

ALLEYN COURT PREPARATORY SCHOOL



Parents' Information Handbook

Academic year 2022-23

Headmaster

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Introduction and Welcome

Dear Parent / Grandparent,

I hope that you find the following a helpful guide to the practical / managerial elements of life at Alleyn Court Preparatory School. It is likely that it will be able to answer many questions you may have about timings and school policy, but it is very possible that you might require a personal answer to a query and I would urge you, in that instance to contact the school office. The team will be delighted to be able to help with any query.

By phone; 01702 582553

By email; office@alleyn-court.co.uk

We strive to make the experience of having a child at Alleyn Court as enjoyable and memorable as possible for the whole family and if we can improve our service to you, whilst continuing to fulfil our aims, we would be delighted to hear any suggestions. Communication is key and I would always advise establishing strong links to the school through your child's teacher and the school office.



Headmaster

You can access information about Alleyn Court from a variety of platforms;

Schoolbase Parent Portal

Our website

Facebook

Twitter

Instagram

YouTube

Ethos and Aims of Alleyn Court School

Alleyn Court School is a child-centred, aspirant and caring independent preparatory school for children aged between 2 and 11 years old.

OUR CORE PURPOSE

We are a Preparatory School. We prepare children to thrive.

OUR ETHOS

Childhood, at its best, is an **exciting and wondrous adventure, where learning is present at every opportunity.**

We aim to make it so.

- **Alleyn Court Preparatory School aims to:**
- provide a first-class education through an environment that promotes curiosity, creativity, wonder and a love of learning;
- use a broad, rich and stimulating curriculum to inspire each child to attain the highest levels of academic, physical, artistic, and social endeavour, through understanding that sustained effort, reflection and diligence will always enhance results;
- ensure children are best prepared for whatever expectations they encounter when they move to their chosen secondary education;
- instil a passion to pursue dreams to fruition and the skills to contribute to a world of rapidly changing opportunities and technologies;
- establish and maintain high personal morals in line with British Values and the Christian foundation of the school.

A copy of our Admissions' Procedures, available on our school website, is sent to prospective parents and is available on request from the school office.

Expectations

We have high expectations of children's work ethic and behaviour whilst at school. We ask that you support us in the decisions we make regarding your child. If you have anything to discuss, please follow the procedures outlined on page 13 regarding communication with form tutors so we can all model mutual respect and effective communication to the children.

Child Protection (including e-safety)

The school is committed to the welfare and safeguarding of all children, including their safety online. It remains the parents' responsibility to monitor the use of electronic

devices at home. We would strongly encourage all parents to attend our annual parent session regarding online safety. All members of the school community are expected to share this commitment to safeguard and protect children.

Where we have concerns about the welfare and safeguarding of a child, the school will consult with the parents concerned. However, it is within the Designated Persons discretion that they may have to make a referral to the local authority.

Our Safeguarding and Child Protection Policy is available on our website or can be requested from the school office.

Photos on Social Media

When children join our school, parents can state if they do not wish their child's picture to be used in any advertising or school social media. When engaged in school activities such as assemblies and sports fixtures etc., parents should only be taking pictures with their own children. *From a Child Protection perspective, parents must not post pictures that have other children in them, on their own social media posts.*

Alleyn Court Term Dates 2022 – 2023

Autumn Term 2022.

Monday 5 th September	Term begins for pupils
Friday 14 th October	Break for Half-term (3.00 & 3.30pm)
Monday 31 st October	Half-term
Tuesday 13 th December	Term ends (12.30pm). <i>Main school pick up from St Augustine's Church</i>

Spring Term 2023.

Thursday 5 th January	Term begins for pupils
Friday 10 th February	Break for Half-term (3.00 & 3.30pm)
Monday 20 th February	Half-term
Friday 24 th March	Term ends (12.00 & 12.30pm)

Summer Term 2023.

Monday 17 th April	Term begins for pupils
Monday 1 st May	Bank holiday
Friday 26 th May	Break for Half-term (3.00 & 3.30pm)
Monday 5 th June	Return from Half-term
Friday 14 th July	Term ends (12.00 & 12.30pm)

Alleyn Court Term Dates 2023 – 2024 (*Provisional*)

Autumn Term 2023.

Wednesday 6 th September	Term begins for pupils
Friday 20 th October	Break for Half-term (3.00 & 3.30pm)

Monday 6 th November	Return from Half-term
Friday 15 th December	Term ends (12.30pm). <i>Main school pick up from St Augustine's Church</i>

Spring Term 2024.

Tuesday 9 th January	Term begins for pupils
Friday 16 th February	Break for Half-term (3.00 & 3.30pm)
Monday 26 th February	Return from Half-term
Friday 29 th March	Term ends (12.00 & 12.30pm)

Summer Term 2024.

Monday 22 nd April	Term begins for pupils
Monday 6 th May	Bank holiday
Friday 24 th May	Break for Half-term (3.00 & 3.30pm)
Monday 3 rd June	Return from Half-term
Friday 12 th July	Term ends (12.00 & 12.30pm)

The School Day – Timings

Pre-Prep - EYFS

Children in Reception start school at 8.30am. Lower and Upper Nursery children may arrive from 8.30am onwards and we expect all children to have arrived by the start of morning school at 9.00am. Arrival after this time can be disruptive to the teaching and to those children who have settled after their parents have departed.

Children are provided with a healthy mid-morning snack.

Lunch Period is 12.00 noon until 1.00pm.

Morning school finishes for the EYFS block at 12.00 noon.

Full school days for EYFS block at 3.00pm, however there are activities, provided by outside agencies at an additional cost, that children may attend after this time.

Yrs. 1- 6

Children in Years 4, 5 & 6 will be dropped off in the 'Drop and Go' zone along with their younger siblings. Children in Years 1, 2 & 3 should be escorted by an adult to the Wilcox Playground, via the Sports Hall path, where the children will independently walk onto the playground.

A senior member of staff is on duty in both playgrounds from 8.15am each morning. It is very important that all pupils are in school by 8:25am for any messages that are given at the start of the school day. It also allows a prompt start to registration and lessons. Children arriving after the register has been taken at 8:40am will be marked late.

The pupils enter school at the 8.30am bell and have registration before lessons, which begin at 8.45am.

Prep - Years 4, 5, 6

Registration	8.30am – 8.45am
Lesson 1	8.45am – 9.20am
Lesson 2	9.20am – 9.55am
Lesson 3	9.55am – 10.30am
Break	10.30am – 11.00am
Lesson 4	11.00am – 11.35am
Lesson 5	11.35am – 12.10pm
Lesson 6	12.10pm – 12.45pm
Lunch	12.45pm – 1.45pm
Lesson 7	1.45pm – 2.20pm
Lesson 8	2.20pm – 2.55pm
Lesson 9	2.55pm – 3.30pm

Prep - Year 3

Registration	8.30am – 8.45am
Lesson 1	8.45am – 9.20am
Lesson 2	9.20am – 9.55am
Lesson 3	9.55am – 10.30am
Break	10.30am – 11.00am
Lesson 4	11.00am – 11.35am
Lesson 5	11.35am – 12.10pm
Lesson 6	12.10pm – 12.35pm
Lunch	12.30pm – 1.45pm
Lesson 7	1.45pm – 2.20pm
Lesson 8	2.20pm – 2.55pm
Lesson 9	2.55pm – 3.30pm

Pre-Prep - Years 1 and 2

Registration	8.30am – 8.45am
Lesson 1	8.45am – 9.20am
Lesson 2	9.20am – 9.55am
Lesson 3	9.55am – 10.30am
Break	10.30am – 11.00am
Lesson 4	11.00am – 11.35am
Lesson 5	11.35am – 12.10pm
Lunch	12.10pm – 1.30pm
Registration	1.30pm – 1.45pm
Lesson 7	1.45pm – 2.20pm

Lesson 8	2.20pm – 2.55pm
Lesson 9	2.55pm – 3.25pm Yr 1 finish at 3.15pm

Games times

All children must have the appropriate school branded PE kit and this must be labelled with their name.

Year Group	Games afternoon
Years 1 & 2	Tuesday
Years 3 & 4	Monday & Thursday
Years 5 & 6	Wednesday & Friday

Children in Year 1 should come to school in their games kit on the days they have PE and bring their kit to change into on the Tuesday when they have games.

Breakfast club

For Reception to Year 6 there is a breakfast club run each morning from 7.30am. This is available to children in Reception and above at a cost of £2.00 per breakfast and will be added to the end of term invoice. Pupils in the main school may stay until 4:45pm each day to take part in after school clubs or do their homework at school; these can be signed up for at morning registration. Late stay is currently only available for Reception children following a discussion with the class teacher and Headmaster.

Details of your child's daily timetable are contained in their homework diary/planner or on request from their form teacher if they are in the Pre-Prep and Year 3. Years 1- 6 can also find a copy of the timetable on the Schoolbase Parent Portal.

Registration

During the Registration period, there are opportunities for the children to read, discuss any social issues that affect them, and have their home-school diaries monitored. Teachers also use this time to share messages and prepare children for the day ahead, helping them get organised. (It is also a good time for children to pass on any messages or communications from home.)

Structure of the School.

Children in Years 1, 2, 3 and 4 are taught predominantly by their form tutor, however, they see specialist staff for Art, Computing, French, Music, Drama and PE; in Year 4 the children move across to the Tomlinson Building and use homework diaries to record homework, merits and sanctions. It is also another means of communication between

home and school. In Years 5 and 6 all subjects are taught by subject specialists in preparation for their move to secondary school. EYFS are predominantly taught by the class teachers and have some specialist teacher lessons.

*The first point of contact for parents should always be the specialist subject teacher for academic matters and the child's form tutor for pastoral matters. Any matter which requires further attention should be referred to the **Head of Pre Prep (Lower Nursery – Year 2) or Head of Prep (Year 3 – Year 6) or to the Headmaster finally, if the matter has not been resolved through the previous conversations.** All staff are committed to working in partnership with parents.*

Car Parking

Whilst the school has its own car parking areas at the Thorpe Bay site, space is limited and can become congested quite quickly at both pick up and drop off times. In the mornings parents with children in Years 4, 5 & 6 should be dropped off in the 'Drop and Go' zone, by the entrance gate, along with their younger siblings. Parents with children in Years 1, 2 & 3 should park by the Sports Hall or in Love Lane and escort them to the gate by the Wilcox Playground, via the Sports Hall path, where the children will independently walk onto the playground. Parents with children in the Thorpe Bay EYFS Block should park by the Sports Hall or in Love Lane and take their children to the nursery entrance.

Parents can help ease the congestion by not staying on site once children have been dropped off, there will be a supervisory member of staff on duty.

At the Westcliff-on-Sea site parents should be courteous of neighbouring residents taking care not to obstruct driveways and pathways.

Lunch & Refreshments

Pre-Prep EYFS.

A mid-morning healthy snack is provided for the children and a choice of either water or milk is offered.

Children are offered the hot lunch provided by the school or can choose to have packed lunch. We strongly advise that packed lunches should be healthy and **must** be nut free. We also ask parents to be mindful of other snacks that may also cause allergies such as egg, sesame seed, strawberries and kiwi fruit. No other drinks or sweets are allowed during the school day. We ask parents of children to choose hot lunch or packed lunch on a termly basis.

Lunch and the rotating menus are the responsibility of our Head Chef, who is assisted by the very able catering team. Vegetarian and other special dietary needs are well

catered for. Please inform the school office, class teachers and note in the 'All About Me' pack, of any such requirements. Weekly menus are displayed on school noticeboards and on the school website. Fresh drinking water is available for children at all times.

The food offered is attractive and well prepared. All children are encouraged to eat a well-balanced meal. As a Healthy School we are conscious of providing children with healthy choices.

The children are encouraged to use a knife, fork and spoon correctly and all staff promote good table manners.

Main School.

Pupils in Years 1 to 6, select lunch using a self-service system where a variety of menu items are available to choose from. Members of staff monitor and encourage pupils to have a well-balanced meal, if this proves to be necessary. Water is available on each table.

We encourage all pupils to be sufficiently hydrated during the day and there are drinking fountains available. Pupils in Main School are also welcome to bring in a sports bottle of water that can be topped up during the school day. We strongly advise that 'break' should be a healthy snack such as fruit and **must be nut free**. A selection of seasonal fruits is provided at first break for any child who would like some and also after school before clubs start. We also ask parents to be mindful of other snacks that may also cause allergies such as egg, sesame seeds, strawberries and kiwi fruit. **No other drinks or sweets are allowed during the school day**, this includes any food related products for birthdays e.g. sweets and cakes. Children are not allowed to share their snacks.

Extra-Curricular Activities.

The extra-curricular experiences offered to pupils at Alleyn Court are a feature of the school. They are delivered in two main ways – a programme of activities that take place during the school day, mostly before school, at first break, lunchtimes or after school, or through our calendar of day trips and residential visits off the school site, to a range of destinations and venues. It is hoped that all pupils in Main School will participate in at least one weekly activity per term. Children must register for clubs on a daily basis during registration.

EYFS offer clubs to Upper Nursery and Reception children after school. A timetable of activities and costings can be obtained from the class teacher each term.

The Form Tutor.

The form tutors take responsibility for the general welfare of pupils in their class, offering guidance and pastoral support where necessary. The school takes very seriously

the emotional, well-being and mental health of the pupils. Should there be concerns in any of these areas the school liaises with parents, staff and appropriate outside agencies if necessary.

The form tutor is the person who will get to know your child best during the school year. When parents require information or advice about anything pertaining to their child, *the form tutor is the person to whom the inquiry should be made in the first place*; all staff can be contacted directly by email (first initial and [surname @alleyn-court.co.uk](mailto:surname@alleyn-court.co.uk)). An approach by telephone or email to the school office can be made to ask the form tutor to get in touch, unless there is an immediate need; it can however, be helpful for the form tutor to have details of a query or problem set out in a letter in order to be able to investigate fully to provide a response. Another good means of communication is via your child's homework diary for the Years 4-6 or reading record for Years 1-3, where a note can be made, but please remind your child to hand their diary to the appropriate teacher for a response (this helps develop their sense of responsibility, independence and organisation)! Parents are welcome to come to school to discuss any issues or concerns that may arise during the year but we would ask that an appointment is made via the school office. It is easier for members of staff to meet with parents after the school day when they are not registering children or preparing for the day ahead.

After School Care.

In the Main School, 'Prep' and activities operate from 3.45 to 4.45pm this being a free after school supervision of pupils where they can complete their homework or participate in an interest of their choice, read a book or complete some paper based activities. A homework club also runs during the lunch hour for children in years 4 to 6; this is a particularly worthwhile session for those children who have after school commitments or who would benefit from some staff input and assistance with their homework. Although the school office is staffed until 5:00pm, and there are generally staff on site, all pupils should be collected by 4:45 unless the office is notified of any unforeseen delay.

House System.

All pupils from Y1 upwards are allocated to a House where they can earn house points for themselves and for their house. There are also opportunities during the school year for pupils to participate in friendly inter-house events and competitions.

The houses at Alleyn Court are all named after early pupils who attended the school when it first opened. They are;

Pearsons (Green)
Tremaynes (Blue)

Rankins (Purple)
Williams (Yellow)

Siblings will all be allocated to the same house and efforts will also be made to preserve any family allegiance to a specific house.

The Parent Teacher Association

The PTA has recently been re-established and run a number of activities for the school community, children, staff and parents. Regular communication is sent out for upcoming events.

Communication with the School.

Contact details for the school appear on the front of this information booklet, on our school website and in our prospectus.

The Form Tutor or Pre-Prep (EYFS) class teacher (Key Person) is the **first point of contact**. Throughout the school we have an ‘open door policy’, so parents can discuss issues informally, but we ask parents to arrange a meeting with their class teacher where needed. Additional information on communication with the school is provided in the Form Tutor section of this handbook. Any unresolved issues can also be dealt with by appointment with the Head of Pre-Prep (Lower Nursery – Year 2) or Head of Prep (Year 3 – Year 6) or the Headmaster.

Appointments to meet any member of staff can be made via a written request, phone call or e-mail. We ask parents not to ask to meet teachers in the morning before the start of the teaching day, without a prior appointment as this is a busy time when staff are preparing for their teaching day. Appointments with staff should be requested, where possible, after 3.00pm in the EYFS or 3.30pm in the Main School.

The opportunity to formally discuss your child's work with their teachers will take place twice during the year. Details of these evenings appear in the school calendar, the newsletter and by formal letter of invitation about a week before the date.

A range of information about the school can be found on the Alleyn Court website, www.alleyn-court.co.uk and we can be followed on Twitter *@AlleynCourt* *Instagram @alleyncourt* and can also be found on Facebook at *Alleyn Court Prep School*. Photos and news are regularly updated with events during the school week on all of these mediums.

All letters are e-mailed as the primary method of communication and uploaded to a portal on Schoolbase, www.schoolbase.online which can be accessed with your unique log in. This can also be found on the website in the ‘Parent Portal’ and

Pre-Prep (EYFS to Year 1) weekly information/ newsletters are sent via Tapestry.

You will receive newsletters by email with lots of information about what has been happening throughout the weeks and what there is to look forward to in the coming weeks.

Fees & Notice of withdrawal.

Current details of fees, registration and notice of withdrawal are available from the Bursar on request. Parents are reminded that a clear **written** term's notice to the Headmaster by letter or reciprocated email is to be given if a child is to be withdrawn from the School (unless leaving at the end of the final year). A term's fees in lieu of such notice will otherwise be charged if the contractual term's notice is not given. All fees are due in advance of the first day of term. Further information on fees and additional charges/penalties can also be found in the School's Terms & Conditions.

Concerns or Complaints.

Please do not hesitate to contact us about any concern that you may have as highlighted earlier. The methods of communicating with the school, as outlined previously, should be utilised and all members of the Senior Leadership team and the Headmaster are available to assist in resolving any concerns.

It is always the aim of the school to resolve issues and concerns informally but Alleyn Court's Complaints Policy exists for parents who feel that any issues have not been satisfactorily addressed. The Complaints' Policy is available to download from the school website and can also be requested from the school office.

Lateness & Absence from school.

A child is deemed late if not present during registration in the morning and again in the afternoon. **Children who arrive late must report to the school office to be registered as late/present.** The Pre-Prep (EYFS) will then be met by a member of staff at the nursery gate. Pre-Prep (Years 1 and 2) and Prep Year 3 will then be safely escorted to the Wilcox Block by a member of staff and supervised until they are admitted. The school office will ring parents if a child is absent and no communication has been made with the school regarding any reason for absence, by 9.30am. However, it is the responsibility of parents to notify the school before this time if their child is absent for any reason.

Prolonged absence from school will impact on a child's education and is not consistent with the school's ethos. Should this become a matter of concern, the school will contact parents to discuss such occurrences to determine what we might do in the best interests of the child and their education.

The school discourages holidays during term time. If you wish to keep your child away from school for holiday or family reasons, permission from the Headmaster **must** be obtained in advance of any such absence from Reception upwards. Children in Pre-Prep Upper and Lower Nursery must inform the class teacher. Permission will normally be given but we do ask you to try to avoid such absence coinciding with the first few days

at the beginning of term or important school occasions such as the Christmas Carol Service, Speech Day, Sports day or Examination periods. We respect major religious festivals, which occur during term-time but we ask parents to inform us in advance, for our school attendance records if children are likely to be absent to observe such festivals and celebrations.

If your child is unwell and unable to attend school, please phone the school office by 8.30am.

The school must be informed if your child is suffering from or has been in contact with a contagious illness, such as Covid, chicken pox, measles or headlice, so that we can notify other parents accordingly.

Children should not attend school if their illness is likely to worsen during the school day. Children must not return to school for at 48 hours after a final incidence of vomiting or diarrhoea.

Visiting the School

Parents are welcome to visit the school at any time and we ask that you enter via the main entrance and be booked in at the school office. Certain areas of the school site are for children and staff only; we respectfully ask you not to enter such areas, unless agreed or you are accompanied by a member of staff. The school operates a no smoking policy for all areas of the school site and no dogs are allowed on the premises.

Emergency Contact details

Details of three emergency contacts are required. To allow easy and effective contact with parents we ask that you keep the school supplied with your most up to date details, including address, mobile and landline phone numbers for home and work and email addresses. Should any of these details ever change then you need to inform the school as soon as possible. The school does not exchange any of this information with any outside agencies. Our communication with you depends entirely on the information we hold being up to date.

Medical

In the event of any kind of medical emergency, which requires First Aid treatment, the school has trained First Aiders. Should it be necessary for your child to receive First Aid treatment, this will be given as soon as practical and may include the application of appropriate dressings to wounds. If your child becomes unwell while at school, and it is thought necessary, you will be contacted by the school office to collect your child.

All parents are expected to complete a form giving blanket permission for the school to administer medication in an emergency.

The school has a First Aid policy, which is available on the website and from the school office on request.

The school will not administer any prescribed medicines unless:

- You supply the medicines in a package containing a pharmacist's label on which your child's name is clearly labelled.
- Correct and clear dosage instructions are supplied.
- You give written consent for medicines to be administered.
- You deliver the medicines to the school office or Pre-Prep (EYFS) class teachers.

Should it be judged necessary and appropriate to administer some form of painkiller, to children in the Main School (Years 1 – 6), this will normally be Paracetamol (Calpol is also available). You will be contacted before any dose is administered, to obtain your consent. No pupil is allowed to carry prescribed or over the counter medication around the school.

From Year 3, any child who requires an inhaler should keep one with them at all times in case of need. A spare inhaler should be supplied to the school office, clearly marked with the child's name.

Parents must inform the school of any children with significant medical conditions (e.g. Asthma Allergy). The school will work with parents to create appropriate Action Plans/ Care Protocols. These will state what drugs/application tools may be used, where they will be stored etc.

It is very important that you inform the school of any new or changing medical conditions affecting your child, or updates to any existing careplans, so that we can inform staff as appropriate and keep our records up to date. If your child wears glasses, it is very useful for the school to have a spare pair, in case of breakage or loss. As with all items that come into the school, these items should be named or recognisable in some way so that they can be returned to the correct child when they are misplaced.

Headlice

It is likely that at some time, your child may experience an infestation of headlice and there should be no stigma attached to this, as it is well known that where they are evident, they prefer clean hair. Please check your child's hair regularly and let the school know so that other parents can be informed of an outbreak of head lice. There are many effective treatments available and the school would be happy to offer advice. **Any child with head lice should not return to school until they have been treated.**

See Appendix 1 for a basic illness information guide.

Mobile phones, electronic items and personal equipment

Electrical items such as mobile phones, smart watches, iPods, MP3 players, Nintendo DS' etc, should not be brought to school.

Children do not need mobile phones (or smartwatches that can access the internet) at school unless they come to and from school on their own. **In such cases mobile phones and smartwatches must be clearly labelled and left in the school office at the beginning of the day and collected prior to going home.** Any child who fails to adhere to this rule and who is caught with a mobile phone or smartwatch in their possession will have it confiscated.

Academic and Curriculum

The school has a curriculum policy, available on the school website or on request from the school office. Our prospectus also provides some curricular information for EYFS and Main School. Parents also receive a curriculum letter at the start of each term detailing that term's focus.

Lessons are taught using quality first teaching where teachers have the highest expectations of pupils of all abilities.

In the Pre-Prep (EYFS) pupils enjoy subject specialist teaching in music and drama and in Reception begin French, Drama, Art and PE.

In Years 1, 2, 3 and 4 pupils enjoy the benefits of subject-specialist teaching in subjects like; PE/Games, Music, Art, ICT, Drama and French.

In Year 4 the children move into the Tomlinson Block and are given their first Homework diary.

In Years 5 and 6 all subjects are taught by subject specialists.

Learning Support

As a non-selective school, there may be a small number of pupils each year who, whilst having adequate academic potential, experience difficulties in learning. These might be emotional, social, physical, or academic. Parents and staff who have concerns that a child in the nursery, Years R, 1, 2, 3 and 4 may require additional support, will speak to the child's Form Teacher. For a child in Years 5 and 6 any academic concerns should initially be raised with the subject teacher, or the Form teacher for any pastoral issues. The teacher will then contact the SENDCo to assess the level of support that may be required.

Children with English as an Additional language (EAL) are also supported to access the curriculum and develop their language skills so they will be able to access the curriculum without the need for language support.

Able Children

We are aware of a number of children who are able, gifted or talented. Lessons are planned to provide suitable enrichment and extension opportunities for such children, predominantly through classroom differentiation, extended questioning and homework tasks.

Homework

The purpose of homework is to embed/extend a child's understanding of the areas covered at school and to develop their independence as learners. A variety of homework tasks will be set, not all of it written. It should not take more than 30 minutes to complete and if your child encounters any difficulty then a note should be written to the teacher so that any misunderstanding can be revisited and rectified.

In Years R, 1, 2, and 3 all homework is set weekly by the form tutor.

In Years 4,5 and 6 homework is set according to a published timetable (one homework is set per night). A copy is available in your child's homework diary/planner. Details of homework set should be recorded by your child in their homework diary and you should check it each day and sign it once a week.

All pupils are encouraged to read regularly at home and parents are encouraged to listen to their children read whenever possible and read to them to enhance their vocabulary and access older materials for fun. Questioning children on their reading enhances the experience as children will be tested on their comprehension skills later in their education, not their ability to read the words aloud. The school library is open to parents and children two mornings a week and one afternoon; please check the library door for details of sessions.

If a piece of homework cannot be completed to the set deadline and there is a valid reason, it is expected that the pupil will bring a note of explanation from home. If there is no note or explanation then appropriate measures will be taken.

Music

A significant number of our pupils have lessons to learn a variety of musical instruments. These lessons are taken throughout the school day by our visiting Peripatetic teachers. If your child is interested in learning to play a musical instrument you should contact our Director of Music, for more information. The cost and payment for these lessons are between the parent and the Peripatetic teacher.

Drama – LAMDA lessons

Many of our children take part in LAMDA Speech and Drama sessions. These are run by Miss Streams and Mr Mcilroy, Peripatetic teachers, who will be taking individual

lessons during the school day on a Thursday and Friday and a few small group sessions at break times on these days. The children are encouraged, through these lessons to take their LAMDA exams, and participate and compete in local festivals and recitals. The cost and payment for these lessons are between the parent and Miss Streams and Mr Mcilroy.

Assembly

From Year 1 there are two whole school assemblies a week on a Monday and Wednesday at the start of the day. The Monday is for the whole main school and the Wednesday assembly will predominately be on alternate weeks for either the Pre-Prep or Prep. When the children are not in assembly they will be working with their form teacher and members of the school council so all pupils have a voice on aspects of school life that are important to them. Year group assemblies will take place on a Wednesday morning (8:45am- 9:20am). Parents will be informed when their child's year group will be taking part in a year group assembly, although they are also detailed on the School Base calendar. Visitors also lead some assemblies and anyone who would like to contribute to this part of school life would be welcomed. Parents who are keen to share their faith or profession are particularly welcome.

Whole School Events

We are proud of the family and community feel of the school and welcome the support we receive in attendance at our annual events.

We have three annual events which contribute to and cements the community feel in the school. These are always held at the same time in a term to help ensure all are able to attend.

The first event is the Carol Service held at St Augustine's Church, Thorpe Bay on the last morning of the Autumn Term for all pupils in Years 1 – 6.

Sports Days take place in the last few weeks of the Summer Term.

Finally, Prize Giving is on the last Thursday of the Summer Term in the evening.

Details of each event are sent out well in advance and dates appear on the Schoolbase calendar.

Personal items of property.

Personal items are not insured under the School's insurance policy. We strongly recommend that any valuable items are not brought into school.

School uniform and kit list

(all uniform available from Stevenson's <https://www.stevensonsonline.co.uk/my-account/login>)

Autumn/Winter Uniform

Navy school blazer
Grey trousers,
Grey shirt,
School tie,
Grey long-sleeved jumper with AC motif,
Grey socks,
Plain black shoes,

OR

Navy school blazer,
Blue/pink tartan tunic (school design),
Pink blouse,
Navy cardigan with AC motif,
Navy tights or socks,
Plain black flat shoes,

Additional items

Navy outdoor coat,
School design winter hat,
School design winter scarf,
School A4 rucksack or Alleyn Court book carrying bag.

Long hair must be tied back with school ties, navy, pink or neutral bands.

Summer Uniform

Navy school blazer,
Grey shorts (shorts should be tailored and not with combat style pockets),
Blue polo shirt with AC motif,
Grey long-sleeved jumper with AC motif (optional),
Plain black shoes,
Grey socks,

OR

Navy school blazer,
Blue and white striped school design dress,
Navy cardigan with AC motif (optional),
Plain white socks,
Plain black flat shoes,

Additional items

School design sun hat,
School A4 rucksack or Alleyn Court book carrying bag.

Long hair must be tied back with school ties, navy, pink or neutral bands.

PE Kit

Tracksuit – school design,
PE shirt – navy and pink school design,
PE short or skort – navy and pink school design,
House polo shirt – school design in their house colour,
Socks – plain white and navy and pink hoops,
Trainers x 2 – indoor and outdoor,
Studded boots (football/hockey) - optional for Yr 1,
Shin pads – optional for Yr 1,

Optional

Sports Skins – navy

EYFS Uniform List

Autumn/Winter Uniform

Navy school blazer -- Reception (optional for Lower and Upper Nursery)

Grey trousers,

Grey shirt (Lower Nursery – blue school logo polo shirt),

School tie (from Upper Nursery),

Grey long-sleeved jumper with AC motif,

Grey socks,

Plain black shoes,

OR

Navy school blazer - Reception (optional for Lower and Upper Nursery)

Blue/pink tartan tunic (school design),

Pink blouse,

Navy cardigan with AC motif,

Navy tights or socks,

Plain black flat shoes (not slip-ons),

Additional items

Navy outdoor coat,

School design winter hat,

School design winter scarf,

Long hair must be tied back with school ties, navy, pink or neutral bands.

Summer Uniform

Navy school blazer - Reception (optional for Lower and Upper Nursery),
Grey shorts (shorts should be tailored and not with combat style pockets),
Blue polo shirt with AC motif,
Grey long-sleeved jumper with AC motif (optional),
Grey socks,
Plain black shoes,

OR

Navy school blazer- Reception (optional for Lower and Upper Nursery),
Blue and white striped school design dress,
Navy cardigan with AC motif,
Plain white socks,
Plain black flat shoes (not slip-ons),

Additional items

Navy outdoor coat,
School design Legionnaire's cap,

Long hair must be tied back with school ties, navy, pink or neutral bands.

EYFS PE Kit (Nursery & Reception)

Navy Sweatshirt School Design
Navy Jogging Bottoms
Plain White T-Shirt
Plain White Shorts
Plain White Socks
Navy Draw String PE Bag
Trainers

Additional

School Design Art Apron
School Design Lunch Tabard
School Design Document Case/Bag
Wellingtons
Navy Waterproof jacket and trousers

Please ensure that **ALL** items of personal equipment, clothing and kit are clearly labelled with your child's name – this includes footwear. *(It makes it far easier to find and return items when they get mislaid around the school.)*

Hair Styles.

There should be no extreme hairstyles.

Hair should be tied back if it sits on the shoulder or is longer. Hair fasteners (bobbles, slides etc) must be pink or navy blue and of a plain design. If the hair falls forward into your child's eyes, a hair band in the recommended colours is also needed.

Jewellery

No jewellery should be worn in school. It is not necessary and does not form part of the uniform for boys or girls. If ears are pierced, small studs are allowed (not sleepers) and may be taped over for P.E. lessons. Children may wear watches (not smart watches) but once again these must be labelled or identifiable in some way so that they can be returned.

Equipment

Pupils will be provided with essential writing equipment in the **Pre-Prep and Year 3**.

In Years 4, 5 and 6 they will be required to bring:

- Pencil case
- Several HB pencils
- A handwriting pen, in blue ink.(No biro type pens)
- If teachers are happy, then pupils can also use a fountain pen higher up the school.
- A ruler
- Pencil Sharpener
- Eraser

Behaviour, Sanctions & Rewards

Good Behaviour Policy

Alleyn Court School aims to promote good relationships and positive behaviour with the expectation that all children will be well behaved, respectful, polite and kind to one another. This will be expected from and supported by the whole school community, including all teachers and adults working at Alleyn Court, the parents and the children. It is expected that parents will work collaboratively and in partnership with the school to implement our Good Behaviour Policy and in so doing, uphold any disciplinary measures that are given out.

All children will be treated fairly with good behaviour recognised and the behaviour policy will be applied in a consistent manner.

A copy of the Good Behaviour Policy is available on the school website.

The Role of Parents

Parents are a vital part of every child's education. You have chosen Alleyn Court because of our ethos and educational values. It is important to support us in creating a partnership that will ensure your child leaves the school perfectly prepared to thrive in their secondary school. To that end, we advocate good communication being at the heart of this process. Please do feel free to raise any issues that might impact on your child's learning through either the Form teacher/subject teacher, or the school office as appropriate.

Anti-Bullying Policy.

All forms of bullying, be it physical, emotional or verbal (and particularly that with a focus on race, gender or disability) will be investigated and addressed by the school. Children are learning how to operate as a socially moral adult, throughout their time in the school and may make mistakes. These will be used as learning opportunities to ensure moral growth.

Bullying is defined as; *'the repetitive, intentional hurting of one person by another, where the relationship involves an imbalance of power. Bullying can be carried out physically, verbally emotionally or through cyberspace.'* Anti-Bullying Alliance.

The anti-bullying message forms part of our PSHE lessons and is included in the regular message to the children that we are a 'telling school'. Alongside this we help the children learn to distinguish between relational conflict and bullying.

The school recognises that social media and gaming are situations where bullying does take place outside school. We see teaching children how to operate safely within these environments as being crucial. E-Safety is taught within the curriculum and parents are invited to attend annual talks by experts in keeping children safe online.

The school's anti-bullying policy can be found on the school website. No school can ever claim that it is free from the potential for bullying behaviour but a culture of openness, where pupils and parents can report matters promptly, assists us to resolve any difficulties effectively.

Complaints Procedure

Parents and pupils may use our Complaints Policy if they feel that their concerns are not being addressed properly, this can be found on the school website. Parents of Alleyn

Court pupils should be aware that they have the right to refer a complaint directly to ISI, if they are unhappy with the way in which their complaint has been handled.

Assessment & Reporting

The academic progress of pupils is assessed continuously via the work done in lessons which is marked and recorded by teachers. Furthermore, other formal and informal assessment procedures are used to assess and track the progress and attainment of pupils throughout their time at the school which includes termly standardised tests in Maths and English, for pupils in the main school, which take place during the week before half term in the Autumn and Spring Terms and after half term in the Summer Term.




In the Pre-Prep (EYFS), children's skills development are continually assessed and recorded on Tapestry and the Learning and Development Assessment (LDA's). Parents will receive a report at the end of the Summer Term.

In the Main School, children will receive an interim report in the Autumn and Spring Term and a full end of year report in the Summer Term.

Children's books are marked regularly and are available for parents to look through at parents' evenings or on request before being taken home at the end of the academic year.

Children in Years 5 & 6 take a greater responsibility for their books and they are frequently taken home. Following a piece of work, children will receive an effort and attainment grade along with a teacher's comment for their marked work. This grading system is explained below.

Children in Reception, Year 1, 2 and 3 will have their work marked using a traffic light and star system;

-  More support needed
-  Has some understanding
-  Has a secure understanding

Children in Years 4, 5 and 6 will have their work marked against the following criteria;

Attainment

W	Working towards expectations
M	Meeting expectations

E	Exceeding expectations
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Effort

1	Excellent Effort	Exceeding expectations
2	Good Effort	Meeting expectations
3	Some Effort	Working towards expectations

Educational Visits.

We aim to provide a balanced and interesting programme of educational visits, both locally and further afield. Our pupils benefit in many ways from educational visits both academically and socially.

The residential visits that we offer our pupils are as follows;

Year 3 have a one night residential onsite at Alleyn Court

Years 4 & 5 to a PGL centre e.g. ‘Windmill Hill’ or ‘Bawdsey Manor’

Year 6 to a PGL centre e.g. ‘Little Canada’

Alleyn Court Team Selection Policy

At Alleyn Court we aim to develop Curious, Courageous and Compassionate children. This ethos drives all we do. We encourage elite competition and mastery in academic, sporting and artistic endeavour. We also encourage participation in order that children may understand the social, emotional and physical benefits of engaging in a variety of sports whatever one’s personal ability.

To prevent disruption from academic lessons, matches/competitions are generally organised to be played on pupils’ games afternoons (Years 5/6 on Wed & Fridays and Years 3/4 on Mondays & Thursdays). Those children who are not selected to play in matches will still be involved in activities and skills training as part of their normal PE.

We have adopted to policy that enables us to be both elite in aspiration, yet fair and inclusive to all. Instead of putting out one team, we always endeavour to field A, B, and C teams in Boys and Girls sport whenever possible. This is often only limited by the availability of the opposition and/or the structure of a particular competition.

We work hard to ensure that unlike other schools, we give every child in Yr 4, 5 and 6 the chance to represent the school in some aspect of sport, at some stage across the year.

We maintain it would be unfair on those who excel at sport not to be included and unfair to select those who are not yet strong enough to play at that level. We realise how disappointing it is not to be chosen for a match, but also recognise that learning to manage such disappointment appropriately (by remaining positive and working hard to improve so one is chosen) is an important aspect of sport and a valuable life-skill.

The following guidelines will apply to age-specified teams (U10, U11 etc):

- Our experienced and professional staff will use their expertise to select what they deem the most appropriate team/s to represent the school against any given opposition.
- A Teams will normally be the strongest team available, regardless of age and year group. As such an U11 team may have strong Yr5, or even a particularly talented Yr4 child selected. (This may be subject to physical factors such as size and weight in some cases).
- Where there are B and C teams being fielded, these will be chosen from the oldest year-group available first. So, in a U11 tournament for example, the B and C teams could consist entirely of children from Yr6.
- Where there are not enough children in the year group (or there are children who do not want to play, or for some reason cannot), children from the year below may be selected to make up numbers in the B and C teams and as these will be the ‘better players’ in their year groups, they are then as likely to play in the B team as the C Team.
- Any child representing the school can generally expect to play for at least a half, with most substitutions made at half-time to facilitate this. If numbers dictate many substitutes, the time on the pitch will be shared equally amongst the substitutes.
- Any issues regarding team selection should be brought to the Director of Sport who will address any concerns.
- Lists of teams and scores will be maintained, and results will be made public through a range of media (including School Newsletters, Twitter and the School Website).

The following guidelines will apply to Year Group specified teams (Yr5, Yr6 etc):
The A-Team will be the best team the year group can field in the opinion of the Sports Staff (participation, engagement and attitude demonstrated at sports clubs will be taken into account).

We hope that you support us in this policy. If your child is not chosen for a team and feel they should have been, encourage them to come and practise, enjoy what they do, and never give up. If your child is regularly attending practices and working hard, they will be recognised by staff when it comes to selection subject to the guidelines above. We teach sport for many reasons, but mainly so children experience a range of situations that develop them both physically and emotionally. Courage is needed in sport, mainly

when things are not going well. These less pleasant situations offer very important lessons and require staff and parental support to be unified and consistent so as to develop the appropriate response in children. Children should learn to...

'win with grace and lose with dignity.'

In sport, one should expect to lose to a better team and accept this gracefully. One should expect decisions to go against you personally and your team and yet still respect the referee. Mostly, one should always respect the opposition; without them there would be no sport.

No matter what the result of a particular game, contest, or a child's personal disappointment at a decision by the referee, there is no reason to lose one's dignity as well. Children will be talked to by school staff should their behaviour not reflect this. After an upsetting defeat, there is always the opportunity to maintain one's dignity and honour. Of course, it takes great courage, but learning to congratulate an opposition you very badly wanted to beat and have lost to, is a very precious skill indeed. It offers a child power and control in an otherwise adverse moment and allows them to move on from the defeat, quickly and securely. These are lessons that will help secure children against wellbeing issues in later life. Essentially, it is one thing to lose a game; it is altogether a different thing to lose one's dignity and honour as well.

Parents are expected to work with the school to develop such behaviour by modelling it themselves, setting a good example on the touchline, cheering and supporting the good play of both teams and being vocally supportive of the school coaches and their decisions. We are not here to create poor sports, but rather great leaders. Without adversity, frustration and disappointment, such education is not possible. Sport is a superb arena to learn very important skills; but not if this learning is undermined.

The aim of this policy is to make it clear how we chose competitive teams; if you have any questions, please contact the Director of Sports and Activities.

The following guidelines will apply to Year Group specified teams (Yr5, Yr6 etc):

The A-Team will be the best team the year group can field in the opinion of the Sports Staff (participation, engagement and attitude demonstrated at sports clubs will be taken into account).

Some teams may well be formed to play 'friendlies' as an extension of a particular Sport Club (e.g. the Christmas Netball Rally). Teams for such events will be made up from those who demonstrate regular attendance.

Policy Documents

The following important policy documents are available on the school website and from the office on request;

Admissions Policy	Exclusions Policy	Good Behaviour Policy
SEND Policy	Complaints Policy	Curriculum Policy
Child Protection and Safeguarding Policy	Health and Safety Policy	Anti-Bullying Policy
Uncollected Child Policy	Child safety on site policy	Missing Child Policy
First Aid Policy	Fire Risk Prevention Policy	Fire Evacuation Procedure
Supervision Policy	Risk Assessment Policy	Equal Opportunities Policy
Accessibility Plan Policy	Recruitment Policy	Privacy
English as an additional Language (EAL) Policy	Relationship and Sex Education (RSE) Policy	

Alleyn Court provides a happy, family environment that fosters the development of the whole child in a variety of subjects and activities. The partnership between the school and parent is vital to each child's development so we can deliver the best experiences and opportunities for them. We look forward to ensuring your child thrives.

Contact Details

Alleyn Court School,

Thorpe Bay Site:

Wakering Road, Southend-on-Sea, Essex SS3 0PW

Telephone: 01702 582553

Headmaster, email Mr Snow, head@alleyn-court.co.uk

General enquiries, email Mrs Duffin, office@alleyn-court.co.uk

Admissions, email Mrs Cain, registrar@alleyn-court.co.uk

Chairperson, Mr Reeder, can be contacted in writing at the school's main address and also on e-mail greeder@alleyn-court.co.uk

Westcliff Site:

3 Imperial Avenue, Westcliff-on-sea, Essex SS0 8NE

Tel. 01702 343702

General enquiries email Mrs Mascall, westcliff-admin@alleyn-court.co.uk

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APPENDIX 1

ILLNESS INFORMATION GUIDE

The list below gives you some guidance on the recommended exclusion times for common illnesses.

CORONAVIRUS

Children who test positive will be advised to stay at home and avoid contact with other people for at least 3 full days, which is when they are most infectious.

CONJUNCTIVITIS

Children are recommended to stay off school until they show signs of improvement. Usually 24/48 hours after treatment has started.

CHICKEN POX

Children are excluded until all spots have dried and scabbed.

SICKNESS / DIARRHOEA

Children are excluded until **48 hours** after the last bout and are eating normally.

HIGH TEMPERATURE (38 degrees centigrade or over)

Children with a high temperature are excluded and we strongly advise that you seek medical treatment as soon as possible.

ANTIBIOTICS

Children requiring antibiotics for any illness are excluded until they have had 24 hours of treatment and are well enough to return, unless otherwise instructed by the GP.

SLAP CHEEK

This is contagious prior to the visible rash. We recommend that you seek advice from your GP before returning to school.

IMPETIGO

Children are excluded until the lesions are crusted and healed or 48 hours after commencing antibiotic treatment.

HAND FOOT AND MOUTH

Parents are advised to seek medical advice and their child can return to school once they are feeling better.

RASH / SPOTS

Parents will be contacted to collect their child if they develop an unknown rash or spots. This will need to be checked by a GP and the advice followed.

HEADLICE

Children may return to school after treatment has commenced

Please note that:

Chicken Pox, Slap Cheek and Scarlet Fever are all potentially harmful to unborn babies. Therefore we ask that you always inform the school if your child has any of these illnesses so that we can let all parents know.

The EYFS are unable to give ANY medicine that is not prescribed (this includes Calpol, Nurofen and Piriton).