

BOUNDARY OAK SCHOOL



PARENTS' HANDBOOK

2009

SCHOOL DETAILS

Boundary Oak School
Roche Court
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*To contact a child please send to office@boundaryoak.co.uk
Find us also on the Internet. Our website is www.boundaryoak.co.uk*

INTRODUCTION AND HOW TO USE

AIMS OF THE SCHOOL

A) General Aims

To promote an awareness of moral and spiritual values and to create a caring community in which children are offered help and guidance in a friendly way without unwarranted intrusion into the privacy of the individual. To encourage all-round excellence – academic, physical and artistic. We seek to foster and encourage the different talents that each child possesses and challenge them to do their best at all times. Children should feel that they matter and are cared for as an individual.

B) Academic Aims

To develop a broad curriculum which offers a balanced course to all children including the skills of numeracy, literacy communication and the study of the social physical and aesthetic environment. We aim to encourage a positive attitude towards study and a willingness to learn. To prepare children for the Common Entrance Examinations or Scholarship Examinations to those schools that the individual has targeted as being suitable for the next stage of his or her education and to make this transition as smooth as possible.

C) Social Aims

To create an environment in which children are encouraged to be courteous to others, respecting their property, personal dignity, opinions and abilities. To make children aware of rules and regulations and to take an active part in their implementation.

ADDRESSES

Parents are asked to inform us immediately of any change of address and telephone number so that our records can be kept as up to date as possible. This is of the utmost importance in case of emergency.

AFTER SCHOOL CLUB

The school provides after school care for Junior and Nursery children between 15:30 and 17.30 (Juniors)/17:40 (Seniors). Children who have not been collected by 15:45 will automatically be taken to the After School Club. Arrangements can be made to attend on either a regular or irregular basis and a charge is made for the service. Such charges are added to the school account. For details of the group, timings, charges and an application form please apply to the **School Office**. **Senior** children who are not attending a club or sporting activity and are not collected by 16:25 will go to Little Tea and then to Prep Club. They may be collected at 17:10 after the first prep or at 17:40 at the end

of prep. All children remaining at school after this time will go to big tea and may be collected at 18:10 after big tea has finished.

ARRIVAL AND DEPARTURE

Day children should arrive in time for registration at 08:30 and then proceed to Lesson One at 08:40. All Junior/Senior children who are late for **Registration** should go to the office and report their presence to the School Secretary and then proceed to their next commitment. Morning registration for all boys and girls is at 08:30 – 08:40 in their classrooms. Afternoon registration is at 15:30 Nursery & Juniors 16:10 Y4 to Y8.

ABSENCE

If children are absent, parents are asked to telephone the **School Office** between 08:30 and 09:30. This is most important otherwise it is impossible for us to know whether an absent child is ill, lost, playing truant or is the victim of an accident.

On returning to school after absence each child should always bring a written note from their parents or guardian explaining the reason for and the length of their absence. This should be handed either to the Office or to the child's teacher at **registration**. This note will then be processed by the Office and filed. ***Ringing up the School Office or emailing does not remove the need for the note.***

Parents are reminded that no child is allowed to be absent from school except through illness, unless by leave obtained from the Headmaster beforehand. Such leave can only be granted for a real emergency or a very important occasion. It is particularly requested that terms are not clipped at either end for family holiday reasons. Visits to the doctor or dentist should be arranged as far as possible in the holidays or out of school hours.

ASSEMBLIES

Assemblies are a great way of bringing the whole school together for its spiritual and moral welfare. The Headmaster leads most assemblies and he plans them to discuss moral issues and provide time for contemplation. On the whole they are Christian based.

Friday assemblies tend to be delivered by different Forms. A timetable is issued at the start of the year. Tea is available in the Foyer for visitors after each of these Class Assemblies.

At Boundary oak we believe in praising our children's efforts and as a consequence assemblies are often times when certificates and trophies are handed out. Similarly there may be times when behavioural issues need to be covered.

Monday	Whole School	- Hall	08.45 - 09.05
Tuesday	Department Assemblies		
	Junior School	- Junior Block	
	Middle School	- Widley Block	
	Senior School	- Jubilee Block	
Wednesday	Form Time/ House Assemblies (alternate weeks)		
Thursday	Whole School Hymn Practice		
Friday	Whole School	- Hall	08.45 - 09.05

BOARDING & FLEXI BOARDING

Boys and girls board within the main house. We are able to offer boarding facilities on either a long term or short-term basis and also in an emergency. We also offer "Casual boarding" whereby a boy or girl comes in to board on a regular day throughout the term, organised on a term by term basis. For an indication of spaces available please contact the School Office. If parents need their children to board on any particular day, they must contact the **School Office by 1.00pm.**

B.O.S.S.

This is the acronym by which the parents' association is known - The Boundary Oak School Society was formed in 1983 with the aim of providing the icing to go on the school's cake. Each year-band in the school has a representative who is elected at the Annual General Meeting which is held in October of each year. For a current list of form representatives please apply to the **School Office**. B.O.S.S. has a notice board on the outside of the Acorn Theatre.

BREAKFAST

For day children who need to arrive before 08:30 a breakfast service is provided. Day children join the boarders in the Dining Hall at 07:50 each day. A charge is made for this service. Contact the Office for further information.

BREAKTIMES

All children spend break-times outside - unless the weather is very inclement. The only exceptions are children who may be participating in music lessons, tutorials or meetings arranged by a member of staff. Arrangements cannot be made for indoor supervision of individual children during recreation periods. Fresh fruit and water are available for children, as well as milk. (See also milk.)

BULLYING

The school does not tolerate any form of bullying and this issue is addressed in the School Policies. These can be viewed on the school website www.boundaryoak.co.uk.

At Boundary Oak School it is our intention to do all we can to prevent bullying, and to deal with it effectively should it occur. We welcome and value children as individuals; no child should feel the odd one out, and therefore a potential victim. We emphasise positive relationships and the need for people to treat others with respect, courtesy and consideration. Our aim is to give all children a sense of security and self worth.

We define bullying as 'words or actions intended to threaten, frighten abuse or hurt'.

BULLIES are usually inadequate, unhappy, insecure; need to feel better than others or dominate them in some way.

VICTIMS may be those who are different in some way or they may just be in the wrong place at the wrong time.

1. Pupils are told that bullying will not be tolerated. Tutors and their pupils discuss issues such as bullying and the importance of positive relationships in continually stressed. Assemblies often deal with issues such as positive behaviour and respect for others.
2. Teaching staff are advised as to how to prevent, detect and deal with bullying.
3. Any other staff members are asked to report any unacceptable behaviour that they come across, and children who seem anxious or unhappy.
4. Boarders have access to an independent listener outside the school should they need it.
5. We rely mostly on our tutorial system, where children talk in confidence with their tutors on a regular basis.
6. Staff who work in the boarding house are on alert for any signs of distress, note anything unusual, and report to the houseparents.
7. Our 'Problem Procedure' which is outlined on the next page is specifically designed to help those who may have a problem with bullying.

What Parents Must Do If They Suspect That There Is A Problem Relating To Bullying

1. Do all you can to give your children confidence and belief in themselves.
2. Talk to your children about the subject. Let them know you will be supportive, and encourage them to confide in you.
3. Be alert for any signs of bullying.
4. Support our policy by informing someone at School as soon as possible, trusting us to deal with the matter in a sensitive way.

What Pupils Must Do If They Feel That They Are Being Bullied

1. **IF YOU ARE BULLIED** never be embarrassed to tell someone if you are being 'got at' in any way. Unless you are being a complete pest **IT IS NOT YOUR FAULT**.
2. Do not react and do not let the bully see you are upset. Try to avoid situations where bullying can happen.
3. Trust the School to deal with the matter without anyone knowing you have reported it. We will not disclose who has told us about bullying, unless it is necessary to do so. Do not be afraid that something will happen to you if you tell us.
4. Tell someone if you know of anybody who is being made miserable by bullying.
5. Don't forget, **BULLIES CONTINUE IF THEY GET AWAY WITH IT**. If you do nothing when you know about bullying you are effectively agreeing with it and allowing it to carry on.
6. If bullies are caught they can expect quick and severe sanctions. Possibly including suspension and expulsion.

ON A PERSONAL LEVEL REMEMBER.....

ALWAYS TREAT THOSE AROUND YOU WITH RESPECT AND CONSIDERATION.

CALENDAR

Every term each boarding parent is issued with a calendar on arrival back at school. Day and boarding children have their calendars distributed on day one of term. This gives dates for the beginning and end of term for the current and following two terms together with all items of interest happening in the school during the term. Extra copies are available from the School Office.

CAROL SERVICE

The School Annual Carol Service is held at the end of the Autumn Term in the School Hall. All parents and friends are invited.

CHILD PROTECTION POLICY

The Governors', Headmaster and all Staff (including volunteers) of Boundary Oak School recognise their responsibilities for child protection and the need to act in accordance with school policy. It is also recognised that under the terms of the Children Act of 1989 parents should be made fully aware of policy and practice which will be outlined in this document and supplemented by information contained in the School Prospectus.

1. PREAMBLE

In formulating our policy the following principles are considered paramount:

- The welfare of the child is the prime consideration.
- All allegations will be taken seriously and dealt with sensitively.

2. RESPONSIBLE PERSONS

- The School's nominated Child Protection Officer is the Headmaster; or in his absence the Deputy Head. In the event of allegations of abuse against the Headmaster then the Deputy Head should be approached.
- Cases of serious concern with boarding will be referred to Mr. Brian McQuoid, Lead Inspector for Hampshire Area National Care Standards at:

NCSC.
Hampshire Area Office
4th Floor, Overline House
Blechynden Terrace
Southampton
SO15 1GW Tel.023 8082 1300

3. TRAINING AND APPOINTMENTS POLICY.

- All staff will be checked for suitability of employment with children through taking references and a check with the Criminal Records Bureau (CRB) before an appointment is confirmed.
- Staff will be trained to raise their awareness of child protection issues and to be aware of policies and procedures
- The designated member of staff for child protection will receive regular and appropriate training for that role.

- All governors; staff and volunteers are to be made aware of the name and role of the person designated for child protection.
- All staff and volunteers are made aware of their responsibilities of being alert to recognise signs of abuse and to refer any concerns to the person designated with responsibility for child protection.
- Effective links will be maintained with the relevant child protection agencies.

4. CHILDREN

- The school will seek to ensure a safe environment in which children can learn and develop
- Children will be taught personal skills necessary to their welfare and safety by incorporating such elements into the wider curriculum and in PHSE.
- Reinforce our pupils' confidence that they are able to approach adults when they have concerns and that they will be listened to.
- Support pupils who have been abused in accordance with their agreed child protection plan.
- Corporal punishment of any kind is expressly forbidden.
- Serious offences may result in sanctions including suspension or expulsion.

5. PARENTS.

- All parents will be informed through the prospectus of the school's obligations and responsibilities for child protection.
- Any concerns regarding child protection issues should be relayed to the Headmaster without delay.
- Parents have a duty to notify the school of any child protection issues of which they are aware, or, of concerns which they might have.

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Boundary Oak School,
Roche Court,
Wickham Road,
Fareham PO17 5BL.

Registered Charity no. 3073446

CHRONICLE

This is the name of the School's magazine. It is produced annually and is issued one to each family. Extra copies may be purchased through the **School Office**.

CLOTHES AND POSSESSIONS

Clothing lists are available from the school office or the School Clothing Shop. Parents are asked to see that all items of the children's clothing are clearly marked. This applies to **all** items including towels, fountain pens, underwear and particularly footwear and watches. For Pottery work disposable plastic aprons will be supplied by the school. This option will be reviewed or amended if necessary. Whilst we make every effort to keep children and their possessions together, things do sometimes go astray, and we strongly urge you to provide your sons and daughters with serviceable rather than expensive equipment. This applies especially to watches and fountain pens. Parents are advised to make sure that all special items brought to school are fully insured. There is a lost and found bin in the changing area.

School Clothing Shop.

This is situated in the Junior Block and is run by Mrs. Sandra Riches. **Opening times are every morning from 8:30 - 9:00.** Special openings will be published in **newsletters**. If you require items from the shop and cannot visit at these times, then please write your requirements on the order form which can be obtained from the School Office and leave it together with your cheque in the School Office. Your requirements will be sorted out and they may be collected from the Office. Our aim is to provide you with good quality clothing at a very reasonable cost. Any profit made by the school shop goes back into the school.

CLUBS AND SOCIETIES

We attach great importance to these extensions to the ordinary curriculum. They are of three types. i) Those that are paid for which take place after school. See **Extras Forms**. ii) Groups that are

principally organised for boarders, but day children can apply to attend and iii) Groups such as choir, drama and cricket nets that operate at lunchtimes or after school.

CODE OF CONDUCT

We expect all children in the school to be aware of this code – it can be found posted in all form rooms.

The Boundary Oak Code of Conduct is based on a need for mutual respect. All members of the School have a right to expect a well ordered environment, which is conducive to study. This can only be achieved when all members accept their obligation to honour the Code of Conduct.

The two main principals are:

Everyone has the right to be treated with respect and to work in a clean, calm and safe environment.

This means:

- a) treating everyone with courtesy, respect and consideration;
- b) showing respect for others by working sensibly in lessons and not disrupting the learning of others;
- c) caring for all members of the school community, for buildings and equipment, and for the quality of our environment;
- d) showing consideration by moving around the school quietly and carefully;
- e) showing respect for the property of others;

Everyone is expected to make the most of their time at school; children must be punctual for lessons and other activities.

This means:

- a) being properly equipped, and bringing everything you will need for lessons;
- b) arriving in plenty of time for the start of lessons;
- c) completing all work and prep on time, to the best of your ability;

CONTACT DIARY

A Contact Diary (in House colours) is issued to all children in Year 4 and above at the beginning of each school term. It has sufficient space for the term.

This is a vital part in the school/parent communications chain. Each day the children will write into the Contact Diary their prep and any notes which are of importance. In addition the Contact Diary will be used as a day to day diary and the children's grades, exam results and reading records will also be kept in the Contact Diary. Towards the back of the Diary is information relating to the pastoral care system at the school and a section in which stars, commendations and show-ups are kept. Staff will check the Contact Diary each day. A good use of the Diary is for parents to send notes to Form Takers and other staff. Please ensure your children make full use of the Contact Diary – it will:-

- i) help children to adopt a methodical approach to their homework;
- ii) enable children to have a written record of homework set etc.;
- iii) provide parents with a means of monitoring their child's homework;
- iv) act as a channel of communication between school and home.

If the Contact Diary is lost, then a small charge will be made for its replacement. Please see the school office for a replacement.

CORRESPONDENCE

Correspondence from the school to parents is sent via your child in the Parents Correspondence envelope(Snrs)/Book Bag (Jnrs) or through the Contact Diary(Snrs)/Reading Book (Jnrs). We ask you to sign and date the envelope to show that you have read the contents and then return the envelope to school immediately.

CYCLING TO SCHOOL

Children aged 11 or over may cycle to school if:

- i) They have passed their **Cycling Proficiency Test**.
- ii) The Headmaster has received a letter from parents giving their written consent for their child to cycle to and from school.
- iii) Children *always* wear appropriate protective gear.
- iv) Boarders can bring bikes into school.

DAILY ROUTINE (See also **Arrival and Departure** and **Assemblies**)

Pupils may arrive from	7.50
Breakfast	8.00
All children to Classrooms for registration	8.30

Nursery: **See Nursery Supplement**
Juniors: **See Junior Supplement**

Years 4-8	
Registration	8.30
Assembly	8.45
P.1	9.05
P.2	9.45
P.3	10.25
Break	11.05
P.4	11.30
P.5	12.10
Lunch	12.50
Lunch Break	1.20
Registration	1.50
P.6	2.00
P.7	2.40
P.8	3.20
End of school day	4.00

Form Registration takes place from 16:00 - 16:10
Games for the Juniors is detailed in their own supplement.
Games for the Seniors is detailed in the **Games** section.

Children "off games". A day child not fit for games **should bring a parental note** for his/her form teacher which then goes to Matron in the office for processing by 09:30. Senior children off games should report to the Office at 14:00.

DETENTION

This is for academic work of an unsatisfactory standard, failure to do work or poor behaviour. This detention takes place on Friday at 12:50 and is supervised by a member of staff. If a pupil collects more than three half-hour blocks of Detentions in one half term, then the Headmaster may recommend a Saturday afternoon Detention. This is rarely implemented, but the option exists! Several Saturday Detentions will result in a suspension of three days.

DICTIONARIES

Children in the Junior Department and Year 4 are supplied dictionaries by the school. In Year 5 and above children are expected to provide their own dictionaries and the two that are recommended are a) Collins School Dictionary and b) The Oxford Concise Dictionary.

DISCIPLINE

The first priority of the school is to motivate each child to work to his or her best level at the whole

range of educational experiences that we offer. This can only be achieved in a disciplined environment, where - in classrooms, corridors and outside the buildings - children behave in a civilised fashion in account with our Code of Conduct. We endeavour to foster self-discipline and an understanding of the values necessary to living in a community. Unacceptable behaviour and work is dealt with primarily by the member of staff concerned and the matter reported to the form teacher and, in some circumstances to the House Teacher. If sufficiently serious it may be referred on to the Headmaster.

DOGS

Dogs are not allowed on the school site for health and safety reasons.

DRAMA

Boundary Oak offers opportunities to participate in drama. The Nursery and Junior forms present Nativity and Christmas related dramatic productions at the end of the Christmas Term and Summer Term.

The Seniors put on a drama production in the Spring or Summer Term usually in the form of a Musical. All these productions are held in the school Hall. Recent productions have included "Little Miss Scarlett Hood", "Smike", "Joseph and his Amazing Technicolor Dream Coat" and "Rats!". We enjoyed regular visits from drama groups who perform throughout the year for the children.

EXTRAS FORM

These are issued to parents of boarders and day children Reception and above towards the end of each term. They serve to "order" milk and other requirements for the term following. They also contain information about clubs and any age constraints that may be apply to them.

FOOD (Snacks)

We are a **peanut free school** as we currently have children with nut allergies. We do not allow any food/snacks/tuck to be brought in and especially not Snickers bars or other confectionery containing peanuts.

Only if there is a medical reason for the provision of a snack (e.g. for a diabetic child) is this allowed. The exceptions are outlined below.

Nursery Milk and fruit are supplied by school at break-times. Children who are allergic to milk may bring in a carton of fruit juice.

Juniors Milk and fresh fruit are supplied and water is provided if milk is not liked.

Seniors Milk and fresh fruit are supplied and there is a water fountain at the "cross roads" which children may use. Cartons of drink are not allowed. Children are allowed to bring bottled water to school.

FORM AND DEPARTMENT STRUCTURE

Boundary Oak			Age				Age
Nursery			2½ - 4+	Middle	Year 4		8/9
Junior	Reception		4+		Year 5		9/10
	Year 1		5/6	Senior	Year 6		10/11
	Year 2		6/7		Year 7		11/12
	Year 3		7/8		Year 8		12/13

GAMES

Games for the Nursery & the Juniors are detailed in their Handbook Supplements.

As the range of games expands through the school the clothing requirements also increases and the children will be placed into groups to play their games which will be dependent on their ability in that sport and the age group that they are in. In the Senior Department Physical Education, Swimming and Games are separately timetabled activities. All Senior children play games on Tuesday and

Wednesday afternoon. School matches also take place on Saturday mornings.

All Juniors and Seniors who need to use the astroturf area will need a pair of trainers. Year 3 to Year 8 boys will require football boots.

Games fixtures against opponents from other schools are part of the school timetable and if a child is selected to represent the school, then attendance is compulsory.

Boundary Oak has good facilities for a whole range of sporting activities. Participation in individual pursuits and team games to the highest possible standards are encouraged while providing opportunities for all at their level of achievement.

Sports and other games on offer through the year are:

Rugby	Rugby Sevens	Cricket	Football	Hockey
Athletics	Gymnastics	Tennis	Judo	Dance
Rounders	Netball	Cross Country	Basketball	
Badminton	Swimming			

HAIR

Girl's hair should be neat, not dyed and if long tied back. Boys hair should be short and cut above the ears - no shorter than Grade 3 please and no hair gel.

HEALTH

Children who are clearly unwell should not come into school or Nursery (DoH '99). The school doctor asks parents to ensure that all immunisations are up to date. If a child comes into contact with or develops an infectious illness, we should be informed at once. The school may periodically offer to give 'flu injections, the school doctor gives all new boarders a routine examination. You will be notified of these through Matron. All new children' parents will be asked to complete a medical history form, which is held by Matron for information.

Vision and hearing assessment are offered to children in the term following their 5th birthday. New children to the school can have the tests if they have not already been tested elsewhere.

Any medicines brought to school must be handed in to Matron to keep and administer together with a consent form giving clear details of dosing, number of doses etc. obtained from the **School Office**. Children who have been prescribed asthmatic inhalers by their GPs are allowed to retain these on their person or in their desks at all times. We expect these to be used sensibly by the children concerned. Any prescribed meds must come in their original packaging with the dispensing pharmacy label present giving child's details, dose etc.

Boarders will be checked termly for head lice. If we find these on your child we will treat your child *immediately and* you will be notified by Matron giving details of any further treatment required. If your child is in the form of a child who has been found to have nits then you will be informed in a letter which will give you further information on treatment of hair. It is important that you follow school guidelines on treatment given as only certain proprietary brands or modes of treatment are sanctioned for use at any one time due to nits becoming immune to the various treatments available.

If your child becomes ill during the school day or has a minor accident, then they will be seen by the Matron. Any child seen by the Matron will take home an injury/illness form informing you of the nature of the injury/illness and outlining any treatment administered. A log will be kept by the Matron of all pupils seen by her and the treatment received. If the injury is of a more serious nature and in all cases of an injury to the head, you will be contacted by the school as soon as possible. If it is impossible to contact you, your child will remain under the care of the Matron in sick bay and you will be rung at regular intervals. A log of the calls will be kept. If the accident is more serious then the child will go straight to hospital either by Ambulance or car as appropriate and parents will be called to meet up with the assisting member of school personnel at the hospital chosen. This is usually the Queen Alexandra's Hospital at Cosham. Please inform us of any medical details, which may be critical at such a time e.g. continuous medication, drug allergies, rare blood groups etc. Valuable time can be saved at the hospital if we have this information and you cannot be contacted.

Matron is based in sick bay and always carries a bleeper.

Medical Officer: Dr. D Dunbar (of the Wickham Practice)

HOMWORK GUIDLINES

SENIORS

As part of the Seniors recognised academic policy, most subjects will have one prep each week. Subject teachers are responsible for setting relevant quantities of work for the children's ability. Children in the Seniors must write their evening's homework into their Contact Diaries for parents and House staff to check.

Years 6 to Years 8 have two 30 minute preps every night, Monday to Friday

Year 5 pupils have two 20 minute preps every night, Monday to Friday

Year 4 pupils have one 20 minute prep every night, Monday to Friday

All pupils Year 4 to Year 8 are also expected to read every day.

JUNIORS

All children in the juniors are given homework, which should be done at home, after school. It is best to set aside a special time and place for this so that the very best can be achieved.

When a child enters the Juniors, they are provided with a book bag. Any form of homework, letters or information from school will be put in the child's book bag which is clearly marked with his or her name. Any form of homework, letters or information from school will be put in the child's book bag so please ensure that they take it home each evening and return it to school the next day. Each year band has a different homework requirement. As the child moves up through the Juniors, the amount and level of difficulty of the homework will increase. The minimum homework requirements for each year band are shown below.

RECEPTION

Some reading and associated activities every night, Monday to Friday.

YEAR 1 & YEAR 2

Reading homework set every night, Monday to Friday. A list of spellings to be learnt during the week and over the weekend. A spelling test will take place each Monday.

YEAR 3

Thirty minutes of homework Monday to Thursday consisting of Reading, Spelling and Maths (and occasionally Science, Geography or History), with weekend Reading.

Parents of day children are asked to keep a check on their child's homework and to sign the day's work each evening in the Contact Diary, but only to give them the help that they require to get them "moving" again. Such help should be in the form of guidance rather than doing the work for them and must be in accordance with the methods used at school. When parental help is given, please write a note to that effect on the child's work and, if necessary, in the **Contact Diary**.

HOUSES

We operate a competitive House system for the Juniors and Seniors. The Junior Houses are:-

Beavers	Mrs. V. Long
Badgers	Mrs. H. Lawrence
Hedgehogs	Miss. A. Lattanzi
Otters	Mrs. T. Thomas

The four Senior Houses are:-

Champions	- Yellow	- Mrs. H. Kellett
Flynns	- Green	- Mr. N. Quest
Millers	- Blue	- Miss R. Dashfield
Napiers	- Red	- Mr. C. Ekin

The House structure gives all members of the House the opportunity to participate. Competitions encompass the full scope of activities giving added opportunity for the cultural and physical development of the children.

INFORMATION TECHNOLOGY

Children in Nursery have access to a modern P.C. And may be used during the course of the

working day by the teacher concerned. All Juniors have the use of the ICT suite in the main building and a computer is located in each classroom.

IT for the Seniors is taken in the ICT suite where there are networked computers. It is a timetabled activity for Years 4 to 8.

The Learning Support department also have 2 multi-media computers. ICT is an important part of modern education, however we will always view human communication as the most important mode of interaction.

The school is currently planning an ICT update to network ICT and broadband internet around the school to all departments.

INTERVIEWS

The Headmaster is always pleased to see parents preferably by appointment. If a parent has an urgent matter to discuss with the Headmaster on the telephone, he will always ring back if he is not readily available when they call. If a parent requests an interview with a member of staff, then it is asked that this be arranged via the school office. Boundary Oak welcomes input from parents at the appropriate time.

LEARNING SUPPORT

Rationale

This policy is intended to provide a consistent framework for the identification of pupils with learning support needs at Boundary Oak School. This will then ensure that all identified pupils have their needs met, allowing them to work towards their full potential.

Aims

Through this policy we aim to:

- Meet the needs of pupils identified as having learning support needs
- Meet the learning support needs of a child within their class, with additional tuition, if required
- Seek and take into account the views and wishes of the child. Discuss work/targets with the child.
- Recognise the important role parents play in the education of their child and keep them fully informed
- Offer full access to a broad and balanced education to all pupils with learning support needs.
- Regularly monitor and review the child's progress and provision of support.

Definition of Learning Support Needs

Children have learning support needs if they have a learning difficulty which requires special educational provision to be made for them. Children have a learning difficulty if:

- a) They have a significantly greater difficulty in learning than the majority of children of the same age
- b) They have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age
(DFE Special Education Needs Code of Practice 2002)

Assessment Procedures for entry into the Juniors

1. All children entering the Junior Department into Reception from the Nursery or from outside will be assessed by the class teacher using assessment criteria based on the Foundation Stage DFE document. In addition all pupils will be COPs tested by the Junior Department Learning Support teacher if it is deemed appropriate. (This test highlights possible areas of special need at a very early age).
2. Pupils from outside will be assessed for a place in Years 1, 2 & 3 of the Junior Department using a range of assessment tests, including COPs if it is deemed appropriate.
3. The parents will be informed of any possible special need and if the department is able to offer the level of support the child requires. It may not always be possible to offer a child a place at Boundary Oak School. In certain circumstances, a child will be offered a place at the school on condition of an annual review.

Learning Support Procedures for existing pupils in the Junior Department

1. When a class teacher has a concern about a child's progress the class teacher will discuss areas of concern with the Learning Support teacher.
2. The LST will assess the pupil and feed back to the class teacher.
3. If intervention is deemed necessary the parents will be contacted by the LST and the child's name will be added to the Learning Support Registrar together with a brief outline of the problem. The LS Registrar is updated termly.
4. Following discussion with the parents the LST will devise an IEP if it is deemed necessary, which will include details of: area(s) of concern, proposed provision, targets, success criteria and teaching strategies. In addition assessment and/or support may be carried out/given by external agencies e.g. Educational Psychologists, Occupational Therapists or Speech and Language Therapists. Their recommendations would be incorporated into the IEP.
5. The LST will timetable 1:1 sessions and will keep the records. The LST will be in close contact with the class teacher.
6. The IEP will be reviewed on a termly basis. Copies of the IEP will be distributed to the parents, Headmaster and class teacher.

Assessment procedures for entry into the Middle/Senior Department

1. All children entering the Senior Department from outside will be assessed by the form teacher in Year 4 or the English and Mathematics teacher from Year 5. All pupils tested using a range of class based assessment tests. In addition, If thought necessary, new entrants to the school will be assessed by the LEARNING SUPPORT TEAM (DYSLEXIA ACTION).
2. Parents will be informed of any possible learning support needs and offered a Dyslexia Action session if appropriate. It may not always be possible to offer the child a place at Boundary Oak School. In certain circumstances, a child will be offered a place at the school on condition of an annual review. The child's progress will be monitored and the parents will meet on a half termly or termly basis with the Learning Support Administrator.

Procedure

1. When a teacher identifies that a child has, or is thought to have, learning support needs, the teacher will liaise with other staff and the LEARNING SUPPORT Administrator to discuss the areas of concern.
2. The Headmaster will be informed
3. Parents will be informed by the LEARNING SUPPORT Administrator that the child has been identified, or thought to have, a Learning Support need.
4. With parental permission the LEARNING SUPPORT Administrator will arrange for an assessment to be carried out EITHER AN ASTON INDEX ASSESSMENT OR/ANDAN BY DYSLEXIA ACTION OR AN ED. PSYC (Y4-Y8) OR MRS B COLES (REC - Y3) or Mrs R Hughes if Nursery.
5. The LEARNING SUPPORT ADMINISTRATOR will add the child to the form SEN register together with the outline of the problem.
6. IEP's will be completed by Dyslexia Action (Y4-Y8).
7. The subject teacher remains responsible for working with the child on a daily basis, providing support through differentiated activities.
8. The pupil's Learning Support record will be shared with parents. Parents will be able to discuss their child's progress with Dyslexia Action, the LEARNING SUPPORT ADMINISTRATOR or the class teacher.
9. Additional 1:1 sessions with a LEARNING SUPPORT TUTOR may be timetabled. The LEARNING SUPPORT TUTOR will keep records and be in close contact with the LEARNING SUPPORT ADMINISTRATOR.
10. The Learning Support Administrator will collate information to create a PROFILE for class teachers. This will give information about the strengths and weaknesses of the child and will recommend methods of support in the classroom.
11. Copies of the reviewed IEP will be distributed to the Parents, Headmaster and made available to form & subject teachers.

Procedures for applying for testing of a child

Following discussions between the Learning Support Administrator, form teacher and subject teachers (where applicable)

1. The LEARNING SUPPORT ADMINISTRATOR will visit the classroom to view the pupil's work.

2. Dyslexia Action will inform parents of the date set for assessment.
3. Dyslexia Action Group will collate information and test results
4. The findings, which will contain recommendations and level of support which will then be given to the parents, with copies to the Headmaster, and a copy made available to form teachers and subject teachers.
5. The parents will be invited to discuss the findings with the LEARNING SUPPORT TUTOR, LEARNING SUPPORT Administrator and Headmaster.
6. With parental consent recommendations and level of support will be actioned.
7. The form teacher & subject teacher and Learning Support Administrator will monitor progress.

LIBRARY and books

Children are encouraged to use the School's stock of books for reading and reference purposes. From the Nursery up to Year 5 there are form libraries in addition to the Junior Library and these books may be borrowed and taken home. In the Seniors the main Library is not designed or intended to house all the books. Each subject department holds its own reference books peculiar to its subject in the subject teaching areas. The Library holds a stock of reading and reference books for Year 5 and above. We rely on parents to keep an eye on books borrowed and to ensure that they are returned to school in good time and in good condition. The school replenishes the Library regularly through its affiliation with Portsmouth Library Services.

LITTLE TEA

Little tea, consisting of a drink and a piece of home-made cake is served in the dining hall each day at 16:25. This is free of charge.

MILK

Milk is available in school each morning break in 200ml cartons and this should be ordered through the **Extras Form** at the beginning of each term. The charge for this is added in arrears to your school account.

MINIBUSES

Minibuses are fitted with diagonal inertia seat belts and forward facing seats. It is obligatory that seat belts are worn by all passengers on all journeys. For the safety of all, children must behave sensibly on the minibuses. The Headmaster reserves the right to ban any child who misbehaves from the buses for a period of time with the attendant loss of involvement in school activities that this may entail

MOBILE PHONES

Mobile phones are not allowed at School for Day Children. Boarders can use them at supervised times. They must then be handed to the House Parents.

MUSIC

Our Head of Music Miss Fownes looks after music for the Seniors and the five peripatetics that come in to teach individual instrumental lessons in the school. In the Juniors music is taught by a specialist teacher and the Nursery has music on designated days. Music Concerts and Matinees are regularly featured on the school programme.

NEWSLETTERS

A newsletter is produced weekly to convey to parents, Governors and friends, recent achievements, news and any amendments to the calendar. It also gives details of any special events, organisational details and timings. Published each Friday and distributed in correspondence envelopes and book bags and on the Parents Zone on the school website.

NOTICEBOARDS

The main noticeboard is situated on the drive into school.

B.O.S.S. notices can be viewed on their special board, which is located on the west end of the Acorn

Theatre wall in the playground.

NURSERY - SPECIAL POINTS

For fuller details of policies and special points relating to the Nursery please refer to the Nursery handbook.

"OFF GAMES" see **Daily Routine**

OPEN DAYS

The School has regular Open Days where all current and prospective parents are welcomed.

OFFICE

The **School Office** is open from 08:30 to 16:30 during the term time and is also open in the week after term ends and the week prior to school starting again from 09:15 to 15:30.

Financial Administrator:	Mrs. D. Lockyer
School Secretaries:	Mrs. J. Dance (Mon & Tues) & Mrs. P. Jones (Wed, Thurs, Fri)
Maintenance Foreman:	Mr. D. Poulter

PARENTS' MEETINGS

Special meetings are arranged in the Autumn and Spring Term for parents of Year 4 to Year 8 children to discuss their child's progress with the staff that are concerned with them in their form. For the Nursery and Junior forms these are arranged twice a year - once in the Autumn term and again in the Spring Term. Each Junior teacher operates a separate appointment system for seeing parents. The Senior department meetings are held on weekday evenings in the Acorn Theatre when the relevant teachers are available for individual discussions. The actual dates for these meetings will be published in the **calendar** and newsletter. We usually inform you by personal letter as well.

PARENTAL COMPLAINTS PROCEDURE

INTRODUCTION

1. The school recognises that it is right and appropriate for a parent to make a complaint if the school has:
Done something wrong;
Failed to do something that should have been done;
Acted unreasonably or unfairly.
2. The aim of this policy and procedure is to ensure that a complaint is managed sympathetically, efficiently, at the appropriate level, and that it is resolved as quickly as possible.

POLICY

3. The school would like to know as soon as possible if there is any cause for dissatisfaction. Parents and pupils should never feel, or be made to feel, that a complaint which is made in a reasonable and appropriate way, will be taken amiss or will adversely affect the pupil or his/her opportunities at the school.
4. We will investigate and seek to resolve every complaint in a positive manner. We will treat every complaint as an opportunity to: put right a matter which may have gone wrong; and to review our systems and procedures to ensure that they are appropriate and that they are working properly. The school recognises that a complaint which is not resolved quickly and fairly can soon become a cause of resentment which is damaging to relationships and to the culture of our school.

PROCEDURE

5. *Designated Person*

The Headmaster is responsible for investigating and resolving complaints.

If the Designated Person is the subject of the complaint, the Chairman of Governors will nominate another senior member of staff to act in this capacity.

The responsibilities of the designated person are:

- 5.1 To be the first point of contact while the matter remains unresolved;
 - 5.2 To co-ordinate the complaints procedure;
 - 5.3 To ensure that staff understand and operate the procedure properly;
 - 5.4 To ensure that written records relating to all complaints received are held on a confidential basis. (Records are retained irrespective of whether the complaint is made informally or formally in writing)
6. The emphasis in dealing with complaints is that they are handled swiftly and that matters are resolved informally wherever this is possible. However, some complaints are not minor concerns. In these circumstances parents will make a formal complaint in writing. The letter of complaint will be acknowledged in writing within seven days or more quickly by telephone if this is appropriate. A letter of acknowledgement will state the action being taken and the likely timescale.

Specific Complaints

7. *Educational Matters*

If the concern relates to the classroom, the curriculum, or to special educational needs, please speak or write to the relevant teacher, or, if for any reason this is inappropriate, to the Deputy Head.

8. *Pastoral Care*

If the concern relates to matters outside the classroom or to matters concerning the pupil's boarding house, please speak or write to the relevant houseparent or to the Designated Person. *Concern about the safety of your child should be notified immediately to the Designated Person.*

9. *Disciplinary Matters*

A pupil's concern about a disciplinary sanction should be raised first of all with the member of staff who imposed it and, if not resolved, with the Deputy Head.

10. *Financial Matters*

A concern or complaint about a matter relating to school fees should be notified in writing to the Bursar.

Other Complaints

11. A parent who is dissatisfied with any other aspect of the school's activities not covered by the specific types of complaint referred to above (items 7 to 10 inclusive) should write to the Headmaster with the details of the complaint. The Headmaster will investigate and respond to the parent with his findings at the earliest opportunity.

The Complainant is not satisfied by the school's response.

12. This section applies to a parent who considers that the school's response to their complaint is unsatisfactory.
- 12.1 If a parent has made a complaint by speaking to a member of staff in person or by telephone and a satisfactory response is not forthcoming, then the parent may write to the Headmaster as set out at item 11 above.
 - 12.2 If, on the basis of a written complaint, the parent is not satisfied with the response received from the school, the parent is entitled to request that the matter is considered by a panel of three individuals who have had no involvement with the matters detailed in the complaint. The panel will usually consist of three current school governors.
 - 12.3 In the circumstances described at item 12.2 above, the parent should write to the Chairman of Governors, care of the school. The Chairman will be responsible for the appointment of the panel and for the arrangements made for the hearing. The parent

will be invited to attend the panel hearing and may, if they wish, be accompanied at the hearing by a friend.

- 12.4 The findings of the panel shall be final. The panel's findings, and any recommendations made, shall be provided to the parent within seven days of the hearing.

PENS

In the interest of good handwriting children should use a berol handwriting pen although we still encourage the use of pencil for mathematics above this point. If a child requires a replacement pen they can be obtained from Mrs. Dance in the **stationery store**. Biro's, ball points and roller ball pens are not allowed as a general rule.

PREFECTS

There are a number of school prefects, which may include a Head Boy and Head Girl, who assist with the general organisation and smooth running of the school, including the boarders. They are under the direction of the Headmaster and the Deputy Headmaster. These positions are awarded at the start of each academic year to responsible pupils. The staff vote on School Captain.

PROGRESS GRADES

Progress grades are prepared for all children in the Senior and Middle School each half term. The dates of publication are notified in the **calendar**. The grades are sent home at the end of each half term and should be initialled by parents and returned after the break with the child.

REGISTRATION

It is a legal requirement that all children are registered at school at the beginning of each school session. A session is the morning or the afternoon and so children have to be registered twice in a day. Registration in the morning takes place between 08:30 and 08:40 in the child's classroom and is taken by their form teacher. Afternoon Registration for seniors is taken at 1.50pm. Junior and Nursery afternoon Registration occurs when the children return to their classrooms after lunch. If a child misses Registration because he/she is late, **it is vital that you report to the Office** to have registers altered or your child is recorded as being absent without authorisation. - See also **Absence and Tick Off**.

REPORTS (written)

Nursery: A pro-forma written report is prepared in December and July.
Juniors: A brief written report is prepared in December and March with a full written report in July.
Seniors: A full written report is prepared in December and July and a brief written report is made in March. Leavers receive a valedictory report.

SCHOLARSHIPS & COMMUNITY BURSARIES

Boundary Oak awards are offered annually and the examination for this falls on the first Saturday in March each year. Further details and application forms are available from the **School Office**.

SCHOOL CLOTHING SHOP - see **Clothing and possessions**

SKATEBOARDS AND ROLLERBLADES

These are allowed at school for boarders use but children *must* be equipped with the correct pads and safety equipment for heads, knees and elbows. Parents of boarders should be aware that these items can be lent/borrowed and so if you do not wish your child to use these items at school you must inform them of your wishes.

SPECIAL DIETS and Beef.

The caterer is able to provide special diets for children when required and the general rule that we like

to adopt is that the school will supply all food to all children. Parents of children who require special diets should discuss this with the Headmaster. Currently we have peanut allergic children in the school and parents are asked not to send any foodstuffs of any type into the school that contain peanuts or peanut oil.

We have been supplied with beef from the same supplier for the past fifteen years and we are confident that only the very best quality beef is supplied from BSE free herds. We continue to offer beef on the menu for all who would like to eat it. For those who would prefer not to eat beef an alternative is supplied and all that we ask is that the parent sends a note to the office requesting that a beef free diet be supplied. A pork free diet is also possible. Once again a note to this effect is all that is required.

STAFF

HEADMASTER

Mr. S. Symonds, BAED. (Hons)

SENIOR MASTER/DIRECTOR OF STUDIES

Mr. N.J. Quest, B.A., Cert. Ed., P.G.C.E.

JUNIOR DEPARTMENT CURRICULUM COORDINATOR

Mrs. T. Thomas B.Ed. (Hons)

HEAD OF NURSERY DEPARTMENT

Mrs. P. Odams, N.N.E.B.

HOUSE PARENTS

Mr. S. Flood BSc (Hons) PGCE &
Mrs. M. Flood BSc (Hons) PGCE

ACADEMIC STAFF

Head of French

Ms. S. Barr, B.A. (Hons)

Learning Support Teacher/Administrator

Mrs. B. J. Coles, B.A (Hons) P.G.C.E.

Head of Science, Y7 Form Teacher

Mr. T.C.F. Ekin, B.A., P.G.C.E.

Head of Drama & Music, Y4 Form Teacher

Miss. E. Fownes BA Hons P.G.C.E.

Head of Maths

Mrs. H. Kellett, BSc Hons P.G.C.E.

Foundation Stage

Mrs. L. King, N.V.Q.3

Head of Sport & Geography, Y8 Form Teacher

Mr. R. C. Kops, B.A. Cert. Ed.,

Y1 Form Teacher

Miss. A. Lattanzi, B.Ed. (Hons)

Y2 Form Teacher

Mrs. V. Long B Eng PGCE

Reception & Foundation Stage Co-ordinator

Mrs. H. Lawrence, B.Ed. (Hons)

Head of RS, Y5 Form Teacher

Miss. R. Dashfield, B.A. (Hons), P.G.C.E.

Head of Art

Mrs. A. Symonds, BA (QTS)

Girls PE/Games Teacher

Mrs. W. Speirs, B.Ed. (Hons)

ACADEMIC STAFF (Nursery)

Mrs. R. Hughes, N.N.E.B., R.S.H., Norland Dip.
Mrs. S. Nichols,

VISITING TEACHERS

A. Brown, BA Hons (Music) PERF;
M. Carrington, B Music Hons, Cert ABRSM; T.
Foster; J. Harris; Miss V. Steel, B. Sc. Econ
(Hons), Dip RAM, LRAM, Mrs T Freeman, Mrs
W. Reindorp.

STATIONERY SHOP

The stationery shop is located in the main building and is run by Mrs. J. Dance. This shop is open every morning break and sells a wide variety of essential stationery at very favourable prices. This includes pens, pencils, rubbers, rulers (30cm), coloured crayons, felt tip pens, geometrical instruments, compasses. This is also the store for **Contact Diaries**, **Junior Book Bags**, and other paper requirements.

TELEPHONE

Children are allowed to use the school telephone on urgent matters of school business and with the permission of one of the secretaries. (See also Mobile Phones)

TEXT BOOKS

All text books are owned by the school and are loaned to the children for use. The exception to this is **dictionaries**. The cost of replacement sets of text books is considerable and we ask for parent's co-operation in maintaining these in good condition. Any child who loses a text book will be charged for a replacement.

TOYS

Day children are not expected to have toys, electronic games or mobile telephones at school at any time. Boarders may have toys but they are not expected to be seen in school nor used before 16:15 on any day.

DELIVERING and PICK-UP of children

It is essential to everyone's safety and convenience that all parents and drivers obey the one way system and speeds limits within Roche Court. Please do not park or leave your cars in the areas designated as no parking or special parking areas. When delivering children to school in the morning it is helpful if they can be dropped from the car in the area between the Staff flat and the Nursery building so that your child can then enter the school by the girls' changing block entrance, which gives safe access to the remainder of the school. Please avoid dropping off children by the school's front door. We encourage Nursery and Junior parents to walk children to their classrooms. For Years 4 to Years 8 can parents please drop off in the playground.

CARS ARE NOT ALLOWED IN THE PLAYGROUND AREA NEAR THE SCHOOL HALL FROM 09:00 TO 15:15 AND AGAIN FROM 16:30 ONWARDS WHEN IT IS IN USE AS A PLAYGROUND.

When collecting children from the Nursery or Junior area they will only be released to you when your child has recognised the person who is collecting them. Those in Reception, Years 1, 2 & 3 who are not collected at 15:30 will be taken to Junior Library room and supervised by a member of staff until they are collected or join After School Club at 16:00. Nursery children will also be accompanied by a member of staff to The Junior Library room if not collected at 15:30.

In the Seniors those children who are picked up immediately after school will go directly to the Foyer of the Acorn Theatre where they will wait until collected. The duty member of staff will check that the child has been collected by an adult (either a parent or relative, or someone who has previously been identified to the school). **YOU, OR THE DESIGNATED ADULT, MUST REPORT WITH THE CHILD TO THE DUTY MEMBER OF STAFF PRIOR TO LEAVING THE SCHOOL.**

At 16:25 any Day children who have not been collected, will be taken to Prep where they will be supervised by the duty teacher. They may be collected at 17:30 when prep finishes. If they have still not been collected from school by 17:30, they will be taken to the Dining Hall. We usually encourage these children to take supper with the boarders, but this is not essential.

If the parent still has not arrived by that time, then the duty teacher will start to investigate the problem if no other instruction or information concerning that child is to hand. Again your child must "tick off" with the duty member of staff prior to leaving the school.

If you are going to be later than the pick-up time arranged with your child, please telephone the school - this will be reassuring both to your child and to us.

We would ask that parents do not wait in the corridor of the Widley Block because you may distract the children in adjacent classes from their work. Parents should go directly to the Foyer of the Acorn Theatre.

Those who stay for clubs, activities or prep, can be picked up once their activity or prep has finished. They will, like all the others, still be required to "tick-off" prior to going home.

If you need to send a person to pick up your child with whom they are not familiar you are asked to telephone details of the person to the office and invite the person picking up your child to report to the office giving some form of identification.

UNIFORM

ALL ITEMS OF CLOTHING MUST BE CLEARLY MARKED WITH YOUR CHILD'S NAME. There are many items of nearly identical clothing and a nametag is the only way in which we can keep track of these items.

There are separate clothing lists for each department in the school and an additional one for boarders. The main items of school clothing must be purchased through the School Shop which is run by Mrs. Sandra Riches. The shop is open every morning from 08:30 – 09:00 and is situated in the Junior Block.

Each child in the Seniors is allocated a locker space in an appropriate changing room and provision is made for all clothes to be hung up inside the lockers. For this reason loops should be incorporated into all games clothing. A fresh towel at all times is part of the necessary kit.

There is a Second Hand Uniform shop which is situated in the same room as the School Shop. It is also open every morning from 08:30 – 09:00 and at other times published in newsletters.

WEBSITE

Up to date school information including the weekly newsletter is available at www.boundaryoak.co.uk - via the password-protected Parent Zone.