

Handbook for Parent of Day Prep Children



Dropping Off and Collecting Children

On their first day in September, Juniors and 3rd Form are to enter the school through Junior Foyer (down the pathway from the left hand side of the North Entrance car park) and 4th to 6th Form children are to enter school through the North Entrance, where they will all be welcomed by a member of staff or a senior child who will be acting as their guide. (The North Entrance is situated at the top of the drive). Children should arrive wearing uniform as explained below.

Form Tutors will be available in their Form rooms to receive the children from 8.10am onwards each morning. All children must be in school in time for registration at 8.15am.

End of the School Day

| Pick-up times Monday, Tuesday, Thursday & Friday | Prior to Prep (taking Prep home) | After Prep | After High Tea (approximate) | After Options |
|--|-------------------------------------|------------|---------------------------------|---------------|
| Juniors | 4pm | 4.35pm | 5.55pm | 7.30pm |
| 3rd Form | 4.35pm | 5.45pm | 6pm | 7.30pm |
| 4th Form | 4.35pm | 5.50pm | 6.05pm | 7.30pm |
| 5th Form | 4.35pm | 5.55pm | 6.10pm | 7.30pm |
| 6th Form | 4.35pm | 6pm | 6.15pm | 7.30pm |

Please note that Options do not run during the first week of the Michaelmas Term.

Wednesday and Saturday pick-up time is 4pm throughout the year, unless children are involved in matches. On Saturdays, children in the 4th Form and below who are not required for matches or for main squad (Under 11 A & B, Under 10 A) training may be picked up at 12.35pm unless they wish to stay for additional Games practice in the afternoon – pick-up from this is 4pm.

BiG Saturday

The BiG Saturday is a curriculum enrichment programme for Juniors and 3rd Form which includes a variety of exciting and creative learning opportunities. Activities are based around the following general themes: Artistic, Environment, Life Skills, Design, Music and Sport. This term, some of the activities on offer are: print making using nature; football, dance fit and a host of Life Skills including ironing, lawn mowing, cleaning, cooking and typing. Juniors and Thirds coming to school on Saturdays should enter via the Junior Foyer as usual. Juniors and 3rd form do not need to arrive in school until 8.55am but they may arrive from 8.30am when they will have Accelerated Reader time.

Minibus Service

The school runs a minibus service, along the most popular routes into school. This operates in the mornings only, Monday to Friday. A charge is made for this service. Please contact the Bursary for further details.

Uniform

A full uniform list is available on the school website and in hard copy from the school shop. Every effort is made to minimise the cost of uniform to parents although to keep our uniform as smart and distinctive as possible there are a number of items which can only be purchased from the shop. The school shop, which is run by Stevenson's Schoolwear, is open at set times throughout the week during term time and by appointment for new pupils during the holidays. Uniform can also be purchased online at www.stevensons.co.uk.

During the Michaelmas Term boys should return to school in normal uniform (shorts and school socks for Juniors to 4th Form); Juniors and Middle School girls may return in summer dresses if they so wish (and the weather permits) whilst Upper School girls may return in their summer blouses. Up to date uniform lists are on the website; along with advice on which label to sew where.

There is a second-hand uniform shop in the Conservatory which is accessible, on a doorcode, throughout the year. Uniform is purchased there on a signed-for basis and added to the school bill.

The school launders all games kit for all children, day or boarding.

Prep

A suitable amount of prep (homework) is set on Mondays, Tuesdays, Thursdays and Fridays. This may be completed at school, with an appropriate amount of the school day being set aside for this purpose, or at home. Children should do some additional reading at home, and they might also have spellings to learn for a weekly test.

Exeat Weekends

As Bilton Grange is a boarding school, it has what are known as 'exeat' weekends approximately every third weekend, at which time all the children go home. This runs from a Friday lunch time usually until the Sunday evening, but occasionally this extends to include the Monday. Therefore, on these weekends, which are clearly marked on the calendar, there is no school for anyone on the Saturday, with the exception of Sports Day in the Summer term.



Meals

Food at Bilton Grange is plentiful and varied. Children are offered milk, biscuits and fruit at morning break.

Lunch is self-service style, offering a hot main meal, with a vegetarian alternative, a baked potato and salad bar, and a choice of hot pudding, yoghurt or fresh fruit. There should be no reason for a child to be hungry. Help is always on hand for the youngest children, and to ensure that they opt for a balanced meal. All school teaching staff eat their meals with the children.

A drink and a snack are again available mid afternoon – known as 'Little Tea'. Another hot meal is available at the end of the school day. Day children may stay for this before travelling home if they wish, and there is no extra charge for this.

Notification of dietary, medical or religious needs is requested on the back of the Health Report request form.

Chapel

In the Michaelmas Term there are three special Sunday Chapel Services, one of which your child's year group will be taking part in; there will be greater involvement for members of the Choir. Parents are very much encouraged to attend these Chapel Services – refreshments are provided after the service. Details of these services are in the calendar.

Parents' Breakfast

Parents are warmly invited to the very popular Breakfast Club for parents on Saturday mornings from 8.15am during term time.

Complaints

We welcome comments and suggestions from parents on any aspect of school life and you are free to approach the Headmaster at any time, if you have any concerns. Any such concerns or complaints are taken very seriously.

Calendar

All school games fixtures, chapel services and other special events are highlighted in the school calendar and fixtures published on the Sports portal. Calendars for the next term are issued at the end of the previous term, along with the bill, to allow plenty of time for planning. Term and holiday dates for the next year are also published in this calendar.

Teams and Matches

The School plays fixtures against other schools in all the major sports and at all levels. These fixtures are listed in the school calendar and on the Sports portal. Teams are usually chosen two days before the fixture, and a list is displayed on the games notice board in the gallery as well as being posted on the Sports portal. Parents are very much encouraged to support the teams at both home and away matches; we do however ask that you refrain from 'coaching from the touchline'. It is always advisable to telephone the school on the morning of the fixture to check that the fixture is still on and that your child has been selected for the team or to check the Sports portal. Directions to all the other schools on the circuit are also available.



Telephone

If they need to contact you urgently, the children have access at any time during the day to the telephone in reception, though they need to seek permission to phone from their Form tutor.

Medical

The School Nurse is Mrs Cathy Gunn. She has a surgery and sick bay in the centre of the school, just off the main Pugin staircase. She, or the matron on duty, will look after any children who become ill or are injured during the school day. You will be contacted immediately if there is a serious problem with your child and we will always let you know by means of a note sent home with your child, if any medication has been administered during the day. We will give any prescribed medications during the school day if required. The School Nurse, or a matron, will be available in Surgery at drop-off time if you wish to discuss any health related matter with her. Parents are asked to contact Mrs Gunn if they wish their child to be put off games for any reason. A Health Report is enclosed which must be returned **on the first day of term**. Mrs Gunn can be contacted on 01788 818234 or e-mail cgunn@biltongrange.co.uk

Reports and Parents' Meetings

You will receive regular reports on your child's progress during the school year. You will also be invited to two parents' meetings each year; these are listed in the calendar. The timing of these meetings varies but they are usually in the early evening. The school will look after pupils during these meetings, as well as feeding them and you, when appropriate. You will receive a letter from the Headmaster's PA, informing you about the meetings.



Hair

Boys' hair should be off the eyes, ears and collar but should not be shaved to create a significant difference in length. Girls' hair should either be short, or if long, tied back in a central pony tail or plaits. Girls' hair accessories should be kept plain, and be a colour to match the uniform.

Jewellery

Jewellery, with the exception of watches or medi-alert pendants, should not be worn with uniform or games clothes, the only exception being that girls with previously pierced ears may wear one pair of small plain studs. They must be removed for games.

Calculators and Laptop Computers

All children in the 4th Form and above should have an electronic calculator, which can be purchased from the school shop. A few children with specific learning difficulties are permitted to use their laptop computers or tablets but they are not used otherwise.

Insurance

Please note that you are responsible for insuring your child's personal possessions since they will not be covered by the school's insurance policy.

Music Lessons

The Director of Performing Arts has a large team of visiting music teachers and can arrange individual instrumental lessons as required. Further information and an enrolment form may be found on the School website.

Activities

Bilton Grange offers a wide and varied list of activities. Some of these are scheduled during the school day, but the majority, which we call 'Options', happen at the end of the working day. Further details will be provided separately to all parents about these activities.

School Rules

A copy of the school rules can be found on this online area.

Absence from school

Please telephone the main school reception on 01788 810217 if your child is ill and unable to come to school, or has to miss school for any other reason. If you need to take your child out of school during the school day, e.g. for a hospital appointment, please sign him/her out in the book in Reception and also sign back in upon return. Requests for absence from school must be made in writing (which may be by email) to the Headmaster.

Bilton Grange Record

This is the school magazine, which is published annually. All families receive a copy, a small charge for which is added to the bill.

Birthdays

Children may like to bring in a cake on their birthday to share with their Form during milk break. Sweets should not be brought into school.

Boarding

Bilton Grange is a boarding school. We have many boarding children, both full and weekly boarders. We also have some beds available for day children to stay the night, either on a regular or occasional basis, and special Boarding weekends are run for different year groups during the year. It is fun and very popular with the day children and also with the boarders who enjoy having their non-boarding friends for a sleep over. A charge is made for this. Please telephone the Head of Boarding or matron to arrange for your child to board.

It is strongly recommended that children progressing onto senior boarding schools after Bilton Grange convert to boarding during their time here.



Bullying

The School has a clear policy on bullying, and such incidents are rare. Any parent who feels that their child may be being bullied should contact the Headmaster straight away.

Friends at Bilton (FAB)

This is an organisation run by the parents for the parents and children. It organises social functions for the parents, most of which are detailed in the calendar. FAB has a notice board in the Gallery, where you can find further information. New committee members are always welcome.

Senior Schools

Although it might sound premature to refer to the subject of senior schools while providing notes for new parents at the Prep school, it might be worth pointing out that some of the best independent schools are, once again, very popular and selective. Early registration is required in some cases to keep all options open and pre-selection at 11 is becoming increasingly common. The Headmaster will be pleased to advise on individual senior schools and to help where he can with decision-making. Please do contact him at any time regarding plans for your child's future education.

Bilton Grange Medical Statement for Parents and the Public

We have a Medical Surgery at Bilton Grange School, led by Mrs Cathy Gunn RGN, RSCN and her team of matrons. Dr Chesser is the School's Medical Advisor.

There is a qualified nurse and/or a matron on duty every day who is available to administer first aid, deal with any accidents or emergencies, or to help if someone is taken ill. We also have a number of members of staff who are trained and qualified as First Aiders, and who are capable of giving first aid if, for example, your child is injured during sport.

First aid boxes are placed in all the areas of the school where an accident is considered possible or likely (such as the Sports Hall). We always take first aid boxes with us when groups of pupils go out of school on organised trips or to participate in sporting events.

All new pupils (and staff) are given information on where to go for help in the event of an accident as part of their induction into the school.

We keep records of all accidents, incidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

We will always contact you if your child suffers anything more than a trivial injury, or if he or she becomes

Please do not hesitate to contact Mrs Gunn at any time if you wish to discuss any concerns you may have relating to your child's health.

Our Medical Policies are reviewed on an annual basis.