



BROCKHURST & MARLSTON HOUSE

Brockhurst & Marlston House Schools is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people in accordance with Keeping Children Safe in Education (KCSIE September 2020)

A guide for all parents and guardians of children aged 2-13 years

This booklet contains details of the procedures that we operate at Brockhurst & Marlston House Schools.

For all the latest school news please visit our web site at www.brockmarl.org.uk

C O N T E N T S

	<i>Page</i>
Pastoral care	2
Names of year groups	3
Ridge House	4
Brockhurst and Marlston House	5
Traffic arrangements	8
The School Website	9
WorldClass	9
BMR	9
The Cabin	9

PASTORAL CARE

Brockhurst & Marlston House Schools is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people in accordance with Keeping Children Safe in Education (KCSIE September 2020)

The children's welfare is of paramount importance to all staff at the schools. Stuart Raeburn-Ward is the Designated Safeguarding Lead (DSL) for the Brockhurst & Marlston House Schools, including Ridge House Pre-prep department. The school works closely with West Berkshire Local Authority to ensure the very highest standards of welfare for all of its pupils.

The Tutor System

The tutor is the person in charge of the child's pastoral welfare. In the lower forms (Forms 5, 6 and 7) the tutor is also the class teacher.

Registration

Daily registration takes place between 8.15 and 8.30 a.m. Children are expected to be in school at 8.15 a.m.

Pastoral Care on a Daily Basis

The tutor is responsible for the general well-being of the children in their tutor group, giving guidance on day to day matters, sorting problems and monitoring the child's performance. The tutor also oversees discipline and behaviour. Parents liaise directly with their child's form tutor on any changes to the daily routine, such as early collection, medical appointments, lost property etc.

Rewards and Sanctions – Behaviour and Discipline Guide

During the day, a child will be rewarded by the staff for good behaviour, good deeds and also for work that is a significant achievement for the individual. The basic reward is a star. The total numbers of stars are calculated by the house staff and go towards the termly house totals. Stars may be awarded for academic or non- academic achievement. The major reward is a commendation, awarded by the Heads at assembly for any significant achievement by the individual child. A commendation is worth five stars.

When poor behaviour is identified, sanctions are implemented consistently and fairly in line with the Behaviour and Discipline Guide (available on the website).

Cakes and birthday treats

To ensure the welfare and safety of all of the pupils in the school, only sealed shop bought cakes from the Approved Cake List (available in the Parent Portal-Food) may be brought in for birthday celebrations. Cakes etc should be in their original packaging so that ingredients can be checked carefully to avoid any risk to those pupils who have serious allergies to certain ingredients. Products with nuts are not allowed in school. Cakes should be taken directly to surgery where they will be checked. Any item arriving for a birthday that do not meet the above criteria will be sent home again.

Apart from birthday celebrations, and following the protocols above, children are not permitted to bring food into school.

NAMES OF YEAR GROUPS

Year Groups

Throughout this booklet Brockhurst and Marlston House year names are used. Below is a table showing how the form year groups relate to National Curriculum year groups.

Form Name	National Curriculum Year	Approximate age of pupils in calendar years
Form 1	Year 8	12 - 13
Form 2	Year 7	11 - 12
Form 3	Year 6	10 - 11
Form 4	Year 5	9 - 10
Form 5	Year 4	8 - 9
Form 6	Year 3	7 - 8
Form 7	Year 2	6 - 7
Ridge House Pre-Preparatory		
Form 8	Year 1	5 - 6
Reception	Reception	4 - 5
Nursery	Nursery	2 - 4

Ridge House

Academic Arrangements

Nursery Class

The aim is to introduce the children to school life through structured play. Attendance is flexible depending on individual need.

Reception Class

Four year olds entering the reception class attend on a full-time basis. Class organisation is flexible and enables every child to progress at his or her own pace and according to individual need.

Form 8

On entering Form 8 the children's day becomes more structured, with formal lessons covering the national curriculum.

Form 7

Form 7 is the transitional year between Ridge House and the junior school and overseen by the Head of Pre-prep. The children move to the main school uniform in Form 7.

Absence

Parents are asked to email absence@brockmarl.org to explain why a pupil is absent from school before 8.30 a.m. This is a legal requirement.

Illness

Any child who is ill during the school day is taken to the surgery. Parents will be contacted to arrange collection as soon as possible.

Dress

Children should wear the school uniform and must be clean and smart. Girls' hair should be tied back and hair ties and bands should be in the school colour. Boys' hair must be neatly cut over the ears. Watches are to be clearly marked. Jewelry is not to be worn at school, with the exception of small ear studs. Chains, bracelets and rings can damage children when worn at PE and during play.

Assessment

Children in Nursery and Reception follow the Early Years Foundation Stage which sets the standards for learning, development and care of children from birth to five years old. Children are screened in the reception class to ensure that the appropriate teaching will be available in the preparatory schools. All children have an EYFS profile, and observations are used to assess the children against the seven areas of learning and development. In addition to the ongoing assessment carried out by the teachers in Form 8, reading and spelling ages are assessed.

Rewards

Ridge House children are rewarded for effort and helpful behaviour with stars or stickers and children abide by the 'Golden Rules'. There is a weekly Behaviour Award for politeness awarded in assembly on Friday. Academic achievement is also celebrated in assemblies and there are awards at the end of every term. A 'Celebration Book' is sent home to parents at intervals during the school year.

Sanctions

The sanction system is a graded response system which starts with low key reminders and then a verbal warning, followed by a time out. Children who persistently disregard the rules are issued with a Happy Book.

Pastoral Care

As well as being instrumental for the effective delivery of the curriculum, the class teacher is also responsible for the general well-being of the child.

Collection of Children

Ridge House parents use the Ridge House parking area near the tennis courts. The Ridge House play area is out of bounds to all families after 3.45 p.m., except to those children attending after school care who will be supervised by the school staff.

The Ridge House school day

Pre-Preparatory children must be accompanied to and from the car park by an adult known to the school and be delivered safely to their class teacher.

Pre-preparatory children are not allowed to be unaccompanied in the school grounds.

Breakfast Club. Children should be taken to the dining room at 7.45 a.m. There is no need to book a place in Breakfast Club in advance. There is a charge for Breakfast Club. Children can be dropped off at 7.30 a.m. by prior arrangement with the school office.

8.15 a.m.	Classrooms open
8.20 a.m.	Registration
8.45 a.m.	Assembly
12 noon	Nursery morning session ends
End of school day.	Parents collect children from the classroom and accompany them to the car park.

Parents must ensure that adults collecting their children are known to the School. Any child not collected will be taken to After School Club. If the child is collected after 4.00 p.m., parents will be charged for After School Club.

After School Club ~ 3.45 – 5.50 p.m.

Clubs vary from term to term, including: sports, music, craft and drama.

3.45 p.m.	Children arrive for After School Club
4.00 p.m.	Snack
5.00 p.m.	Supper (for those who have requested it)
5.50 p.m.	Collection from Ridge House

Children not collected by 6.00 p.m. will be taken to the dining room and put in the care of the member of staff on duty. We are very happy to look after the children in the event of a late train, traffic problems etc.

BROCKHURST AND MARLSTON HOUSE

General Information for pupils in Forms 1 – 7

Form 7

In Form 7 the children become members of either Brockhurst or Marlston House Schools. These forms prepare children for the progression from infant to junior work and introduce Key Stage 2 study courses. The academic day ends at 3.45 p.m. Children needing to stay thereafter can join After School Club, for which parents will be charged per session.

Assessment

In Form 7, the children will continue to have their reading and spelling ages assessed. In addition, they are also assessed using the PTM (Progress Test in Maths) and PTE (Progress Test in English). The PTM and PTE assessments continue through to Form 3. In Form 6 and above, CATs (Cognitive Ability Tests) and verbal reasoning tests are given at yearly intervals in order to assist in the channeling of pupils to suitable senior schools.

Gifted and Talented

Children who are making unusually rapid progress may, at the discretion of the Heads, be accelerated with a view to being entered for Scholarships to their senior schools, after due consultation with both the Director of Studies and, of course, with the parents. The school runs a Gifted and Talented Programme called, 'Quest Club' which takes place once a week.

Those children not sitting for scholarships or awards take the Common Entrance examination at the end of their year in Form 1. This examination underpins entry into the public school of their parents' choice.

There are setting arrangements for specific subjects which are fluid in that children can be moved from one set to another, but this would only happen when a teacher refers a situation through the Director of Studies or the Heads. The Heads would then contact the parents of the child to inform them and to discuss the proposed change.

The Heads are always available to discuss future schooling with parents and most of these discussions take place during the years in which the child is nine years and over. There is no hard or fast rule and many parents settle the matter of future schooling earlier.

Brockhurst and Marlston House have maintained the ability to identify just what it is that motivates each child. By building on the child's confidence, we believe that we can enable every child to develop and to succeed.

General Information Brockhurst and Marlston House: Forms 6 – 1

Pupils should arrive at school in time for registration with their tutors at 8.15 a.m.

Children arriving before then should report to the Coach House for Breakfast Club. Children are not permitted in the classrooms before 8.15 a.m.

School finishes at 5.50 p.m. for children on the full day/boarding fee structure, although earlier pick ups after 3 p.m. are permitted by arrangement. Children on the Flexi-Day fee finish at any time between 3 p.m. and 5.50 p.m. (unless staying on for evening activities). Children in Forms 3 and below staying for evening activities have supper with the seniors and join either prep or a junior activities until 7.20 p.m.

Daily drop off/collection arrangements

Breakfast Club. Children should be taken to the Coach House at 7.45 a.m. There is no need to book a place in Breakfast Club in advance. There is a charge for Breakfast Club. Children can be dropped off at 7.30 a.m. by prior arrangement with the school office.

For those parents collecting a child at the normal 5.50 p.m. collection this is done in the back courtyard. After School Club will be collected from Ridge House.

For parents collecting at any point between 3 p.m. and 5.40 p.m. – collection is from the front reception desk and prior notice of collection is required at least 24 hours in advance (unless in the case of emergency). For children who are collected at the same time each week then it will not be necessary to notify us weekly/daily, but for any unscheduled collections we will need to be notified in advance so that children can be located at the reception desk ready to be picked up.

If a child has not been collected by 6.00 p.m., the member of staff on duty will take him/her to the Coach House where the child can wait and will be given a drink, supper and supervised.

A child collected after 6 p.m. needs to be signed out by the parent/adult collecting on the clipboard outside the boarders common room.

Arrangements for drop off and collection during the school day

In all instances of drop off or collection after 8.30 a.m. and prior to 5.45 p.m., parents should report to main reception to sign their child in and out.

Wednesdays

Children can go home at 3.45 p.m. on a Wednesday, or after matches have concluded (this includes staying with opposing teams for match tea). Sign out from 3.45 – 4.15 p.m. is in the back courtyard. If parents are unable to collect during this time they should go to the front reception desk as per any other day.

Absence

Parents are asked to email absence@brockmarl.org or telephone before 8.15 a.m. to notify the school that a pupil will be absent from school. This is a legal requirement.

Accident and Illness

Any child who is ill during the school day is taken to the surgery. Parents will be contacted to arrange collection as soon as possible (with the exception of full boarders).

Medicines

Any medicines which need to be taken at school must be handed in at the surgery first thing in the morning. If a child requires a medicine to be taken during school hours, parents are asked to contact the school nurse beforehand to discuss. All medication must be accompanied by a signed consent form by parents (available from surgery). This also applies to any herbal remedies or medicine that has been prescribed by a homeopath or other holistic therapist. Children prescribed a course of antibiotics may or may not be able to attend school. This is very dependent on a number of factors, such as the condition being treated, and parents are again asked to discuss this with the school nurse before the child returns to school.

Accident and Illness - Boarders

Boarders' parents will always be contacted for anything other than a minor injury or ailment. Provision is always made to look after boarders who are unwell at school, but parents may take them home if they prefer.

Full boarders have access to a doctor. Further details of arrangements for boarders are given in the Boarding Handbook.

Except where a child becomes ill during the day, all children will be considered fit for games unless the school is informed by letter or telephone call. Word of mouth by the child cannot be regarded as satisfactory.

Matches

Any pupil chosen to represent the school in a match is expected to be available to play unless permission is sought by parents from the Heads for an exception to be made, and this includes some Saturdays during term time. Parents are most welcome to come and support at matches.

Clothing

All clothing and personal items should be clearly labelled.

Lockers (Forms 1 – 4)

Pupils are given a locker in which they can keep their sports kit. They will need to provide their own padlock. Children are expected to keep their lockers tidy.

Uniform

All School uniform is purchased through the schools supplier, Stevensons, online. The school has a busy and very useful second hand uniform shop. Please contact Mrs Nicola de Arcangelis, Chair of our parent association, the BMR bmr@brockmarl.org

Food

Meals and snacks are provided throughout the school day. There is always a choice of hot and cold food at lunch including salad and vegetarian options. Pupils are encouraged to eat a balanced diet. Fruit is always available, as well as more traditional puddings. The children receive biscuits, fruit or crackers at morning break and there are savory options, baked items such as flapjacks and fruit at snack time in the afternoon. Children are not permitted to bring extra food into school. Special dietary needs can be discussed with the school nurse.

Water bottles

All pupils are required to have a named water bottle in school each day.

Money

There is no need for money to be brought to school. If there is a particular need for pupils to have money at school, they should ask their tutor's permission and give it to them for safe keeping at morning registration.

Bags

Bags for Ridge House children are provided free of charge upon entry. Bags for the older pupils are ordered from Stevensons.

Valuables

All items of property, including watches and calculators, must be clearly marked and, ideally, engraved. The school cannot accept responsibility for any valuable items. The school insurance policies do not provide cover for pupils' possessions.

Bus Transport

Coach or minibus runs (subject to the availability of seats) can be arranged from Hungerford and pick-up points en route through the schools Bursar, Julie Wooldridge j.wooldridge@brockmarl.org

Hymn Books

Each child is given a named Hymn Book when they start. Replacements will be given if necessary but charged on the School account.

TRAFFIC ARRANGEMENTS

The traffic arrangements detailed below are intended to improve the safety of the children at key times of the day.

Mornings:

Forms 1 – 6:

Please use the front drive to drop your child(ren) at the footpath on your right and then leave down the road which brings you out by the playing fields. For Form 6 pupils, parents are permitted to use the Ridge House car park in the first term but thereafter parents are asked to use the drop and run arrangement.

N.B. This is intended to be a 'drop and run' system. It is not possible to drive into the front courtyard. If you wish to park you are welcome to do so on the right-hand side of the front drive but *not* next to the footpath which is the "drop-off zone". You are also welcome to park on the playing fields car park but please do not use the Ridge House car park unless you have a child in Pre-Prep or Form 7.

Ridge House and Form 7

Parents may park in the Ridge House car park in order to bring their children into school.

Collection of Children:

It is not always possible to drive into the front courtyard. You may park on the right-hand side of the front drive and you are also welcome to park on the playing fields car park or for 5.50 p.m. collection you may also park in the Ridge House car park.

Ridge House and Form 7

Parents may park in the Ridge House car park in order to collect their children.

The School Website

The school operates a policy of communicating circulars, team lists, match postponements or cancellations etc. via our website, and more specifically, the 'Parents & Pupils' portal that you will find in the main tabs on the home page.

WorldClass

Each pupil will be given their own login to our WorldClass online learning portal when they join the school. Every pupil can join their classes, even when at home. If your child is remaining at home to learn online parents must still contact the school to notify us of absence in the same way, using the absence@brockmarl.org email address.

BMR

Our parent association is very active in bringing our school community together. They host lots of events throughout the year and organise a team of 'Class reps' to help those new to the school to feel welcomed and informed. You can contact our current BMR Chair, Nicola de Arcangelis at bmr@brockmarl.org

The Cabin

The Cabin is situated in the woods near the church off the main front drive and is a fantastic facility for all parents to use. There is a lovely modern kitchen and seating area where parents can relax and work if they are early for pick up etc.