



LEWESTON
PREP

RECEPTION 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.

A handwritten signature in black ink, appearing to read 'Richard Thompson', with a stylized flourish at the end.

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

Handbooks available

- Handbook for New Prep Parents OR New Reception Parents

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 enquiries@leweston.dorset.sch.uk	01963 210790
Senior School Reception admin@leweston.dorset.sch.uk	01963 210691
Mrs B Simkins-Smith Director of Boarding and Eleanor Housemistress simkinsb@leweston.dorset.sch.uk	07964 539 463
Mr Luke Cannon Antony Housemaster cannonl@leweston.dorset.sch.uk	07772 318643
Mrs Charlotte Ovey Martha and Cecilia Housemistress oveyc@leweston.dorset.sch.uk	07377 401 626
Bursary bursary@leweston.dorset.sch.uk	01963 210765
Marketing and Events Coordinator events@leweston.dorset.sch.uk	01963 211011
Marketing marketing@leweston.dorset.sch.uk	01963 210783
Registrar admissions@leweston.dorset.sch.uk	01963 211015
Well Being Hub wellbeinghub@leweston.dorset.sch.uk	01963 210834
School Shop schoolshop@leweston.dorset.sch.uk	01963 211048

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 which can be awarded 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

The 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.

Class Structure

The children in Reception Class are provided with a rich and balanced curriculum, which is both practical and formal. For many this is the beginning of full-time attendance at school. The children learn to read, write, count, investigate, problem-solve and communicate effectively. Individuality is respected and encouraged through a programme that they enjoy, with opportunities for each child to gain confidence and shine. Art and Design, PE, games, drama, Forest School, French, Spanish, ICT, music and swimming are all part of the weekly timetable.

Curriculum

Continuing from Nursery, the Reception year follows the Early Years Foundation Stage (EYFS). The EYFS is built around three prime areas:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

This is combined with four specific areas:

- Literacy – Comprehension, Reading and Writing
- Mathematics – Number and Numerical Patterns
- Understanding the World
- Expressive Art and Design

All learning focuses on the development of key skills and interaction with real experiences. Activities are adapted and extended, to meet individual learning needs.

Further information about the EYFS in general can be found online at www.foundationyears.org.uk

Specialist teachers

Our Reception Class is led by Mrs Cheyne, supported by a full-time teaching assistant. In addition to this your child will have lessons with some of specialist teachers for the following subjects; PE, games, music, French and Spanish, Forest School, swimming and RE. The children will also use the school's facilities more widely as they get older, with use of the Art and Design Centre Studio, Music School, Theatre and science laboratories.

Assessment

On-going formative assessment is central to the detailed records made on all children in Reception. Assessment is documented using a variety of observation formats, carried out during child-initiated play sessions as well as adult-led activities. These observations are included in your child's online learning journal, Tapestry, which is used to inform future planning for individual children, small groups, cohorts and the class as a whole.

The Reception tutor is responsible for tracking significant moments in your child's development across the EYFS areas of learning as well as the characteristics of effective learning. Parents and children are invited to review and contribute to Tapestry to build links between a child's learning, care and development at school and home. Whilst Tapestry tracks progress, it is understood that each child develops at their own rate, in their own way. Reception children are graded as 'Emerging, Expected, or Exceeding' against the EYFS learning goals during the summer term, in line with the requirements of the EYFS Profile.

Reception children receive a report card during the autumn and spring term and a full report during the summer term. Parent consultation evenings are held twice a year and are an opportunity for a more formal discussion about your child's development and progress. Appointments are restricted to 10 minutes.

Online Journal and Reporting

All pupils have a Tapestry account 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.

Tapestry is 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 posts or comments about 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 gillettl@leweston.dorset.sch.uk

How can I support my child's learning and development at home?

It is widely recognised that parental involvement in children's education and learning can have a positive and long-lasting effect on their current and future academic achievement. There are many ways you can support your child at home. These are just a few suggestions:

- share books together
- share your child's Tapestry observations and contribute to it together
- play with words by breaking them down and building them up orally
- encourage your child to try new things and overcome problems themselves
- praise your child, showing them you believe in them and are pleased with what they can do
- spend time playing outdoors
- talk to your child about their day - what's the thing that they liked the most and least
- play with your child and have fun!

When will my Child Learn to Read?

In the Pre-Prep, children use Ruth Miskin's, Read Write Inc. programme. This carefully selected, award-winning scheme is continued through to Prep 2 and includes highly structured lessons in phonics and reading. All EYFS children who are learning to read do so on a one-to-one basis daily. This ensures that every child is given an opportunity to meet their full potential. Support from home is expected and communication is vital.

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 simple leadership opportunities for the youngest amongst us.

House Points

These are 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 totaliser, 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.

Reward Stickers and Stars

Pupils can also be awarded stickers for demonstrating the Leweston Learner characteristics. We track the distribution of these and over the course of their time in the Prep, pupils will work towards Bronze, Silver and Gold star badges to wear on their blazers by reaching the milestones of 10, 20 and 30 stickers.

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.

Assemblies

The school comes together as a group most days of the week. 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

In these years 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.

LIFE IN RECEPTION

Children are encouraged to become more independent in Reception. To ease your child's transition, it is useful to support them to manage their own personal hygiene independently such as toileting, nose-blowing and hand-washing, and to let them try on their uniform and PE kit before starting Reception, so they can feel comfortable in it and practise dressing themselves.

The children are taught to respect their own and others' belongings and to care for their school community. This includes looking after their own PE, swimming and Forest School kits. Parents can help at home by asking their child to dress themselves, put their own things away and think about what they need each day.

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

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/

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 where 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 tutor however, we ask you to be mindful of the fact that the tutor 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 directly.

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 front of the Padua Hall at 17.45. Please wait outside and a member of staff will fetch your child for you.

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.

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 tutors
- Activities and clubs start at 16.45 and run until 17.45.
- More informal supervised after-school care is available for Reception to Prep 2 in the Reception Class.

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.

Minibuses

Reception pupils can use the school's daily transport if they are independent enough to manage. All of the transport routes use the school's own minibus fleet and drivers, who are fully DBS checked and employed by the school.

Pupils using the buses are dropped in front of the Padua Hall on arrival and collected from Prep staff by the relevant driver before being escorted to their bus at the end of the day. Buses arrive in school at approximately 08.15 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 any leave 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 school 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. The Pre-Prep classes sit together with staff to create a 'family' dining experience. Tea is provided for those children staying after school and consists of a sandwich, bagel, sausage roll or pastry with selection of fresh fruit and drink. 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 wellbeinghub@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 tutor. 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

During the summer term the new Reception class have a gradual transition programme to familiarise them with their classroom, staff and routine. For students new to the school the form tutor and teaching assistant will support each family individually to help them settle happily into the class.

Settling starts informally, with the older Nursery pupils joining Reception for their regular walks around the grounds throughout the year. They also join the Reception class on a Friday afternoon for 'Golden Time'.

At the start of the summer term, the process ramps up, and pupils are invited to attend a weekly settling session in the Reception classroom. These sessions are the perfect, gentle introduction to life at Leweston and enable the children to start in September without the worry of the unknown.

When September comes, we welcome our new pupils to an afternoon tea on the day before term starts. During this time, the pupils go with Mrs Cheyne and Mrs Bourne to find their new peg, and their drawer and to remind themselves of their classroom. This means that, come the first day of term, they have already established a sense of ownership over their environment.

Each Reception pupil is allocated a Prep 6 'buddy' who is responsible for caring for them like an older brother or sister. They will check on them at lunchtime, listen to them read and support them in whole-school events.

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 on 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.

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 pupil feels ill during lessons, they will be taken 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.

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.

Off-Games Policy

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.

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 Head 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 in the Prep School 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.
- School shoes should be plain, 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 upon 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

PRE-PREP (RECEPTION TO YEAR 2)

Compulsory Schoolwear

The following 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

The following can be purchased from other retail outlets:

- 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

Compulsory Sportswear

The following must be purchased from the school shop:

- School sports quarter zip top
- Red polo
- Rugby shorts
- Running shorts
- Long sleeve base layer (optional)
- Running leggings (optional)

The following can be purchased from other retail outlets:

- Blue jogging bottoms
- Dark swimming jammers or swimsuit
- Goggles and swimming towel
- Trainers
- White ankle socks
- Drawstring swimming bag

Leweston School, Sherborne, Dorset, DT9 6EN

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