



**ST EDMUND'S  
SCHOOL**  
CANTERBURY

# Junior School

New Parent Handbook

2021-2022



## Welcome to St Edmund's Junior School

Dear Parents and Guardians,

Thank you for choosing our school. I am delighted to welcome you and your family to St Edmund's and hope that your child will flourish here and enjoy a happy and stimulating education during the Junior School years and later at the Senior School from Year 9 to the end of Sixth Form. I am very proud to be the new Head of the Junior School. There are so many reasons why I applied for the post, but the main one has got to be about the incredibly positive relationships I saw between children and staff. The staff at St Edmund's deeply care about the children and I look forward to sharing your child's learning journey throughout the Junior School.

"How can you say, *'The sky's the limit'* when there are footsteps on the moon?"

The quote above epitomises education for me and my school. All children are unique, special, and have their own talents and gifts. We at St Edmund's Junior School look forward to working with you and your child to ensure that his or her learning journey continues - not only in a way that challenges them intellectually, but in a manner that inspires their curiosity and enables them to dream.

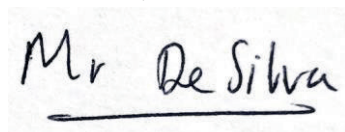
St Edmund's Junior School nurtures children to thrive and progress to their fullest potential. We are small enough to know every individual and to quickly intervene with support or challenge as appropriate. Every child continually improves and can genuinely enjoy learning, achieving personal and academic outcomes that will prepare them for all that life has in store.

At St Edmund's creativity runs through everything that we do. We work hard to craft an environment where originality of thought and effort is encouraged, and where collaboration and resilience are developed across every subject and in every lesson. Children are encouraged to 'think outside the box' and to make mistakes and learn from them. The world in which our children will live and work as adults will be a fast moving, dynamic environment. Part of our role is to help children to develop the skills to enable them to stand out from the crowd and allow them to be flexible and adaptable, whatever challenges they may face.

Our vision is to provide all our children with outstanding learning opportunities. We do this by fostering a deep level of learning in an inspiring learning atmosphere. Alongside practical skills and knowledge, pupils are encouraged to develop lively and enquiring minds, the ability to question and debate rationally, and apply themselves. This vision is underpinned by a strong family ethos, and a belief in the importance of working in partnership with our parent community and prioritising excellent teaching and pastoral care.

We hope that the information contained in this Parents' Handbook will help you feel quickly at home at St Edmund's. Should you need or want further clarification of any issues, please do not hesitate to contact any of the staff members listed.

Best wishes,

A handwritten signature in black ink that reads "Mr De Silva". The signature is written in a cursive style with a horizontal line underneath the name.

**Andrew De Silva**  
Head of Junior School

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# Communication

## School Office

During term time the switchboard in the School Office is open Monday to Friday from 8.00am to 4.30pm. During holiday periods it is open 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 Bursar, Finance Office and other administrative departments can be contacted through the switchboard in the School Office.

School Office and switchboard (01227) 475600

## Other Useful Contacts

Junior School Office (Mrs Yvonne King)  
(Available between 8.00am and 5.00pm) (01227) 475606  
yk@stedmunds.org.uk

Head of the Junior School (Mr Andrew De Silva) jshead@stedmunds.org.uk  
Chaplain (The Revd) chaplain@stedmunds.org.uk  
Housemaster of School House and Resident House Tutor (Miss Dominique Masters) (01227) 475603  
schoolhouse@stedmunds.org.uk

Acting Head of Pastoral Care and Designated Safeguarding Lead (Mrs Kelly French) kjf@stedmunds.org.uk

Director of Boarding (Dr Edwin Jones) boarding@stedmunds.org.uk  
Choir House Houseparent and Deputy Houseparent (Miss Mary Morley & Mr Adam Southey) (01227) 760673  
mlm@stedmunds.org.uk  
aes@stedmunds.org.uk

Choir House (House phone) (01227) 769580  
Medical Centre (01227) 475607  
medicalcentre@stedmunds.org.uk

Late Stay Mobile 07395 769201  
(available between 4pm & 5.30pm)

## Postal Address

The School's postal address is:  
St Edmund's Junior School  
St Thomas' Hill  
CANTERBURY  
Kent  
CT2 8HU

## Staff and Contact list

Head of the Junior School	Mr A De Silva	<a href="mailto:jshead@stedmunds.org.uk">jshead@stedmunds.org.uk</a>
Acting Deputy Head	Mr R Comfort	<a href="mailto:rac@stedmunds.org.uk">rac@stedmunds.org.uk</a>
Head of Lower School	Mrs A Swatman	<a href="mailto:ajs@stedmunds.org.uk">ajs@stedmunds.org.uk</a>
Head of Upper School	Mr J Pellett	<a href="mailto:jp@stedmunds.org.uk">jp@stedmunds.org.uk</a>
Head of Co-Curricular	Mr A McKean	<a href="mailto:ajm@stedmunds.org.uk">ajm@stedmunds.org.uk</a>
Head of Junior School AEN (SENDCo)	Mrs A Ward	<a href="mailto:alw@stedmunds.org.uk">alw@stedmunds.org.uk</a>
Acting Head of Pastoral care	Mrs K French	<a href="mailto:kjf@stedmunds.org.uk">kjf@stedmunds.org.uk</a>

Form 3 Teacher	Mrs A Swatman	<a href="mailto:ajs@stedmunds.org.uk">ajs@stedmunds.org.uk</a>
Form 4 Teacher	Mrs L Bradley	<a href="mailto:lsb@stedmunds.org.uk">lsb@stedmunds.org.uk</a>
Form 4 Teacher	Mrs I Norton	<a href="mailto:ijn@stedmunds.org.uk">ijn@stedmunds.org.uk</a>
Form 5 Teacher	Mrs J Burden	<a href="mailto:jab@stedmunds.org.uk">jab@stedmunds.org.uk</a>
Form 5 Teacher	Mrs H Surridge	<a href="mailto:hhs@stedmunds.org.uk">hhs@stedmunds.org.uk</a>
Form 6 Tutor	Mr J Pellett	<a href="mailto:jp@stedmunds.org.uk">jp@stedmunds.org.uk</a>
Form 6 Tutor	TBC	
Form 7 Tutor	Mrs S Barnes	<a href="mailto:seb@stedmunds.org.uk">seb@stedmunds.org.uk</a>
Form 7 Tutor	Mrs F Diepedalle	<a href="mailto:frd@stedmunds.org.uk">frd@stedmunds.org.uk</a>
Form 7 Tutor	Mrs T Donnelly	<a href="mailto:td@stedmunds.org.uk">td@stedmunds.org.uk</a>
Form 7 Tutor	TBC	
Form 8 Tutor	TBC	<a href="mailto:omg@stedmunds.org.uk">omg@stedmunds.org.uk</a>
Form 8 Tutor	Mr A McKean	<a href="mailto:ajm@stedmunds.org.uk">ajm@stedmunds.org.uk</a>
Form 8 Tutor	Mr C Payne	<a href="mailto:cmp@stedmunds.org.uk">cmp@stedmunds.org.uk</a>
Head of PE and Girls Games	Mrs L Relf	<a href="mailto:lr@stedmunds.org.uk">lr@stedmunds.org.uk</a>
Head of Boys Games	Mr C Penn	<a href="mailto:cp@stedmunds.org.uk">cp@stedmunds.org.uk</a>
Houseparent of School House	Miss D Masters	<a href="mailto:schoolhouse@stedmunds.org.uk">schoolhouse@stedmunds.org.uk</a>
School House Matron	Mrs C McKenzie	<a href="mailto:clm@stedmunds.org.uk">clm@stedmunds.org.uk</a>
Houseparent of Choir House	Mrs Mary Morley	<a href="mailto:mlm@stedmunds.org.uk">mlm@stedmunds.org.uk</a>
Deputy Houseparent of Choir House	Mr Adam Southey	<a href="mailto:aes@stedmunds.org.uk">aes@stedmunds.org.uk</a>
Choir House Matron	Miss A-M. Jordan	<a href="mailto:amj@stedmunds.org.uk">amj@stedmunds.org.uk</a>
Medical Centre Senior Nurse	Miss A Hyde	<a href="mailto:medicalcentre@stedmunds.org.uk">medicalcentre@stedmunds.org.uk</a>
Junior School Secretary	Mrs Y King	<a href="mailto:yk@stedmunds.org.uk">yk@stedmunds.org.uk</a>

In addition to the Junior School teaching staff listed above, Senior School staff from the following departments also teach in Forms 6-8: Art, Technology, Science, Music, Games, PE. For years 7 and 8, this includes Maths and English. If you need to contact any of these staff members, please direct your communication to your child's Form Tutor or [yk@stedmunds.org.uk](mailto:yk@stedmunds.org.uk).

## Home to School Communication

Good communication between home and school is of the utmost importance and vital to the well-being of pupils, staff and parents

When contacting the school by email it would help if the following could be kept in mind:



- Staff cannot always attend to emails immediately but will do their best to respond within 24 hours.
- Staff will not always be able to reply to communications over a weekend or during school holidays.
- It is always helpful if emails are as brief as possible.
- Emails should not be used as a method of lengthy dialogue.
- We aim to support a healthy work/life balance for our staff, so we encourage staff to only respond to emails during their normal working hours.

## To whom do I direct my communication?

Day-to-day points of information contact [juniorschool@stedmunds.org.uk](mailto:juniorschool@stedmunds.org.uk) or (01227) 475606

Use for:

- Notification of pupil absence
- General queries
- Sports fixture queries (for issues not addressed by SOCS)
- Trips/visits queries

If your child has any worries about life at school please let us know, however trivial the worries 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 concerns from time to time. We are keen that concerns do not fester and cause bad feeling. If you do ever have worries or concerns about school, please do address them directly to the relevant member of staff. This way they can be dealt with quickly and effectively.

### Pastoral or academic information which you feel needs to be recorded but does not require a meeting

This includes: information regarding homework; stars; a minor upset at school; minor disciplinary issues; eating habits; organisation; seating in class; minor friendship issues; curriculum and learning support queries etc.

Contact the Form Teacher/Tutor who will deal directly or forward the information to the appropriate member(s) of staff.

### Pastoral or academic concern which may require a meeting

This may well be something of a sensitive nature eg: a major upset at home; bereavement; a persistent worry or concern; a disciplinary matter; or a problem that you do not feel can be resolved without a meeting with the relevant staff.

In the first instance a brief email outlining the nature of the concern should be sent to *your child's Form Teacher/Tutor who will arrange a time to meet and inform the appropriate members of staff.*

### Pastoral or academic matters that you may feel need to be handled by a specific member of staff:

Some matters will, by their nature, need to involve senior staff or members of staff with specific areas of responsibility. This is usually when there is an aspect of a situation which needs to be monitored or managed over a period of time. However, even if you suspect that your concern

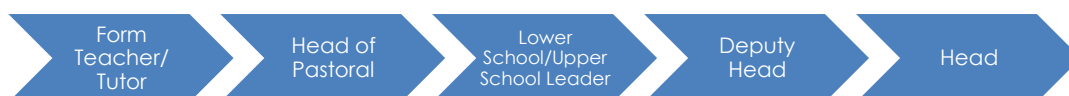
will require a long term strategy managed in this way, you should still start by contacting your child's Form Teacher/Tutor who will arrange a time to meet with you to discuss a strategy and co-ordinate which members of staff should be involved.

#### A communication that needs to reach the Head

If something arises which you feel needs to be discussed with the Head, you should telephone, or send a brief email or letter outlining your concern to Mrs Yvonne King by telephone (01227) 475606 or via email [yk@stedmunds.org.uk](mailto:yk@stedmunds.org.uk) who will inform the Head.

Parents are sometimes unsure as to whom they should direct a query or concern. The following should be of help:

#### Pastoral/behaviour concern



#### AEN



#### Curriculum/learning concern



#### Staffing concern



#### Administration concern



#### Health and Safety



#### Safeguarding



The first point of contact between parent and school is the Form Teacher (Lower School) or Form Tutor (Upper School). These members of staff have a responsibility to monitor and manage the academic progress, behaviour and welfare of all pupils within her/his form. Form teachers/tutors are happy to discuss matters with you, but please remember that they have teaching and other commitments throughout the day and cannot always respond immediately. It is best to communicate in writing by email, and for brief exchanges of information the end of the school day is often a suitable time. For lengthy discussions please make an appointment with the teacher concerned. Mrs King will always be happy to contact a member of staff on your behalf if needed.

## Parents' Emergency Contact Details

It is essential that parents provide up-to-date telephone numbers on which they may be contacted in case of emergency. Please be vigilant in keeping the school updated with any changes to your contact details.

## School to Home Communication

The School has a variety of methods by which it communicates with its parent body:

### Social Media

Twitter - @JSHedStEds

### Email and Text

The School uses an automated group email and/or text facility to contact groups of parents. The majority of School communications will be conducted via email. Text messages will be used to provide "live" updates to parents regarding changed routines or late returns from trips (allowing for travel delays etc). It is vital therefore that parents check their emails regularly to avoid missing important announcements and update the School of any change to email addresses and mobile phone numbers.

### Newsletter

This is published fortnightly and is sent out electronically on Fridays. It is an important form of communication which reviews the weeks gone by, provides key information, celebrates the success of pupils, and keeps parents up to date with recent and forthcoming events. It also contains a number of links.

### My School Portal

My School Portal is a single and secure portal, providing parents with a host of information relating to their child, adapting as they progress through year groups.

## Standard Mailed Post

Standard mailed post is used from time to time.

## Website

The School's website is used to publish the JS Newsletter, school news, policies, and also has an electronic version of the hard copy school calendar (which is distributed to all parents at the start of each term). The calendar on My School Portal is a live calendar, which will reflect any changes made after the hard copy calendar is published.

## The St Ed's Association

The St Ed's 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.

Early in the Michaelmas Term, each year the Parents' Association organises a 'playground tea' to welcome parents new to the school. Over the years Parents' Association events have included a race night, wine-tasting, wine-and-wisdom, children's discos, a children's tea party for the Jubilee and the annual Christmas bazaar. Parents are informed of these functions through the Newsletter 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 the Junior School Secretary. New parents are welcome to contact members of the committee with a view to joining the committee or simply offering help at events.

A copy of the Parents' Association's constitution appears in Appendix E.

## Mobile Phones

Lower School pupils are not allowed mobile telephones but Upper School pupils may bring them to school if they have a specific need for them (i.e. because they use public transport or because collection arrangements are fluid) and providing the rules for the use of mobile phones in school are observed. They should certainly not be brought in for recreational purposes.

The rules for use of mobile phones in school are:

- They must be switched off at all times during normal school hours (8.30am-4.30pm).
- Permission should be sought from a member of staff before using a mobile phone during normal school hours. They may not be used for recreational purposes. Failure to do this will result in the phone being confiscated for the rest of the day.
- Parents of repeat offenders will be contacted.
- Mobile phones may be left out on the desk in Late Stay but should not be used without the express permission of the teacher on duty.

## Guardianship

Parents who reside abroad must nominate a guardian who is resident in the UK and who is able to communicate clearly in English with the School. The school will be pleased to offer advice on guardianship if required. Guardians will receive mailings at the beginning and end of terms similar to those received by parents.

## Policies

(please visit [www.stedmunds.org.uk](http://www.stedmunds.org.uk) to view the following)

- Accessibility Plan
- Admissions Policy
- Anti-Bullying Policy
- Safeguarding and E-Safety Policy
- Boarders' Safeguarding Policy
- Complaints Procedure
- Behaviour Management Policy
- Equal Opportunities Policy
- First Aid Policy
- Fire Risk Assessment
- Rewards and Sanctions Policy
- Disability, Inclusion, SEN and Learning Support Policy
- Disability Access Policy
- Health and Safety Policy
- Sex and Relationships Education Policy
- Pupils' Worries and Complaints Policy
- Curriculum Policy
- EAL Policy (Junior School)
- Recruitment Policy
- Supervision Policy
- Missing Child Policy
- Risk Assessment Policy
- Outings Trips and Visits Policy (Junior School)

## Complaints Procedure

Whilst we hope you will have no cause for major complaints about the education your child receives, or our management of the School, you may from time to time have niggles or concerns which need to be addressed. Normally these should be dealt with by the Form Teacher/Tutor with perhaps the support of more senior staff.

If you have a more serious complaint however, you should address it to the Head of the Junior School in person, by telephone, email or letter, and we will aim to deal with the matter directly. We will then 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, or if you wish to make a formal complaint, you should refer to the School's formal Complaints Procedure. This is published in the policies area of the school's website ([www.stedmunds.org.uk](http://www.stedmunds.org.uk)).

## 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. This is in line with the School's Privacy Notice which can be found on the school's website.

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 best interests to do so, for example for medical advice 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 in line with its Privacy Notices 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 including social media or film. However, the School will not publish photographs of individual pupils with their names on the School website without the express agreement of the pupil's parents.
- For fundraising, marketing and promotional purposes and to maintain contact with pupils, parents, guardians and former pupils of the School. This includes transferring information to the St Edmund's Foundation (the association for former 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 school Bursar, 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 would they notify the Data Protection Controller in writing.

A copy of the School's Data Protection Policy is available from the secretary to the Bursar on request.

## Documentation

Please complete the following documents and return them to the Admissions office.

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

- Junior School Entry Record The information you provide in this document may be invaluable in helping us to understand your child before he/she arrives at St Edmund's.
- School Medical Form It is important that this is fully completed.
- Pupil Acceptable Use of ICT Form
- Profile Form

### Boarders

- Guardianship Form for all boarding pupils with parents living overseas.
- NHS Registration Form

### Return if relevant

- Music Lessons Form For those wishing their child to take instrumental music lessons. Please return this before the start of term if at all possible.
- School Bus Service Please contact Mrs Pithia if you require further information. Her contact details are 01227 475600 or email [transport@stedmunds.org.uk](mailto:transport@stedmunds.org.uk).
- School Fees Payment Plan and Refund Scheme (optional)
- AXA PPP Healthcare Schools Scheme (optional)

## Uniform

### Online Shop

St Edmund's School operates an online uniform service with [www.schoolblazer.com](http://www.schoolblazer.com). This service provides all items of uniform together with name tag application free of charge.

As the summer period is particularly busy, it is essential that all parents have placed their uniform orders well in advance of the start of term, to allow time for returns if necessary.

### School Contact

The school provides a limited service that offers good quality used uniform, for enquiries please contact Mrs King in the Junior School Office on [yk@stedmunds.org.uk](mailto:yk@stedmunds.org.uk).

To order certain specialised items of uniform, such as the Cathedral uniform worn by the Choristers, please email the Choir House Matron, Miss. A.M Jordan on [amj@stedmunds.org.uk](mailto:amj@stedmunds.org.uk). The Form 8 Choristers are awarded a Senior Chorister tie by Mr De Silva.

A full uniform list and some notes on uniform are included at the back of this booklet.

## Stationery

Please check and replenish your child's stationery items regularly. The following items are required:

**All pupils** Pencils; sharpener; rubber; 30cm ruler; pencil case.

### PLUS

<i>Form 3</i>	Stationery and prep diaries are provided.
<i>Forms 4 &amp; 5</i>	2 blue Pilot Frixion Ball Pens, fibre tip pens or cartridge pens; ball point biros are not suitable. Please supply a set of coloured pencils rather than felt or nylon tips. A calculator. Prep diaries are provided.
<i>Form 4 and above</i>	1 Pritt Stick, 1 eraser, 1 sharpener, a 30cm ruler, 2 HB pencils.
<i>Form 6 and above</i>	A fountain pen, marked with the owner's name/initials or a blue Pilot Frixion Pen. Coloured pencils.
<i>Form 7 and above</i>	A scientific calculator, Mrs Patmore ( <a href="mailto:AJP@stedmunds.org.uk">AJP@stedmunds.org.uk</a> ) can advise on an appropriate model.

Note: Correction fluids containing solvents are not allowed.

## School bags

*Schoolblazer* sells a good quality St Edmund's School bag which is comfortable to wear and spacious, although any plain, sensibly sized dark blue or black bag will be appropriate.

## The First Few Days - Pupils

School starts at 8.30am. New day pupils should arrive at the Junior School at 8.15am, where key members of staff will welcome them. Please use the Giles Lane car park.

New pupils find their feet and settle into the Junior School routine very quickly and happily. They are encouraged to ask for help from their Form Teacher/Tutor (or any member of staff) if they need it, but parents who feel concerned about settling-in issues are encouraged to contact the Form



Teacher/Tutor early on. Please don't hesitate to get in touch as early intervention often prevents a more serious problem developing.

## The School Day and Registration

Pupils can arrive from 8.00am but must be at school by 8.30am for registration. All children are supervised from 8.00am: Lower School children in the playground or in classrooms; Upper School children in classrooms and in their use of the court. Children are not to be dropped off before supervised duty begins at 8.00am.

8.00	Staff duty begins (ends 8.30am – children to form rooms)
8.30	Registration
8.35	Form time (Wed), Head's Line (Fri), Lower or Upper School Line or Form Time (Mon) or Chapel (Tues/Thurs)
9.00	Lesson 1
10.00	Lesson 2
10.55	Break
11.20	Lesson 3

From 12.15    Lunch

13.15	Registration
13.20	Lesson 4
14.25	Lesson 5
15.30	Lesson 6a (end of School for F3-5 apart from Fridays, formal prep starts)
16.00	Lesson 6b (end of School form F3-5 on Friday & for F6 every day except Wednesday)
16.00	Late Stay starts for F6 and below (continues for all years until 17.30)
16.30	End of the School day for Year 7 and 8 (except Wednesday)

- All children should arrive in time for the start of school at 8.30am.
- If a child arrives at school after 8.40am, they must report to Mrs King in the Junior School office on arrival.
- The same applies for the afternoon session. This will count as a "Late" mark in the register. Late attendance will be followed up should a pattern emerge.
- On Wednesdays, school ends at 3.30pm for pupils who are not playing in matches. If pupils are playing in a match, please refer to the details of the individual match for finish times.
- Some pupils will have games commitments until 4.30pm or later, usually on Wednesdays.
- Clubs will run after 3.30pm or 4.00pm (Lower School) and 4.30pm (Upper School).

## Term and Holidays

2021/22

	<i>Full Term Dates (inclusive)</i>	<i>Half-term Dates (inclusive)</i>
Michaelmas	Tues 7 September Fri 17 December*	Sat 16 October Sun 31 October
Lent	Weds 5 January Thurs 31 March	Sat 12 February Sun 20 February
Summer	Mon 25 April Sat 9 July	Sat 28 May Sun 5 June

\* The St Edmund's School Carol Service will be on Wednesday 15 December 2021 at 7.30pm in Canterbury Cathedral. All pupils and their families are encouraged to attend and many will be performing.

- The starting date for each term is the day on which pupils return; boarders return the previous evening.
- Only in exceptional circumstances will permission be given for a pupil to leave before the end of term, or to arrive back after the term has begun. Requests should be addressed in writing to the Head, the Head of the Junior School or the Head of Pre-Prep, at least two weeks before the intended alteration of arrangements.
- Pupils living overseas should arrange their flights so that they do not have to leave school early; this usually means flying no earlier than the day after the end of term

## Boarding: full, weekly and flexi

In addition to our full boarders and weekly boarders, School House can usually accommodate flexi-boarders.

Arrangements should be made through the Junior School Secretary, who can also give you information with full details, including cost. There is a different fee structure for full, weekly and flexi-boarding.

# Transport

## Parking for Delivery and Collection

For most parents the 65-space car park off Giles Lane is likely to be the best dropping and collection point. Parents who prefer to collect their children from the School building are welcome to park and walk over to the building. An alternative car park for drop-off and collection is the Theatre car park, accessed from the University Road.

Please note that parents should not be entering the school building unless they have a pre-booked appointment with a member of staff.

Please do not drop off children on the main road at the Main School entrance as this creates a hazard for other traffic on the Whitstable Road. Equally, please do not pull into the Main School drive (in front of School Reception) as turning to come back out again creates a hazard for staff and delivery vehicles pulling off the main road to reach the staff car park.

## School Transport

We run a number of bus services for day pupils. A fee is charged for such journeys. For further details please contact Mrs Pithia in the School Office: [transport@stedmunds.org.uk](mailto:transport@stedmunds.org.uk) or 01227 475600.

## Bicycles

Pupils may ride bicycles to school if parents have sent their written permission to the Head of the Junior School. Cycle helmets must be worn and, ideally, pupils should have passed their cycling proficiency test. When travelling after dark riders must wear reflective clothing and bicycles must have suitable lights. Please mark the bicycle with the owner's name and provide a lock for security. During the day, bicycles which have been ridden to school can be stored on the small bike rack at the back of the main school, by the entrance opposite the servery.

## Late Stay after School

### Lower School (Forms 3-5)

Children may stay in their classrooms with their Form Teachers in a formal prep session from 3.30pm to 4.00pm. Those not collected at 4.00pm transfer to a Late Stay service. There is no charge for Junior School Late Stay which is available between 4.00 and 5.30pm.

Please note that signing-in is essential. Parents who wish to make a regular booking can do so via Mrs King or bookings can be made on the morning of the day in question by using the signing-in book in the entrance hall of Junior School. In emergency a last-minute booking can be made by telephone to Mrs King.

## Upper School (Forms 6-8)

At the end of the school day, children should leave the school site promptly unless involved in a formal school activity or late stay. Late stay runs until 5.30pm daily, apart from the last day of each term. Parents are notified separately of end of term finish times.

Children in Forms 7 and 8 are permitted to leave the school site unaccompanied at the end of afternoon lessons. There is no formal supervision for day pupils after 4.30pm other than in Late Stay and arranged clubs/activities.

During Late Stay, children are expected to work on their prep or read.

The contact telephone numbers for parents to reach the Late Stay supervisors in the event of emergency or if they are going to be later than 5.30pm are: 01227 475600 (School Office) until 4.30pm or 07395 796201.

## Saturdays

There are occasional Saturday commitments such as team sports fixtures, drama, the annual Open Day (in September/October), a Sports Day in May/June and some residential field trips. It is expected that pupils selected to represent St Edmund's on Saturdays will put this before all other commitments.

## Lunch

Lunch is provided in the dining hall for all children: pupils do not bring packed lunches to school. All pupils are supervised by lunch cover staff and their teachers eat in the same dining room. There is a good range of food and plenty of choice. A vegetarian option is available. Sample menus are available on the School website. Special dietary requests should be addressed to the form/class teacher.

## Snacks and Drinks

Pupils can bring a small, healthy snack for mid-morning break however Lower School pupils have fresh fruit supplied. In your choice of snack, please help us to encourage healthy eating and drinking habits.

A regular intake of water is important and pupils are encouraged to have a bottle of water with them during the working day. These can be replenished with chilled water from dispensers in the Junior School and in the dining hall.

Mrs King runs a tuck shop for pupils in Upper School, 3 times per week. She sells a range of sweets and snacks in order to raise money for charity. Pupils are allowed to bring in small amounts of money into school to purchase items from there.

## Absence

Please telephone 01227 475606 or email the Junior School Secretary (yk@stedmunds.org.uk) by 9.00am if your child is unable to attend school. We have a statutory obligation to register and document all authorised and unauthorised absences.

Requests for absences for events or holidays which aren't able to be booked at a weekend or during the School Holidays, and are not for something which is necessary to be done within term time, will be refused. Mr De Silva would appreciate it if requests for pupil absence for significant events which have to be taken during term time could be received well ahead of any proposed absence so that she has the time to consider requests appropriately. He would also ask that requests are made before any trips or activities are booked. He understands that families may incur a financial penalty to cancel activities that are booked in advance, however, if requests do not meet the criteria for pupil absence, he may refuse permission and this could then make the situation costly if you have not sought permission before booking. It is always difficult for children to make up work that has been missed due to absence, and in some cases, children can find it upsetting when they realise that they do not understand something which has been taught to their peers in their absence. It also places additional pressure on teaching staff who need to support the children to catch up with missed work upon their return to school.

## Games and PE (including swimming)

Games and P.E. are part of our curriculum. Games is the formal coaching of team sports, including fixtures against other schools and House matches. PE is the delivery of the skills and knowledge which underpins the range of sports and promotion of healthy living. Games and PE lessons will be indicated on your child's timetable, however school matches are usually on Wednesday afternoons, though Mondays can be used in Upper School (Forms 6-8) and Fridays in Lower School (Forms 3-5). Parents are encouraged to support their sons and daughters in matches at home or away.

All pupils use the school swimming pool during the warmer months of the year and all structured swimming sessions are covered by qualified lifeguards.

## Sports Fixtures

The St Edmund's School Sports Website, can be accessed at <http://sport.stedmunds.org.uk>  
You can use it to see what fixtures are taking place, where and when.

- You can navigate to our Sports Calendar via the main menu, and then select the day you are interested in and click the Details link. You can also see the team selected for fixtures wherever you see a blue figure, from U11 teams upwards. Teams will be added as soon as selection is made but can be liable to change on the day due to absence.
- From the Sports Calendar you can also click directly through to a team's fixtures, results and team sheet by clicking the Team's Name.

## Off Games

If a child is well enough to attend school, it is expected that he/she will be able to participate in both Games and PE. School sports kit allows for children to be able to participate in sport whilst remaining both warm and comfortable. We appreciate parental support in this matter.

If, however, ill health or injury dictates that your child should be excused from P.E. or Games, please notify their Form Teacher/Tutor. Circumstances allowing, it is often a positive experience for a child to participate in the Games/PE session in an assisting role, however failing this, there is a supervised "Off Games" session children can attend on a Monday and a Wednesday.

## Houses

All Junior School boys and girls belong to one of four Houses: Becket, Chaucer, Marlowe or Roper (all historical figures associated with Canterbury). Each House has a member of staff in charge. They help to generate a sense of belonging, of team spirit, leadership and co-operation. There is strong but friendly competition as Houses compete for the termly House Cup through a widely diverse range of competitions drawn from all areas of school life in the Junior School. Houses are not pastoral structures.

# Academic Matters

## Academic Structure

	ST EDMUND'S	AGE	NATIONAL CURRICULUM	NATIONAL CURRICULUM
Lower School	Form 3	7+	Year 3	Key Stage 2
	Form 4	8+	Year 4	
	Form 5	9+	Year 5	
Upper School	Form 6	10+	Year 6	Key Stage 3
	Form 7	11+	Year 7	
	Form 8	12+	Year 8	

## Curriculum

### *Setting*

Assessment is a vital cog in education and we are working hard to develop and improve our procedures around both formative and summative assessment in the Junior School. These two forms of assessment, the former being the everyday assessing of classroom practice, live marking, verbal contributions and the like, and the latter tending to be the more formal end of topic/unit assessments, form part of the triangulation of evidence that staff use to ensure pupils are settled correctly and, importantly, are being sufficiently challenged in all of their lessons. As parents appreciate, it is the school's decision to set children according to their level of need given the data of the whole cohort.

### *Form Teachers and Form Tutors*

In Lower School and in Year 6 of Upper School - the majority of subjects are taught by the Form Teacher, though there is specialist subject teaching in French (from Form 3), Music, Drama, and PE/Games.

In Upper School pupils are taught by specialist subject teachers. Some subjects (English, Maths, Art, Technology, Sciences, Drama, Music) are taught in Senior School facilities by Senior School Staff. Their class is still overseen by a Form Tutor who will meet with the class every morning and afternoon for registration, take them for Form Time and accompany them to Chapel and Upper School or Head's Line.

## Reporting to Parents

### Academic Review Cards (ARCs)

In Lower School and Upper School termly Academic Review Cards form a snapshot of academic progress and grades are given for application and motivation in class, effort, and attainment.

The information compiled forms the basis for discussion at the subsequent staff Pupil Progress meetings and enables the Form Teacher/Tutor to keep track of each pupil's attainment and progress. Unusually low grades or downward trends are picked up, investigated and intervention put in place.

### Written Reports

Parents receive a full written report on their child's progress at the end of the Summer Term.

### Parents' Meetings

Parents (or guardians) have the opportunity to meet their children's teachers at Parents' Meetings. Invitations are sent out in advance and there is a formal appointments system to ensure that parents have the chance to meet the staff they wish to see. The meeting dates for each term are listed in the School Calendar and will also be available on My School Portal.

Whilst it is our every expectation that we will proactively manage children's academic progress, parents who have any concerns should contact their child's Form Tutor/Teacher.

### Certificates of Excellence and Commendation

These are signed by the Head of the Junior School and awarded to pupils who have shown outstanding effort or academic excellence during the period of the Academic Review.

### Languages

French is taught formally by the French Department from Form 3. Pupils joining after Form 3 rarely have a problem making up ground and there is a beginners' set in Form 7 for those joining in Form 7 with no experience of the language. Pupils in Forms 7 and 8 will study a rotation of Spanish, French, German and Latin. This will enable them to make an informed decision about whether to take any of these languages as an option in Year 9.

## My School Portal

My School Portal is an online tool which staff use to set prep and through which you can access all the information you need about your child's life at school. You will be issued with login details.



## Prep Diaries

Pupils in Lower School are issued with an Academic Diary in which they are expected to record the work set for prep each day. To encourage children to get the most out of their preps we ask parents to check the quality of work done for prep and to sign in the prep diary to say they are satisfied. There is a space in the prep diary for parents to make written communication with the Form Teacher/Tutor.

Pupils in Upper School use the My School Portal system and all of their prep will be set on there. This is to support them when they transition into the Senior School where they will also be using My School Portal.

Advice about prep may be found in Appendix B.

## Learning Enhancement including AEN, Very Able and EAL Pupils

The Junior School Additional Educational Needs Department, led by Mrs Ward, offers curriculum support to individuals and small groups, both inside and outside of the classroom. This help is given by Mrs Ward, supported by several learning support assistants, with the provision of extension and enrichment work for very able pupils being overseen by Mr Comfort.

Tuition in English as an Additional Language is given by Mrs Donnelly to pupils whose first language is not English: indeed it is expected that a child whose English is not fluent will take these lessons.

We will contact you if we feel your child needs extra help but parents should feel welcome to approach the school if they think their child might benefit from individual tuition. There is no charge for TTRS (Touch-Type, Read and Spell) or Learning Support Tuition.

## Examinations & Assessment

Form	Michaelmas term	Lent term	Summer term
Form 3	Age testing in reading, maths and spelling NFER assessments	NFER assessments	NFER assessments
Form 4	Age testing in reading, maths and spelling NFER assessments	NFER assessments	NFER assessments
Form 5	Age testing in reading, maths and spelling NFER assessments	NFER assessments	NFER assessments
Form 6	Age testing in reading, maths and spelling NFER assessments	NFER assessments	Formal examinations
Form 7	MidYIS baseline testing Termly assessments	Termly assessments	Formal examinations
Form 8	MidYIS baseline testing Termly assessments	Termly assessments	Formal examinations

### Notes

1. Although important, the above summative assessments only form part of the school's assessment of its pupils. Daily, formative assessment of performance is at the core of our measure of individual progress.
2. St Edmund's is a 'through school' so there is no selection exam at the end of a child's Junior School career.
3. Exams become an increasingly important aspect of education as children reach their secondary education but school exams in Junior School should be seen in proportion and we ask that parents do not put their children under unreasonable pressure at exam time, especially younger children.

## Co-Curricular

### Clubs and Activities

There is a weekly programme of lunchtime and after-school clubs and this changes each term. Details of clubs and activities are posted around the school and sent via School Post to parents, as well as being advertised to pupils at the start of each term.

We expect every pupil to take part in at least one weekly co-curricular club or activity, though we hope that some will enjoy being involved in considerably more. If your child is not participating as much as you would like, please contact his/her Form Teacher/Tutor for advice.

In many cases there is no charge for clubs or activities but in a small number of cases fees are payable (usually where outside instructors are hired) and parents are notified of additional costs.

### Educational Trips

There is a strong programme of term-time trips away from school at all age groups. We believe these contribute a valuable dimension to academic as well as social education. You will always be notified in advance of the nature and details of these outings and, where a cost is involved, your consent will be sought.

### Music Lessons

If you would like your child to learn an instrument or take music theory lessons please ask Mrs King for a Request for Music Lessons form or contact the Music Department (details below). We aim to deliver 26 lessons of 35 minutes each year. Younger pupils are able to have lessons of 20 minutes where appropriate. It is not possible for every pupil to have their lesson during a break and clashes with academic lessons are inevitable. Where possible we try to avoid a child missing core subjects, but even this cannot always be guaranteed. Details of the fees for instrumental tuition and music theory lessons are included on the general fees list. One term's notice is required of the intention to cease music lessons, except for pupils in Forms 3 and 4 beginning instruments for the first time, who need only give half a term's notice.

Pupils are given a music practice diary in which their teachers record what should be practised between lessons. Parental encouragement and support of pupils will help maintain progress.

Instruments may often be hired from the School, though once a pupil has shown that he/she will be successful on the chosen instrument, it is expected that parents will provide their own. In normal circumstances, a pupil will not keep a hired instrument for more than a year.

Music Administrator	Mrs Katherine Walker
Telephone	01227 475620
Email	<a href="mailto:ksw@stedmunds.org.uk">ksw@stedmunds.org.uk</a>

## Pastoral Care and Pupil Welfare

### Pastoral system

We are committed to supporting our pupils throughout their time at St Edmund's and are proud of our reputation for going the extra mile. This support is not possible without the dedication, commitment and professionalism of all members of staff, both teaching and support.

As detailed earlier in this document, the first point of contact for you as parents is the Form Teacher/ Form Tutor. For boarding pupils, contact with the Houseparent over a matter relating to pupil welfare in the boarding community would be appropriate.

Form Teachers in Lower School (Years 3-5) are supported in their pastoral work by the Head of Lower School (Mrs Alison Swatman), the Acting Head of Pastoral Care and Designated Safeguarding Lead (Mrs Kelly French) and the Chaplain (Rev'd. Atkins). Additional support may be provided by our AEN department, the medical centre and in the case of boarders including Choir House, the Houseparents. In Upper School, Form Tutors are supported in their pastoral work by the Head of Upper School (Mr Joseph Pellett), the Acting Head of Pastoral Care (Mrs Kelly French) and the Chaplain. As in Lower School, additional support may be provided by our AEN department, the medical centre and in the case of boarders, the Houseparents.

At all stages, pastoral issues will be communicated to the Acting Head of Pastoral Care and/or Head dependent upon the nature of the matter. Lines of communication within school are such that "pupil matters" are high on the agenda for many meetings.

### Chaplain and Chapel

Our School Chaplain plays a central role in school life, he is a key player in the pastoral system. The Chaplain's 'parish' is the whole school community: pupils, staff and parents. Please feel free to contact him at any time if you need to: he is always willing to listen and to offer advice.

On two mornings a week after registration Junior School pupils attend a short service in the chapel. The Chaplain leads these services with input from time to time from the Head of the Junior School, members of staff, groups of pupils or visitors. At least twice each term there is a service of Holy Communion in place of the normal morning service, and there is a weekly lunchtime communion service for anyone who wishes to attend. In chapel the children are encouraged to explore the spiritual aspect of their nature and although the School is a Church of England foundation, our chapel worship has a sufficiently broad base to appeal to all denominations and faiths. Even so, parents who wish to exclude their children from chapel services should contact the Head of the Junior School.

A service of Confirmation is held in the chapel every year and the Chaplain prepares the candidates. The Cathedral Precentor prepares Choristers and their Confirmation takes place in the Cathedral, usually under the Archbishop of Canterbury. Parents as well as staff and pupils can be prepared for Confirmation (and baptism if required).

## Money and Possessions in School

Valuable possessions should not be brought to school and, notwithstanding small change for the tuck shop, money should not be brought into school except for charitable collections and school trips etc. Anything more than small change should be given to Mrs King for safe keeping, or to the Houseparents in the case of boarders.

Expensive possessions should not be brought to school if at all possible and anything of value should be clearly named (watches are often lost but rarely named). The School cannot accept liability for loss of, or damage to, items of personal property or money. Please ensure, therefore, that your own insurance policies cover any claims arising from damage or loss to property at school or on school trips. This is particularly important for musical equipment and electronic devices, agreed use of which supports a child's learning (laptop etc). The School's insurance does not cover privately owned instruments. Smart Watches are not allowed in the Junior School. This is due to the fact that they are so valuable and also because some can be used to access the internet, or to work out calculations etc. potentially giving children an unfair advantage in a test situation. Children should only come into the Junior School wearing a basic analogue or digital watch which does not access the internet. A basic fitbit style watch which counts steps is also permitted.

## Bullying

We are proud of our reputation as a friendly school. We do not tolerate bullying nor do we accept bullying as an inevitable part of school life. By its nature, bullying - mental or physical - does not often occur in circumstances that are easily detected but when detected, bullying behaviour will be dealt with swiftly and firmly, usually by a senior member of staff. In more serious cases bullies can expect to be dealt with by a community service detention and/or counselling. The most serious outcome could be suspension or final exclusion, especially when the problem persists.

Bullying is any form of behaviour that causes someone to feel hurt, to worry or even dread coming to school, to be unable to be themselves, to fear for their personal safety or to fear that the safety of their possessions is at risk. Bullying can be both physical and psychological, and can be carried out in person or through more distant medium such as gossip and the use of social media (see below).

Any pupil who is bullied **MUST** tell someone. He or she should talk to any member of staff or to their parents. Bullied pupils can worry about 'snitching' but if the problem is not addressed it is unlikely to be resolved: grinning and bearing it simply means that the bully has won and injustice has triumphed.

Pupils are regularly briefed on what to do if they experience or observe bullying and members of staff have guidelines to follow in dealing with incidents of bullying.

If parents feel that their child is experiencing difficulties of this nature, they should bring it to the attention of the Head of the Junior School or Head of Lower or Upper School as seems most appropriate. In less serious cases the child's Form Teacher/Tutor might be the more obvious person to deal with the problem. Please do not delay in bringing the matter forward: delay does not help the bullied - or the bully. Details of the School's Anti-bullying policy may be found on the School website.

## E-Safety and Cyberbullying

Online security is a key priority of the school. All pupils must abide by an ICT Code of Conduct. The School monitors email and internet security.

Parents can help to reduce the likelihood of mobile telephones, messaging systems, emails and social networking sites being used as vehicles for bullying. Parents are likely to know a fair amount about their child's 'visible' social life but not perhaps so much about their cyber social lives. By developing a culture of open talking about all aspects of their social lives – including socialising by electronic means – parents can create a climate in which children can tell them if they are unhappy about anything.

Equally, parents have a vital role in educating their children to use electronic communication and the internet responsibly, sensibly and safely. Many children, lacking the experience and judgement of their elders, really do need active guidance and education: parents should not underestimate this. Parents should set down clear ground rules in this respect and be prepared to monitor their children's use of these vehicles in an appropriate way.

Parents can underline to their children the following rules:

- Never divulge passwords to other people.
- Always log out of password-protected media immediately after use.
- Always set the tightest security settings.
- Never send or post a message that is negative or unpleasant about another person.
- Always remember that any message sent has potential to appear in the public domain and to be used against the sender. It may implicitly say as much about the sender as it does about the subject of the message.
- Children should always tell an adult if they are worried or upset by a message they have been sent.
- Always save an unpleasant, threatening or bullying message as this will be vital evidence in dealing with the perpetrator.

If parents have any concerns about their son or daughter's online security, they should immediately contact Ross Underwood, Designated Safeguarding Lead & E-Safety Co-ordinator. He can either be called via the school office on 01227 475600 or emailed at [rpu@stedmunds.org.uk](mailto:rpu@stedmunds.org.uk).

## Inappropriate Computer Games

It is the School's view that children should not play computer games that are rated above their age. Too many children have access to 18-rated games based on adult themes, many of them glamorising or at least normalising violence and criminal or immoral activity.

## Worries and Complaints Procedure for Pupils

Sometimes children have worries that they need to share and occasionally a child wishes to make a complaint about some aspect of life at school. Children do not always know what to do and whom to approach under these circumstances and so the existence of a formal procedure can help them. Our procedure for worries and complaints is set out in Appendix D.

Children are made aware of the worries and complaints procedure by means of its inclusion in their Prep Diaries and in the Parents' Handbook; on My School Portal; by notices posted in the School; and through regular explanations by Form Teachers/Tutors. The language and the concepts of the document may be too complex for younger children to grasp and parents of younger children should use their judgement to determine how much to explain and in what form they present it.

Most issues are resolved informally, but there is a formal pupil complaints procedure. Expressed simply it is as follows:

- If a pupil feels that he or she has been treated unreasonably, he/she should discuss the matter with someone he/she can trust (any adult at school or at home, or a friend).
- If, following discussion, the pupil still wishes to make a formal complaint, this should be made in writing to the Head of the Junior School, who will then initiate procedures to reach a solution.
- Within two school days of the complaint being made the pupil will receive a note from the Head of the Junior School to confirm that the matter is being attended to.
- The pupil will be asked to talk the matter through with the Head of the Junior School. The pupil may bring a friend (any adult or pupil) to the meeting.
- The Head of the Junior School then undertakes to resolve the issue within two school days of the meeting.
- If the matter remains unresolved, the Head of the Junior School or pupil can refer the matter to the Head of St Edmund's School (3-18).

It is our intention to be approachable whilst remaining professional and we know from past experience that children feel able to discuss matters with senior figures, however, if at any stage, addressing authority figures seems a daunting prospect, a Form Teacher/Tutor, the Chaplain or the School Nurse will be glad to offer help and advice.

## School Counsellor

We have a trained and experienced School Counsellor who visits once each week to support children or families who need professional help.

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 contact the Head of the Junior School to make arrangements. There is usually a charge for the Counsellor's services.

## Independent Listener

If a pupil has any concerns that they wish to discuss with someone outside school, they can contact Ms Karen Olliver. Her contact details are available from school.

## Safeguarding including Child Protection

At St Edmund's we take seriously our duty to protect all children within our care. The Designated Safeguarding Lead for the School is Mr Ross Underwood. In the Junior School, the DSL is Mrs Kelly

French. Other members of staff (as noted in the Safeguarding policy, available on the website) are trained as Deputy Designated Safeguarding Leads. It is a requirement for DSLs and Deputy DSLs to undertake regular training to stay up to date with current good practice. Additionally, all staff receive regular training in Safeguarding/Child Protection procedures.

Full details of the School's Safeguarding Policy may be found on the School website.

## **School Medical Centre**

The Medical Centre is staffed by qualified and experienced nursing staff. Parents are welcome to visit the Medical Centre: please report on arrival to Reception at the School Office.

The direct line for the Medical Centre is 01227 649062.

## **Immunisation and Medical Records**

Please return the School Medical Record Card to Admissions before the start of your child's first term.

School House boarders and Choristers are registered with the School Doctor. He holds a surgery at the School twice a week. If it becomes necessary for a boarder to visit a doctor in the UK during the school holidays, please ask for him/her to be treated as a "Temporary Resident". The Senior Nurse at the school medical centre is able to refer boarders to other health professionals as appropriate.

## **Health Screening**

The School Nurses carry out a brief screening of all School House boarders and choristers on entry to the School. This includes a basic vision test, height and weight.

## **Medicines**

Medicines may be dispensed on parents' behalf by Medical Centre staff once a consent form has been completed by the parent or guardian. Please note that medicines may not be dispensed by teachers, except on residential school trips.

Children should not have medicines in their own possession whilst at school. Medication brought to school should be handed in to the Medical Centre immediately. The exceptions to this rule are children who have asthma inhalers, adrenalin pens (Epipens) and equipment for diabetes who are required to carry this medication with them at all times. Parents must provide a spare adrenalin pen for storage in the Junior School office in case of emergency as they cannot be supplied by the school medical centre. We also require parents to provide a spare inhaler for asthmatic children for storage in the Junior School office. Children will not be permitted to take part in school trips unless they have their essential medical equipment with them. The Medical Centre can only store Prescription Only Medications that have been prescribed on a named basis by a UK doctor and labelled in English.



## Staying at Home

Please do not send your child to school if he or she is obviously unwell or has a raised temperature. If your child has diarrhoea and vomiting they must not return to school until 48 hours after the last episode.

Parents are asked to telephone or email Mrs King, the Junior School Secretary, should their child be unwell and is staying at home. For minor illnesses requiring less than 24 hour care, boarders and choristers will be looked after by the nursing team in the boarding houses, medical centre or parents may wish to care for them at home. Parents will be notified if their child is in the medical centre overnight.

Boarders and choristers with infectious illnesses will be required to be excluded from school for the recommended period, being cared for either by parents or guardians at home.

St Edmund's School follows the 'guidelines for infection control in schools and other childcare settings' issued by Public Health England, which advises on the recommended time to be kept away from school following an infectious condition. This information can be found at <https://www.gov.uk/government/publications/infection-control-in-schools-poster>. Please contact the medical centre nursing team on 01227 649062 with any queries or concerns.

## 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.

## Staff and First Aid

Teaching staff are regularly trained in appropriate aspects of First Aid, for example, how to administer epipen injections, and the qualified nursing staff in the Medical Centre provide a nursing service in case of illness or injury throughout the school day.

# Our Expectations of Pupils

At the core of St Edmund's Junior School are four key values:

Kindness; respect; challenge; and honesty.

In short, all interactions and behaviour should demonstrate one or more of these values. As well as making the school an enjoyable and happy environment, these values will help shape for the better each child's educational journey.

## School Rules

Pupils should always try to act in a way that is safe, sensible and considerate, ensuring that behaviour matches the expectations mapped out by our values: Kindness; respect; challenge; and honesty.

Our rules are designed to promote the safety, welfare and happiness of our pupils, and to make St Edmund's a happy, supportive and purposeful environment.

Please familiarise yourself with the School Rules (Appendix K), particularly in relation to guidance on uniform and appearance.

## Rewards and Sanctions

### *Rewards*

Always at the forefront of our minds is the importance of reinforcing a pupil's sense of self-worth. Often the most appropriate and most effective reward is a simple smile of approval or an encouraging remark. Of course other more tangible rewards are also used.

Stars are awarded for good work or behaviour. Teachers differentiate between pupils of varying ability in making awards. Star totals for your child will be available on 'My School Portal'. For Lower School pupils, the star pages in the pupils' Prep Diaries are used to indicate why the award has been made so parents can check to see how things are going when the child brings the prep diary home each day. Bronze, Silver and Gold Certificates are presented in chapel or 'line' (an assembly) by the Head of Junior School for the accumulation of 25, 50 and 75 stars respectively, and a Platinum Certificate is presented for 100 stars. Pupils are also awarded a token to add to the House Point accumulator outside Mrs King's office.

A Certificate of Excellence is awarded for an outstanding achievement in any area of school life. These certificates are signed by the Head of the Junior School and presented in chapel.

Commendation Certificates are awarded to pupils who attain consistent excellence in their effort grades on the Academic Review Cards.

At the end of the Michaelmas and Lent Terms in the 'Final Line' an Effort Prize is awarded to the pupil in each form who is deemed by the Form Teacher/Tutor to have made the most notable effort that term. Academic prizes and prizes for other skills and qualities are awarded at the end of the year at Speeches and Prize-giving.

### *Sanctions*

Making mistakes is part and parcel of growing up, and whilst it is unfortunate when pupils do get things wrong, these occasions provide effective learning opportunities. However, poorly judged decisions necessitate consequence, dependent upon context, another important lesson for later life, and parents and pupils should be aware of the School's policy on Sanctions (see Appendix K) and available in full on the School website.

Parents should be assured that it is our every aim to involve parents fully in any matters where a pupil's behaviour, attitude or actions have fallen short of our standards.

# Finance

## Fees

Details of termly fees, including boarding fees and fees for extra tuition may be found on the website.

Fees are generally inclusive of tuition, meals, books and laundry for boarders, though 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 (e.g. monthly payment) may be obtained from the Finance Department.

Parents experiencing a problem over payment are urged to contact the Head of the Junior School or the Bursar 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. Further information is included in the Parent Contract.

## Notice to Leave

One full term's notice, in advance and in writing, is required from the parents or guardian 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. Further information and clarification may be found in the Parent Contract.

## Extras

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

- Instrumental and theory music lessons
- 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 (eg fencing, dance)

## 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 bicycles, cameras, 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 and the School's normal insurance will not cover large claims so we take advantage of a Group Personal Accident policy through CHUBB. This policy provides current pupils with personal accident benefits 24 hours a day for 365 days of the year anywhere in the world, including school trips.

Parents will, therefore, find a small amount for this accident insurance on their school bills as a compulsory extra. Further details on the scheme are included in the new pupil joining pack.

## St Edmund's Foundation

The St Edmund's Foundation is an association for former pupils of the school comprising over 3,000 members worldwide, providing a vital link between them and St Edmund's. Through the publication of its newsletters and website, it keeps former pupils updated on social events, sporting activities and school developments and helps members stay in touch with each other and the school. All pupils become members when they leave and a life subscription of £100 is payable from Form 7 onwards.

# APPENDIX A

## St Edmund's Junior School Canterbury: Notes on Clothing Lists

The Clothing List has been compiled with care, for we want all pupils to look neat and tidy and to have clothes which wear well and do not involve parents in unnecessary expense. Parents are particularly asked to make sure that the Clothing List is adhered to.

(The List is reviewed annually)

### General

#### *Purchase of Uniform*

- Please note that all items marked with an asterisk (\*) in the Clothing List must be purchased from *Schoolblazer* since they are of a regulation style, cloth or pattern.
- Items marked with a cross (+) are stocked by *Schoolblazer*, but may be bought elsewhere if preferred.

### Marking

- All items of clothing (uniform, sports and casual clothing, underwear and towels and sponge-bags, etc.) must be clearly marked.
- Strong taping is needed for games kit and towel; please note that towels should be marked in one corner but taped half-way down the long side, for hanging.
- In order to help to prevent PE kit being lost, a name tape label can be added to the outside of your child's PE kit. We suggest the following label: Woven Labels  
<https://www.wovenlabelsuk.com/school-labels/wl-08.html>.

They are one inch high labels and should be the ones with a black background with red lettering. You can fit two sets of 3 initials put onto each name tape, cut them into 3 sections and sew one section onto any item of PE kit under the St Edmund's crest so that it is clear who is wearing whose kit, making it much more difficult for the children to wear kit which doesn't belong to them. Please use your child's initials rather than their full name.

### Swimwear

- This is required in the Summer Term only.

### Outer Wear

- The navy crested jacket should be worn up to and including Form 5. Forms 6-8 can continue to wear the crested jacket or they can wear a plain navy or black raincoat or weatherproof jacket.

### Summer Dress

- During the warm weather in the summer term and in the first half of the Michaelmas term, girls may wear summer dress. They may wear cardigans or jumpers with it if they choose to. Summer dress is optional for girls in Forms 7-8.
- All pupils may wear short-sleeved shirts and shorts in the warm weather.
- All pupils should be equipped with sunscreen and a sunhat at the height of summer.

### Blazers (Forms 7 and 8 only)

- Blazers are worn in Forms 7 and 8 as daily uniform. There is a boys' style and a girls' style blazer.

#### Jumpers, Cardigans and Blouses

- The School navy jumper may be worn under the blazer in cold weather, but not instead of the blazer.
- Girls must wear a reverse collar blouse
- A girls' cardigan is available in place of a jumper for pupils up to and including Form 6.

#### Skirts and Trousers

- Pleated skirts are worn in the Lower School and A-line skirts are worn in Forms 7 & 8 (though the pleated skirts may be worn until a pupil has grown out of it or it is worn out.) Skirts must be of an appropriate size and length (no more than a hand's width above the knee).
- Girls may wear grey trousers in the winter terms instead of a skirt (Forms 6-8)
- The uniform in Forms 7 and 8 is consistent with that worn in the Fifth Form of the Senior School.

#### Choristers

- The XVI wear a navy jumper with a Cathedral badge embroidered on the breast. (Available from Miss A.M. Jordan, Choir House Matron)
- Senior Choristers (Form 8) are to be awarded a Senior Chorister tie.

## Clothing List: Junior School Boys

Items marked (\*) are School pattern items and must be purchased from *Schoolblazer*.

Items marked (+) are available from *Schoolblazer* but may be purchased elsewhere.

All articles must be clearly marked with name tapes.

Number of Items required for:		Article
Day	Boarders	
1	1	*Navy crested blazer (Forms 7-8)
2	-	*Navy junior jumper (Forms 3-6)
1	2	+Navy senior jumper (Forms 7-8)
1	2	+Navy senior slipover (optional for Forms 7-8)
2 prs	3 prs	+Charcoal school trousers (Shorts optional for Forms 3-6 in warm weather)
4	6	+Long sleeve white shirts
4	6	+Short sleeve white shirts (optional in warm weather)
1	1	*Junior tie (Forms 3-8)
4 prs	6 prs	+Grey socks
1	-	*Art overall (Forms 3-4)
1	1	*Navy crested Stormproof jacket (Forms 3-5, optional for Forms 6-8)
1	1	Rainproof or weatherproof jacket in navy or black (Forms 6-8 who do not have crested jacket only)
1	1	*Junior scarf (optional)
1	1	*Navy crested fleece hat (optional)
1 pr	1 pr	Plain black shoes (not suede or boots)
1	1	*Crested rucksack (optional)
1	1	House badge (presented to pupils at their first House meeting)
		<b>ADDITIONAL ITEMS FOR BOARDERS</b>
	3	White vests (optional)
	7 prs	Underwear
	2 prs	Pyjamas
	1	Dressing gown
	3	Bath towels (with tape loops on each side)
	1pr	Wellington boots
	1 pr	Casual shoes or trainers
	1 pr	Bedroom slippers
	1	All-in-one shoe polish (express shoe polish cream with sponge top)
	1	Sponge bag containing toilet requisites
	1	Brush and/or comb
	1	Handcase or overnight bag
	1	Trunk or suitcase
	3 doz	+ Name tapes
	1 pr	Gloves (optional)
	1	Duvet (optional)
	2	Duvet covers (optional)
		<b>CASUALS</b>
	6 sets	Casual wear (must be able to be dried in the tumble dryer)



## Clothing List: Junior School Girls

Items marked (\*) are School pattern items and must be purchased from *Schoolblazer*.

Items marked (+) are available from *Schoolblazer* but may be purchased elsewhere.

All articles must be clearly marked with name tapes.

Number of Items required for:		Article
Day	Boarders	
1	1	*Navy crested blazer (Forms 7-8)
2	-	*Junior jumper (Forms 3-6)
1	-	*Junior cardigan (Forms 3-6)
1	2	+Navy senior jumper (Forms 7-8)
1	2	+Navy senior slipover (optional Forms 7-8)
2	-	*Junior skirt (can be worn in Forms 7-8 until outgrown)
2	2	*Senior skirt (optional Forms 7-8)
2	2	*Charcoal school trousers (optional Forms 7-8)
2	-	*Summer dress (Forms 3-6 during warm weather, optional for Forms 7-8)
4	6	+Long sleeve reverse collar white blouse
4	6	+Short sleeve reverse collar white blouse (optional for warm weather)
4 prs	7 prs	+Navy tights (or natural for Forms 7-8)
4 prs	5 prs	White/navy short socks (optional with the summer uniform)
1	-	*Art overall (Forms 3-4)
1	1	*Navy crested Stormproof jacket (Forms 3-5, optional for Forms 6-8)
1	1	Rainproof or weatherproof jacket in navy or black (Forms 6-8 who do not have crested jacket only)
1	1	*Junior scarf (optional)
1	1	*Navy crested fleece hat (optional)
1 pr	1 pr	Plain black shoes (not suede, or boots. Maximum heel 4cm)
1 pr	1 pr	Sandals (navy blue or black, optional for warm weather)
1	1	House badge (presented to pupils at their first House meeting)
1	1	+Crested rucksack (optional)
		<b>ADDITIONAL ITEMS FOR BOARDERS</b>
	3	White vests (optional)
	7 prs	Underwear
	2 prs	Pyjamas/Nightdress
	1	Dressing gown
	3	Bath towels (with tape loops on each side)
	1pr	Wellington boots
	1 pr	Casual shoes or trainers
	1 pr	Bedroom slippers
	1	All-in-one shoe polish (express shoe polish cream with sponge top)
	1	Sponge bag containing toilet requisites
	1	Brush and comb
	1	Handcase or overnight bag
	1	Trunk or suitcase

	3 doz	+Name tapes
	1 pr	Gloves (optional)
	1	Duvet (optional)
	2	Duvet covers (optional)
		CASUALS
	6 sets	Casual wear ( <b>must</b> be able to be dried in the tumble dryer)

## Sports

### *Dress and Appearance: Games*

- Official games kit only must be worn for all organised school games. Details of the kit which must be worn for individual sports are published by the Head of JS PE/Games.
- All games kit must be clean and in good order. It should be clearly named.
- For all inter-school matches the kit worn, footwear included, must be spotlessly clean at the start of the match.

### *Protective Equipment for Games*

- For Hockey, boys and girls are required to wear a mouth guard. These may be bought off the shelf in sports shops. However, we recommend specialist fitting.
- For Football and Hockey, boys and girls are required to wear shin pads.
- For Squash, eye protectors should be worn.
- For Cricket, a "box" is required; for team players personal batting gloves and pads are recommended. A helmet with faceguard is compulsory, too, though players may borrow this from the school stock.
- For all games, any specialist protective equipment (for example that worn by hockey goalkeepers) will be provided by the school.
- In hot summer weather, we advise the wearing of appropriate headgear and sunscreen.

## Sports Clothing: Junior School Boys

All of these items are compulsory unless otherwise stated.

Items marked (\*) are School pattern items and must be purchased from *Schoolblazer*.

Items marked (+) are available from *Schoolblazer* but may be purchased elsewhere.

Items marked (~) are available from the JS PE department and are NOT compulsory.

All articles must be clearly marked with name tapes.

Please note that tracksuit bottoms must be worn to go through lunch.

Number of Items		Article
Day	Boarders	
1	1	*Red crested softshell jacket
1	1	*Red tracksuit top (optional)
1	1	*Black crested pro fit training pants OR * Black Crested traini pants
2	2	*Red crested sports t shirt
1	2	+Black base layer

1	1	*Red mid layer zip top
1	1	~ Red, school hoodie.
2	2	*Black crested rugby shorts
1 prs	2 prs	*Red crested games socks
2 prs	3 prs	+White sports socks
1 pr	1 pr	Trainers
1	1	Combination padlock for sports locker

Boys will also require:

- a mouth guard, shin pads and a stick for hockey if choosing this option.
- Astro shoes are recommended for hockey
- shin pads for football
- football boots
- swimming kit
- cricket whites if selected for a school team

## Sports Clothing: Junior School Girls

All of these items are compulsory unless otherwise stated.

Items marked (\*) are School pattern items and must be purchased from *Schoolblazer*.

Items marked (+) are available from *Schoolblazer* but may be purchased elsewhere.

Items marked (~) are available from the JS PE department and are NOT compulsory.

All articles must be clearly marked with name tapes.

Please note that legs must be covered to go through the dining hall at meal times and shorts/skorts must be worn over leggings when it is necessary to walk around school in PE kit.

Number of Items		Article
Day	Boarders	
1	1	*Red crested softshell jacket
1	1	*Red tracksuit top (optional)
1	1	~ Red school hoodie
1	1	*Black crested pro fit training pants OR * Black Crested training pants
2	2	*Red crested sports t shirt
1	2	+Black base layer
1	1	*Red mid layer zip top
1	2	*Black crested running shorts and/or +plain black skort
1	2	+Plain black fitness leggings (no logos or mesh)
1 prs	2 prs	*Red crested games socks
2 prs	3 prs	+White sports socks
1 pr	1 pr	Trainers
1	1	Combination padlock for sports locker

Girls will also require

- a mouth guard, shin pads and a stick for hockey (Michaelmas)

- astro shoes are also recommended for hockey (Michaelmas)
- swimming kit

### **Note for all pupils - Glasses**

All pupils who wear glasses for games should be provided with glasses with an elasticated head band or alternative method of securing the glasses 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. Pupils who wear contact lenses must wear protective glasses for squash. Routine eye tests should be made in the holidays, and at yearly intervals.

# APPENDIX B

## Advice on Prep

### Why do we set homework?

- To develop good study skills and to encourage independent learning
- To establish a pattern for good practice of the future
- To augment the learning that takes place in school
- To reinforce the home-school partnership

### How can parents help?

- Provide a drink and snack to boost energy and brain power
- Provide a quiet space for work, free from distractions (music can help)
- Ensure your child has all the equipment necessary to complete the prep thoroughly
- Encourage prep to be done earlier in the evening rather than later - establish a steady routine
- Ensure there is a reward for preps completed satisfactorily, eg favourite TV programme, play with parent in the garden, access to computer etc
- If the prep takes more than the time allotted, write a note to the teacher at the bottom of the piece of work or via My School Portal so that she/he knows and can assess more accurately what to set next time
- Help if necessary, but let us know if the pupil really does not understand the work - we need to know
- Check that prep has been put in the school bag for handing in the next day

### In Lower School:

- Sign the Prep Diary each week to indicate that you have seen your child's prep and that it is completed to your satisfaction
- Write in the appropriate space in the Prep Diary if you have anything to communicate to staff

### In Upper School:

- Monitor Prep Tasks that are set on 'My School Portal'

### What should pupils be doing for themselves?

- Write instructions for prep tasks clearly in their Prep Diaries (Lower School)
- Checking the tasks set for prep on My School Portal (Upper School)
- Ask for help from the teacher if the instructions are not clear
- Take the right books home
- Hand the work in on time when it is completed

## APPENDIX C

### Presentation of Work

We expect the highest standards of presentation appropriate to each child. Neatness, legibility and the disciplined organisation of work are important habits, though we accept that some pupils by nature will manage better than others.

#### Writing implements

- Fountain pens, fibre tips and roller balls are encouraged (choice depends on the age of the pupil and advice from the teacher).
- Blue or black ink may be used.
- Biro's should not be used.
- At the younger end of the Lower School class teachers may prefer some work to be done in pencil.

#### Handwriting

- Best handwriting is always to be expected, unless the teacher has suggested the work should be done in rough.
- Writing should be as consistent as possible in size, shape and slope.

#### Corrections

- Errors should be crossed out with a single ruled line.
- Any form of liquid paper containing solvents is not permitted in school at all. Other forms of non toxic ink eraser are tolerated if used tidily and in moderation.

#### Diagrams

- Diagrams, maps, charts, sketches etc should be drawn in pencil.
- A ruler should be used for drawing straight lines.
- Labels should be written in ink.

#### Exercise Books

- Book covers should only be decorated on the instructions of the teacher.
- Otherwise they should show details of name, subject and form. Graffiti is not acceptable.

#### Substandard work

- Work will be done again if it is significantly below the standard of which a pupil is known to be capable.

# Positive Presentation

## Remember to...

- leave the top line and bottom line blank
- put the long date on the right hand side of your work (short date in maths)
- include your success criteria or learning intention at the start of the piece of work where appropriate
- use a pencil and ruler to underline
- put bullet points and numbers in the margin
- use cursive handwriting
- use all the pages – don't miss pages out
- cross out mistakes with one pencil line using a ruler

## In maths remember to...

- draw a margin (2 boxes wide)
- write 1 digit in a box

**Layout**  
**Date → underline → miss a line → Learning Intention → underline → miss a line**



## APPENDIX D

### Pupils' Procedure for Worries and Complaints

#### Worries and Complaints

This appendix explains what you can do if:

- you feel worried about something at school and need to talk to someone, or
- you wish to make a complaint about the way you have been treated by other pupils or by a member of staff.

#### What do I do if I just want to talk to someone?

There are a number of different people you can talk to if you have a worry or a problem you want help with.

#### *Pupils*

You can probably think of a pupil you could discuss a problem with:

- a close friend
- Or an older boy or girl to whom you may feel you can turn

#### *Members of Staff*

Members of staff are always ready to listen to your worries, discuss a problem with you. Think of the following:

- your Form Tutor or Class Teacher
- the Chaplain
- the Head of the Junior School
- Boarders' Houseparents or Matron

REMEMBER: it's your choice: choose any member of staff - teaching or non-teaching - you feel comfortable talking to.

#### *Other People who can Help*

There may be times when you feel you can't talk to one of these - this is perfectly all right. Instead, you could talk, telephone or write to any of the following:

- Your parents
- The school doctor or the Medical Centre Staff, on (01227) 649062, or any other medical or nursing staff.
- An 'independent listener', Mr Tom Witney (16 Meadow Road, Harbledown, Canterbury. Tel: (01227 766215). *He is a retired policeman and friend of the school.*
- Office of the Children's Rights Director ([www.rights4me.com](http://www.rights4me.com)) 0800 528 0731.
- East Kent Safeguarding Team (Brook House, Reeves Way, John Wilson Business Park, Whitstable, CT5 3SS Tel: (01227) 598500). Ask for the Duty Officer, who should be able to direct you to the right person. Calls are best made between 9.00 am and 5.00 pm on weekdays.
- Child Line. Tel 0800 1111
- Ofsted 08456 404040



What do I do if I want to make a complaint about something?

You may feel that talking to someone is not enough and that you need help sorting out a difficulty or problem at school. This may especially be the case where another pupil or a member of staff is causing the problem. It might mean *reporting* how you are being treated, or *making a complaint* about it.

*You can do this verbally:*

- The first thing you might think of doing is speaking to any member of staff you trust. You can take a friend with you for company if you wish.
- Or, you might decide to speak to your parents about the problem and they can take the matter up for you by contacting the Head of the Junior School, Head of Lower School or your Form/Class Teacher.

*Or you can do this in writing:*

If the matter is not settled by talking to staff or parents, you can make a complaint. The detail for this process is included earlier in this booklet.

# APPENDIX E

## St Edmund's Pre-Prep and 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 Head of the Junior School shall be ex officio members of the Committee, as shall one other member of staff. Membership shall be reviewed annually, with a membership term of three years considered appropriate to accommodate new membership. 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 in January. 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, Head and Head of the Junior School and that discussion of school affairs and policy is not the function of the Parents' Association.

August 2019

## APPENDIX F

### Pupil Acceptable Use of ICT: Code of Conduct

These E-Safety Rules help to protect you as pupils and the School by describing acceptable and unacceptable computer use. Read them carefully:

The School owns the computer network and can set rules for its use.

It is a serious offence to use a computer or network for a purpose not permitted by the School.

Irresponsible use may result in a pupil losing their network or internet access or, in some cases, a more serious disciplinary response.

Network and internet access must only be made via the user's authorised account and password, which must not be given to any other person.

The internet can be a dangerous place. Pupils must take care not to reveal personal information through email, personal publishing, blogs or messaging. **Never arrange to meet someone that you have met online and always tell an adult if any meeting is suggested to you.**

The use of so called "Proxy Sites" to access the internet on School premises is strictly forbidden.

All network and internet use must be appropriate, legal and should never cause harm or offence to others.

The School monitors pupil internet activity. Pupils seeking to access websites that contain violence, pornography, extreme political views or other inappropriate material can expect a serious disciplinary response from the School.

Social networking sites must be used with extreme care and the rules of such sites adhered to. Pupils must never post offensive, threatening or unkind comments about other members of the community. Such actions may be regarded as Cyberbullying and will bring a response from the School.

Pupils must only communicate with teachers using their School email accounts (see below). You must not use personal email accounts to contact teachers.

Messages to all members of the School community must be written carefully and politely, particularly as email could be forwarded to unintended readers.

Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

Copyright and intellectual property rights must be respected – copying the work of others from websites and claiming it is your own is called plagiarism, is not permitted and may in some cases be illegal.

Pupils may bring their own electronic devices (mobiles, tablets) to School but they can only be used in strict accordance with the rules above.

Mobile phones and personal devices will not be used during lesson times or in public places within the school during the working day, except as an approved and directed curriculum-based activity with the consent of, and under the supervision of, a teacher. In the Junior School, pupils' mobiles may not be switched on at all between 8.30am and 4.30pm.

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

#### St Edmund's School E-Mail Code of Conduct

You have been issued with a St Edmund's School e-mail address.

This is for **school use only**. It enables your teachers to send you e-mails, and for you to contact your teachers without disclosing your personal e-mail.

It is very important that you understand and accept the following rules relating to its use:

1. The School ICT Code of Conduct (detailed above) applies fully to your use of this e-mail facility.
2. You should not disclose this e-mail address to anyone outside the School community. It should not be used on websites where it will be recorded other than those to which you are directed by your teachers in the course of your learning.
3. Keep your e-mail password secure. Do not disclose it to anybody.
4. Your school e-mail address should **ONLY** be used for school-related purposes, and not for social reasons. You should use your personal e-mail for this.
5. The School owns the contents of your e-mail account. It will not interfere in any way unless you are suspected of abusing the privilege. In this case, it reserves the right to suspend or withdraw its use.

**Each child is asked to read and sign this document annually.**

## APPENDIX G

### Guardianship

When parents reside abroad it is obligatory to nominate a guardian in England who may be contacted, and to whom the pupil may be sent, in emergency, and who can fulfil the other obligations as set out below. In order to carry out these duties, it is essential that the guardian should be a householder (i.e. not a student) and should be able to speak good English. He/she should also be accessible by telephone during the day as well as in the evening.

The School does not undertake to renew passports or visas (except as required by Home Office Tier 4), or to arrange overseas travel, and pupils are not permitted to remain on the school premises during half-term or other holidays. The Junior School normally arranges an escort for children travelling in a group to and from London Victoria by train, or to the airport. Any pupil between the ages of 12 and 18 who will be travelling alone on the Eurostar service should carry with them a letter of authorisation from a parent or guardian or, alternatively, an unaccompanied minor's consent form (available from Eurostar UK Limited), since the company accepts no liability in respect of that pupil's safety, welfare, well-being or conduct. Should parents or guardians have any query in this regard it is suggested that they contact the Terminal Duty Manager at Ashford International Terminal on (+44) 1233 618505.

The main obligations of the guardian are, therefore, as follows:

1. To be responsible for passport, visas and inoculations being kept up to date, if the parents are unable to do this.
2. To take decisions in emergencies on behalf of the parents in cases where the School is not empowered so to do.
3. To provide or arrange at short notice accommodation and transport for the pupil:
  - during school holidays, half-term breaks and exeat weekends;
  - if the School has to close temporarily because of an emergency (e.g. fire or epidemic);
  - if the pupil is suspended or expelled, or has to have a period away from school on medical advice. This includes meeting and escorting the pupil to and from airports when necessary, or making arrangements for this to be done by some other responsible person.
  - for any period of recuperation from an infectious disease, e.g. chicken pox
4. To ensure that the pupil is properly equipped with clothing, etc., at the beginning of each term, if the parents cannot do this personally.
5. If a suitable guardian is not appointed by the parents, the School cannot allow a pupil to reside as a boarder and admission may be refused and deposit forfeited.

If requested, the School is happy to advise on professional guardianship organisations.

## APPENDIX H

### Code of Conduct

The guiding principles underpinning the code of conduct for pupils are self-respect, courtesy and consideration for others. Pupils are expected at all times to comply with the reasonable instructions of those in authority.

1. The school expects and demands behaviour that is courteous, well-mannered and considerate at all times, and to all people. All forms of interaction between pupils will be appropriate and proper.
2. Pupils should strive to achieve the highest standards in their academic work, and in all aspects of school life.
3. Pupils should show respect for other people's property, and take proper care of their own.
4. Pupils must abide by the school's 'Pupils' Acceptable Use of ICT' policy. All use of school ICT systems and personal mobile devices must comply with this policy, be lawful and show respect and consideration for others. Online activity on school systems is monitored.
5. Pupils must adhere to published rules on school uniform, which are designed to ensure they look smart and well-presented at all times when in school, or on the way to or from school.
6. Pupils who, for any reason, will not be following normal school routine must ensure that staff affected are properly informed.
7. Pupils may not obtain, possess or use tobacco or any drugs prohibited by law at any time on school premises.
8. The possession or use of alcohol in school is forbidden. The only exception relates to Sixth Form pupils, who are permitted to consume alcohol only under strict supervision at designated school events.
9. Pupils must at all times adhere to rules concerning the use of vehicles and other forms of transport.
10. Pupils are required to register their presence in school twice a day and may not leave the site during the working day without permission. Pupils must avoid those areas and places deemed to be out of bounds.

Any behaviour which is against the law, against common sense, dangerous or ill-mannered is considered a breach of the School Rules. Any pupil who brings the name of the school into disrepute will be dealt with severely.

# APPENDIX I

## School Rules

September 2020

It is understood that this document is not easily accessible to younger Junior School pupils, though Upper School pupils are certainly capable of reading it and understanding it for themselves. Many of the items are more relevant to the adolescent age group at the older end of Junior School. Form Teachers and Parents in Lower School can, when relevant issues arise, help younger pupils to understand the School rules. A 'child friendly' poster which summarises the key messages behind our school rules can be found in Appendix J. This is displayed in every classroom in the Junior School.

As a member of the Junior School you are expected to abide by its Rules. They exist to ensure good order in the School and to benefit the whole School community as well as to protect you.

### General

Anything that goes against safety, common sense, the law of the land and normal civilised behaviour is automatically against School Rules. Any action likely to be harmful to the health, welfare, education or general well-being of another member of the School is a serious offence.

If you are in doubt as to whether a proposed action is against the Rules of the School, you should consult your Form Teacher/Tutor.

### Personal Style and Manners

#### *Courtesy*

Remember that high standards of courtesy are expected of you. Particularly remember:

- Offer a greeting to all members of staff, or other adults and refer to them as "Sir" or "Ma'am". Take your hands out of your pockets in the presence of adults.
- Remember "please" and "thank you" are the most valuable words in the language. All who offer you service both within and beyond School appreciate and deserve them.
- Ensure that you dress to a high standard.
- Ensure you ask permission personally and in advance from staff to be absent from any lesson or activity.

The School prides itself on producing pupils who are smart, well-mannered and civilized. Therefore, please note that the following are specifically unacceptable:

- Rudeness, discourtesy or aggressive behaviour of any kind.
- Physical displays of affection.
- Using mobile phones in School hours without permission from a member of staff.
- Eating or drinking in public places, on or off the School premises.
- The chewing of gum.
- Spitting.
- The possession or use of any gun, pistol (real or imitation), blank or live ammunition, fireworks, knives, darts or other dangerous implements or weapons. This includes the possession of BB guns.
- The possession or use of laser pens.
- Verbal or physical bullying.

### Property and Money

- You are expected to keep your belongings in a state of good order and tidiness.
- All of your personal property must be clearly marked with your name.
- You must not buy, sell or exchange items of personal property at School without the permission of your Form Teacher/Tutor.
- You must show respect for the property of other pupils and of the School. If you damage any item of School property you must report the matter immediately to your Form Teacher/Tutor. If you cause damage through deliberate vandalism or by breaking the rules, you will be charged for the repair.
- It is essential that you give all large amounts of money (i.e. over a pound or two), flight tickets and passports to your Houseparents or Mrs King for safe-keeping. Any loss of money or of other property must be reported at once to your Houseparents or Mrs King. Regrettably, the School cannot be held responsible for the loss of money or personal items.
- Members of School are reminded that bags (briefcase or hold-all,) must be used for carrying books, files and notes to and from lessons. Loose books and files must not be left lying about the School.

### Visiting Other Pupils' Boarding Premises

The following applies to boarding premises at School AND on residential School trips in hotels, hostels and other forms of accommodation.

- Pupils may not visit the dormitories of pupils of the opposite sex.
- In School House the girls' wing is strictly out of bounds to boys. The boys' areas are strictly out of bounds to girls.

### Medical Centre

- The visiting of patients is only permitted with specific permission from the Medical Centre staff. Visitors should respect the needs and welfare of all patients at all times.
- Boys and girls are not allowed to enter each other's wards whilst patients in the Medical Centre.
- Pupils must be quiet in the Medical Centre at all times.
- Mobile 'phones must be switched off in the Medical Centre.

### Meals

- Pupils are expected to take the meals provided in the dining hall. Packed lunches are not an acceptable alternative.
- You are not permitted to miss any School meal except with the permission of your Form Teacher/Tutor.

### Off-Games

- Off-games requests should be in writing from parents/guardians of day pupils and should be handed in at morning registration.
- Boarders should normally obtain off-games notes from the Nursing Staff before 8.20am.
- Pupils who fall ill during the day should ask the Staff in the Medical center for an off-games note.
- Pupils who are off games must attend the supervised session for those off-games.



## Personal Appearance

### *Regulation Dress*

- Full details are to be found in the Joining Instructions.
- Regulation dress is worn on weekdays and Saturday mornings and until pupils have completed their official School activities for the day. Shirt-sleeve order is permitted once announced during the Summer Term.
- Only plain, black, leather shoes, with no coloured stitching may be worn with School uniform. Boots are not permitted, nor is suede.
- Ties must be properly adjusted, with shirts fully buttoned.
- Day pupils must travel to and from School in School uniform, or at designated times full school PE kit. In exceptional circumstances, pupils may leave in casual dress providing they have a note from their parents requesting it.

### *Informal Dress*

- Boarders whose School activities are concluded may change at 4.20pm.
- Casual clothing worn by boarders after School, or by day pupils on School trips, must be clean, tidy, mended and respectable.
- Items of casual clothing may not be worn with School uniform; the two forms of dress must be kept separate.

### *Dress for Games*

- Official games kit only must be worn for all organized School games.
- All games kit must be kept mended and in good order. It should be clearly named on the outside of the garment.
- For all inter-School matches the kit worn, footwear included, must be spotlessly clean at the start of the match.

### *Protective Equipment for Games*

- For hockey, boys and girls are required to wear a gum shield. These can be bought off the shelf in sports shops. However, we recommend specialist fitted ones.
- For football or hockey, boys and girls are required to wear shin pads.
- For squash, eye protectors are recommended and compulsory for those wearing contact lenses.
- For cricket, a 'box' is required; for team players personal batting gloves and pads are recommended. A helmet with faceguard is compulsory, too, though players may borrow this from School stock.
- For all games, any specialist protective equipment (for example that worn by hockey goalkeepers) will be provided by the School.
- In hot summer weather, we advise the wearing of appropriate headgear and sunscreen.

### *Hair*

- Hair should be kept off the face. Hair longer than shoulder-length must be tied back. Ribbons and slides should be of a small size and either plain black, navy blue or plain red, in keeping with the school colours. No bows.
- Form 8 pupils are allowed to have their hair up in a half ponytail rather than a full ponytail as a privilege.
- A shaven head is not acceptable, nor are attention-seeking unconventional styles of any kind.
- The artificial dyeing, bleaching or flecking of hair is not permitted.

### Jewellery

The following jewellery is permitted:

- One pair of matching ear studs or small ear-rings (one in the lobe of each ear).
- One single, plain finger-ring.
- One single, plain necklace (discreet, gold or silver chain-link, with or without a cross - no leather, string, beads, etc, may be worn).
- Adornments of other parts of the body are not permitted.

### Make-up

- Make-up should not be worn by any pupils in Junior School until Form 8, when very discreet foundation may be worn if a pupil feels self-conscious about acne.

### Respect For/Protection of Premises, Property And People

The School will not tolerate:

- Any form of vandalism.
- Tampering or playing with fire extinguishers.
- The stealing of money or property.
- Any malicious damage to, or vandalism of another's property or School property.
- Borrowing money or property without the owner's specific permission.
- Interference with other people's possessions.
- Interference with fixed installations of the School, electrical or otherwise.
- Interference or tampering with any computing equipment.
- Going on to the roofs of any School building.

### Computers

The computer network represents a very large investment by the School for your benefit. It is essential that you do not:

- Attempt to copy files on to, or from, any School computer without the permission of the Director of Information Technology or the Network Manager.
- Attempt to alter any system settings on any computer, or interfere with hardware in any way.
- Attempt to meddle with, or gain access to, other users' areas.

It is also essential that you:

- Read, sign, and comply with "The Code of Conduct for the Use of Information Systems" contract.
- Read and comply with other notices or instructions that may be posed from time to time in areas of the School where computers are used.
- Report any misuse of computer equipment to a member of staff.
- Please note that any tampering with computers or other IT equipment is regarded as a very serious offence.

### School Library

The Junior School has a recently refurbished, well-stocked fiction library for all pupils to use. New books are purchased regularly, and pupils can add books by their favourite authors as well as new releases to the library wish list. Lost or damaged books must be replaced.

- There should be quiet and restrained behaviour in the library at all times.
- You must not be in possession of any library book outside the library unless it has been checked out.

### Fire

- If you discover a fire, shout "Fire" and sound the nearest alarm (break the glass) but do not attempt to deal with it yourself.
- During the daylight hours, assemble by Form on the red asphalt playground.
- All buildings must be evacuated: only the School Fire Officer is permitted to re-enter the buildings and investigate.
- Full procedures are published on classroom boards.

### Travel and Transport

- In the interests of the safety and welfare of all pupils, boarding and day, pupils must not use skateboards, scooters or rollerblades to speed the descent of St Thomas' Hill! They may not be used on public highways or pavements.
- Boarders (including Choristers) using skateboards, rollerblades etc should wear helmets and knee and elbow protection.
- It is strictly forbidden for any older pupil to transport any Junior School pupil in a car in term-time or during any holiday activity organised through the School, unless with written permission from parents given to the Head of the Junior School.
- Pupils must obtain particular permission from the Head of the Junior School to accept any lift in a car or other vehicle, unless that vehicle is driven by an authorised member of your family, by a parent of another pupil or by a member of staff. This applies particularly to cars driven by present and recent pupils.

### Bicycles

Choristers may have a bicycle at Choir House with the permission of their Houseparents. School House pupils are not usually permitted to have bicycles at School. Day pupils may come and go from School by bicycle on the following conditions:

- Pupils travelling in the dark must wear some reflective clothing and ensure their bicycle has lights.
- Helmets must be worn when bicycling.
- Pupils are reminded of the need for safe and sensible riding.
- Bicycles may not be ridden within the School grounds.

### Bounds

- No boarder is allowed outside the School limits without the permission of their Housemaster. The "School Limits" are bounded by the Whitstable Road, Giles Lane, the eastern boundary with the University campus and the University Road: they are considered to include the squash courts, but not the Jackman Sports Field.
- For the Choristers the boundaries are the Cathedral Precincts.
- In the normal course of the School day Junior School pupils are not permitted beyond the bounds of the Junior School buildings and playgrounds except on official business, i.e. attending chapel, lunch, games/PE and lessons on other parts of the campus.

Under no circumstance should a pupil cross the Whitstable Road or Giles Lane without staff or adult supervision unless they are in Form 7 and 8 and using a Pelican or Pedestrian Crossing.

If a ball goes into the road, a member of staff must be fetched. Pupils must not retrieve balls from the road themselves.

The following places are out of bounds:

- All Senior School premises, except those classrooms used by Junior School classes.
- The area behind the Science/Art/Old Music complex.
- The area beyond the tennis courts and sports hall.
- The sports hall unless supervised.
- All Boarding areas to day pupils unless they have been officially invited as a visitor or they are flexi-boarding.
- The changing rooms unless supervised by a member of staff.

#### Lock-up

- No boarding pupil is allowed out of his/her House outside lock-up time without the permission of the Houseparents.
- Our responsibility for boarders requires that after lights-out every pupil is in his/her dormitory. It is a serious offence to be elsewhere.

#### Sanctions

*Lunchtime detention (Years 6-8 only):* Lunchtime detentions can be given by staff as a stand-alone sanction when school expectations related to pupils' approach to class or home work have not been met. A lunchtime detention can also be given if a member of staff wishes a pupil to perform a desk-based task that is related to an incident of poor behaviour: writing a letter of apology, for example.

*After school detention:* As described above, an after school detention is given for a pupil who has been given repeated lunchtime detentions. An after school detention can also be issued by the Head of the Junior School for major first time issues as a one off sanction (for example bullying, theft, fighting, vandalism etc)

Withdrawal from class and the requirement to work under the supervision of a senior member of staff can be imposed by class teachers for children who disrupt the learning of others.

In cases of serious indiscipline or where repeated punishments have failed to stop less serious offences, the Head of the Junior School may place Upper School pupils on a 'school suspension', where a child will spend the day in school but supervised away from his or her peers.

The Head of the Junior School may also suspend a pupil (where they return to their parents or guardian), for a period of between 24 hours and one week for very serious indiscipline, or less serious offences where repeated punishment has proved ineffective.

If suspension is ineffective, the school may be forced to exclude the pupil or to require him/her to leave the school.

#### Personal Health and Well-Being

The following are specifically not allowed:

- The possession of any medical preparation, antibiotics, pills or tablets held by any pupil except with the permission of the Nursing Staff, or your Houseparent. (It is important that the Medical Centre is made aware of any medication brought on to School premises.)

- The use or possession or passing on of any medical or other drug for non-medical purposes, or the abuse of solvents.
- Smoking tobacco, or other drugs, or the possession of smoking materials.
- Consumption of alcoholic drinks at School or on School trips, or the bringing of alcoholic drinks onto the School site.
- Abuse of any of these rules will be brought to the attention of the offender's parents.

#### Mobile Telephones

Lower School pupils are not allowed mobile telephones but Upper School pupils may bring them to school if they have a particular need for them (i.e. because they use public transport or because collection arrangements are fluid) and providing the rules for the use of mobile phones in school are observed. They should certainly not be brought in for recreational purposes.

The rules for use of mobile phones in school are:

- They must be switched off at all times during normal school hours (8am-4.30pm).
- Permission should be sought from a member of staff before using a mobile phone during normal school hours. They may not be used for recreational purposes. Failure to do this will result in the phone being confiscated for the rest of the day.
- Parents of repeat offenders will be contacted.
- Mobile phones must not be used without the express permission of the teacher on duty.



## APPENDIX K

Documentation to be returned to school before the start of term:

### All new Junior School pupils

- Junior School Entry Record
- School Medical Form
- Pupil Acceptable use of ICT Form
- Profile Form

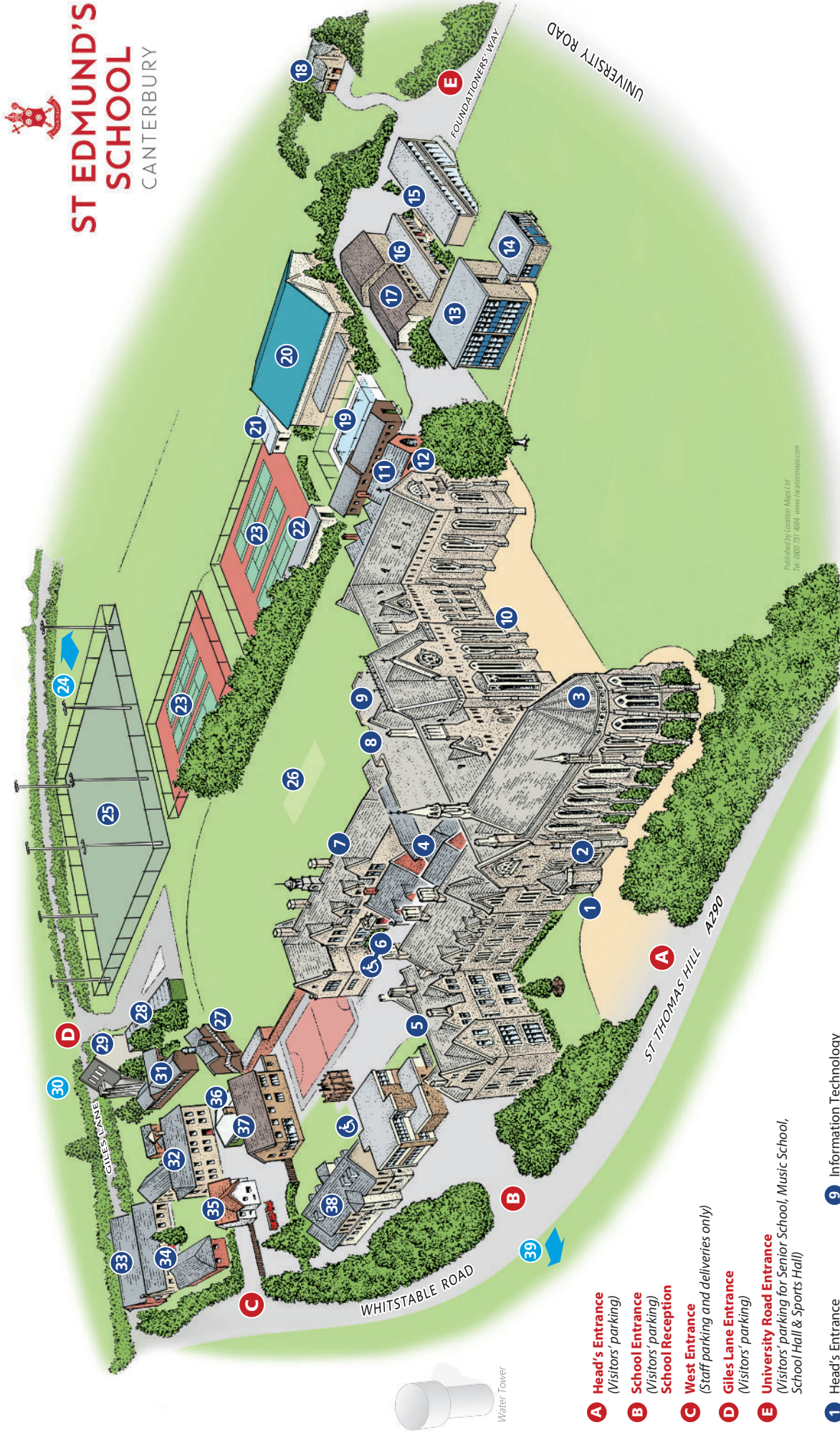
### Boarders only

- Guardianship Form (for all boarding pupils with parents living overseas)
- Medical Examination Consent Form
- NHS Registration Form

### Return if relevant

- Music Lessons Form
- School Bus Service
- School Fees Payment Plan and Refund Scheme
- AXA PPP Healthcare Schools Scheme





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- A Head's Entrance**  
(Visitors' parking)
- B School Entrance**  
(Visitors' parking)
- C West Entrance**  
(Staff parking and deliveries only)
- D Giles Lane Entrance**  
(Visitors' parking)
- E University Road Entrance**  
(Visitors' parking for Senior School, Music School, School Hall & Sports Hall)

- 1** Head's Entrance
- 2** Drawing Room
- 3** Chapel
- 4** Dining Hall
- 5** Medical Centre
- 6** School Reception
- 7** Sixth Form Study Room
- 8** Library
- 9** Information Technology
- 10** EAL
- 11** Old Gymnasium Buildings
- 12** Religious Studies
- 13** Senior School Classroom Block: English, Film Studies, Languages & Geography
- 14** Learning Enhancement
- 15** Music School
- 16** The Foyer

- 17** The Theatre
- 18** Pontigny, Head's House
- 19** Swimming Pool
- 20** Sports Hall
- 21** CCF
- 22** Rifle Range
- 23** Tennis & Netball Courts

- 24** Squash Courts
- 25** All Weather Pitch
- 26** 1st XI Cricket Pitch
- 27** Pavilion
- 28** Business Studies & Economics
- 29** Academic Hub: Maths, History & Politics

- 30** Jackman Sports Field
- 31** Estates Department
- 32** Science
- 33** Art
- 34** Design & Technology
- 35** Nursery & Pre-Prep School

- 36** Nursery & Pre-Prep School Hall
- 37** Nursery & Pre-Prep School
- 38** Junior School
- 39** Junior School Sports Field





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