house competition counts towards the House Cup, which is awarded at the end of year Prize Giving morning.

## **Lost Property**

Lost property is stored outside the School Office. All named clothing quickly finds an owner.

## **Meals and Menus**

Each Friday the following week's menu details are to be found on the notice board in the entrance porch and via the electronic newsletter. The school provides a hot meal each day, plus the choice of a salad for the older children. Children with exceptional dietary requirements e.g. allergies or vegetarians are offered an alternative menu. A fresh salad bar is available for older pupils. Please ensure that you inform the school of any special dietary requirements.

## **Medicines**

The Headmaster, or other designated staff member, is able to administer medicines in emergency situations only, such as the use of an inhaler. Medical conditions that require medication should be noted by the parent on the Admissions Form or, if the condition develops during the child's time at Griffin House, in writing to the office in order that the condition may be added to the child's records. Parents are required to sign a consent form which details dosage and other relevant details.

## **Noticeboard**

The school has a notice board in the entrance porch which is regularly updated and amended. If you wish any items to be displayed on the board please ask in the school office. There is also a notice board in the Pre-Prep Unit and on bottom lawn.

## **Nuts**

Nuts, or any item of food which contains nuts, are not allowed in school.

## **Outside Play Area**

Children are not supervised on this equipment before and after school. Parents are advised to make sure their children **do not** use this equipment at these times.

## **Parental Permission**

Parents are asked to sign a permission slip for their child which covers routine outings from school such as weekly swimming trips and walking to the local church. Parents will still be informed when their child is due to leave the school grounds for routine outings and when special permission is required.

## **Photographs**

A photographer visits Griffin House during the autumn term to take individual and family photographs. During the summer term team and class photographs are taken. A biannual whole school photograph is also taken.

## **Refreshments and Snacks**

Children in Pre School, Reception and Form I are provided with a daily drink (milk or water) and a piece of fruit / biscuit. Pupils from Form II to Form VI may bring a healthy snack (fresh fruit or vegetables) from home to eat during first break e.g.

Children are given a Griffin House water bottle which should come to school filled with fresh water each day. Children may drink from this during lessons and refill the bottle during breaktimes.

## **Responsible Internet Use**

All children at Griffin House are expected to follow simple, clear guidelines when using the internet at school. The children familiarise themselves with these rules in lessons.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

These rules help us to be fair to others and keep everyone safe.

1. I always ask permission before using the Internet.
2. I use only my own network login and password, which is secret.
3. I only look at or delete my own files.
4. I do not bring in software or disks into school without permission.
5. The messages I send will be polite and sensible.
6. I understand that I must never give my home address or phone number, or arrange to meet someone.
7. I will not use internet chat facilities at school.
8. If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
9. I understand that the school may check my computer files and the Internet sites I visit.
10. I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

## **Rules applying exclusively to the children**

1. Silence is expected during assemblies, when moving around the school when waiting in line at the end of breaks and when waiting for registration at 8.55a.m.
2. Children must move along school corridors and stairs in single file, on the left.
3. Running in corridors or on stairs is not allowed.
4. Children must go outside during morning break and in lunch break unless they have permission of a member of staff to stay in.
5. During wet breaks children are required to stay inside their classrooms and find a quiet activity to occupy them while seated at their desks. Wandering around the classroom is not allowed.
6. The swapping of personal possessions with other children is not allowed.
7. When off the school premises children must behave in a quiet and orderly manner and show courtesy and consideration to the general public on all occasions.

## School Events

Belonging to any institution brings with it certain responsibilities, obligations, and loyalties to that institution and that this is a valuable lesson for the children in later life that they support and nurture any group to which they belong whether it be their family, their school or place of work. Our school functions are a vital part of the social life of our school and of inestimable benefit to its pupils, and as such must be protected.

For these reasons we have made it obligatory for children to attend all school events both in and out of school hours, and to treat these functions outside the normal school week as a school day.

Reasonable notice will be given to parents of all events (e.g. school matches, sports day, sponsored swim, sponsored walk, fetes etc). At which children will be expected to attend, so that parents can avoid other commitments. Leave of absence will be allowed in exceptional circumstances and, where parents wish their children to be excused, a note should be sent as a request **at least two days beforehand** to the Headmaster in order that any readjustment to catering etc can be made.

### **Speech Day**

The last event of the school year is Speech Day, which is held on the Saturday following the end of term and all pupils from Reception to Form VI are expected to attend and participate.

## Security and Safety

All staff are vigilant in regards to the safety and security of the children. No access to school is possible without an adult allowing it. Visitors report to the office to sign in. This does not apply to parents who are collecting children or visiting the school office. There are a number of gates outside the school, which all children and parents should ensure are closed properly after use. Any concerns about security or safety should be brought to the attention of the headmaster via the office.

## SEN

It is not uncommon from time to time for a child to experience learning difficulties in school, particularly in the acquisition of basic skills such as reading, writing comprehension, spelling and numeracy.

It is easy and quite natural for a parent who has a child experiencing such difficulties to become anxious about this, especially if the parent perceives that other children of the same age do not appear to be having similar problems.

In most cases these problems are due to late development and given time, patience and careful teaching will pass quite naturally. Occasionally though, such problems are more deep-seated and require more specialised help.

The following provides parents with an insight into our methods for dealing with these problems and a set of guidelines for parents to follow should they become concerned:

### **Some Points to Note**

Parents should be aware that we will almost certainly have noticed any problems, and if we feel there is real cause for concern we will approach you about it.

We will not however approach you about every small difficulty a child may encounter in the normal course of the learning process, as these are likely to be of a temporary nature only.

We carry out diagnostic tests of all children every year in order to determine their level of performance in all basic skills and identify any areas of difficulty. Whilst it is hoped that problems will not go undetected, many of these tests are of limited accuracy with children under 7.



Our own level of expertise is not inconsiderable when it comes to identifying and treating most learning difficulties, and we are usually able to deal with these internally. If however we are not able to provide the appropriate expertise and assistance within the school, we will recommend to you what action to take for assessment and treatment outside the school.

### **Do's and Don'ts**

1. **Do** come and talk to us if you are worried. **Don't** sit on it.
2. **Don't** indulge in long hours of DIY education at home. If there's a way in which you can help at home, we'll tell you.
3. **Don't** employ external tuition without consulting the school first. External help **can** lead to even greater confusion.
4. **Don't** seek assessments with child psychologists and other educational experts externally **unless** you have spoken to us first.

## **Swimming**

All children from Reception to Form VI have swimming lessons for 10 weeks (usually) of each term of the academic year. The school uses Risborough Springs for all swimming lessons.

## **Term Dates**

Term dates are available from the school office.

## **Uniform and Dress Code**

### **Uniform**

All pupils should have the correct uniform as detailed in the school uniform list, available from the school office. The required articles should be clean, clearly marked and, where appropriate, strongly looped.

Children are expected to attend school in the correct uniform and be of smart appearance. Boys should have tidy short hair and girls are required to have hair tied back, if it is more than shoulder length, with a navy blue hair band.

ALL items of property, clothing, footwear, **must** be **clearly** named. Jewellery is not permitted (except for stud earrings); please see the additional Dress Code below.

In the autumn term pupils may wear summer or winter uniform until half term, and then winter uniform must be worn until Easter. Blazers may be worn with winter uniform instead of a coat if the weather is appropriate. In the summer term, pupils may wear summer or winter uniform until half term, and then summer uniform for the rest of the term.

Children who move into Reception from Pre School do not have to wear a blazer until the summer term. They may continue to wear their fleece and their coat until the change into winter uniform after the October half term.

## Dress Code

1. Hair to be kept away from the face with a navy blue hair-band. Shoulder length hair or longer should be worn tied back with navy blue scrunchy.
2. Hat/cap and coat or blazer to be worn at all times when travelling to and from school.
3. All shoes must be black or navy leather, low-heeled and slim soled and either lace-up, buckle or velcro fastening (not patent leather). Slip on shoes are acceptable from Forms III – VI.
4. **NO** jewellery to be worn except an inexpensive (named) watch from Form II upwards. If a child already has pierced ears, then plain studs only may be worn, and these must be removed or taped during PE/Games/Swimming etc.
5. Skirts or dresses should be worn on or around the knee.
6. All uniform is specifically selected for the school and can only be obtained from Bucks Schoolwear Plus.
7. The children are ambassadors for the school and a general neatness of dress when in uniform is expected at all times.