

# **Welcome to Abingdon House**

The Pre-Prep School and Nursery of St Edmund's School Canterbury

I would like to extend a warm welcome to you and your family. I very much hope that your time with us will be happy and successful.

The aim of this handbook is initially to help you settle in as smoothly as possible and subsequently for you to refer to if you are unsure of any routine procedures. However it in no way replaces our very open lines of daily communication between staff and parents.

If you have any queries or concerns at any stage, please do not hesitate to ask your child's teacher or key person, Mrs King in the front office, or come and see me.

I look forward to seeing you around school, to meeting you at our social events and getting to know your child.

Janet Frampton Fell  
Head of Pre-Prep

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# Before the Start of the First Term

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A package of documents for the parents of new pupils is enclosed with this handbook.

## **A fortnight before the start of term**

Please complete and return **the Abingdon House Point of Entry Questionnaire** to Mrs King, the Junior School Secretary, The information you provide in this document will help us to understand your child before they arrive at the school.

**On or before the first day of term** please return to Mrs King the following documentation, duly completed:

- School Medical Card, fully completed
- Medical Examination Consent Form.
- Who can collect my child form
- Late Stay Form

**And, return as appropriate:**

- **Music Lessons Form** If you would like your child to take instrumental music lessons please fill in the Request for Music Lessons form and return it to the Director of Music as soon as possible before the start of term. For new pupils who have already started music lessons elsewhere it is necessary to make arrangements for lessons at St Edmund's as early as possible. For others who might be taking up instruments for the first time, it may be better to take advice about instrumental lessons from the music staff once the child has settled in at the school.
- **BUPA Schools Scheme.**
- **School Fees Protection Scheme.**

# Uniform

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## Purchase of Uniform, School Shop

### Uniform

Mrs Amanda Selmon Shop Manager, writes to the parents of new pupils inviting them to make an appointment for the fitting and purchase of uniform.

She will supply you with an up to date uniform list (see Appendix A). The list can also be found on the school website.

### School Shop

The shop is on the school site in the Old Gymnasium buildings (at figure 9 on the map at the end of this handbook).

### Term time Opening hours

Tuesday	12 noon – 4:00pm
Thursday	8.30am – 9.30am
Saturday	8.45am – 1.15pm

Telephone: 01227 475600 Ext 416

Email : [uniform@stedmunds.org.uk](mailto:uniform@stedmunds.org.uk)

Purchases must be made by cash or cheque at the time of purchase. Please be advised that there is no facility for the use of credit or debit cards.

# The First Few Days

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## During the holidays

Before term begins a letter will arrive addressed to your child from the class teacher. This is a welcome letter and we hope that you will take time to share this letter together. It will give you both a timetable of important events such as PE and swimming days and also clubs that are on offer.

We hope that by receiving this letter your child will be able to look forward to joining us.

## Arrival on the First Day

On the first day of term **new pupils** and their parents should arrive at 8:45 am and go straight to their classrooms. Members of staff will be on hand to welcome you.

Mrs Frampton Fell will be on hand in Abingdon Playground to help anybody feeling lost.

There are also informal Parent Information meetings on the following dates. This is a time for teachers to talk to you about broad aims for the year, to discuss home reading and homework where appropriate and for you to meet parents of children in the same year as your child. In the Bees form the teachers will also talk about starting reading.

Monday Sept 7 <sup>th</sup> -	3:00pm	Dragonflies
Wednesday Sept 9 <sup>th</sup>	2:45 pm	Honey Bees Introduction to Reading
Thursday Sept 11 <sup>th</sup>	3:00pm	Grasshoppers and Crickets

# Organisation of the Pre-Prep School

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## Academic Structure and Pre-Prep Staff

St Edmund's	Age	National Curriculum	Classes	National Curriculum
Ladybirds (L)	3+	Nursery	1 class	<b>Foundation Stage</b>
Honey Bees (HB)	4+	Reception	1 class	
Grasshoppers (G)	5+	Year 1	2 classes	<b>Key Stage 1</b>
Crickets (C)	5+	Year 1		
Dragonflies (D)	6+	Year 2	1 class	

St Edmund's	Class Teacher	Teaching Assistants
Ladybirds (L)	Mrs George (RG)	Mrs Stanley
Honey Bees (HB)	Mrs Johnson (AJ)	Mrs Lawlor
Grasshoppers (G)	Mrs Bradley (LB)	Mrs Geeves
Crickets (C)	Mrs Sherwin (EASS)	Miss Day
Dragonflies (D)	Mrs Purnell (AAP) Mrs Frampton Fell (JFF)	Mrs Wisker

In addition the children are taught by the following staff:  
 PE and Swimming : Mrs Relf, Mr Penn, Mr Southey, Mrs Millard,  
 Performing Arts (music and Dance) : Mrs Millard  
 French: Mrs Millard  
 Curriculum Support: Mrs Barnes  
 Late Stay: Miss Day, Mrs Ling

# The School Day

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The school day begins at 8:30am and ends at 3:30 pm.

Children should be in school **by 8.30am** from Monday to Friday. Registration is at **8.40am**. Please deliver children punctually. The classrooms are open from 8.25am. On arrival children should be taken to their classroom where the teacher will be waiting with an activity or piece of work.

Children arriving later than 8:40 will be marked Late on the register.

For parents arriving early we can supervise children from 8.10am to 8.30am in Abingdon Hall. Please check in with the adults in charge. Children will be delivered to their correct classrooms by the Early Start staff.

## Collection at the End of the School Day

School finishes for Honey Bees, Grasshoppers, Crickets and Dragonflies at 3.30pm. The children can be collected from the appropriate outside door leading into the playground.

Class teachers see that each child safely meets up with whoever is collecting them. The children are asked to say 'Goodbye' to the teacher so that we can be certain that each child has been properly collected.

If a parent is inexplicably late collecting their child from school, Child Protection regulations require the School to contact the Police to find out if the parent has been involved in a traffic accident. Where possible our procedure is to try to contact the parent when they are 20 minutes overdue and if we cannot make contact, to make our enquiry of the Police when the parent is 40 minutes overdue. Obviously it saves a good deal of concern and time if parents who know they are going to be more than 15 minutes late telephone the School.

All parents will be asked to fill in a 'who can collect my child' form. No child will be allowed to leave school with any other adult other than those on their list, unless the parent has previously notified the form teacher. It is helpful if your child is to go home with a friend that a note is sent to the class teacher.

- **Parents of Ladybirds who are attending for morning sessions only are invited into the classroom to collect their children at 11.45am.**
- **Ladybirds staying for the morning with lunch should be collected by 1:00pm.**
- **In the afternoons Ladybirds' parents are invited daily into the classroom to collect their children at 3.15pm.**

It is helpful if parents with more than one child in the school collect the younger child first.

At the end of the day we are happy for children to play in the playground after school, supervised by parents, until 4pm. After this time the playground must be left free for the Late Stay children. Children collected from Late Stay after 4pm should not play in the playground.

The **Late Stay** service in Abingdon Hall is supervised by Miss Ellie Day and Mrs Ruth Ling and a member of the Teaching Staff. (See section on Late Stay)

There is no school in Abingdon House on Saturdays.

# Car Parking - delivery and collection

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Most children are brought to school and collected by car so there are times when the car parks are very busy.

In the interests of safety please keep your child with you when entering and leaving school and do not allow them to run off on their own.

There is 65 space car park and drop-off area on the edge of the Alps playing field is for all parents. Access to this car park is off Giles Lane, which is accessed at one end from the Whitstable Road and at the other from St Stephen's Hill and Tyler Hill via the University Campus.

Once you have delivered or collected your child, a quick departure is helpful in order to vacate parking spaces for other parents with children higher up the school. It can also be distracting and at times distressing for children to see mummies chatting outside, once they are in school.

At the end of each term there is a staggered departure time on the final day. This has been put in place to alleviate the pressure for parking spaces and I would be grateful if on these days you could collect and vacate the car park as promptly as possible.

# After School Care – Late Stay

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Abingdon House children can attend Late Stay between the hours of **3:30pm and 5:30pm**. Children are supervised and provided with activities in Abingdon Hall by Miss Ellie Day and Mrs Ruth Ling.

The cost of Late Stay provision in Abingdon House is not included under the school fees. There is therefore a charge for late stay. Charges are as follows:

3.30pm – 4.30pm	£4.00 for any period within this time (including a drink, a biscuit and fruit at 3:30pm)
4.30pm – 5.30pm	£3.00 for any period within this time (This includes a sandwich type tea with a drink and fruit at 4:30pm)

Please note that it is the school's policy not to charge parents between **3:30 and 4:15** if they also have Upper School children (and Lower School children on Fridays only) who do not finish until 4.15pm. However there is a fee chargeable to children with siblings in Junior school on Match days, or on sport practice days.

It is helpful if parents with more than one child in the school collect the younger child first, as a charge will be made for children who remain in our care after 4:15pm.

It is essential that all children are collected by 5:30pm. If a parent is inexplicably late collecting their child from school, Child Protection regulations require the School to contact the Police to find out if the parent has been involved in a traffic accident. Where possible our procedure is to try to contact the parent when they are 20 minutes overdue and if we cannot make contact, to make our enquiry of the Police when the parent is 40 minutes overdue. Obviously it saves a good deal of concern and time if parents who know they are going to be more than 15 minutes late telephone the School.

**Please note that child care regulations require us to provide an adult: child ratio of 1:8 so it is imperative that we know in advance how many children will be attending Late Stay so we can staff it appropriately.**

**Signing-in is therefore essential. Parents who wish to make a regular booking can do so via a form (obtainable from Mrs King), or bookings can be made on the morning of the day in question by using the signing-in book kept in the Late Stay room or by alerting class teachers. In an emergency a last-minute booking can be made by telephone to Mrs King.**

# Absence from School

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## Absence

Please telephone, preferably by 9.45 am, if your child is unable to attend school. On returning to school your child should bring a brief note explaining the absence. We have a statutory obligation to register and document all authorised and unauthorised absences.

If absence is likely to be prolonged and your child is able to work at home, we can set work and provide appropriate books on request.

Please let us know well in advance in writing of any planned absences, such as family holidays, dental appointments etc. **Requests should be addressed in writing to Mrs Frampton Fell and not to Class Teachers.**

## Illness

Please ring as early as possible

We are naturally anxious to avoid the spreading of infection and illness and we therefore ask parents to keep their child at home if he or she appears to be unwell during the night. Even if he or she appears to be better early in the morning children often deteriorate after an hour or so, especially after broken sleep.

When a child has suffered from sickness and/or diarrhoea we would ask you to keep him/her at home for **24 hours after the last occurrence**. This sort of infection can spread very quickly through children of this age group.

If a child is unfit for games or swimming, please write a note for the class teacher. Do not leave this sort of message for the child to pass on.

## Accidents or illness during the school day

If your child is unwell during the day or has an accident, he or she will be treated by one of the Pre-Prep staff or by the Medical Staff.

## Staff and First Aid

All teaching staff have some first aid training (including the administration of epipen injections). All of our Teaching Assistants and Late Stay staff are Paediatric First Aid trained. The qualified nursing staff in the Medical Centre provide a round-the-clock nursing service in case of illness or injury.

## Emergency Treatment

If, as the result of illness or injury, a child needs emergency treatment, every effort will be made to obtain the prior consent of the parent or guardian. Should this be impossible in the time available, the adult accompanying the casualty to hospital is authorised, 'in loco parentis', to give valid consent to such treatment (including anaesthetic operation) as may be recommended by the School Doctor or as common sense dictates.

If a child is taken to the A & E it is expected that a parent will arrive there as quickly as possible to assume responsibility for him/her.

It is essential that working parents let us have a current business telephone number or a mobile number on which they may be contacted in case of emergency.

## **Medicines**

I am sure that all parents appreciate the potential difficulties and dangers associated with medicines being sent into school for teachers to administer during the day.

Please send only **essential** medication into school. This must be accompanied by a consent form stating dosage and giving your permission for the medicine to be administered by a nurse from the Medical Centre. Medication must be taken to the Medical Centre to be checked by the staff at the beginning of the school day.

Under no circumstances should children have medicines in their own possession whilst at school. The exceptions to this rule are children who have asthma inhalers or epipens: who must carry their medication with them at all times. Please provide a small string bag in which to store inhalers and epipens. They will be stored in an appropriate area in each classroom and class teachers will ensure that the children carry this medication with them when moving around the school. Parents must provide a spare inhaler and spare epipen for storage in the Junior School office in case of emergency.

Please note that inhalers and epipens need to be frequently checked to ensure they are 'in date'. It is the school's policy not to allow a child to remain in school without an 'in date' epipen or inhaler.

## **Visiting Consultants**

The school has arrangements with an Orthoptist, an Occupational Therapist, a Speech and Language Therapist and an Educational Psychologist, all of whom visit on a termly basis or on demand. A professional assessment and advice from one of these consultants can make an enormous difference to a child who may be finding aspects of school life difficult. In these cases the school alerts the parents to the possibility of a problem and seeks parental consent to make a referral. Once a referral goes ahead parents are always involved and kept well informed

For quarantine regulations please see appendix B.

# Lunchtime and Playtime

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Morning break from lessons is at 10.40am for 20 minutes when the children play outside if at all possible.

A fruit snack is provided for all children in the Ladybirds class. All other children should bring a **healthy snack** of fruit, raw vegetables or cheese. Please provide a small drawstring bag to hang on their peg containing their snack: Staff in the department have made some of these up and can sell these to you, the proceeds going to charity.

Please note that we are a nut free school as some children have allergies to nuts and peanuts. **We therefore operate a policy that the children may not bring nuts or nut related snacks into school.**

**Milk and water** are provided. Children need to bring in their own named water bottle to leave at school. They will bring it home every Friday to be washed over the weekend. Please let the class teacher know if you would like your child to have milk.

In the winter term children wear welly boots and coats for playtime. It is useful if the children have a peg with their name on it to peg their boots together when they are not in use. During spells of cold weather it is a good idea to make sure that the children have a named school scarf, school hat and a navy pair of gloves in school.

In warmer weather children should keep a named navy cagoule in school for rainy days. Parents may send in sun cream in a named bottle, but we expect all parents to apply long lasting sun cream each morning. Children should also wear a uniform sun hat.

Children eat lunch at 12 noon in the annex to the main school dining hall, supervised by teaching and ancillary staff. A hot meal is provided followed by various choices of dessert and fresh fruit. School policy is that children should be encouraged to eat at least part of the food on their plate. Parents will be notified if there are any significant difficulties over eating. Please alert class teachers to any food allergies or special dietary needs on medical, religious or other grounds. Significant issues should be notified to Mrs Frampton Fell in writing so that the catering manager can make the appropriate arrangements.

All children are expected to use a knife and fork and we place a high priority on good table manners.

# Keeping in Touch

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## Parental Contact with School

Abingdon House is a very open school and we hope that you will feel able to approach any member of staff to ask questions, voice worries or just to have a chat.

If it is a quick query or a piece of information please do pop in to see us at the beginning of the day. If, however, you need to discuss something at length, please ask to see the class teacher or Mrs Frampton Fell at the end of the day.

Alternatively, please do approach Mrs Frampton-Fell for an appointment at a more convenient time. As Mrs Frampton Fell teaches for part of the week it is better to try to see her on Mondays, Wednesdays or Thursdays, which are her non teaching days.

In September when your child has started in a new class an informal information afternoon will be held for each year group. This is a time for teachers to talk to you about broad aims for the year, to discuss home reading and homework where appropriate and for you to meet parents of children in the same year as your child.

In December and June you will receive a full written report on progress in each area of the curriculum.

On four occasions during the Year, nursery parents will be invited to meet with the nursery teacher to talk about their child's learning both at home and school. In all other year groups, parents will be invited to make an appointment to attend Parents' Consultation Afternoons to meet your child's class teacher to discuss work and progress. This happens each term. However appointments may be made at any time if you are concerned about your child.

'Drop Ins' are arranged twice a term for your child to show you around the classroom and are usually accompanied by tea and biscuits in Abingdon Hall.

Each term you will receive a school **Calendar**. Junior School and Pre-Prep events are written in italics and whole-school events appear in capital letters. Please do feel welcome to attend *any* St Edmund's event, whether or not your child is involved.

Dates for terms and holidays are published at least a year in advance in the School Calendar. Please avoid missing school if at all possible, including taking holidays during term time. Invariably it is the child who suffers, both academically and sometimes socially. Exceptional requests should be sought and addressed to Mrs Frampton Fell in writing, in good time beforehand.

If your child has any worries about life at school please let us know, however trivial they may seem. This gives us a chance to do something to help. Generally speaking, the earlier a problem is addressed the less likely it is to get out of hand.

We recognise that in all schools some parents may have cause to grumble from time to time. It is clearly preferable that grumbles do not fester and cause bad feeling: 'car park grumbling' can be an unfortunate cause of friction between parents. If you do ever have worries, concerns or complaints about school, please do address them directly to Mrs Frampton Fell or the Pre-Prep staff. This way they can be dealt with quickly and effectively.

Parents are always welcome at school functions - at matches and sports events, plays, concerts, exhibitions, lectures, school outings (by invitation) and at Chapel services. Junior School and Pre-Prep parents are also warmly welcome to attend most Senior School events.

## Contact Numbers

### School Office

During term time the switchboard in the School Office is manned from Monday to Friday from 8.00am to 5.00pm, and on Saturday from 8.00am to 12.30pm. During holiday periods it is manned from Monday to Friday from 9.00am to 4.00pm. When office staff are unavailable there is an answerphone which is checked regularly and offers alternative contact numbers for emergencies.

The Head of Finance and Estates, Finance Office and other Administrative departments can be contacted through the switchboard in the School Office.

School Office and switchboard	(01227) 475600
School Office: fax	(01227) 471083

### Other Useful Contacts

Junior School office (Mrs Yvonne King)	(01227) 475606 <a href="mailto:juniorschool@stedmunds.org.uk">juniorschool@stedmunds.org.uk</a>
Head of Pre-Prep (Mrs Janet Frampton Fell)	<a href="mailto:jff@stedmunds.org.uk">jff@stedmunds.org.uk</a>
The Master (Mr Robert Bacon)	<a href="mailto:rgb@stedmunds.org.uk">rgb@stedmunds.org.uk</a>
Chaplain	(details to be confirmed)
Medical Centre (Sister Yvonne Landsberger i/c)	(01227) 475607

***In emergency*** you may use the Head of Pre-Prep and the Chaplain's home numbers:

Mrs Janet Frampton Fell	(01304) 831382
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The Chaplain (new appointment: contact details to be confirmed)

### Postal Address

The school's postal address is:

**St Edmund's Pre-Prep School  
St Thomas' Hill  
CANTERBURY  
Kent  
CT2 8HU**

### Medical Centre

The Medical Centre is located on the top floor of the main building and is staffed 24 hours a day by qualified and experienced nursing staff. Parents are welcome to visit the Medical Centre: please report on arrival to Reception at the General Office. The direct line for the Medical Centre is 01227 475607.

## **Events for Parents**

Generally speaking you will be invited to short concerts each term, when the children in Abingdon House sing, dance and make music. This is a chance for parents to see what goes on in Music and Drama and dance.

Sports Day takes place on the penultimate Friday of the Summer Term. This is followed by tea on the terrace (Weather permitting) Spectators are warmly welcome.

There are drop-in times every term when children have pleasure in showing their parents around their classrooms and showing them the work they have been doing.

Mrs Frampton Fell holds a 'coffee and chat' morning for all Abingdon parents and younger siblings, at drop off time, 8:30 am, once a month. Please keep an eye on the notice boards for details.

## **Special events**

A wide range of extra activities happen throughout the year. Here is a sample of a few of them.

KIC THEATRE – The children have a drama workshop once a term with a drama company. The theme is set to coincide with the areas of learning for that term.

OFF THE PAGE – This is a day long workshop which gives the children the opportunity to explore Literacy or History through drama, artefacts craft and stories.

### **TOPIC LED TRIPS**

Throughout the year the children are taken on trips that are related to their topic work. It may be a visit to the cathedral to follow a 'monks trail' as part of Religious Studies or a visit to the science Museum in London to look at the space gallery or to Dover Castle or to a bakery whilst investigating 'our senses'.

You will always be notified in advance of the nature and details of these outings and, where a cost of more than £10 is involved, your consent will be sought. Costs are kept to a minimum and will normally be charged in advance on the school bill or paid by cheque.

VISITORS – a number of visitors come into school to talk to the children either about the work they do or their experiences. These have included the Fire Service complete with fire engine, a granny to tell the children about her childhood seaside memories and the chaplain to talk about her clothes.

ARTS WEEK – During the Lent Term one week is set aside from the normal curriculum. The week will have a theme such as 'Healthy Lifestyle Week' or 'Stories are Everywhere' and a range of educational activities and visits are planned

## **St Edmund's School Parents' Association**

A Junior School Parents' Association exists primarily to organise social functions for pupils and parents. Through some of its events the Parents' Association also raises funds which are used to benefit Junior School pupils. All Abingdon House Parents are full members of the association.

Early in the Michaelmas term each year JSPA organises a 'playground tea' to welcome parents new to the school. In fact the committee organises a function most terms. In recent years JSPA

events have included a race night, a wine-tasting, a wine-and-wisdom, children's discos, a Pimm's lunch and the annual Christmas bazaar. Parents are informed of these functions through the Week Ahead sheet and you will be most welcome at any of the gatherings.

The committee welcomes any suggestions from parents for discussion at its next meeting. A list of committee members and year group representatives may be obtained from Mrs King. New parents are welcome to contact members of the committee with a view to joining the committee or simply offering help at events.

## **Parent Representatives**

In each of the classes one or two parents volunteer to act as parent representatives. The parent Reps regularly meet with Mrs Frampton Fell to discuss ways in which we can all work towards improvements for the children. They act as a voice for the parents within their class. They also help to organise key events during the year such as social events for children and parents, fundraising events and helpers for trips etc.

# Early Years

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The Nursery and Reception classes make up the Foundation Stage. The Foundation stage starts when they begin in the Nursery class and finishes when they leave the Reception class. During their time in the Foundation Stage, your child will be following the Early Years Foundation Stage curriculum (EYFS). In the Foundation Stage we will promote care, learning and play through planned and spontaneous learning experiences and activities that are challenging but achievable.

We will:-

- Build positive relationships with adults and other children;
- Encourage children to try activities and explore and experiment;
- Support children's learning;
- Organise resources to reflect the ages and abilities of children;
- Practice inclusion;
- Encourage social, emotional and personal development;
- Work towards the Early Learning Goals.

The curriculum is split into 6 areas of learning, each of which has equal importance. The six areas are:

## **Personal, social and emotional development**

- this includes helping them to develop independence, self-confidence, their relationships with others, self-control and self-esteem.

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## **Problem solving, reasoning and numeracy**

- this includes developing their; counting skills, calculating skills and an understanding of shape, space and measures

## **Knowledge and Understanding of the World**

- this includes the areas of science, ICT, geography, history, RE and design and technology, but all taught in a practical, 'hands on' way.

## **Physical development**

- this includes developing their fine motor skills, such as using tools, scissors, etc, as well as their PE lessons.

## **Creative development**

- this includes art, music, dance, drama and developing their use of imagination.

The work is planned around a central topic, so that all the work is linked. The majority of your child's learning will take place through play-based activities. Young children are much happier when they are 'doing' and they remember much more when they have actually found things out for themselves, rather than being told.

At the beginning of each term you will receive an overview of the work to be covered in that term. There will also be parent's meetings, where you will have the chance to discuss your child's progress with their class teacher or key person.

## **Settling in**

The best way to help your child settle in is to make sure that they are as independent as possible.

The most useful things that your child needs to be able to do are all very practical things.

Please ensure that if you have a child starting in the Honey Bees they can dress and undress themselves for PE and that they can get their coat on and, preferably, do it up too. Children starting in the Ladybirds class need to be able to put on their school coat unaided too.

Your child also needs to be able to take themselves to the toilet and manage their own personal hygiene. If, for any reason, your child should have an accident, then we will change them into clean, dry clothes. We always have a supply of spare clothes in school. We would be very grateful if you could wash and return the borrowed clothes as soon as possible.

If there are ever any issues that either you or your child are unsure about, then please come and talk to your child's teacher or key person.

## **Policies**

A folder containing all our up to date Early Years Policies is available for you to read in both the Nursery and Reception classrooms. If you would like your own folder please contact Mrs Frampton Fell and she will be very happy to provide you with one.

## **Nursery – Ladybirds**

### **Activities**

There is a good balance between adult initiated and child initiated activities with the focus being on a holistic approach. We support children's active and independent play, encouraging them to problem solve and make choices. The emphasis is on learning through play and having fun! There is effective use of both the inside and outside learning environments to actively engage with each child's interests.

### **Daily Routines**

The Nursery follows a daily routine which allows for flexibility. There is a daily pictorial 'washing line' (timetable), which enables the children to see what is happening during the day. These pictures are removed at various group times during the day, allowing the children to learn the concept of passing time.

Examples of adult led activities include PE, music and dance and topic related group activities. There is plenty of time for both quiet and more boisterous activities. The children join the rest of the Pre-Prep School for playtime, giving them the opportunity to meet up with friends and siblings from other classes. At the end each session, both morning and afternoon, a child is chosen to be 'Ladybird of the day' and his/her achievements are celebrated.

### **Food and drink**

The Nursery provides a healthy range of fruits, vegetables, bread and fresh milk for daily snacks. The children are provided with a 'snack bar' 4 mornings a week, where they independently choose when to visit for a snack, and are able to choose what they eat. There is a set group morning snack once a week to allow for the children to mix with the Reception class. Children are provided with fresh fruit every afternoon.

Parents are asked to provide their child with a named water bottle, which is accessible at all times. These are refilled on a daily basis and you are asked to take it home at least once a week to wash it.

The children who opt to stay for lunch are provided with a healthy cooked two course lunch which is prepared on site by our catering company and served in our own dining room. Nursery children join the rest of the Pre-Prep children for lunch. All diets are catered for. Children are encouraged to eat the set lunch, but provision is made for those children who may be reluctant eaters!

## **Reception – Honey Bees**

### **Activities**

A wide and varied curriculum is offered in the Reception class where there is a strong emphasis placed on 'hands on' learning. Children are given a solid grounding in basic skills with daily phonic sessions and literacy activities. Numeracy is taught through a mixture of maths schemes, whilst encouraging children to think for themselves and develop strategies for learning. Children's knowledge and understanding of the world is developed through topic work with lots of practical opportunities to explore the world around them. Examples include making bricks out of cement, testing home made roof shapes and building both inside and outside. The children swim once a week at Kingsmead Pool and have two PE lessons taught by specialist teachers. They also have a lesson of Music and Dance and French on a weekly basis.

### **Daily Routines**

Children arrive in the Reception class at 8:30am to a handwriting activity for the initial 10 minutes of the morning. This begins with making patterns in sand/salt/flour and developing pencil grip, leading into more formal letter formation as the year progresses. The morning begins with children enjoying time together on the carpet, planning the day's activities with the help of a visual plan. The two morning sessions usually involve a 'hands on' activity which is teacher led, which develops the literacy, numeracy or topic theme for the week. Children then work at their own pace in small groups guided and supported by adults. Half way through the morning the children have a daily phonic session whilst enjoying their snack, before playing outside. After lunch the children read in small guided reading groups followed by more outside activity. During the afternoon sessions children are given the opportunity to explore and play at their own pace and to develop their own interests through role play and creative work. The day concludes with a story and fruit time, when the star of the day is picked and his/her achievements celebrated.

### **Food and drink**

In the Reception class children bring their own snack to school in a small named drawstring bag. There is a very strong emphasis on healthy snacks and children are asked to bring cheese, fruit, crackers, dried fruit etc. Cartons of fresh milk and water are provided and there is always cut fruit from the class fruit bowl. Each child is asked to provide a named water bottle. These are refilled daily and brought home weekly to be washed. Cut fruit is also available in the afternoons. Children eat lunch in the Pre-Prep dining room at 12 noon. There is a two course option with some choice of dessert. All diets can be catered for.

# Academic Matters

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## Classroom Equipment

A strong red nylon folder is supplied for reading books.

The children need a **small** named drawstring bag in which to keep their snack.

The children **do not need** to bring any other form of rucksack to school.

## Performing Arts (Music and Dance)

Music is an important part of the Pre-Prep curriculum. Mrs Helena Millard is in charge of Pre-Prep music and takes each class for at least 2 music lessons each week which include singing, rhythm and pitch exercises, playing percussion instruments and listening to music.

In addition all the children in Grasshoppers, Crickets and Dragonflies belong to Abingdon Choir.

Children in Dragonflies may choose to learn to play the recorder and they attend a lunch time club.

In addition individual music lessons on most instruments can be organised. These should be arranged directly with Mr Bersey, Director of Music, who can be contacted in the Music School.

Director of Music  
Telephone  
e-mail

Mr William Bersey  
01227 475620  
music@stedmunds.org.uk

## PE and Swimming

P.E. lessons are included in to the curriculum throughout the year in all the classes. Both school fields, playgrounds and the sports hall are used.

All classes, except Ladybirds, use the sports hall and it is essential that each child has a pair of non marking trainers or plimsolls for use only in the hall. They will also need a pair of outdoor trainers.

Bees, Grasshoppers, Crickets and Dragonflies have a swimming lesson every week throughout the year at the Kingsmead pool in Canterbury, bookings at the pool permitting. Arm bands are required by learners.

Shortly after the start of the Michaelmas term your child's class teacher will write to you with information regarding the day and time of the swimming lessons and the days of the P.E. lessons.

## Reading

Children are encouraged to develop good reading habits at an early age. As their reading comes along they bring reading books home every day and parents have an opportunity to comment on progress in a reading record book. These may also be used to communicate on more general matters with the teacher.

We mainly use the Oxford Literacy Web, Oxford Reading Tree and Dandelions Reading Schemes The Oxford Literacy Web scheme includes non-fiction as well as fiction books and the methodology encourages the development of comprehension, deduction and inference, thinking skills being as important as the mechanical process of decoding the words. The Dandelions Scheme relies on early phonics and is an excellent base to begin from.

Parents of children just starting to read will be given useful advice on how children learn to read and how parents can help at home. The Honey Bees teacher will run a Reading Meeting at the beginning of the Michaelmas Term.

## **Clubs and Activities**

There are a number of clubs that take place during the week for Grasshoppers, Crickets and Dragonflies.

You will be notified early on at the beginning of term on which days these take place and whether they are after school or during the school day.

In many cases we do not charge extra for clubs or activities but there are a small number of cases where fees are payable (usually where outside instructors are hired) and parents are notified of any additional costs. There will however, be a Late Stay fee chargeable to clubs running after school.

## **Prep**

On most evenings children bring home some work. Clearly the work to be done depends on age and stage. Earlier on there may simply be learning letter sounds and key words, and later there will be reading. In the Grasshoppers, Crickets and Dragonflies there is a weekly Maths task, Look Cover Write Spelling sheet and daily reading. In some weeks the Dragonflies may be given another homework task associated with the work they are doing in class. Class teachers will discuss homework with parents at the beginning of year meetings.

# Welfare

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## Chapel

Our School Chaplain plays a very important role in the life of the school. The Chaplain's 'parish' is the whole school community – pupils, staff and parents; he plays an important role in the school's pastoral system and he is always willing to listen or to offer advice. Please feel free to contact him direct if you need to.

Grasshoppers, Crickets and Dragonflies attend chapel on one occasion per week. The Chaplain also attends assemblies in Abingdon House.

From time to time through the year there are family services on Sundays, to which all St Edmund's families are invited, with the chance to meet each other over coffee afterwards.

## Staff and Pastoral Care

All staff play a part in the pastoral care of children but certain staff have specific responsibilities. Class Teachers have first responsibility for the children in their classes. At the next level the Head of Pre-Prep, has an overarching responsibility. The Master and Chaplain also play a key role in pastoral issues when matters have reached a point where their involvement is appropriate.

## Medical Records

If there are any particular health matters which may affect your child's life at school please make Mrs Frampton Fell aware in writing. Details will be passed on to the Medical Centre Sister and to other pastoral staff as appropriate.

## School Counsellor

We have a trained and experienced School Counsellor who visits once each week to support children or families who need professional help. She works for the Schools' Counselling Service, which is a well established service operating in many schools throughout East Kent.

The counsellor will hold an initial consultation with the parent(s) before seeing the pupil, usually over a period of weeks, or until she thinks things are better. The sessions usually last for 30 minutes or so and are held at school. Parents wishing to use the counselling service should see Mrs Frampton Fell or the Chaplain to make arrangements. There is usually a charge for the Counsellor's services.

## Complaints Procedure

We very much hope that you will have no cause for concern for complaint about the education your child receives or about our management of the school. Inevitably, however you may have little niggles or concerns which we hope will always be addressed by us and solutions easily found. Normally you will probably wish to be in touch with the class teacher, or possibly the Head of Pre-Prep.

If you have a serious complaint, you should address it to the Pre-Prep School head teacher either by phone or letter, and we would aim to deal with the matter directly. We will contact you to let you know what action we are taking and we might also arrange a meeting with you. Should you feel that the matter has not been resolved, you should make a formal complaint to the Head of Pre-Prep in writing, to which she will respond by letter. Failing resolution by that means, you should advise us that you wish to refer your complaint to the Governors. The Chairman of

Governors will endeavour to resolve the matter with you but failing that, he will convene a panel comprising a minimum of two Governors and one other person who will be independent of management of the school to consider your complaint. You will be entitled to attend (and be accompanied at) any formal hearing and the findings and recommendations of that hearing will be made available to all relevant parties.

Parents may approach Ofsted or ISI directly at any stage of the complaints procedure.

*These details are as follows:*

### **Ofsted**

Ofsted National Business Unit  
Royal Exchange Building  
St Anne's Square  
Manchester M2 7LA  
Helpline: 08456 404040  
Website: [www.ofsted.gov.uk/parents](http://www.ofsted.gov.uk/parents)  
Tel: 0800 0960296

### **I.S.I.**

Cap House  
9 – 12 Long Lane  
London  
EC1A 9HA  
Tel: 020 7600 0100

## **Handling of Personal Information**

As a normal part of its day-to-day operations, the School needs a record of personal information relating to pupils, parents or guardians such as names, addresses, bank details, academic, admissions, attendance and disciplinary records, references, examination scripts and marks.

The School's policy is to use personal information only to enable it to undertake its obligations to pupils, their parents and guardians. All such information will remain confidential and will only be disclosed to third parties with the consent of the appropriate individual, except in the circumstances set out below.

From time to time, the School may be required to keep sensitive personal information regarding a pupil, their parents or guardians, such as medical information and information relating to religion and race. Such information will only be disclosed to a third party with the written approval of the pupil and/or his or her parents or guardians, except in the specific circumstances set out below.

The School may disclose information to third parties for the following purposes:

- To give a confidential reference relating to a pupil to any educational institution which it is proposed that the pupil may attend.
- To publish the results of examinations or other achievements of pupils of the School.
- To disclose details of a pupil's medical condition where it is in the pupil's interests to do so, for example for medical advice, insurance purposes or to organisers of school trips.
- To give information relating to outstanding fees or payment history to any educational institution which it is proposed that the pupil may attend.

Where the School receives a disclosure request from a third party it will take reasonable steps to verify the identity of the third party before making any disclosure.

From time to time the School will also make use of personal data relating to pupils, their parents or guardians in the following ways:

- To make use of photographic images of pupils in School publications and on the School website. However, the School will not publish photographs of individual pupils with their names on the School website without the express agreement of the appropriate individual.
- For fundraising, marketing and promotional purposes and to maintain contact with pupils, parents, guardians and past pupils of the School. This includes transferring information to the St Edmund's Society (the association of past pupils of the School).

Should parents or pupils have any questions or concerns about the way in which information is recorded and used by the School, they are welcome to contact the head of Finance and Estates, Mrs Mary Stannard, who is also the School's Data Protection Controller.

Should parents or pupils wish to limit or object to the use of information held by the School, please could they notify the Data Protection Controller in writing.

## Rules and Safety

Naturally the staff of Abingdon House have the welfare and safety of the children uppermost in their minds. For this reason we have the following rules for which we ask your support.

At the end of the school day children must be collected from Abingdon House: we do not allow them to go off on their own to join older brothers or sisters, nor to look for parents. Children not collected go to Late Stay. In this way parents delayed unexpectedly can be assured that their child is being supervised.

Girls with long hair should have their hair secured back on days when the class has swimming or P.E. Hair bands which slip off are not sufficient for this.

Girls who have had their ears pierced and who wear ear studs to school will need to have their ear studs covered by micropore tape for P.E. and swimming lessons. We prefer children not to wear ear studs.

For swimming boys should wear trunks rather than long shorts-style costumes. These can cause difficulties as they inflate with air.

We appreciate that children like to play in the garden after school but we ask that parents actively supervise their children at this time: it is all too easy for children to be hurt while parents are deep in conversation. Please be particularly alert if they are playing on the climbing frames in the playground.

After school the Abingdon playground may only be used by Abingdon children and their younger siblings. It is not appropriate or suitable for use by junior school children.

The large climbing frame in the main Junior School playground is out of bounds at all times to pupils (and other children) below the Dragonflies. During the school day, children in the Dragonflies and above are only permitted to use the climbing frame under direct supervision of an adult. After school they must be supervised by their own parent.

Please be aware that there has to be a recognised time when responsibility for the child is transferred from school to parent. We take this to be the point at which the parent meets the child at the end of the school day, not the moment of departure from the school site.

# Our Expectations of Pupils

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At St Edmund's we encourage certain basic social skills and good manners. As well as being an important part of our pupils' education, this helps to make the school a pleasant and civilised place in which to spend one's childhood.

## Courtesy

We believe that courtesy is a matter of **being aware of others and showing consideration for others**. The following points may sound trivial but they are important rules for life and they are regularly reinforced at school.

- Open doors for others - especially adults and those carrying loads. Check if anyone is behind before closing the door.
- Avoid interrupting when people are talking.
- Listen carefully when people are talking to you. Never answer back.
- Obey instructions from members of staff without fuss.
- Say "excuse me" before walking between others who are talking.
- Greet people that you know when you walk past them.
- Use "please" and "thank you". Show appreciation where it is due.
- Above all, treat others as you yourself would wish to be treated.

## Dress and Appearance

### Clothing

Parents are asked to support the school by adhering strictly to the clothing list (Appendix A) in respect of regulation clothing.

All clothing must be clearly marked with Cash's name tapes. This minimises the risk of losing items of clothing. Please sew name tapes onto the **outside** of games clothes so that checking kit on the games field is easy. Name tapes may be ordered through the school uniform shop, which is on the school site.

School uniform should be worn to and from school. In exceptional circumstances and following a written request, the Head of Pre-Prep will grant permission for pupils to change into casual clothes before leaving the school site.

### Hair

In line with our wish that pupils should look smart and take a pride in their appearance, we prefer pupils to have a conventional haircut. The artificial dyeing or bleaching of hair is not permitted, nor are extravagantly unconventional styles - especially those which might be deemed 'aggressive'. In short, hair should not be of a style which draws attention to itself.

**Boys** should wear their hair out of the eyes and off the collar and above the ear lobe. Hair styles should be tidy.

**Girls** should keep their hair off the face: hair which falls below the shoulder should be tied back. Ribbons, slides or bands should be black, navy blue or red.

# Personal and Social Education

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## Rules and Rewards

At St Edmund's School high standards of behaviour are expected, as are good manners, courtesy and respect for others. Undoubtedly we are successful in achieving these goals due to the support we receive from parents. Home school liaison is a strong feature.

Throughout the Pre-Prep pupils are expected to follow the 'Abingdon Golden Rules'. The code of behaviour is displayed in classrooms and around the school. It is the subject of many assemblies and class discussions and is frequently referred to by all staff.

### Abingdon's Golden Rules

We will:

Be gentle

Be kind and helpful

Listen to people

Share

Be honest and truthful

Forgive others

Work hard

Be patient

Look after property

## Rewards

Our emphasis is always on praise, encouragement, positive reinforcement and rewards where appropriate.

Children are given stickers in recognition of good work, good behaviour, an act of kindness, helpfulness etc.

Each class also collects Golden Tickets which are awarded for kindness, helpfulness and being thoughtful. 20 Golden Tickets earns a class treat.

There is also a star system:

In the Honey Bees, Grasshoppers, Crickets and Dragonflies each child has a star card with space for 25 stars. Children are awarded **stars** for good work, good behaviour or an act of kindness. Star cards are brought home at the end of the day. Each time a child has earned twenty five stars a **Star Certificate** is awarded by the class teacher and signed by the Head of Pre-Prep. Children are subsequently awarded certificates for 50, 100 and 200 stars. Certificates are presented on a weekly basis during an assembly time.

In addition Children's achievements are recognised at our 'WOW' assemblies, where children are invited to show a 'WOW' piece of work, which is subsequently displayed for all to see. Children are awarded certificates and metallic badges to celebrate their achievements.

## **Behaviour**

Any serious behaviour issues will always be discussed with parents.

Bullying is not tolerated at St Edmund's. Children are encouraged to report any incidents of unkind and inappropriate behaviour to a member of staff who will deal with the matter directly or involve the Head of Pre-Prep if necessary.

Issues are discussed in 'circle times' and the children themselves are guided to suggest positive behaviour management so they are happy, self disciplined young people. They are encouraged to work together and support each other.

# Finance

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## **Fees**

Details of termly fees, including boarding fees and fees for extra tuition may be obtained from Mrs King.

Fees are generally inclusive of tuition, meals and books. However, there are some extra charges (see below). Fees fall due for payment on the first day of each term. Parents requiring details of schemes designed to facilitate the payment of fees should contact the Head of Finance and Estates, Mrs Mary Stannard, or her secretary Mrs Elaine Bishop.

Parents experiencing a problem over payment are urged to contact the Master or the Head of Finance and Estates in good time as this can save embarrassment on both sides. A surcharge at the rate of 2% per month is added to accounts not settled by the due date. If fees are not paid in full the Governors reserve the right to exclude pupils from after half-term.

## **Extras**

Whilst the fees are inclusive of all general provisions, there is a charge for some extras such as:

- Instrumental and theory music lessons
- Curriculum Support or EFL teaching, Touch-type Read and Spell course
- Trips, outings, activities
- Personal accident insurance
- School magazines
- A small number of work books which become the property of the pupil
- Extra-curricular clubs where an outside instructor is employed (e.g. fencing, dance)

## **Notice to Leave**

One full term's notice, in advance and in writing, is required of any pupil leaving the school or changing status from boarding to day. Parents are reminded that where the above notice is not given, they are liable to pay the full fee for the following term, even if their son or daughter does not attend.

## **Property Insurance**

Whilst every effort is made to inculcate high standards of care of, and respect for, property it must be clear that the school cannot accept liability for damage to, or loss of, items of personal property or money. Please ensure that your own insurance policies cover any claims that might arise in respect of valuable items such as computers, mobile phones, sports equipment, musical instruments and so on.

The school's insurance does not cover the loss of, or damage to, privately owned property whilst at school.

## **Personal Accident Insurance**

Escalating awards in compensation for accidental injury have been giving schools much worry in recent years. Awards of up to £500,000 have been made in respect of some serious accidents. The school's normal insurance will not cover such large sums and the Governors have decided that we should take advantage of the Students' Personal Accident Insurance Scheme recommended by the Independent Schools' Council.

## ABINGDON HOUSE CLOTHING LIST

Items marked (\*) are School pattern items and must be purchased from the School Shop.  
All articles must be clearly marked with Cash's name tapes (red style 9 for boarders)  
Games kit and towel must be looped for hanging.

Article	
<b>Suggested number</b>	<b>GENERAL CLOTHING</b>
2	*Red badged sweatshirt
1	*Red badged cardigan (girls)
1	*Red v-neck jumper (boys)
2	*White badged short-sleeved polo shirt (boys only)
1	*Art shirt
1	*Navy blue school coat with hood
1	*School scarf (optional)
1	*Woolly hat (optional)
1	*Sun cap/hat
1 pr	Plain black shoes (velcro, not laced)
1 pr	Sandals (black or blue, not open-toed, optional warm weather)
1 pr	Wellingtons
	<b>BOYS</b>
2	*Corduroy trousers - winter months only (Not Ladybirds)
1	*Black badged tracksuit bottoms (Ladybirds only – winter months only)
5 prs	Grey socks (long or short)
	<b>GIRLS</b>
2	*Tunic (Winter months only) (Optional for Ladybirds)
2	*Katie collar white blouse
1 pr	*Black badged tracksuit bottoms (Ladybirds only – winter months only)
1	*Summer dress
5 prs	Red or blue tights
5 prs	White socks (long or short, warm weather)
	<b>SPORTS CLOTHING – Honey Bees, Grasshoppers, Crickets and Dragonflies. Only needed by Ladybirds if attending on a PE day.</b>
1	* Navy badged jogging suit
1	*White badged sports T-shirt
1	*Black PE shorts (no logos)
2 prs	White sports socks
1 pr each	Indoor and outdoor trainers
1	One-piece swimsuit (girls), Honey Bees, Grasshoppers, Crickets and Dragonflies Trunks (boys)
1	Towel Honey Bees, Grasshoppers, Crickets and Dragonflies
1	*Drawstring PE bag - personalised, available from School Shop

# QUARANTINE AND HEALTH REGULATIONS

When a boy or girl at home has developed an infectious disease, his or her parents are asked to telephone the Housemaster. The period of exclusion from school should be as follows:

- Chicken Pox: for 6 days from first appearance of rash or until the last spot has formed into a dry scab
- Measles: for a minimum of 7 days after appearance of rash
- Mumps: until the swelling has disappeared and the child is medically certified fit
- Rubella (German Measles): for 4 days from onset of rash and until child is fit
- Whooping Cough: for 10 days, after which the child may return if declared medically fit

If a pupil has been in contact with any of the above diseases there is no need for him/her to be excluded from school unless he/she develops symptoms. If in doubt, please telephone the Nursing Sister in the Medical Centre (01227 475607).

If the illness is infectious the pupil should not return to school until the completion of the periods shown above or until the pupil is well enough to resume normal school life.

## Spectacles

All pupils who wear spectacles for games should be provided with glasses with hooked sides and **safety lenses**. A pupil who is completely dependent upon glasses should have a second pair for use in case of damage to the main pair.

# MEDICAL EXAMINATION

## For the attention of Parents and Guardians

As part of our continual effort to improve the quality of health of all our pupils, our School Medical Officer would like to give your son or daughter a full medical examination.

This entails various checks by the Medical Centre staff (height, weight, etc.) followed by an examination by the Doctor who will check your child's heart, lungs, ears, spine, skin and abdomen.

I would be grateful if you could sign and return to the Nursing Sister in the Medical Centre as soon as possible the consent form attached below.

✂-----

To: **Nursing Sister,  
Medical Centre, St Edmund's School, Canterbury, Kent, CT2 8HU**

I hereby \*consent / do not consent to the School Medical Officer examining my child.

Child's name: .....

\*SS Form: L5 / M5 / U5 / L6 / U6

\*SS House: Baker / Wagner / Warneford / Watson

\*JS Form: 3 / 4 / 5 / 6 / 7 / 8

\*PP Form: Ladybirds / Honey Bees / Grasshoppers / Crickets / Dragonflies  
(\*please delete as appropriate)

Signature of Parent/Guardian: ..... Date: .....

# ST EDMUND'S JUNIOR SCHOOL PARENTS' ASSOCIATION

## CONSTITUTION

### 1. MEMBERSHIP

All parents at St Edmund's Junior School are automatically members of the Parents' Association. All staff are honorary members.

### 2. OFFICERS AND COMMITTEE

The Association's affairs shall be administered by a Committee of current parents and teaching staff. The Master and the Second Master shall be ex officio members of the Committee, as shall one other member of staff. Other members shall serve for a maximum of three years, provided that a parent shall cease to be a member when he or she ceases to be a current parent. The Committee shall fill vacancies in its membership - its number not to exceed twelve, including ex officio members - aiming to include representation of all year groups within the school and at least one parent of a School House and a Choir House boarder.

The Committee shall elect from among its number a Chairman, a Secretary and a Treasurer. The Chairman shall call a meeting of the Committee not less than once each term, at which meeting the minutes of the previous meeting, which the Secretary will have taken and circulated, shall be approved, and a Treasurer's statement shall be received. The Treasurer shall also provide an income and expenditure account for the academic year at the last meeting of the Summer Term. A quorum shall consist of the Chairman plus five other members.

### 3. FINANCE

A charge shall be levied for Association functions, which charge shall be intended to cover not less than the whole cost of each function.

### 4. AIMS AND OBJECTS

- (a) To provide opportunities for parents and staff to meet socially.
- (b) To be a vehicle whereby the aid of parents and friends of the School can be enlisted to the School's benefit.
- (c) The Association may sponsor meetings, talks, concerts, balls, parties and entertainments.
- (d) The Association's funds, if more than sufficient for the proper running of its own affairs, may be applied to benefit the School.

It is understood that the administration of the School is the responsibility of the Governors, Headmaster and Master and that discussion of school affairs and policy is not the function of the Parents' Association.

# The Aims of the School

(Mission Statement)

St Edmund's is proud of its reputation as a school in which pupils enjoy their education.

St Edmund's pupils are encouraged to aim for and achieve the very highest standards of which they are capable, so that they may grow into the fine people they have it within themselves to become, be justifiably proud of themselves, and leave school fully equipped to make a success of their personal and professional lives and to deal with the demands of citizenship world-wide.

The school is committed to providing, within a caring and disciplined community, informed by Christian principles, a broad education which will ensure that boys and girls are both happy and successful. The crucial importance of developing compassionate and decent human relationships is emphasised alongside the nurturing of individual interests and talents so that each boy or girl may proceed from the school with:

- accomplished intellectual skills and the best possible academic qualifications
- a mature awareness of the spiritual and ethical as well as the material nature of life
- confidence in themselves as individuals, combining honesty, self-knowledge, self-discipline and an integrity which inspires trust
- assured social skills which include an understanding of the concepts of duty and loyalty, a willingness to accept responsibility and to be interested in, and care for, the people about them of whatever background or outlook
- well developed physical capabilities and an understanding of all that contributes to good health, together with the qualities of self-reliance and teamwork gained through sport and the challenges of the outdoors, and an appreciation of the ideals of sportsmanship
- a broad cultural awareness, acquired particularly through music, drama and art, and an understanding of the importance of beauty in their lives.

INSERT MAP OF SCHOOL