



LEWESTON
PREP

PREP HANDBOOK FOR
NEW PARENTS
2023

WELCOME TO LEWESTON PREP

Welcome to Leweston Prep.

We are delighted you have chosen to join our community and appreciate the thought and consideration that will have gone into that decision.

We firmly believe that children learn best when they are happy and for this reason they are firmly at the heart of all that we do. Our dedicated staff develop a deep understanding of each child, learning exactly how to bring out the best in them. The children are focused and dedicated to their work but also know how to have fun, seizing every opportunity we put in front of them.

The school also prides itself on its family atmosphere. Our older children spend time supporting our youngest and, in turn, the children in the younger years follow their example. Of course, part of that family is you, the parents, and we want you to participate in your child's experience of Leweston Prep as much as possible.

There is regular communication between school and home. Our online learning journal, Tapestry, and Parent Portal ensure that you know everything that is happening. Our form tutors are there for you and there will be exciting school events throughout the year.

We look forward to getting to know your family better and to watching your children grow and develop.



Richard Thompson
Head of Leweston Prep

NEW STARTERS' CHECKLIST

Forms to Complete

- Medical Folder
- Confirmation and Baptism Form
- Photo Consent Form
- School Transport Consent Form
- Boarding Trips and Activities (Boarders only)

Options Forms

- Music Lessons Booking Form
- NSEA Membership Form (equestrian)
- Regular Flexi-boarding Form (if relevant)

Handbooks available

- Handbook for New Prep Parents OR New Reception Parents
- Boarding Handbook (boarders only)

Things to do

- Book Move Up Day
- Make a note of your House
- Book a summer uniform fitting with the Shop
- Log onto the Parent Portal
- Book your Autumn Term activities
- Book New Pupils Day
- Book your bus journeys (if applicable)
- Visit the Knowledge Base
- Complete the compulsory forms
- Complete the optional forms
- Read the handbooks

STRUCTURE OF THE SCHOOL

Prep School

Head Mr Richard Thompson

Deputy Mrs Elizabeth Winter

Senior School

Headmaster Mr John Paget-Tomlinson

Deputy Head Mr Stuart Whittle

Deputy Head Pastoral Mr Oliver McManus

Senior Leadership Team

The Headmaster, Head of Prep, Deputy Heads, Director of Teaching and Learning, Bursar, Director of Boarding and Director of Communications form the Senior Leadership Team, which is responsible for the overall leadership and management of the whole school.

Governors

Information on the school's Governing Body can be found on the website: www.leweston.co.uk/why-leweston/about-us/school-governors/

School Staff

A full list of staff members can be found on the website at: www.leweston.co.uk/why-leweston/about-us/staff/

Contact Details

Prep School Reception 01963 210790
enquiries@leweston.dorset.sch.uk

Senior School Reception 01963 210691
admin@leweston.dorset.sch.uk

Mrs B Simkins-Smith 07964 539 463
Director of Boarding and
Eleanor Housemistress
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Mr Luke Cannon 07772 318643
Antony Housemaster
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Mrs Charlotte Ovey 07377 401 626
Martha and Cecilia Housemistress
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Registrar 01963 211015
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Well Being Hub 01963 210834
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School Shop 01963 211048
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THE LEWESTON LEARNER

What is a Leweston Learner?

Our Leweston Learner system is an approach to teaching and learning which under-pins our work throughout the School. All pupils from Nursery to Sixth Form use the approach and share a common language for learning.

The Leweston Learner is a learning philosophy, not a curriculum with particular content. Leweston Learner encourages pupils to be **adventurous, confident, resilient, creative and inquisitive**. We believe that these learning behaviours are the key to raising pupil achievement and progress and therefore the most important aspects in a modern education.

Whilst the programme was developed independently it was inspired by the internationally recognised concept of 'High Performance Learning' (HPL). HPL believes that all learners can aspire to greatness if the focus is placed on learning skills.

Pupils are taught that by embracing these qualities they can improve every aspect of their lives, not just their academic performance. They learn that they have the ability to control these important qualities and get better at them!

How does it look in school?

We embed the philosophy in all our teaching and learning and ensure that the language of Leweston Learner sits at the heart of every lesson.

Children are encouraged to reflect on their work after every lesson, and also to consider the extent to which they employed the Learner characteristics. Our learning observations also focus on the development of these skills, seeking to increase evidence of them in the classrooms.

We have specific Leweston Learner postcards to send home when we see the children displaying particular progress in each of the characteristics. Pupils can collect characteristic stickers in their workbooks and receive bronze, silver and gold star badges once they collect ten, twenty and thirty of them.

In Prep 5 and 6, we introduce the Leweston Learner Diploma which enables the children to track their development in each skill area. Over the course of Prep 5 to Year 8, pupils will collect evidence to show how they have progressed and at the end of Year 8, their final portfolio will be submitted to the Deputy Head, with each pupil awarded their diploma at Bronze, Silver or Gold standard, dependent upon the quality of work and progress shown.

The Four Actions

In order to become Leweston Learners we believe that the children need to have the opportunity to:

- Collaborate
- Persevere
- Challenge themselves
- Reflect

We plan opportunities for these actions into every lesson that we teach.

What does your child see in the classroom?

The framework below is used in every lesson to show the children exactly what the success criteria are and to support their reflection on the learning behaviours.

In many lessons, tasks are differentiated with pupils able to select their own level of challenge in the work. This helps pupils to understand how much they can gain by pushing their own progress. The challenges vary and encourage the children to broaden their knowledge, by applying critical thinking to tasks or revisiting work to tailor and improve specific aspects.

 LEWESTON PREP	Date: 13.2.2022	Learning Objective: <i>I can create narrative, character and plot</i>		
Confident	Determined	Inquisitive	Resilient	Adventurous

LEARNING AND THE CURRICULUM

As an independent school, we are free to adapt our curriculum as we see fit, so we build on the requirements and expectations of the National Curriculum to enhance our offering.

Our curriculum offers breadth and depth to challenge our pupils and allow them opportunities to make learning personal and follow their own in depth lines of enquiry. Our topic titles are broad and open to interpretation so that pupils and teachers can work together to build a learning journey that is exciting and meaningful. The different subjects are all linked to the topic titles so that the learning is reinforced in every subject. This also offers flexibility within the timetable so that learning is never cut short by the clock as the objectives can be further explored in other areas.

For example, in Prep 6 one of the topic titles is 'Utopia and Dystopia'. The pupils explore dystopian novels in English whilst learning about the world of work in PSHRE; exploring whether striving for utopia through the advancement of technology such as AI could lead to dystopia.

The Prep School consists of seven year groups: Reception, Prep 1, Prep 2, Prep 3, Prep 4, Prep 5 and Prep 6. In Preparatory schools Reception to Prep 2 is referred to as **Pre-Prep** and Prep 3 to 6 as **Prep**.

Core Subjects

The timetable gives strong emphasis to the core subjects of English and mathematics, with daily learning aimed at deeply embedding knowledge, skills and understanding.

Specialist teachers

We employ specialist teachers for the following subjects; PE, games, music, drama, French and Spanish, Forest School and computer science. The children use the school's facilities more widely as they get older, with classes in the Art and Design Centre, Music School, Theatre and science laboratories.

Teachers

The number of teachers who will teach your child gradually increases as they move through the Prep School. The form tutor is the central figure for your child. They will teach your child for most lessons, being supported by the specialist teachers listed above.

Assessment

Leweston does not participate in the formal SATs testing at Prep 2 and Prep 6. Pupils sit our own examinations and assessments and INCAS testing so that they become accustomed to the discipline required in examinations.

These are approached as a natural part of the school year and can never tell us as much as our continual teacher assessment of the pupils. We do not conduct a specific 'exams week'.

INCAS testing takes place at the end of the school year; this is a national test which is administered in the ICT room. The results of these tests are used internally to ensure our teacher assessment data can be cross-checked.

Parents' Evenings and Academic Reporting

We aim to provide regular communication and updates on pupils' progress to the following timetable:

October	Tracking report
November	Parents' Evening
January	Tracking report
March	Parents' Evening
May	Tracking report
July	Full academic report

Homework (Prep)

Every year group is set some homework or 'prep'. This encourages the children to become independent learners who are motivated and encouraged by their own achievements. Prep is set as follows:

Prep 1

Times tables and spelling practice/reading at home, occasional task to consolidate some classwork.

Prep 2

Times tables and spelling practice/reading at home, occasional task to consolidate some classwork. Two 'projects' per year (in place of optional tasks for those weeks).

Prep 3

Spelling and times tables practice, 15 minute Maths task and 15 minutes English task. Two 'projects' per year (in place of optional tasks for those weeks).

Prep 4

Spelling and times tables practice, 25 minute Maths task and 20 minutes English task. Two 'projects' per year (in place of optional tasks for those weeks).

Prep 5

Spelling and times tables practice, 30 minute Maths task and 30 minutes English task, occasional topic related tasks to support classwork.

Prep 6

Spelling and times tables practice, 30 minute Maths task, 30 minutes English task and 30 minutes Science task with optional extensions.

There is a daily prep club which runs after-school for Prep 3 to 6, where they can complete their homework under the supervision of an adult. There is a weekly prep club for Reception to Prep 2 for them to have support with their spellings, times tables and reading, if they desire.

Helping with Prep

If you wish, most of your child's prep can be completed at school in a supervised prep club. It is important however that your child reads aloud to an adult at home every night, if possible.

If your child has not completed all their work at school please provide them with a quiet space at home to do their prep and make sure they spend the required amount of time on it. Children should not spend hours and hours on their prep – just the set time please! If they can't do it or it is taking too long please stop them and let the teacher know so they can explain it to them quietly on an individual basis.

Encouragement and help in finding relevant books or information, helping with or hearing reading, learning spellings, language vocabulary, multiplication tables, reading newspapers etc. is always very welcome. Please do not help too much with written work and if you feel you must help, write a note to their teacher to say that you have.

Reading

Every child is encouraged to read as much as possible. Younger children, or children who find reading more difficult, are encouraged to read out loud every day to an adult. We aim to do this at school in the Early Years and in Prep 1 to 4.

Pupils in Prep 5 and 6 are given individual targets depending on their reading ability. Our aim is to develop free readers who enjoy reading for pleasure. Our team of adults hear the children read at school assisting them with their fluency, pronunciation and, more importantly, their understanding of what they have just read! Reading at home regularly with parents or siblings is encouraged so that the children are fully immersed in different reading experiences, we provide a Reading Diary so that you can record these reading sessions at home for the tutor to see.

Online Journal and Reporting

All pupils have a personal online learning journal which builds a record of their experiences during their time with us. The journal acts as part of our monitoring and assessment and links directly with curriculum objectives. Pupils' progress and attainment are recorded and evidenced in the system, so parents can monitor this as often as they wish. The journal also provides insight into the school day with regular photographs of daily lessons, sports fixtures, trips and much more. You can also add comments so that we can find out which activities your child has enjoyed the most.

The learning journal is called Tapestry; a system hosted in the UK on secure servers. Parents have secure access (via email address and password) and, in addition to viewing our contributions, we encourage you to add photos and comments or commenting on observations made by us.

Tapestry is accessed at **www.tapestryjournal.com**, or if you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for TapestryMobile). Once you have provided us with your chosen email details we will set-up two accounts for you. You will then be emailed a password which you can use to log in. We strongly recommend that you change your password on your first visit.

If you have any difficulties please email Miss Phillips at **phillipsa@leweston.dorset.sch.uk** or Mrs Gillett at **gillett@leweston.dorset.sch.uk**

Academic Extension

Leweston recognises that all pupils have gifts and talents; however, we are aware that those who excel academically may require a more specialised programme to enhance their educational experience. There is a programme of activities organised to support this. Whilst our new creative curriculum is designed to include all learners, the inspiring topic titles allow for a breadth and depth of enquiry that appeal to our more able learners.

Learning Support

All lessons are designed to support different learning levels and styles and we adapt to suit these needs. However, if there are more specific needs that need targeted support we have a dedicated SENCo who can provide one-to-one or group lessons. Often these lessons are used to introduce concepts ahead of the rest of the class so that the pupil does not feel left behind and is equipped to more readily follow the content of the lesson. This helps them to build confidence and assurance.

We can provide initial individual assessments and if necessary, arrange assessments with an educational psychologist. Tailored lessons are timetabled weekly, and individual education plans are shared with all staff. Pupil progress is closely monitored and there is regular consultation with parents.

Academic Rewards and Recognition

Recognition of a job well done is vital to building a child's confidence. From the earliest opportunity we reward effort and achievement as well as provide a range of age appropriate leadership opportunities.

House Points

Given to children for excellent work, behaviour, friendship and kindness. Pupils are awarded certificates in a weekly celebration assembly for reaching the milestones of 50, 100, 150, 200 or 250 points, and these certificates are sent home for you to share. These points are counted each week for the totalizer, and the House with the most points at the end of each term wins a prize.

Form Captains

Each week a pupil who has impressed their form tutor over the previous week is chosen to be the Form Captain. The Form Captain has certain privileges and responsibilities during the week, such as leading the class line, helping the form tutor and organising class events.

Reward Postcards

We have several different postcards which are sent home to recognise and reward exceptional work or effort. Most of our rewards are linked to the Leweston Learner characteristics. Pupils can collect characteristic stickers in their workbooks and receive bronze, silver and gold star badges once they collect ten, twenty and thirty of them.

Golden Certificates and Head's Commendations

These are awarded to recognise a specific act of exceptional kindness or an outstanding piece of work and are presented in assembly.

Speech Day Prizes

Each Year Group presents a Progress prize and an Effort prize. The Progress prize is awarded to the pupil who has developed the most across the academic year, regardless of core ability. The Effort prize is presented to the pupil who has made the most consistent, concerted effort across the year.

Pupil Led Responsibility

We believe that, in order to ready the pupils for senior school, it is important to encourage them to become independent and start to take on community responsibilities. Therefore, in Prep 6, children are nominated to take on role of responsibility. These include House Captains, Eco Captain, Library Captain, Peer Mediators and more. These Captains meet with the Head and the Deputy throughout the term to discuss their roles and responsibilities and they form an integral part of the running the School Council.

Assemblies

The school comes together as a group on a Monday and a Friday, and for Mass/Liturgy on a Wednesday. On Fridays the Head leads a celebration assembly where achievement across the school is recognised. There are regular opportunities for the children to sing and be an active part of our collective reflection. Children are encouraged to bring in certificates and medals won outside of school too.

Class assemblies take place during the school year. Parents are encouraged to attend to watch their child's performance. All children participate in their class assembly, which may reflect recent topics of learning or tell a story.

These assemblies are fun and all-inclusive and give children an opportunity to perform in public, perhaps for the first time. House assemblies, teacher led assemblies, guest speaker assemblies and musical assemblies complete the programme.

Forest School

The philosophy of Forest School is to encourage and inspire individuals through positive outdoor experiences. Each class has a weekly Forest School session and once a term they spend a full day completing all their lessons in the outdoor environment. The sessions take place in all weathers, from snow to sun, so it is crucial that children have full kit for each lesson. We share our philosophy with the Norwegians - there is no such thing as the wrong weather, only the wrong clothing. Building shelter in the pouring rain develops grit, determination and perseverance... and is enormous fun.

Sport

In the Prep School all pupils follow a carefully structured programme of PE, Games and Swimming lessons. These aim to develop pupils' physical skills and fitness as well as their knowledge of the physical, mental and social benefits of exercise.

Key Aims

By the end of Prep 6 we hope that all pupils:

- Believe sport is fun and look forward to their timetabled lessons.
- Understand the range of extra-curricular opportunities on offer and make the most of these opportunities.
- Are water confident and can swim 25m unaided.
- Understand the benefits of competition but are able to focus primarily on improving their personal skills, health and fitness.
- Are resilient and demonstrate sportsmanship in victory and defeat.
- Are independent and take responsibility for themselves and their equipment/other belongings.
- Are confident taking part in sporting activities as an individual and as part of a team.

Stages of Development

Transition 2 (Nursery) – Prep 2

The primary focus is on developing physical literacy as well as promoting a love of being physically active. Pupils are taught fundamental movement skills such as running, jumping, throwing, catching and overall body management, as well as swimming. These skills are taught through games and play with a major emphasis on enjoyment. A degree of competition is introduced via Inter-House competitions in cross-country running, and athletics on Sports Day.

Prep 3 and Prep 4

Pupils are encouraged to apply their physical skills in more structured scenarios as they are introduced to formal sports. These include hockey, netball, football, rugby, cricket, tennis, athletics, swimming and cross-country running. Friendly fixtures are introduced but are very much focused towards developing game play and learning how to apply skills in competitive situations. Scores are not usually kept as the focus is not on winning and losing. Inter-House competitions, in the major sport of each half term, also provide a great focus on being competitive whilst having lots of fun.

Prep 5 and Prep 6

In Prep 5 and 6 pupils continue to play the sports they played in Prep 3 and 4 but there is increased separation of boys and girls as the opportunities increase for taking part in more organised local, regional and national competitions. Curriculum lessons are still very much focused on developing skills, improving fitness and continuing to foster a love of sport. Inter-House competitions are still a key part of the programme and pupils enjoy representing their houses as well as sharing their love of sport with the younger pupils.

EXTRA AND CO-CURRICULAR

Activities and Clubs

We provide a broad range of activities and clubs for the children at lunchtime and at the end of the teaching day. We believe that the co-curricular programme greatly enhances the personal development of the children. Children are invited to sign up for clubs at the start of each term using the Portal. The majority are free of charge, but where an external instructor is booked, a small charge may be applicable.

LAMDA

LAMDA stands for the London Academy of Music & Dramatic Art. It is a recognised exam syllabus that provides accredited Grades 1-8. LAMDA is offered as an extra-curricular activity to Prep 1 and above. Lessons are provided in groups of one to six to encourage skill development in a supportive environment. Sessions are 45 minutes in duration and take place during lunchtime or after-school between. Lunchtime sessions are usually reserved for Prep 1 to 3. Prep 4, 5 and 6 are mostly after school unless earlier slots are available. Bookings are taken via Activities in the Portal.

Music

Individual music lessons are an integral part of the musical education that Leweston provides. An exceptional team of visiting musicians provide tuition in voice, piano and organ, woodwind, strings, brass and percussion. If your child would like to learn an instrument please complete the relevant form in Parent Forms on the Portal.

Pentathlon

Leweston is one of only nine specialist Pentathlon Academies in the country and makes a significant contribution to the Pentathlon GB Pathway. In 2021 it became a Pentathlon Training Hub. The school develops athletes of all abilities offering a wide range of activities from grassroots to elite level. If you would like to learn more contact the Head of Pentathlon, Mick Flaherty, flahertym@leweston.dorset.sch.uk

Equestrian

Leweston is a serious competitor in equestrian sport. Pupils regularly compete at National Schools Equestrian Association (NSEA) events and the school has won the NSEA Regional Points League for the past four years. Pupils compete in showjumping, dressage and JWS and Leweston holds regular training sessions with Emma Fisher, British Eventing Team Coach for Young Riders. Leweston is an NSEA affiliated school and hosts its own NSEA Inter-Schools RPL and Grass Roots Show Jumping Competition every year with a one-day event at BE Bricky in October in conjunction with the Pony Club. For more information contact the Equestrian Manager, Lorraine Roberts at robertsl@leweston.dorset.sch.uk

SCHOOL ROUTINES

The School Day

08.00	Arrival
08.15	Registration
08.25	Assembly or Form time
08.45	Period One
09.50	Period Two
10.45	Break
11.05	Period Three
12.15	Lunch
13.15	Period Four
14.20	Period Five
15.25	Period Six
16.20	Pick up or Tea (first collection)
16.45	After-school Club/Activities/Prep
17.45	Second collection

There are some minor alterations to timings between the Pre-Prep and Prep but the beginning and end of the day remain the same.

Wrap Around Care

Leweston provides wrap around care for day pupils from 08.00-17.45 with a wide range of after-school clubs and activities, as well as supervised homework sessions for day pupils. The list of activities is changed each term and is available on the school website. Bookings are taken via Activities on the Portal.

Breakfast Club

Breakfast club is available from 07.30 - 08.00 and must be booked in advance via the Portal. Pupils up to Prep 3 should be dropped off at the Nursery at 07.30 and a member of staff will then take them to school at 08.10. Pupils in Prep 4 and above can join the boarders for breakfast. Your child will need to be taken to the Dining Hall on arrival at school at 07.30. The club costs £4.00 per day.

After-School Care

There is after-school care available for all pupils in the Prep which consists of tea, activities and/or supervised prep.

- Afternoon tea is offered at 16.20 for all pupils remaining in school. Children receive a snack and a drink, supervised by their teachers
- Activities and clubs start at 16.45 and run until 17.45. You can choose your child's after-school programme by booking on the Portal.
- More informal supervised after-school care is available for Reception to Prep 2 in the Pre-Prep.
- Supervised homework, or prep, is available every night for pupils in Prep 3 to 6 in the library.

Supper Club

Supper club is available from 17.45 - 19.00 for pupils who have booked in advance. The Club costs £6.50 per day, please book via the Portal.

Arrival and Pick Up

To keep all pupils safe, staff are the only unaccompanied adults allowed into the Prep buildings.

Mornings

Drop-off is at the Pre-Prep garden for Reception to Prep 2 or in front of the Padua Hall for Prep 3 to 6.

Pupils should be dropped off with all their belongings. Parking space is limited and parents are encouraged to drop and go. Parents are welcome to speak to the form teacher if they are available however, we ask you to be mindful of the fact that the teacher is in charge of children at that time and anything other than the passing of a quick and simple message would be better done via reception or by emailing them direct.

Afternoons

The school days ends at 16.20, Pre-Prep (Reception - Prep 2) are dismissed from the Pre-Prep garden.

Parents should wait by the wooden entrance gate, which will be opened by a member of staff when the children are ready. Any children not collected at this time will be registered and taken to after-school care and tea. No child will be released until their parent or guardian has been seen. Once the Pre-Prep children are in after-school care, they can be collected from the Pre-Prep gate at 17.45.

Prep pupils (Prep 3 - Prep 6) can be collected at 16.20 from the front of the Padua Hall. They will be released by a member of staff once their parent has been seen. Again, children not collected will be served tea and then proceed to clubs or Prep, these pupils can be collected from the front of the Padua Hall at 17.45.

Delayed collection

If a parent is delayed, our aim is to accommodate children flexibly to ease any worries that may be associated with the delay. Please contact the school if you are likely to be delayed and your child requires after-school care at short notice. There is a late-stay fee for students collected after 17.55.

The Prep School Reception closes at 4pm, so if you need to contact the school urgently after that time please call the after-school care mobile is 07984 331843.

Half Terms and Exeats

Half terms and exeat weekends start at 16.20 on a Friday when all pupils must be collected. There is no after-school provision. The school reopens to boarders at 18.00 on the following Sunday. The dates of half terms and exeats are available on the website www.leweston.co.uk/information/term-dates/

Minibuses

All the transport routes use the school's own minibus fleet and drivers, who are fully DBS checked and employed by the school.

In the morning pupils using the buses are dropped in front of the Padua Hall. At the end of the day pupils are collected from Prep staff by the relevant driver before being escorted to their bus. **Buses arrive in school at approxiamability 8.15 and depart at 17.45 Monday to Thursday or 16.30 on Friday.** Transport is charged on a per trip basis. Full details of the bus service, times and costs are available on the website: www.leweston.co.uk/information/bus-routes

Absences

Parents should telephone 01963 210790 to inform the school of an unexpected absence or use the Absence Form on the Portal. If your child is absent without notice at registration, the school will telephone you before 09.30 to verify that they are at home.

Pupils are expected to have routine medical/dental treatment carried out during the holidays. If this is not possible, requests for leave of absence must be made in advance in writing to the Head, this can be done by email or via the Portal.

Pupils may not be absent from school for family holidays or social events. However, in very exceptional circumstances the Head will consider a written request before any commitment or booking has been made. Any pupil who is given this special leave of absence is responsible for making up the work they have missed.

The Golden Rules

Our Golden Rules form the backbone of our behavioural code and ensure that everyone knows the difference between right and wrong. They help pupils to make positive choices of behaviour as well as to maintain the well-being and safety of the whole community. The guiding principle for pupils in their behaviour should be respect for others and for themselves.

- We listen to people
- We are honest
- We are gentle
- We are kind and helpful
- We work hard
- We look after property

The Golden Rules apply not only in school but also when a pupil is representing the school or wearing uniform, travelling to and from school or associated with the school at any time. Form teachers remind pupils of the Golden Rules at the start of each term. We would also ask parents to support this positive behaviour at home.

The Dining Room - Meals

Your child will receive a healthy snack mid-morning which typically is a selection of fresh fruit, with biscuits on two 'treat days'. Lunch consists of a healthy two course cooked meal which is taken in the school Dining Hall. Pupils sit together with their class and staff to create a 'family' dining experience. Lunch is served to Pre-Prep pupils by their tutors. To recognise increasing levels of personal responsibility, from Prep 3 children can go through the servery, their choices are monitored by staff.

Tea is provided for those children staying after-school and consists of a sandwich/sausage roll/bagel or similar with selection of fresh fruit. All pupils must bring a water bottle to ensure they drink throughout the day. The daily food menu is available on the Portal.

Special Diets

Special diets and allergies can be catered for. Please contact wellbeing@leweston.dorset.sch.uk to ensure preparations are made.

Lost Property

We cannot emphasise enough the importance of naming everything that comes to school. When named items are found they will be returned to a pupil by way of their form teacher. Unnamed or unclaimed uniform will be laundered and stored in the office where it can be claimed with proof of ownership. Items not claimed by the end of term will be given to charity or stocked as second-hand uniform in the School Shop.

Holiday Club

Leweston offers a variety of options during the holidays to support both working parents and those who would like a wider social experience for their child. The school's event team host two to three day 'camps' which typically have a central theme. More information is shared with parents ahead of each holiday period.

SETTLING IN

Every new pupil at Leweston Prep is assigned a “guardian angel” to help them learn how the school works. Their guardian will guide them around, accompany them at break times, and help them get to know our routines. The role of the guardian is important for the new pupils’ first few weeks however, most children adapt very quickly and once they feel able, will become independent and the guardian less obvious.

As part of the Prep 6 prefect roles and responsibilities, they also care for new arrivals and do their very best to make sure they are looked after at playtimes and during any other social interactions. We have a 'Buddy Bench' which is used to great effect at playtimes. If anyone would like someone to play with or just chat to, they sit on the Buddy Bench where someone will come and engage them in conversation.

Should worries crop up in the future, we hope that the guardian angel will have become a trusted friend who can help a newer pupil out. The system is effective and any support that parents can lend to a pupil chosen to be a guardian angel is appreciated. We really do appreciate the work of all the children in school in helping to settle their new classmates.

Houses

The House system at Leweston encourages a sense of belonging within the school and gives opportunities for pupils to work with those in other year groups. Prep pupils are placed into one of four Houses: **St. Anne (Blue), St. Margaret (Red), St. Francis (Green) and St. Antony (Yellow)**. Each House in the Prep has links with a corresponding House in the Senior School which pupils typically move into. Siblings will be in the same Houses and, if a parent is a former pupil, children will join their House.

The children work to collect House points for good work, living according to the Golden Rules and demonstrating exceptional kindness. Each House has a Prep 6 Captain who is responsible for the general running, motivating and supporting of their younger peers and leading the half-termly House meeting.

COMMUNICATION

Parent Portal

When you join Leweston you will be sent login details for our secure parent portal

<https://leweston.myschoolportal.co.uk/>.

Here you will find useful information including copies of letters home, the school calendar, sporting, academic and extra-curricular activities, event bookings and general school information such as policies. More information about the portal is available in the Essential Information Handbook.

Our website **www.leweston.co.uk** is also an excellent way of keeping up to date with the latest events and all that is happening within the school.

The following instructions will help you to gain access to your account.

- You can access the portal by navigating to **leweston.myschoolportal.co.uk/request-password**
- Using the email address, you have shared with the school request a new password
- You will receive an email from My School Portal. Please follow the instructions.
- If you are experiencing difficulties getting into your My School Portal account please contact Cara Adams on **thornec@leweston.dorset.sch.uk**

Once logged in we recommend adding a link to the website to your smartphone's home screen. The site is fully enabled for mobiles.

Our website **www.leweston.co.uk** is also an excellent way of keeping up to date with the latest events and all that is happening within the school.

Parental Concerns

Our strong system of pastoral care allows us to identify concerns quickly and hopefully rectify problems before they escalate. Parents play a vital role in this process as naturally children sometimes express concerns at home that they may not talk about at school.

If you have a concern of any sort you are asked, in the first instance, to contact your child's tutor who will be able to help with most issues. This is possible through email or by contacting Reception to arrange a convenient time to speak.

A full staff list is available on the website at **www.leweston.co.uk/why-leweston/about-us/staff/**

All staff can be emailed directly using the format: **surnameinitial@leweston.dorset.sch.uk**.

Exceptions to this rule are the Well Being Hub: **wellbeinghub@leweston.dorset.sch.uk**, the Bursar, Lieutenant Colonel Scott-Masson: **scottmp@leweston.dorset.sch.uk**, the Director of Boarding, Mrs Simkins-Smith: **simkinsb@leweston.dorset.sch.uk** and the Headmaster, Mr Paget-Tomlinson: **head@leweston.dorset.sch.uk**

We aim to resolve all issues at this level but if your query requires wider attention, it will be escalated through the Head of Year or Director of Boarding to the Senior Leadership Team. Throughout the school all parties work closely together to ensure best possible outcome.

Any formal complaint should be addressed directly to the Headmaster and parents are always welcome to email him on any matters that are of particular concern. The school's full Concerns and Complaints Policy can be found on the Parent Portal.

School Concerns

The 'concerns' feature on the Portal enables staff to write a short comment about any low-level behaviour incidents we wish to share with you.

A concern may be noted for things such as talking when a teacher is talking, or being impolite or unkind. The pupil will receive two warnings in most cases before we feel the need to share a concern.

The concern itself does not constitute a punishment, it is a way of ensuring we are sharing information with you.

We rightly have high expectations for pupil behaviour. Receiving a concern doesn't need to be a cause for alarm, or anything for the children to worry about but we will address patterns in concerns for individual pupils.

Attendance at events

We welcome parents at assemblies, matches, concerts, plays and musicals. Details of forthcoming events are posted in the calendar on the Portal and communicated via email invitations.

COMMUNITY

St Antony's Chapel

The Chapel is central to life at Leweston as the place where Mass and other services are celebrated. It is conveniently located in the heart of the school so that pupils, staff and parents can visit for prayer and meditation. Writing in the book of prayers or lighting a votive candle provide ways of making a prayer for oneself or others. Parents are welcome to visit the Chapel for prayer and private contemplation.

The whole school gathers for Mass or Liturgy at the start of the day on Wednesdays and boarders attend Mass in Sherborne on Saturday evenings.

Dogs on Site

We welcome staff dogs on campus as we believe it adds to the 'home from home' atmosphere we nurture here. **Parents' dogs are also allowed on site when they are visiting school, for example when watching matches, but the site is not to be used for routine dog walking.** If you do bring your dog please remember that not all children and adults like them. You must clean up after your dog and dispose of waste in the special bins provided. Please refer to the Health and Safety Policy available of the Portal for more information.

School Cafe

The cafe, 'Cedars', is open to the school and local community Monday to Friday and during many school events. Based next to the swimming pool, the Cedars offers hot and cold drinks and a variety of food. **Guests are asked to stay in the area surrounding the café and not walk in the grounds.**

School Shop

The school shop is located next to Reception and is open during term time at the following times:

Monday	16.40 - 17.40
Wednesday	16.40 - 17.40
Thursday	16.40 - 17.40

Payment can be made by cash, debit or credit card. If you need to buy uniform during school holidays please contact the Shop Manager by emailing schoolshop@leweston.dorset.sch.uk or phoning 01963 211048. Please leave a voicemail if your call is unanswered. Uniform is also available to pre-order online at www.lewestonshop.co.uk. Orders can be collected from the shop during opening hours.

Venue Hire and Leisure

The majority of Leweston's facilities are available for hire and the school is also a hub for swimming and exercise classes. Local fitness group Commuifit offer a range of classes as well as popular large scale events such as the Triathlon and Colour Run. The 25m pool is open for public swims throughout the year. For more information visit www.leweston.dorset.sch.uk

HEALTH, SAFETY AND WELL-BEING

The Well Being Hub

The Well Being Hub is run by Sister Caroline Cole RGN and Sister Ruth Lale RGN, supported by the Apples Medical Centre. The Well Being Hub is open daily from 08.00 – 18.00 when the nurses hold their own clinics. The school doctors run clinics for boarders between 11.00-12.00 on Mondays and 08.30 to 09.30 on Fridays. If a pupil does not feel well they should attend the school clinic even if they have not made an appointment.

It is vitally important that pupils' medical folders are kept up to date, please inform the Well Being Hub of any changes in your child's health.

If a day pupil feels ill during lessons, they must go to the Well Being Hub where the duty nurse will decide if they need to return home. In such cases the nurse will contact parents asking them to collect their child. If a Sixth Former feels ill, they must report to the Well Being Hub. No Sixth Former is to miss lessons because of illness without the Well Being Hub's knowledge and permission.

Medicines

No medicines may be brought from home, whatever is likely to be required is either stocked or can be obtained. If a day pupil had been given medication by their doctors that they need to take whilst at school please provide the medication clearly labelled with your child's name, date of birth and instructions for administration. This must be handed into Reception at the start of the school day.

The school nurse will only give medication to day pupils if it is deemed absolutely necessary or in an emergency and only if a medical details form with your signed consent has been returned.

Please note, consent to or refusal of medical or dental treatment is based upon the pupil's competency and not age. For any pupil not deemed competent, parental, guardian or houseparent (in case of emergency) consent is required.

Well Being Support

If any pupil would like to talk to Mrs Megahey, our school counsellor, she holds a walk-in clinic in the Well Being Hub between 13.00 and 14.00 on Wednesdays and is available for pre-booked appointments between 14.00 and 17.00 arranged via the Deputy Head Pastoral or Head of Prep.

Off-Games Policy

Boarders who are not well will be given an 'off games' note from the nurse to give to the teacher. Day pupils who are not fit for sport should bring a note from home and give this to the teacher.

Insurance

All pupils are automatically included in the school's Personal Accident Scheme. There is no extra charge to parents for this cover.

The school's insurance for personal effects is limited to fire and theft, but not loss. Items that are suspected stolen have to be reported to the police to enable you to make a claim. Parents are strongly advised to take out their own insurance cover for personal effects. Sums of money are not covered by the school's insurance policy and it is essential that all monies are handed in for safe keeping. We advise items of value are not brought to school, and that all personal possessions are marked clearly.

An Optional Personal Effects Scheme is available along with Accident Insurance and AXA Healthcare through the School. Contact the Bursary for more information.

TRANSPORT

Minibuses

Pupils using the school buses will be dropped at the relevant reception point. In the evenings buses depart from the Prep School car park and Senior pupils walk down to meet them. **Buses arrive onsite at 8.15 and depart at 17.45 Monday to Thursday or 16.30 on Friday.** Transport is charged on a per trip basis. Full details of the bus service, times, costs and bookings are on the website: www.leweston.co.uk/information/bus-routes

Boarders

Parents are required to give at least 3 weeks' notice to the appropriate House Parent of a boarder's travel arrangements for the start and end of terms, half terms and exeat. This includes times of collection/departure from school and time/day of return to school. Pupils old enough to travel independently can travel by train.

International Flights

Parents make bookings for their child with the airline of their choice. We recommend that pupils under the age of 16 travel as unaccompanied minors, with parents completing documentation and payment of fees direct to the airline.

Airport Transfer

The school offers a pick up and drop off service to Heathrow at the beginning and end of terms. **Parents can book places with their child's House Parent, this should be done at least three weeks before arrival or departure.** The pupils are transported in school minibuses and accompanied by school staff.

For any children travelling as unaccompanied minors please supply details and paperwork with your booking so that the escorts at the airport are aware. Transport that is requested but not used will be charged for.

Site Speed Limit

Parents and visitors are asked to observe the 15mph speed limit that applies throughout the site. In addition, in the interests of good neighbour relations, we would also be grateful if the 30mph speed limit through Longburton were observed.

FINANCE AND BILLING

Fees and Charges

We work hard to include as many activities as possible within the fees. Lunch, text books, compulsory trips and a wide range of activities are included in the fees. Some activities, however, are charged as 'extras'. As a guide, termly extras can average £350. However, it is possible to limit extra charges to much lower amounts if you wish to. In charging extras, the guidance to teachers and others is that items or activities costing up to £30 can be added as an extra, but that prior parental agreement must be given to charges over £30. External examination fees will be added to fees at cost. No charge is made for administration.

Below are examples of other activities or items that the school may charge as extras:

- Art and Design Technology materials (non-standard only)
- Food technology ingredients
- Extra tuition including Music and Drama
- House – hoodies and damages
- Physiotherapy charges
- Extra-curricular sport lessons e.g. fencing
- Stationery
- Trips (optional trips only are charged)

Billing

Bills are sent at the end of each term. Accounts must be settled in full by the first day of the next term. A reminder will be sent after two weeks of this date and, at this point, interest of 2.75% will be charged until the settlement of the debt, unless an alternative agreement has been made between the school and the parent. Failure to settle the amount in full by the half term after fees were due will result in the pupil not being admitted into school until the balance is clear.

Bank Details

Bank Branch: NatWest Plc, 2 Hendford, Yeovil BA20 1TN

Account name: Leweston School Trust

Account number: 22489800

Sort code: 60-24-37

IBAN: GB17NWBK60243722489800

BIC (swift) No: NWBKGB2L

Notice Period

A term's notice (received by the first day of the preceding term) must be given in writing to the Headmaster or relevant Head of Department if:

- a pupil is being removed from the school
- a pupil has a change of status e.g. from day to full or weekly boarding (this includes changes to flexi boarding nights)
- or, there is any change to optional extras.

Failure to give notice will result in a term's fees in lieu being charged.

When notice is given the pupil's place will be considered available and may be offered to a new pupil joining the school.

Child Care Vouchers

Leweston accepts vouchers from several different child care schemes which can be used to pay for after school activities and holiday clubs for children up to the age of either 12 or 16 depending on the scheme. Childcare vouchers cannot be used to make payments for school fees.

Termly Direct Debit Scheme

Leweston offers the opportunity to pay each term's fees in three, 10 or 12 monthly instalments, no service or interest charges apply. Extras and incidental costs continue to be due on the first day of each term. If you are interested in paying by direct debit, please contact the Bursary on **fees@leweston.dorset.sch.uk** or telephone Kate Smith on 01963 211024. Direct debits are taken at the beginning of every month unless otherwise agreed on set-up. You also have the option to pay your extras via our Variable Direct Debit Scheme.

Please note if your child starts part way through a term, and you have missed the first payment for that term, you will only be able to join the Direct Debit Scheme at the beginning of the following term.

The Termly Direct Debit Scheme is a discretionary arrangement offered on a termly basis to assist with spreading the cost of fees. The school reserves the right to withdraw or amend the terms of the Termly Direct Debit Scheme by giving notice in writing before the beginning of any new school term. No agreement for the deferral of future fees will be valid unless it provides for no more than four instalments within a 12-month period from the date of the agreement.

UNIFORM

Pupils must wear uniform that is clean and of the correct size. All uniform must be clearly labelled and in good repair.

- Hair bands/slides should be un-patterned and black, red or blue. For safety reasons long hair must be tied back. Pupils are not permitted extreme hair styles (cut or colour).
- One pair of stud or sleeper earrings and a cross and chain may be worn. No other jewellery is considered appropriate with uniform.
- Make-up or nail varnish may not be worn.
- Shoes should be plain, leather, supportive and clean. They should be matte black or dark blue with no other coloured trim or patterning and with a dark sole. Heels should be very low/flat.
- In Mass, assemblies and on other specified occasions such as concerts and educational visits, pupils must wear blazers.

Dress for Educational Visits Off-Site

Parents will be informed ahead of an educational visit whether pupils should be in school uniform or school P.E. kit. This will depend on the nature of the trip.

Forest School - All Pupils

To be kept in school at all times:

- Wellington Boots
- Waterproof Coat
- Waterproof Trousers/All in One
- Drawstring Bag
- Red Polo Shirt

Equestrian - Team Only

The equipment list for the Equestrian team is available from the Equestrian Manager, Mrs Roberts at robertsl@leweston.dorset.sch.uk. Hat covers and white 'Leweston' embroidered Numnah patches can be purchased through the school shop.

Classroom Equipment

Children in Prep 2 to 6 are requested to bring in the following equipment, clearly labelled.

One named pencil case (containing):

- 4 HB pencils
- An eraser
- A sharpener
- Colouring pencils (No felt tipped pens)
- A highlighter pen (No ink eraser please)
- A cartridge ink pen or rollerball (Prep Four - Six)
- A pair of round ended scissors
- A small glue stick
- A protractor (Prep Five - Six)
- A pair of compasses (Prep Five - Six)
- A standard calculator (Years Prep - Six)
- A 30cm ruler (preferably made from flexible plastic)
- 750ml+ water bottle

Boarders

The clothing and equipment list for boarders is in the boarding handbook.

International Pupils

Pupils joining from overseas are expected to purchase the relevant uniform. Appointments for personal fittings can be arranged for arrival.

Short Stay Pupils (joining for two terms or less)

The school are happy to lend short stay pupils their uniform including the majority of the sports equipment. Please note that where possible second-hand uniform will be used. Parents may choose to purchase further items of branded school uniform should they wish. Items borrowed that are not returned will be charged to the school bill.

Please note as the school shop does not provide school shoes, socks (other than the school sport sock) charcoal grey trousers or swimming kit, we ask pupils to bring these with them.

PRE-PREP (RECEPTION TO YEAR 2)

Compulsory Schoolwear

Items marked * must be purchased from the School Shop:

- Leweston Blazer*
- Leweston Coat*
- Navy V neck jumper*
- Logoed white shirt with tie or logoed white open neck blouse*
- Kilt or pinafore*
- Summer dress (Summer Term to Oct half term)*
- Bookbag*
- School sun hat*
- Navy blue knee length socks
- Charcoal Grey Trousers (October half term to end of Spring term) / Charcoal Grey Shorts (Summer Term to Oct half term)
- Navy blue fleece beanie hat and gloves
- Black or navy 'leather' shoes

PREP (PREP 3 TO PREP 6)

Compulsory Schoolwear

Items marked * must be purchased from the School Shop:

- Leweston Blazer*
- Leweston Coat*
- Navy V neck jumper*
- Logoed white shirt with tie or logoed white open neck blouse*
- Charcoal Grey Trousers (October half term to end of Spring term) / Charcoal Grey Shorts (Summer Term to Oct half term)
- Navy Socks (worn with Trousers and Shorts)
- Kilt or pinafore*
- Summer dress (Summer Term to Oct half term)*
- Navy knee length socks
- Black or navy 'leather' shoes
- Navy blue fleece beanie hat and gloves
- School sun hat*
- School backpack*

Compulsory Sportswear

Items marked * must be purchased from the School Shop:

- School sports quarter zip top*
- Red polo*
- Rugby shorts*
- Running shorts*
- Long sleeve base layer (optional)*
- Blue jogging bottoms
- Running leggings (optional)*
- Sports socks*
- Dark swimming jammers or swimsuit
- Drawstring swimming bag
- Goggles and swimming towel
- Trainers
- White ankle socks

Compulsory Sportswear

Items marked * must be purchased from the School Shop:

- Unisex school sports quarter zip top*
- Unisex sports top*
- Sports vest (optional)*
- Tracksuit Bottoms*
- Running Shorts*
- Rugby Shorts*
- Training Short or skort*
- Navy under shorts (boys only)*
- Dark swimming jammers/swimsuit
- Swimming cap in House colour*
- Trainers
- White ankle socks
- Running leggings (optional)*
- Long sleeve base layer (optional)*
- Sports socks*
- Hockey shin guards/Football shin pads
- Hockey stick and stick bag
- Gum Shield
- School PE bag*

DATA PROTECTION AND POLICIES

The school is required to use or process relevant personal data about individuals including pupils and their parents, carers and guardians as part of its operation and shall take all reasonable steps to do so in accordance with the school's Privacy Notice.

Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data. Personal data covers both facts and opinions about an individual.

The school may process a wide range of personal data about individuals including current, past and prospective pupils; and their parents, carers or guardians as part of its operation.

This Privacy Notice applies in addition to the school's terms and conditions, and any other information the school may provide about a particular use of personal data.

Anyone who works for, or acts on behalf of, the school (including staff, volunteers, Governors and service providers) is made aware of the school's data protection policy for staff, which also provides information about how personal data about those individuals is used.

Generally, the school receives personal data from the individual directly (or, in the case of pupils, from parents). However, in some cases personal data may be supplied by third parties (for example another school, or other professionals or authorities working with that individual), or collected from publicly available resources.

A copy of the full Privacy Notice for parents and pupils is available on the website and the Portal. Should you have any questions about Leweston's data policy please contact the Bursar who acts as the school's Data Protection Officer.

A full set of the following policies can be found under the 'Documents' section on the Portal or are available upon request.

- Bursary and Health and Safety Policies
- Child Protection and Safeguarding Policy
- Pupil Welfare Policies
- Teaching and Learning Policies
- Senior School Student Handbook

Leweston School, Sherborne, Dorset, DT9 6EN

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