



**Abbotsholme
School**

Handbook for Parents 2011-2012

Abbotsholme School, Rocester, Uttoxeter, Staffordshire ST14 5BS
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enquiries@abbotsholme.co.uk www.abbotsholme.com

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I. Term Dates from September 2011 – July 2012

Autumn Term 2011

Training for all staff	Monday 5 September
Training for all staff	Tuesday 6 September
New boarders arrive 16.00	Tuesday 6 September
New day pupils arrive 09.00	Wednesday 7 September
All boarders return by 16.00	Wednesday 7 September
All pupils return 08.20	Thursday 8 September
Half Term begins 17.00	Friday 21 October
Half Term ends	Sunday 30 October
End of Term	Friday 16 December

Spring Term 2012

Boarders return 18.00	Monday 9 January 2012
All Pupils return 08.20	Tuesday 10 January 2012
Half Term begins 17.00	Friday 10 February 2012
Half Term ends	Sunday 19 February 2012
End of Term	Friday 30 March 2012

Summer Term 2012

Boarders return 18.00	Monday 23 April 2012
All Pupils return 08.20	Tuesday 24 April 2012
Half Term begins 17.00	Friday 1 June 2012
Half Term ends	Sunday 10 June 2012
End of Term	Sunday 8 July 2012

2. Organisation of the School Day

Breakfast	07.30 - 08.00
Morning Registration	08.20
Morning Break	10.15 – 10.35
Lunch Juniors	12.00 – 13.00
Lunch Seniors	12.35 – 13.35
Friday Lunch Seniors	12.35 – 14.00
Afternoon Registration Juniors	13.00
Afternoon Registration Seniors	13.35
Friday Afternoon Registration Seniors	13.50
Afternoon Break Juniors	15.35 – 16.00
Afternoon Break Seniors	15.45 – 16.00
End of School Day	17.10
Snack	17.15 – 17.30
Assignments	17.30 – 18.30 or 19.00
Supper	18.30 – 19.30

3. Contacting the School

Abbotsholme School
Rocester
Uttoxeter
Staffordshire
ST14 5BS

The main school office number is: **01889 590217**

The main school facsimile number is: **01889 591001**

Email: enquiries@abbotsholme.co.uk

Website: www.abbotsholme.com

Boarding Houses

Cedarholme	01889 594288	Mr J Meredith	(Boys' Boarding)
St Vincent's	01889 594288	Mr J Meredith	(Boys' Boarding)
Flaxfield	01889 594286	Mrs A Witcomb	(Junior Boys' Boarding)
Orchard House	01889 594291	Mrs DC Bennett	(Girls' Boarding)
Clownholme	01889 590257	Mrs B Philpot	(Girls' Boarding)
Barnfield	01889 594257	Mrs J Sanderson	(6 th Form Boarding)

Please contact your child's Houseparent directly should you have any concerns.

Heads of Year

Junior School – Mrs L Burton
Year 7 – Mrs N Knott
Year 8 – Miss S Brick
Year 9 – Mr N Sanderson
Year 10/11 – Mr S Herbert
Sixth Form – Mr P Jones

Health Centre

Should you wish to speak directly to Mrs Helen Hudson, the School Health Advisor, she may be contacted on 01889 594281 between 8.30am and 5.10pm.

Parent Contact Details

Please ensure the school has your emergency contact numbers. If you need to inform the school of an emergency, please contact Reception.

Visitors

All visitors, including parents, must report to Reception.

Direct Dial Numbers

Administration	01889 594254
Admissions Co-ordinator	01889 594215
Deputy Head	01889 594259
Commercial Manager	01889 594255
Dyslexia Department	01889 594287
Equestrian Centre	01889 594277
Finance Manager	01889 594262
Heads of Year	01889 590217
Health Centre	01889 594281
Junior Department	01889 590217
Music Department	01889 594268
PA to Headmaster	01889 594253
Reception	01889 590217
Science Department	01889 594274
Sports Hall	01889 594273

Direct Email Addresses

Admissions	admissions@abbotsholme.co.uk
Mr T Atherton	tom.atherton@abbotsholme.co.uk
Mr J Anders	john.anders@abbotsholme.co.uk
Mrs Rosie Ball	rosie.ball@abbotsholme.co.uk
Mrs D Bennett	dina.bennett@abbotsholme.co.uk
Miss S Brick	sarah.brick@abbotsholme.co.uk
Mrs L Burton	linda.burton@abbotsholme.co.uk
Mrs T Butcher	tracey.butcher@abbotsholme.co.uk
Mr A Cameron	alistair.cameron@abbotsholme.co.uk
Mrs A Cecil	alison.cecil@abbotsholme.co.uk
Miss C Coonan	careen.coonan@abbotsholme.co.uk
Mrs M Curley	mel.curley@abbotsholme.co.uk
Ms A Davies	alyson.davies@abbotsholme.co.uk
Ms L Dawson	louise.dawson@abbotsholme.co.uk
Mrs L Donnachie	laura.donnachie@abbotsholme.co.uk
Mr S J Fairclough	headmaster@abbotsholme.co.uk
Mrs H Fairclough	heather.fairclough@abbotsholme.co.uk
Mr A Greensmith	andrew.greensmith@abbotsholme.co.uk
Mrs J Hemmingway	jackie.hemmingway@abbotsholme.co.uk
Mr S Herbert	simon.herbert@abbotsholme.co.uk
Mrs J Holmes	joy.holmes@abbotsholme.co.uk
Mrs H Hudson	helen.hudson@abbotsholme.co.uk
Mrs B Jackson	bridget.jackson@abbotsholme.co.uk
Mr J Jackson	john.jackson@abbotsholme.co.uk
Mrs S Johnson	suzanne.johnson@abbotsholme.co.uk
Mr P Jones	paul.jones@abbotsholme.co.uk
Miss L Kerry	liz.kerry@abbotsholme.co.uk
Mrs Z Kenealy	zoe.kenealy@abbotsholme.co.uk
Mrs N Knott	nikki.knott@abbotsholme.co.uk
Mrs S Kuster	suzanne.kuster@abbotsholme.co.uk
Mrs R Lancett	racheal.lancett@abbotsholme.co.uk
Miss Alex Howard Marshall	Alex.HowardMarshall@abbotsholme.co.uk.
Mr R Mayfield	richard.mayfield@abbotsholme.co.uk
Mrs J McNamara	jane.mcnamara@abbotsholme.co.uk

Mr J Meredith	john.meredith@abbotsholme.co.uk
Mrs G Mills	gill.mills@abbotsholme.co.uk
Mr TJ Moon	tim.moon@abbotsholme.co.uk
Ms A Mullan	ann.mullan@abbotsholme.co.uk
Mr K Newbitt	karl.newbitt@abbotsholme.co.uk
Mr T E Palmer	tom.palmer@abbotsholme.co.uk
Mrs BA Philpot	bev.philpot@abbotsholme.co.uk
Mr G Pritchett	giles.pritchett@abbotsholme.co.uk
Reception	reception@abbotsholme.co.uk
Miss A Ross	angela.ross@abbotsholme.co.uk
Mr N Sanderson	neil.sanderson@abbotsholme.co.uk
Mr R Sellar	rory.sellar@abbotsholme.co.uk
Mr S Ritchie	sam.ritchie@abbotsholme.co.uk
Mrs C Rowley	clare.rowley@abbotsholme.co.uk
Mr GC Selwyn	gordon.selwyn@abbotsholme.co.uk
Mrs J Seymour	june.seymour@abbotsholme.co.uk
Mr G Stockton	garreth.stockton@abbotsholme.co.uk
Mrs K Stockton	katie.stockton@abbotsholme.co.uk
Mrs L Toner	lynda.toner@abbotsholme.co.uk
Mrs D H Wainwright	helenwainwright@abbotsholme.co.uk
Mr P J Wainwright	peter.wainwright@abbotsholme.co.uk
Mr J Wilford	jeremy.wilford@abbotsholme.co.uk
Mrs H Wilson	helen.wilson@abbotsholme.co.uk
Mr T Wilson	tony.wilson@abbotsholme.co.uk
Mrs J Winbow	josie.winbow@abbotsholme.co.uk
Mrs A Witcomb	anne.witcomb@abbotsholme.co.uk
Mr A R Witcomb	alan.witcomb@abbotsholme.co.uk
Miss C Worsley	catherine.worsley@abbotsholme.co.uk

4. Abbotsholme Governors

All Abbotsholme Governors can be contacted through the school on the main school number or at the school address.

Chairman

Mr M Wells

Members

Mr J Ackerley

Mr C Butler

Mr C Hall

Mr T H F Kirby

Dr P Kirtley

Ms J Richardson

Mrs M Shermer

Mr I M Small

Officers

Headmaster

Commercial Manager

Auditors

Secretary & Solicitor

Mr S J Fairclough

Mr R Mayfield

Bourne & Co

Mr A J Gill

5. Staff

Academic Staff

Headmaster

Mr S J Fairclough B.Sc. M.Sc.

Deputy Head

Mrs D H Wainwright B.A. Dip.Sp.L.D.

Deputy Head (Staff Development)

Mr T E Palmer B.A.

Director of Studies

Mr G C Selwyn B.Ed.

Art/Film Studies

Mr P Jones B.A. Head of Art
Miss L Kerry B.A.

Business Studies

Mr G Pritchett B.A. Head of Business Studies

Drama & Theatre Studies

Miss C Worsley B.A.

Dyslexia

Mrs L Donnachie B.Sc. Dip.Sp.L.D Head of Dyslexia Department
Mrs D H Wainwright B.A. Dip.Sp.L.D.
Mrs H Fairclough B.Ed.
Mrs M Curley
Miss S Brick M.A. Dip French

English

Ms L Dawson B.A. Head of English
Mr S Herbert B.A.
Mrs H Wilson B.Ed.
Mrs J McNamara B.A. M.Ed.
Miss A Ross B.Th.

Equestrian

Miss Alex Howard Marshall Yard Manager

Geography

Mr G Stockton B.A. Head of Geography
Mrs K Stockton B.A.

History

Mr T Wilson B.A. M.A.
Mr S Herbert B.A.
Mrs K Stockton B.A.

Junior Department

Mrs L Burton B.Ed.
Mrs L Gould B.A.
Mr K Newbitt B.Ed.
Mrs G Mills
Mrs J Winbow

Life Skills/PHSE/Religious Knowledge

Mrs N Knott B.A.

Mathematics

Mrs Z Kenealy B.A. M.Eng Head of Mathematics
Mr A Cameron M.Eng
Mrs B Philpot N.T.S.D.
Mr G C Selwyn B.Ed.

Modern Languages

Mrs J Holmes B.A. Head of Modern Languages, Duke of Edinburgh Award Coordinator
Mr N R Sanderson B.A. A.I.L.
Ms E A Mullan B.A.

Music

Mr T J Moon B.A., A.R.C.O., A.R.C.M. Director of Music
Mr J J Wilford M.A. Assistant Director of Music

Visiting Music Staff

Mr D Gore (guitar)
Mr R Maw (guitar)
Mrs S Freeman (flute & saxophone)
Mrs J Merriman (cello & piano)
Mr I Otley (brass & woodwind)
Mrs R Dobbin (piano & violin)
Miss I Crosbie (singing)
Mr P Murfin (percussion)

Outdoor Education

Mr R Sellar B.A. Pg Dip. Head of Outdoor Education
Mr D Barker
Miss H Counce
Mr M Halliday
Mr S Ritchie B.Ed
Mr G Stockton B.Sc. M.Ed.
Mr P Vardy
Mr A R Witcomb
Mrs S Kuster Round Square

PE

Mrs D Bennett B.Ed
Mrs S Johnson B.Ed.
Mr S Ritchie B.Ed
Mr A Witcomb

Psychology

Mrs A Cecil B.Sc.

Science

Miss C Coonan B.Sc. M.Sc. Head of Science
Mr A Anders B.Sc
Mr T Atherton B.Sc
Ms A Davies B.A.
Mr P J Wainwright B.Sc. D.M.S.
Mrs L O Toner; Laboratory Technician

Agriculture

Mrs B Jackson
Mrs J Hemingway B.Sc.

Technology & Engineering

Mr J Meredith B.Ed. Head of Technology & Engineering
Mrs C Rowley B.A.

Administration

Mrs S Marren	School Administrator
Mrs J Noon	PA to Headmaster
Miss J Ash	Admissions
Mrs S Allerton	Receptionist

Catering

Mrs R Lancett	Catering Manager
Mr A Burston	Head Chef

Finance

Mr R Mayfield B.Sc. A.C.M.A.	Head of Operations
Mrs R Ball F.C.C.A, M.C.M.I.	Finance Manager

House Mothers

Mrs J Meredith
Mrs E Pritchett
Mrs J Sanderson
Mrs J Seymour
Mrs A Witcomb

Farm

Mrs B Jackson	Farm Manager
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IT Systems

Mr A Greensmith	ICT Manager
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Site Services & Maintenance

Mr J Jackson	Project Manager & Regulatory Advisor
Mr B Ball	Maintenance Manager

School Medical Officers

Dr Kirtley & Partners	The Surgery Ashbourne
Mrs H Hudson B.Sc. R.G.N	Health Advisor
Mrs A Bettson-Burdett B.Sc RGN	Relief Nurse
Mrs C Warlow	Relief Nurse
Mrs S Wagstaff	Relief Nurse

6. Aims

Responsibility and Behaviour

We aim to develop self-discipline in our pupils.

Abbotsholmians must understand and demonstrate the values and behaviours of the Abbotsholme behavioural charter.

- HONESTY
- COURAGE
- HUMILITY
- INTEGRITY
- RESPECT

Pupil Code of Conduct

We expect all of our pupils to abide by the Pupil Code of Conduct

- I will follow the school Behavioural Charter
- I will be loyal and committed to my school and its activities
- I will show consideration and respect to all
- I will not swear, use bad language, or use any words or expressions which anyone present finds offensive, suggestive, hurtful or unacceptable
- It is never appropriate for me to be over-familiar, rude or cheeky
- I will not be involved in unkind or hurtful actions or remarks
- I will not take anyone else's property without permission, or damage anything which belongs to another person, or the school
- I will obey teachers' instructions the first time
- I must not break the school rules on smoking, alcohol and drugs

- In school, I will not show affection of a sexual nature towards another pupil
- I must wear the school uniform correctly. It must be clean, tidy and in good repair
- I accept that school commitments for which I have volunteered, or been selected, take priority
- I must always be on time
- I will not leave the school estate without permission

7. Uniform Requirements

Available from Buxton and Bonnett in Uttoxeter.
Telephone number: 01889 565633, Fax: 01889 565668

www.schoolwear-centre.co.uk

- Log in as – Abbotsholme
- Password - Reddie

ALL ITEMS OF CLOTHING MUST BE CLEARLY NAMED

The dress and appearance of pupils must at all times reflect well on the individual and the school. School uniform should be worn while attending school or school functions or travelling to or from them, unless an explicit exception has been made by a member of staff.

In the **Dining Hall**, the wearing of games kit is not permitted. Uniform must be worn into all weekday meals, excluding supper. Boarders may wear informal clothes to supper and all meals at weekends. No 'mixing and matching' of uniform and casual clothes is allowed.

Year R-I I Boys

Green v-necked jersey with school crest essential (to be worn on Formal Uniform Days)
Green or burgundy crew neck jerseys for everyday wear (seniors only)
Grey school trousers
White school uniform shirt. White polo shirt for Yr R-6
1 school tie (seniors only)
Black leather shoes. (Black boots and trainers are not acceptable)
Dark socks

Games Clothing

2 pairs sports trainers (1 non-marking sole for Sports Hall use only)
1 Abbotsholme green rugby shirt
1 green Abbotsholme tracksuit
1 green Abbotsholme PE shirt
1 pair PE shorts
1 pair Rugby Shorts
Green socks

Winter (Autumn and Spring terms)

1 pair football/rugby boots with interchangeable studs
1 pair shin pads
1 gum shield (available through school)

Summer Term

1 pair swimming trunks (no longer than thigh length), goggles and swimming towel

For those taking cricket

1 pair long white flannels
1 pair white cricket boots
1 white cricket shirt
1 white sweater

Year R-11 Girls

Green v-necked jersey with school crest essential
School kilt essential, worn to knee length
Green crew neck jersey for everyday wear (seniors only)
White school blouses. White polo shirt for Yr R-6
Black tights or socks
Pair black leather school shoes

Games Clothing

2 pairs sports trainers (1 non-marking sole for sports hall use only)
1 Abbotsholme tracksuit top and bottoms
1 green skort
2 Abbotsholme green PE polo shirts
Green socks

Winter (Autumn & Spring terms)

1 hockey stick
1 pair hockey shin pads
1 pair football boots (for hockey)
1 gum shield (available through school)

Summer Term

1 one-piece bathing costume, goggles and towel

Make up, Hair Styles and Jewellery

Make up and jewellery are not allowed below the Sixth Form. Girls may wear a plain flat stud in each ear lobe if the ear is pierced. No other piercings are allowed.

Hair should be clean and tidy and of an acceptable appearance and of a natural colour. Pupils should not cut each others' hair. Hair should not be shorter than a Grade 2 cut and should be of a natural colour and not dyed. Longer hair should be tied back.

Sixth Form

At Sixth Form level, girls may wear jewellery which is **unobtrusive** - i.e. a single ring, non-pendant earrings in the ear lobe and/or a single gold or silver chain necklace. No piercings except lower ear lobe are allowed.

Sixth Form Dress Code

Boys and Girls: A business suit

Boys: A tie must always be worn
The colour of shirts, ties and suits should not be loud or garish

Girls: Skirt suits and trouser suits may be worn. Skirts should be of knee length
Boots may not be worn with skirts or dresses
Blouses or shirts must be smart with sleeves and not of a revealing style
Sensible colours should be worn
Jewellery of a modest and tasteful nature permitted, but only one pair of earrings, pierced in the lower ear lobe, no other piercings are permitted

Sixth Form Entry Only – Boys

(Minimum item requirements)
2 pairs trainers (1 non-marking sole for sports hall use)
Green shorts
1 green Abbotsholme tracksuit top
Pair plain navy or green tracksuit bottoms
Abbotsholme green P.E. polo shirt

Sixth Form Entry Only – Girls

(Minimum item requirements)
2 pairs trainers (1 non-marking sole for sports hall use)
1 green skirt
1 green Abbotsholme tracksuit top
Pair plain navy or green tracksuit bottoms
Abbotsholme green P.E. polo shirt

Other Dress Regulations

There is no regulation outer coat. Whatever is worn must be in a dark colour, and not carry any large logo or decoration. These outer coats should not be worn in class or in the Dining Hall, or whilst moving about the school.

During weekends, pupils may wear their own clothes unless gated. Any reasonable casual clothing is acceptable at these times but it must be clean and in good taste and repair. Hats and caps may not be worn inside any school building.

All clothing and equipment should be visibly named. No clothing or equipment should be borrowed without the owner's consent. All clothing should be neat and tidy and kept clean.

The uniform should always be worn properly. Shirts and blouses should be tucked in; shoes should always be clean; school jumpers should always be worn for Chapel and around school, unless the Headmaster has given permission otherwise; t-shirts worn under shirts or blouses should be plain white, without any logo or design.

8. Equipment

Every student is expected to provide the following basic items of equipment for every lesson:

Black or blue ball point pen (and a spare!)	Pencil
Coloured pencils/Fine fibre tips	Pencil eraser
Pair of compasses	Pencil sharpener
Calculator	Ruler (30cm)
Rough notebook/jotter	Protractor
School Bag	Set square

Tippex/Liquid Paper is not allowed in school and must not be used in any school work.

Text books and specialised equipment will be issued on loan, and students will be required to pay for any loss or damage to school property.

Mobile Telephones

Pupils are permitted to have a mobile telephone in school. Pupils are not allowed to use them during Chapel, lessons, in the Dining Hall or after lights out in the boarding houses. Parents are requested not to telephone pupils during lesson times, urgent messages can be left with reception.

Lost Property

Lost property should be handed into Reception without delay. If you lose something, please enquire at Reception. If the item has not already been handed in, you should tell your tutor.

It is important that all items of clothing are named.

9. Outdoor Education at Abbotsholme

Outdoor Education forms an integral part of the curriculum at Abbotsholme. Our philosophy in Outdoor Education (OED) lies in using adventurous and challenging experiences to encourage the development of the whole person. Many of our activities lend themselves to group co-operation, building qualities such as the ability to work in a team and to be sensitive to the needs of others. We aim to provide opportunities through which pupils can learn more about themselves, developing self-awareness, self-reliance and self-confidence. We are always sensitive to the wide range of confidence and ability amongst our pupils and we tailor activities to suit their needs.

A brief outline of the normal programme is set out below.

Hikes – Hikes take place in October. They involve the whole school, in groups of between ten and twenty, spending three days in areas of outstanding natural beauty and interest, such as Snowdonia, the Lake District and the Yorkshire and Derbyshire Dales. Accommodation is either in youth hostels or tents, and the main activity is walking in open or mountainous country. All the staff take part in Hikes, so an excellent opportunity is provided for staff and pupils to share experiences and build relationships outside the context of the classroom. For many Abbotsholmians, hikes are fondly remembered and constitute truly formative experiences.

OED (Years 3-6, 7 and 8) – Pupils in Years 3-6 meet once a week and Years 7 and 8 meet once per fortnight for an afternoon of Outdoor Education. The emphasis is placed on enjoyment of the outdoor environment coupled with the skills of working together in groups. The activities undertaken during the year, both on and off the school estate, include simple navigation work, orienteering, rock scrambling, campfire cooking, raft-building and conservation work. In the Summer Term there is a four-day camp in one of the National Parks, during which the pupils choose from a number of challenging activities, cook evening meals on open fires and enjoy numerous group games.

Year 9 OED – Pupils in Year 9 continue with an afternoon of OED lessons per fortnight. The aims of the programme are to develop practical skills which will help pupils to enjoy new challenges in the outdoors and to allow pupils to have a taste of and achieve success in a wide range of adventurous pursuits. Activities include canoeing, rock-climbing, abseiling, caving, map and compass work, camp craft and first aid.

The culmination of the Year 9 training scheme is the planning and completion of a 30 mile backpacking expedition in the Peak District – ‘The Thirty Miler’.

Whilst these expeditions are supervised by staff, pupils to a large degree operate independently, carrying all their own food and equipment. The Thirty Miler qualifies as the expedition element of the Bronze Duke of Edinburgh Award, which most pupils go on to complete.

During the course of Year 9, pupils also have the chance to take part in an adventurous international trip which caters exclusively for this year group.

Year 10 OED – From Year 10 onwards there are no timetabled Outdoor Education lessons. However, Outdoor activities are available in Wednesday expectations. Many of those in Year 10 decide to take part in expedition training for the Duke of Edinburgh Silver Award which takes place

throughout Year 10. In the Summer Term, all Year 10 pupils attend a four-day camp during which they experience a wide range of outdoor activities including gorge-walking, caving and climbing. All pupils are also very much encouraged to involve themselves in the wide variety of voluntary outdoor activities described below.

Year 12 OED – Outdoor Education in Year 12 follows a similar pattern to that described for Year 10 with the emphasis on voluntary involvement. Expedition training is provided for those preparing for the Gold Duke of Edinburgh Award, including weekend training camps, competing in orienteering events and obtaining the Basic First Aid Certificate. The summer camp includes a two-day mountain expedition, a variety of other challenging activities. Care is always taken to ensure that the differing degrees of confidence, physical ability and technical experience found amongst pupils are catered for.

Voluntary Activities – Over the course of each year, a wide range of voluntary outdoor activities is offered at weekends, some for one day and some for a whole weekend. Such activities often attract a wide age and ability range of both pupils and staff. These include climbing, caving and canoeing weekends, indoor climbing, orienteering, white water rafting, dry skiing, windsurfing and others. As well as being enjoyable and educational experiences, these activities can also lead to the achievement of recognised qualifications. Some of these weekend trips are aimed at particular age groups, for example the popular Junior Adventure Weekend for Year 7 in September. Others are open to pupils in different year groups.

Holiday Expeditions - Each year there is an outdoor expedition. About every other year this is an international trip. In recent years these have included trekking in Morocco, canyoning and climbing in the Spanish Pyrenees, the completion of the Haute Route in the Alps and treks in the Himalayas. There is also a downhill skiing trip each year, with recent visits to the USA, France and Italy.

Charges for OED – There is no separate charge made for any aspect of the compulsory outdoor activities at Abbotsholme, including hikes, camps or timetabled outdoor education lessons. For the optional activities, we do make a charge, to cover some of the costs of running these ventures.

Parental Permission – It is our policy to seek parental permission for any trip which involves an overnight stay or involves a hazardous activity. A letter would be sent detailing the objectives, nature and cost of the trip, together with a standard consent form.

Equipment for Outdoor Education

Given the challenging nature of the outdoor ventures that all pupils will experience, it is vital that they have the appropriate clothing and footwear. The list below details what pupils will need.

Kit List for Outdoor Education – Standard Items

ITEM	DESCRIPTION OR COMMENTS
Waterproof cagoule/jacket	Strong, ideally breathable fabric with taped seams, a storm flap (ideally double) and hood. 'Cag in the bag' type thin cagoules are unsuitable.
Waterproof trousers.	Taped seams, ideally small side-zips to allow easy putting on over boots.
Fleece jacket x2	Ideally fleece jacket made from mid-weight fleece (Polartec 200 or equivalent).
Thermal 'baselayer'. X 2	Thermal top, e.g. Helly Hansen 'Lifa', etc. This is particularly useful for water sports, winter activities, skiing, etc.
Walking boots	Leather upper recommended, or fabric with waterproof liner. Strong, with good tread and a stiff sole, for mountain walking. Avoid lightweight 'trainer' type boots. Doc Martens, Caterpillars and walking shoes are not suitable.
Walking socks	Thick socks (wool, acrylic, etc.) and 'wicking' liner socks (not cotton).
Warm hat	Fleece or woollen type.
Warm gloves	Fleece or thinsulate lined wool are recommended. Ideally windproof.
Rucksack	Pupils in Year 9 and above need a 65 litre sac, with hip belt and sternum (chest) strap. One with straps at the side instead of side pockets is recommended, e.g. Vango Pumori 60+10, Berghaus C7, Vango Fitzroy, Lowe Alpine Frontier, Macpac Traverse or Esprit. In Year 7-8 a 25-35 litre day sac would suffice, though they would also need a kit bag or holdall for carrying gear for weekends, etc.
Rucksack liner	Plastic rucksack liner or thick 'rubble' bag or ideally a dry bag (e.g. Exped 80 litre). Waterproof covers for rucksacks are not recommended and are not a substitute.
Water bottle	Plastic (Nalgene) or metal ('SIGG') style, with screw cap. 1 litre recommended.

Camping Equipment - needed for summer camps, D of E training weekends and some hikes.

ITEM	DESCRIPTION OR COMMENTS
Sleeping bag.	Three season 'mummy' type design. Another option is to buy a 2-season bag and a liner that can be used to up-rate the bag to 3 seasons when needed.
Knife, fork & spoon, Plate Bowl, Mug	Either camping style set or normal cutlery. 'Sporks' are lightweight and cheap.
Torch	Good quality, durable but lightweight torch. Head torches (e.g. Petzl) are recommended for D of E trainees.
Compass & marker pen	Ranger type I4 with roamer and magnifying glass (compulsory for Silver and Gold)

Optional Recommended Items

The following are not compulsory, but are strongly recommended, for many activities.

ITEM	DESCRIPTION OR COMMENTS
Thermos style flask	Metal
Camping mat	Karrimat style or Thermarest.
Thermal bottoms	'Long john' type thermal bottoms, similar to the thermal top.

If you have any queries about purchase of equipment, please refer to Rory Sellar, Head of Outdoor Education, rory.sellar@abbotsholme.co.uk. The school's recommended suppliers of outdoor equipment are Camp Four in Macclesfield www.campfour.co.uk 01625 619204 and Track and Trail in Ashbourne, Bakewell and Buxton www.trackandtrail.co.uk (01335) 346403. Discount cards for these stores are available from Rory Sellar.

The Outdoor Education Department is also able to supply second hand clothing and equipment (subject to availability), from our store, 'The Bothy', and new pupils will be given the chance to come and buy such items. We are able to operate a 'part-exchange service', for these items. Please do not hesitate to contact Mr Sellar for details of current availability, or if you have any queries over the selection of gear.

10. Farm

Abbotsholme Farm Protective Clothing

The following items of clothing are essential for all pupils taking the courses in agriculture and undertaking daily routine husbandry on the farm. They are recommended for all pupils who take voluntary options in farm, estate-work or conservation activities, including Year 7 pupils who alternate farm and OED activities weekly.

Clothing requirements

- Wellington boots – calf length (not ankle boots or jodhpur boots)
- Gloves – cotton with leather palm are ideal
- Goggles and over-trousers – may be the same as used for OED
- A hat – in very cold weather e.g. the OED woolly hat

Old clothes rather than school uniform are recommended for wear under the protective clothing when undertaking fieldwork practicals and routine husbandry. The relative warmth of the clothing should be appropriate to the time of the year.

Barbour-type waxed jackets may be worn but are heavy and can be very hot.

11. Anti-Bullying Code (Full Code available on the website)

The school policies on admission, discipline, welfare and curriculum are available to view at www.abbotsholme.co.uk

Aims

- The Headmaster and staff want pupils to feel safe and secure within school at all times
- Pupils must be able to learn free from fear or harassment
- Pupils need to learn to live with others and show tolerance towards them

Bullying is unacceptable and unwanted at Abbotsholme. Any incidents of bullying will be dealt with immediately and could lead to a pupil being asked to leave the school.

Bullying is the repetitive, intentional, hurting of one person or a group, by another person or a group, where the relationship involves an imbalance of power.

Harassment is unwanted conduct which violates a person's dignity or creates an intimidating, hostile, degrading or humiliating environment.

Bullying can take many forms, some of which are:

Physical: pushing, kicking, hitting, pinching and any other forms of violence

Verbal: name-calling, sarcasm, spreading rumours, persistent teasing, threats

Emotional: excluding, tormenting (i.e. hiding books, threatening gestures), ridicule, humiliation, initiation ceremonies intending to cause pain, anxiety or humiliation.

Racist and Religious: racial taunts, graffiti and gestures.

Sexual, sexist,

homophobic: unwanted physical contact, abusive comments, actions and taunts

Disability: actions and taunts regarding physical and learning disability

Cyber bullying: use of ICT to deliberately upset someone. This can take the form of threat, intimidation, defamation, exclusion, unauthorised publication of private information or images, invasion of personal space

- Every pupil at Abbotsholme has the right to enjoy his or her learning and leisure time free from intimidation.
- Our School Community will not accept unkind actions or remarks even when these were not intended to hurt.
- To stand by when someone else is being bullied is to support bullying.

- Pupils should support each other by reporting all instances of bullying to a member of staff or a responsible senior prefect.
- **BULLYING WILL NOT BE TOLERATED**

It is our intention to do all we can to prevent bullying and to deal with it effectively should it occur. No child should feel the odd one out, and therefore a potential victim. Staff should set a personal example in this. Positive relationships and the need for all the community to treat others with respect, courtesy and consideration are important.

Staff and pupils are made aware that bullying can cause psychological damage and can lead to suicide.

Staff and pupils are made aware that there are laws which apply to harassment and threatening behaviour which the School will use if necessary.

Sanctions

Pupils who are bullies will be offered support and receive a school punishment in line with the discipline procedure.

Parent will be informed of issues at all times.

Bullies may forfeit the right to be in school.

Equality and Diversity

All pupils will be treated fairly and have equal opportunity to develop their full potential in education, work and leisure. We will not tolerate discrimination on the grounds of ability, age, disability, ethnicity, gender and sexual persuasion. We expect all pupils and staff to avoid any behaviour which makes another person or group of people feel unaccepted, uncomfortable or vulnerable.

We want everyone to maximise their potential and be valued for the contribution they make. Everyone is important as an individual, we want everyone to feel respected and valued for who they are and what they can offer.

- We aim to 'educate the whole person' allowing all pupils to achieve and star in something.
- We want all pupils to have high expectations of themselves.
- We recognise all pupils are different.
- We recognise that there is diversity in the learning and characteristics of all pupils.
- We strive to meet every pupil's learning needs, enabling all pupils to achieve their potential.
- Each pupil should be helped to fulfil their potential in all areas of the curriculum.
- Each pupil has access to the whole curriculum
- Each pupil should experience different learning and teaching styles to maximise achievements
- Each pupil should be prepared for life in a multi-cultural society and be encouraged to bring their experiences into school life
- Pupils should be encouraged to challenge prejudice.

Smoking, Alcohol, Drugs and Weapons

- The school finds it unacceptable for any member of the community to be in possession of, use or supply any illegal or unauthorised drugs.
- Pupils may not smoke or have smoking materials, matches or lighters in their possession.
- Alcohol is not allowed on school premises. The consumption of alcohol on a school function outside of school is not permitted. The laws of the land are to be observed by all pupils when out of school. The only exception to this will be Sixth Form Dinners when a different policy will operate. No pupil should return to school under the influence of, or bring alcohol into school.
- Pupils may not have in their possession any drugs or medicines without the knowledge and approval of the Health Centre Nurse. The school reserves the right to test for drug abuse.
- Pupils may not have in their possession weapons such as knives, air guns or pistols, laser pens, fireworks or dangerous substances. The ignition of any sort of unsupervised fire by pupils on school property is not allowed.
- Pupils are not permitted to remove equipment from laboratories or any other area of school.
- Failure to comply with any of the above may result in a pupil forfeiting their right to be at Abbotsholme.

12. Academic

We aim to give pupils a broad and balanced curriculum which includes experiences in linguistics, mathematics, technology, human and social, physical, aesthetic and creative education. We also include subjects other schools call extra-curricular such as farm and outdoor education.

Broad Aims of the Curriculum

- Educate people beyond university
- Enable pupils to get to their first choice of university or work place
- Wide choice of traditional and vocational subjects
- Adventure in and out of the classroom
- Allow subjects to be taught in small classes
- All pupils follow a broad and balanced curriculum which includes subjects other schools call 'extra-curricular' e.g. Estate, Farm, Equestrian, OEd
- All pupils to achieve and exceed their academic potential
- Treat each pupil as an individual to try and accommodate individual children wherever possible
- Allow children to be happy in their work
- To give pupils space and time to grow emotionally and academically
- To develop a culture of Service
- To continually reassess the curriculum to ensure provision is appropriate for all pupils needs and school ethos

CURRICULUM

Full details available in Policies Section of the Website

Assessment

There are two assessment sessions, one each half term. Academic Assessment grades are given for each subject; the letter refers to the effort, and the number is an indication of attainment, according to the scale below.

Categories for effort in Years Reception-13

Pupils will be awarded a letter grade for effort based on the following:

Outstanding	A
Pleasing	B
Room for improvement	C
Immediate action required	D

Criteria for assessment of Effort

These are split into two categories: in class and out of class. These give a general indication of what would be expected at each level. Teachers award the category, which is the best reflection of the student's effort.

Categories for attainment

Pupils are awarded attainment grades as outlined below:

Sixth Form and Key Stage 4

A number (1-5) is recorded which corresponds to the CURRENT standard of attainment at AS/A2. It is not a predicted grade.

Attainment	Notional grade
1	A*/A
2	B/C
3	C/D
4	D/E
5	E & below

Key Stage 3 (Years 7-9)

The expected standard refers to that of an Abbotsholme pupil, which will be a comparison with the average national academic performance of a pupil of that age at any given time

Years 7-9	
Working well above average	1
Working above average	2
Working at average performance	3
Working below average	4
Working well below average	5

Reports: These are sent at the end of term to the home address. Please ensure you inform school of any address or guardian changes.

Parents Evening: There is a Parents Evening for each year group annually, dates are available on the school website calendar.

THE COMMENDATION SYSTEM: Rewarding good effort and achievement

A distinction is made between academic and non-academic achievements as follows:

Academic Commendations: These may be awarded by any member of staff for:

1. Excellent work
2. Much improved work
3. Outstanding effort
4. Maintaining a consistently good standard over a period of time.

Co-Curricular Commendations awarded for:

Substantial contribution to the life of the school outside of the classroom.

The Pupil Planner

Each pupil is given a Pupil Planner at the start of term. Parents/Houseparents are required to sign their child's planner on a weekly basis, and add any comments that they may have. Encourage your child to use their planner to help organise their work.

Presentation and Homework – Advice for your Child

The presentation of work is always important. Careless presentation will create a bad impression on the reader who may be distracted from what the writer has to say. Many readers will make judgements about general ability and even attitude if the presentation of the work appears to be careless.

As parents, please encourage the following:

- Books should not be decorated with stickers or graffiti.
- Written work should be headed with a title and the date.
- Work should be drafted, then checked for content, organisation and accuracy. It should be amended as necessary, then written up neatly.
- Pupils should take care with layout, making proper use of margins and indented paragraphs. They should write in blue or black ink and only use colour when this is necessary to aid presentation.
- All work should be proof-read for spelling, punctuation and grammar. Work should be correct, otherwise marks and grades will suffer in all subjects.

Homework is both important and necessary.

Use the weekly diary to keep a check on what they have to do and the date by which it must be completed.

Try to encourage them to do homework at the same time each day in a quiet place where they are free from distraction.

They are likely to achieve more by working regularly for relatively short periods (say an hour at a time) than in a single long session when concentration will lapse.

Above all, help them to plan ahead to make the best use of time so that projects, coursework or homework are not left to the last minute!

13. Sanctions for Behaviour

13a Sanctions for pupil behaviour

The aim of the school is to develop self-discipline in its pupils. However, it is unrealistic to expect that they will be naturally self-disciplined and the following sanctions are available. When a pupil ignores warnings from staff about behaviour, the following sanctions will operate:

Fatigues: Pupils will be required to perform some activity that benefits the larger school community.

Detention (senior pupils only): This is supervised by the Head of Year. We see this as a serious punishment and detention takes precedence over any other activity that day.

School Gating: This is a punishment for inappropriate use of school time. Pupils on gating will report to the member of staff on duty or Head of Year. The Head of Year will decide the length of the gating.

Pupils on gating should remain in full school uniform during this time.

Headmaster's Detention: More serious breaches of the school rules will result in a pupil being placed on a Headmaster's Detention. Two Headmaster's Detentions could result in a Case Conference, involving parents, to discuss the future of the pupil.

Suspension and Expulsion: Exceptionally serious breaches of school rules may lead to suspension or expulsion from school. Persistent minor offences could also accumulate. As these might lead to suspension or expulsion the pupil could be asked to sign a school agreement which would act as a final warning. Defaulting on a clause of the agreement could then result in expulsion.

13b Sanctions for Poor Work or Effort:

It is the responsibility of all pupils to work to the best of their ability at all times. Teaching staff monitor work and liaise closely with tutors with regards to any concerns about poor performance or deterioration in performance. Junior department pupils may be asked to complete work in their free time.

Extra Work (senior pupils): Extra work is given for lack of effort on assignments, not handing in work at the correct time and poor effort in lessons.

Staff will keep a pupil in at lunch time. Consistently poor effort may lead to a Director of Studies detention.

Work Card: For consistently poor effort in assessments, assignments or class work, a pupil will be placed on a work card by his/her tutor. The work card must be presented to the teachers at the start of each lesson, and teachers will complete it with a comment at the end. Staff supervising assignment periods will do the same, as will the duty staff in the case of boarders, after evening assignments. The tutor will decide the appropriate length of time for a pupil to be on a work card. A letter will be sent to parents by the tutor.

Consultation: If the previous sanctions are not working, the Head of Year will convene a meeting of all staff teaching a particular pupil, and his or her parents.

Any concerns about a pupil's behaviour or detention should be addressed in the first instance to the tutor.

14. Attendance and Punctuality

Pupils at Abbotsholme are allowed a fair degree of freedom to move about the estate as long as they follow a series of sensible guidelines. Being a pupil at Abbotsholme offers a wide variety of important opportunities and we expect pupils not only to make the most of their academic abilities, but to develop interests in areas such as community service, extra-curricular activities, outdoor education, sport, music, art and drama as well.

The school requirements listed below are intended for the good of the individual and the good of the community. Being a member of the school implies a willingness to accept school discipline.

Pupils at Abbotsholme are ambassadors for the school at all times, particularly when representing the school in some activity. At these times, all pupils are expected to behave courteously and in such a way as to bring credit to the school and to themselves. Respect for others and the property of others is of paramount importance within the Abbotsholme community.

Attendance at School

Attendance

- All pupils are expected to be in school every day.
- Absence without good reason is against the law.
- Registration is an expression of the school's care for its pupils and it has a legal duty to provide figures to DfES.
- The school is committed to ensuring time at school is interesting and worthwhile.
- Parents have a duty to ensure their children attend. We will work with parents to ensure a high level of attendance.
- Authorised absences are sessions away from school for good reason; eg. Illness.
- Unauthorised absences are those which the school does not consider reasonable. This includes keeping pupils off for trivial reasons, providing a note may not be sufficient.
- Parents are expected to contact school at an early stage.

Absence Procedures

- Parents should contact school on the first day of absence, with details.
- On return a note should be brought to the tutor.
- Absences will not be authorised without this procedure.
- Leave may be granted in an emergency; e.g. Bereavement or for medical appointments, which must be in school time, provided a written explanation is received.
- Holiday leave in term time is strongly discouraged. All leave in term time is at the discretion of the Headmaster. This includes pupils leaving school early or returning late at the start of a term. If a request is made by letter, well in advance, leave may be granted.

Lateness

Pupils should be on time, parents are expected to ensure children are on time and present for registration.

Pupils who are late must register in at Reception.

Parents are requested not to arrange family holidays during term time.

Day Pupils' Departure Time from School

Day pupils are required to be on site until the end of the working day. Day pupils are assumed to be off site by 5.30pm unless required to stay for additional activities. Pupils may work quietly in the Library if they have to wait for transport.

If a day pupil wishes to remain in school after 5.30pm they should inform the Head of Year.

School buses normally depart at 5.15pm. Any pupil who misses a school bus should report to the member of staff on duty who will ensure that the pupil returns home safely and that parents are informed wherever possible.

15. Transport

Buses

Buses bring day pupils to school from a number of different destinations. They arrive at school at approximately 8.10am and depart 5 minutes after the end of the school day. For more details on the routes and costings please contact Administration.

Cars and Bicycles

No day pupil may drive a car or other vehicle to and from school, or on any other school activity, without the Head of Sixth Form's approval and the written consent of the parents. No pupil may travel as a passenger in a car without the Head of Sixth Form's approval, and the written permission of the passenger's parents AND the driver's parents, if the driver is also a pupil.

Cars must be parked throughout the day in the main car park. They must not be used at breaks or lunch times. Pupils are not permitted to ride motor bikes in any circumstances on the school's grounds. Boarders are not allowed to keep cars at school or to have the use of a car during term time, unless permission is sought from the Headmaster. Only in exceptional circumstances will permission be granted.

Speed Limit There is a speed limit of 15mph in force when entering the school drive and anywhere on the school grounds. Please ensure that you do not exceed this speed. When using the school drive, priority is given to those drivers entering school and there are several areas for those leaving the school to pull in.

16. School Meals

- All pupils are provided with refreshments at morning break
- All pupils are provided with lunch. There is a wide selection of food available from the kitchen and meals are eaten in the Dining Hall
- Boarders and pupils who are staying overnight are also provided with supper and breakfast
- Chewing gum is not permitted

Nut Policy

Abbotsholme School recognises that food allergies are of serious concern and understands that parents and pupils require some assurance as to its position. In recognition of this, the School has implemented a policy for reduced nuts within its Tuck Shop, Food Technology and Catering Department.

We are currently working very closely with our suppliers to identify and remove any products that contain these ingredients and whole and flaked nuts have been removed from our supplier listings. Certain products are however labelled as 'may contain traces of nuts' and 'made in a factory where nuts are used'. In these case assurances have been given by the suppliers that the trace elements will be extremely small and in a majority of cases, none will be present. At present, these products have continued to be used within the School.

The School takes the issue of food safety very seriously and will clearly respond and communicate any changes to this policy as more research is completed and made available. If you have any queries or wish to discuss any points further then please contact the School directly.

Please do not allow your child to bring nuts or nut products into school. Thank you.

17. Boarding Pupils

Boarding House Rules

Each house has its own rules, though they are very similar in content and spirit, and these form an integral part of the Behavioural Charter. Boarders may attend parties on Saturday nights, out of school, subject to permission from Houseparents. Appropriate guarantees about parental supervision must be given i.e. that the pupil invited out by a parent or guardian will provide accommodation overnight and be in loco parentis.

Boarders require:

Toiletries and towels
Shoe cleaning materials
Casual and weekend wear

(N.B. As there is only limited storage space in boarding houses for non-uniform clothing, we would be very grateful if parents would send pupils back to school with a reasonable quantity only).

School uniform and personal laundry may be sent to the school laundry once a week. However, we only have the facilities for machine washing and tumble drying clothing – any items with different washing instructions are sent at the owner's risk.

Please ensure that all clothing is named.

Bedding

As all bedding is supplied by and laundered in school, pupils do not need to bring their own bedding.

Pupils should take all their clothes home each holiday (unless traveling by air) so that parents may judge what replacements are necessary. Suitable luggage is therefore required.

Pupils Contacting Parents, Relations and Friends outside of School

Mail is sorted immediately on arrival into House groups to be distributed by the Houseparent. Larger postal items will be taken care of by Reception and all mail can be posted at school. There is also a Post Office in Rocester village which is readily accessible.

If parents wish to contact the school by fax, there is a designated fax number (01889 591001) which is listed on all school stationery.

Pupils have access to telephones and to emailing facilities.

In case of emergency, parents may contact the school at any time. After office hours, the school number is switched to the answer-phone. In addition, all Houseparents have a separate outside line and can be contacted directly at any time. The school has a full parental address list with, wherever

possible, business and home telephone numbers and fax numbers. This is prepared termly by the school, and all members of staff have one in their possession.

Weekend and Day Leave Regulations

Permission must be given by Houseparents for pupils to be taken out by parents or persons authorised by parents. Weekend leave, for those in Years 10, 11, 12 and 13, may be taken for the whole or part from Friday 5.10 pm until Sunday bedtime. By special arrangement, pupils may return on Monday at 8.15 am.

Abbotsholme offers a wide range of activities throughout the weekend for all different year groups. In addition, many other opportunities are regularly provided, such as outdoor expeditions or visits to cultural and leisure events. Pupils are encouraged to be involved in these, and day pupils may also join them if they wish. Pupils may not take weekend leave if they are gated. If they are required to attend Extra Work or detention, they may not take weekend leave until this work has been completed.

Day Leave

A pupil may also be taken out on Saturdays or Sundays at the discretion of the pupil's Houseparent. This may be with their parents or as a guest of other parents. On these occasions, the pupil may not spend a night away without the required permission.

Requests for weekend leave or day leave should be made to the pupil's Houseparent by the previous Thursday.

The school must have parents' permission if a pupil is to take weekend or day leave with someone other than their own parents.

Pocket Money

It is important that pupils should be able to determine and plan essential expenditure of money for daily living, and to use money wisely. The school and parents, in partnership, should from an early stage encourage a responsible approach towards the management of personal finances.

Cash Allowance

The school makes a cash allowance available for full boarding pupils which is placed on the pupil's bill at the end of each term. This allowance is to enable boarding pupils to purchase personal items such as 'tuck', small stationery articles, toiletries and batteries which might be required during the week.

The allowance is graded according to seniority, and given to pupils once a week by the Accounts Department. Sums in excess of the weekly allocation have to be approved by the Houseparent.

The current weekly allowances are:

Years 7 - 9	£ 5.00
Years 10 - 11	£10.00
Years 12 - 13	£15.00

At any given time, pupils are discouraged from carrying any more cash than the weekly allowance. The school asks day pupil parents to support the general policy by advising their children similarly.

18. Junior Pupils – Reception to Year 6

Arrival/Departure: Parents park in the main car park and deliver children to the Junior School before 8.20am each day. Parents collect their children from the Junior School at the end of the day. Please do not walk along the road but use the gravel path at the front of the school when walking to and from the Junior School.

High Visibility Jackets: Jackets are provided by the school. Pupils in the Junior School must wear these from October half term to early March.

School Buses: The various buses arrive at different times in the morning. There is a member of the Junior Department staff to supervise children when they arrive. In the evening, the children are assembled and taken by staff to the main car park.

It is the parent's responsibility to liaise with Administration about transport requirements or to give advance notice of absence from the transport list.

Signing in and out: The academic day begins at 8.20am and ends at 5.10pm. A daily record must be kept of all pupils who arrive at school or depart from school outside of the aforementioned times. Parents or a designated person must sign the child out in reception when taking him/her for appointments etc. during school time.

Children are allowed to leave school early in the company of their parents, or a person who has been authorised by their parents in a note given to their tutor. If a pupil is late, they must report to Reception and sign in.

Lunchtime: The children are taken across to the Dining Hall by a member of staff who will supervise them. The Junior School lunchtime is earlier than the main school.

Autumn Hikes: During the first half term each year, the Abbotsholme pupils go out on Hikes. For the Junior School, this means an overnight stay.

Summer Camps: The children leave for Camp during the last half term of the Summer Term each year. They stay away from home for up to 2 nights and 3 days.

19. Medical Regulations

Registration - Full boarding pupils are registered at the medical practice of Drs Kirtley, Broom Ward and Westaway Surgery, Ashbourne, Derbyshire. However, it should be noted that pupils may register with any practice of their choice that is prepared to accept them. Treatment during the holidays may be sought from the home doctor under the provisions for 'temporary residents'.

Weekly boarders can be seen at the practice of the School Medical Officer on an emergency basis if necessary.

Please ensure that NHS Medical Cards and any International Vaccination Certificates are given to the School Health Advisor on arrival.

Correspondence - All correspondence on your son or daughter's health should be addressed to the School Health Advisor, Abbotsholme.

Requirements on Entry - All pupils should have been immunised against: Diphtheria, Tetanus and Poliomyelitis. Recent booster injections against Polio and Tetanus should have been given. Details should be entered on the medical data sheets. Please return this by the requested date before your son or daughter enters school in the stamped addressed envelope provided to ensure confidentiality is maintained. Each pupil's immunisation record is kept under review and up to date whilst he or she is at school.

If a pupil is under medical supervision on entry, a report from the doctor concerned should be sent to the School Health Advisor. We also require that parents use the medical data forms to ensure we are aware of illness, ailments and allergies on entry to school, but we must be updated immediately if there is any kind of change to a pupil's health.

Dental Care - Routine dental care should be arranged during the holidays. Any emergency dental treatment required will be provided during the term under National Health Service arrangements where possible, though occasionally a charge may be necessary.

Eyesight Tests – Routine eyesight inspections should be carried out during the school holidays.

Health Checks – Pupils will, where possible, be invited in their first term at school, for a health check and general discussion at the school Health Centre.

Illness during the Holidays - If your son or daughter has an operation, accident, severe illness, vaccination or special treatment during the holidays, a full report should be sent back with him or her on returning to school.

If your son or daughter has been in contact with an infectious disease of which he or she has not had a well-defined attack, he or she may not return to School during the incubation periods until permission has been sought from the School Health Advisor. If an infectious disease breaks out in the home soon after a pupil has returned to School, details should be forwarded to the School Health Advisor.

If your son or daughter has recently had an infectious disease, he or she may return to School when certified as free from infection by a medical practitioner.

A PUPIL SHOULD NOT RETURN TO SCHOOL WITH A SORE THROAT, FEVER, VOMITING, A HEAVY COLD OR AN INFECTIOUS SKIN CONDITION.

A pupil returning to School while under medical treatment, should bring a letter from the doctor, giving details; the letter and the medicines should be handed in to the Houseparent on arrival and then forwarded to the School Health Advisor in the morning, in the case of a boarder or directly to the health centre for a day pupil.

Emergency Treatment - In the event of a pupil requiring emergency treatment, every effort will be made to get in touch with the parent or guardian before arrangements are made. If this proves impossible, the Headmaster, once he has taken appropriate medical advice, might need to give permission for emergency treatment.

Costs – Whilst the majority of ‘health related’ journeys for the pupils are part of the school’s all inclusive fee structure, it may be necessary, from time to time, to make a charge to a pupil’s account. If it is deemed appropriate, we would, of course, discuss this with the parent/guardian prior to the cost being incurred.

Medicines – Boarding pupils who are on prescribed medication when they arrive at school should inform their Houseparent and the School Health Advisor. Pupils over 16 years can normally be in charge of their own medication, but it is vital that the above mentioned persons are informed.

Prescribed Medicines – These are to be brought into school in the original box to help avoid problems. Spare prescribed medicines can be kept in the school Health Centre e.g.: Inhalers, etc.

Pain Killers – Please do not send pupils into school with painkillers. Painkillers are available in the Health Centre if required during the school day. Houseparents are able to administer medications if they are required at other times. In the case of Junior School pupils, we always aim to speak to parents before the administration of medicine e.g. paracetamol.

Confidentiality – In accordance with the School Doctor’s and Health Advisor’s professional obligations, medical information about pupils, regardless of their age, will normally remain confidential. However, in providing medical and nursing care for a pupil, it is recognized that on occasions the Doctor and Health Advisor may liaise with the Head and other academic staff, boarding staff and parents or guardians, and that information, ideally with the pupil’s prior consent, will be passed on as necessary. With all medical and nursing matters, the Doctor and Health Advisor will respect a pupil’s confidence, except on the very rare occasions when, having failed to persuade the pupil, or his or her authorised representative, to give consent to divulge information, the Doctor or Health Advisor considers that it is in the pupil’s better interests or necessary for the protection of the wider school community to breach confidence and pass information to a relevant person or body.

Health Centre Hours – The Health Centre is open from 8.10am to the end of the school day and is located in the Oakholme building.

The Health Centre is managed by Helen Hudson, the School Health Advisor. There are also three school nurses, Angela Bettson-Burdett, C Warlow and S Wagstaff.

Helen Hudson RGN B.Sc, FP Cert asthma in clinical care

Angela Bettson-Burdett RGN B.Sc, Registered midwife and health visitor

Mrs C Warlow Relief Nurse

Mrs S Wagstaff Relief Nurse

The aim of the Health Centre is that all pupils are well, happy and can independently access all that the Abbotsholme curriculum has to offer. The care of the pupils is based on trust and always respecting the pupils' rights to confidentiality and dignity.

Please feel free to contact us in the Health Centre by telephone, letter or email to keep us up to date with the health and welfare of your child so that we in turn can care and support them throughout their time at Abbotsholme.

Health Centre Telephone Number - 01889 594281

Email - HealthCentre@abbotsholme.co.uk

20. Round Square

The six pillars of Round Square are:

- Internationalism
- Democracy
- Environment
- Adventure
- Leadership
- Service

Abbotsholme is a member of the Round Square organisation, a unique worldwide association of schools which share a commitment to personal development and responsibility through service, challenge, adventure and international understanding as part of a fundamental objective: the full and individual development of every pupil into a whole person. This commitment is very much reflected in life at Abbotsholme both within the curriculum and beyond the classroom.

Our membership offers numerous exchange opportunities, enabling pupils to experience other languages and cultures for periods of up to three months. We regularly welcome overseas pupils of various nationalities to Abbotsholme, recognising the importance of fostering global relationships and respecting the diversity of culture, religion and language throughout the world.

At Abbotsholme, all pupils learn the concept and practice of caring for others through service to the school community, to those in need of support in local communities and through projects further afield. This is not intended as an act of charity; the emphasis is on personal growth through the doing of something that benefits others and includes an active concern for the natural environment. Many opportunities exist for pupils to get involved through Community Service, Duke of Edinburgh Service Programmes and Round Square International Service Projects.

21. Music Lessons

Visiting and full-time music staff can provide individual music tuition in:

Singing
Piano
Guitar
Percussion
Brass
Violin/Viola
Cello
Woodwind

Music fees for 2011 – 2012 per term are as follows:

- | | | |
|---------------------------------|---------|------------------|
| • 30 Minute Lesson (individual) | £180.00 | (per 10 lessons) |
| • 30 minute (shared) | £122.00 | (per 10 lessons) |
| • 35 minute (individual) | £209.00 | (per 10 lessons) |
| • 35 minute (shared) | £140.00 | (per 10 lessons) |
| • 40 minute (individual) | £242.00 | (per 10 lessons) |
| • 40 minute (shared) | £162.00 | (per 10 lessons) |

These costs are subject to alteration

If you would like your son or daughter to have instrumental lessons, please contact Mr Moon, Director of Music on 01889 594268.

22. Abbotsholme Parents' Association

The objectives of the APA are set out in full in the Constitution which follows this introduction. These objectives can however be summarized into 3 main categories

- Lobbying
- Social Events
- Fund Raising

Lobbying

In this respect, the Committee of the APA acts as a conduit for good ideas. Many parents pass on their ideas to members of the Committee. The Committee considers and filters these ideas and where it thinks appropriate takes them up with the Head, the School Management or the Governors.

The Committee adopt a positive rather than negative approach in this respect preferring to propose solutions rather than simply make complaints.

Social Events

The Committee on behalf of the APA are committed to creating a social life around the school, which they do by organizing activities such as The Summer Ball, Quiz Nights, Dining Evenings, Wine Tasting and Family Walks.

Fund Raising

Not all events are designed to be fund raisers, but any money which might result is re-invested in the school with the intention of making a contribution to school life. Pupils, teachers or parents can suggest how the funds raised can be spent by making suggestions through the School Bid process.

The names of the current members of the Committee can be found on the school website, in the section devoted to the APA.

Constitution

All parents automatically become members of the Abbotsholme Parents' Association and are invited to attend the Annual General Meeting.

Title – The Association shall be called the Abbotsholme Parents' Association.

Objectives – The objectives of the Association shall be to:

- i) Promote the welfare of the school
- ii) Encourage co-operation between Parents, Staff and the School Governors in educating the children
- iii) Encourage better understanding of the aims of the school
- iv) Help the school maintain its position in the world of education
- v) Assist in making the work of the school known at home and abroad
- vi) Provide opportunities for bringing parents into closer social contact with each other and the school

- vii) Represent parents' views and act as a channel of communication between parents and the school
- viii) Raise funds from time to time
- ix) Further these aims by arranging meetings and discussions

Conditions of Membership – Membership of the Association is open to all parents of Abbotsholme children, either or both parents being eligible for full membership as long as they have a child at Abbotsholme.

Subscription – The subscription shall be £5 per term per family (or such other sum as may be approved by the Annual General Meeting from time to time) and shall be payable with the school fees.

Management – The conduct of business shall be vested in a Chairman, supported by a Vice-Chairman and a Committee of twelve including an Honorary Secretary and an Honorary Treasurer. All of these shall be members of the Association. The Committee shall have power to fill vacancies occurring during the year, to appoint sub-committees for such purposes as may be necessary and to co-opt extra members.

Annual General Meeting – An Annual General Meeting, at which a report and financial statement should be presented for approval, shall be held each year at Abbotsholme School. Every member shall receive due notice of the date and time of such meetings, with an agenda of the proceedings. Notice of any matter to be discussed at the meeting or at any Extraordinary Meeting must be sent to the Honorary Secretary in writing at least seven clear days before the date of the meeting. Questions not on the agenda may only be raised with the consent of the Chairman.

Election of the Committee – Committee members shall automatically retire at the next Annual General Meeting after serving three years. Nominations for new members must be received, in writing, duly proposed and seconded, and must be in the hands of the Honorary Secretary at least seven clear days before the Annual General Meeting. The committee shall also have power to make nominations. If there are more nominations than positions available, then new Committee members shall be elected by a simple majority vote of all members present. Current Committee members shall be excluded from voting.

Election of Officers – The Officers of the Committee shall automatically retire at the next Annual General Meeting after serving for three years. Following the Annual General meeting, the Committee, as necessary, shall elect the positions of Chairman, Vice Chairman, Treasurer and Secretary.

Treasurer – The Treasurer shall be responsible for keeping account of all income and expenditure and shall present a financial report to all Committee Meetings, and shall present the accounts duly audited or independently examined for approval by the Members at the Annual General Meeting.

A bank account shall be operated in the name of the Association, and withdrawals shall require the signature of two of the elected officers.

Committee Meetings - Committee Meetings shall be held at least once each term. For a Committee meeting, five shall be a quorum including co-opted members.

Staff Bids and Enterprise Awards – From time to time, as funds allow, staff and pupils are encouraged to submit bids for funding of equipment and/or activities outside of those considered core to the school. In the case of pupils, this could be to help fund voluntary work of a community or humanitarian nature. Bids will be reviewed at the next appropriate Committee Meeting and any proposed allocation of funds will be duly voted on.

Sub-Committees – The Committee may appoint sub-committees, as it deems necessary, and shall prescribe their function provided that all acts and proceeds of any such sub-committee shall be reported to the Committee as soon as possible and provided further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.

Alterations to Rules – The Committee shall have power to amend these Rules subject to confirmation by the following Annual General Meeting. Any member unable to attend such meeting shall be entitled to vote by proxy.

23. School Events

Summer Gathering

This is the culmination of the school year. Everyone is welcome to all of our celebrations which begin on the Friday evening of the last weekend of the Summer Term. The first event is a concert in Chapel where the dress code is smart/casual.

Saturday morning is our most formal part of the weekend, with speeches taking place in the Roseyard. After lunch we have our school Sports Day and plays in the Roseyard. From Saturday lunchtime onwards the dress code is casual. Saturday evening ends with a Barn Dance.

Sunday morning consists of brunch and a service at Reddies Grave

Christmas Carol Service

We have three Carol Services on the last two days of the Autumn Term. Our Junior School Service takes place on the Thursday afternoon. The Year 7 to Year 9 Service is on the Friday morning and the Year 10 to Upper Sixth takes place on the Friday afternoon. All parents are welcome to attend.

School Plays

The main school play takes place during the second half of the Autumn term. The main Junior School play takes place towards the end of the Summer Term. Parents are welcome to attend all productions.

Music Events

During the course of the year, the school holds regular lunchtime concerts. These are held in the Chapel. The Junior School Evening of Music takes place in the second half of the Spring Term. Parents are welcome to attend these events.

Parents' Evenings

Each year group has a designated Parents' Evening each year. This is a time when you can discuss your child's progress with their subject teachers.

MUFTI Day

This is a non-uniform day. Pupils are allowed to wear their own clothes in return for a donation towards charity.

Bonfire Night

This is held on the nearest Friday to November 5th. We have a small organized bonfire and firework display, followed by refreshments. Families are welcome to attend.

24. Complaints Procedure for Parents

Complaints Procedure for Parents

This complaints procedure is available to all parents in the Handbook for parents and prospective parents on request.

Our aim is to resolve complaints at the earliest possible opportunity. We see our close links and direct communication between parents and the school as a distinctive strength. Most concerns are resolved informally but the procedure clarifies the referral system and ensures concerns are dealt with quickly and objectively. Staff are positively encouraged to resolve concerns at their level whilst keeping a record. You are welcome to speak to the Headmaster at any stage. If concerns are not resolved by the Headmaster or you are unhappy with the decision you may refer this to the Chair of Governors.

a) Complaints about the Curriculum

If you have a curriculum complaint, the procedure is as follows. A curriculum complaint may be about homework, marking and assessment, teaching in a lesson or option choice in the Senior Department, for example:

Stage 1: Contact the tutor on an informal basis initially. Explain your complaint and ask for an explanation. The tutor will respond within 72 hours. If they cannot resolve the problem it will progress to stage 2.

Stage 2 The Head of Department will investigate the issue and report back to the complainant. The complaint and answer will be recorded and filed and a copy will be sent to the Director of Studies, they will respond within 72 hours. If the matter is unable to be resolved at this stage it will be referred to the Deputy Head.

Stage 3: If the complaint cannot be resolved at this level, it should then be put in writing to the Headmaster. He will reply within 48 hours. A written record will be filled.

Stage 4: The Headmaster will investigate and answer the complaint directly. The vast majority of complaints will finally be resolved at this stage.

Most complaints are resolved informally but the procedure clarifies the referral system and ensures that complaints are dealt with quickly and objectively. Staff are positively encouraged to resolve complaints at their level whilst keeping a record for future reference and ensuring that senior staff are kept informed and updated.

If your complaint is not resolved by the Headmaster or you are unhappy with the decision you have a right of appeal to the Parent Governor.

Stage 5: He will make provision for a hearing before a panel consisting of at least three people who are not directly involved in the matters detailed in the complaint. One of the panel is independent of the management and running of the school. Parents may attend the hearing and be accompanied if they wish. The panel will make finding and recommendations and ensure the

complainant, Governors, Headmaster and where relevant, the person complained about is given a copy of them. This will be within 5 days of the meeting.

- All complaints will be confidential and written records will be kept.
- Although replies to complaints will be prompt there may be a delay in the outcome while the complaint is investigated and information gathered.

b) Complaints about Pastoral Matters

If you have a pastoral complaint (e.g. about pupil behaviour, support and guidance, welfare) the procedure is as follows:

Stage 1: Contact the tutor. If unresolved, the matter will be referred to the Head of Year (Senior Department).

Stage 2: The Head of Year will investigate and respond. If unresolved, the matter will be referred to the Deputy Head.

Stage 3: If the complaint cannot be resolved at this level it should be put in writing to the Headmaster.

Stage 4: The Headmaster will investigate and respond. The vast majority of complaints will be resolved at this stage.

If your complaint is not satisfactorily resolved by the Headmaster or you are unhappy with his decision then you have a right of appeal to the Parent Governor (see Stage 5 of curriculum complaint).

c) Complaints about Fees

The procedure is as follows

Stage 1: Contact the Commercial Manager and register your complaint. Most complaints will be resolved at this level.

d) Complaints about School Transport

If your complaint is about the charges or the level of service, the procedure is as follows:

Stage 1: Contact the School Administrative Manager and explain your complaint. Most complaints will be resolved at this level. If unresolved the matter will be referred to the Commercial Manager.

Stage 2: The Commercial Manager will investigate and respond. The complaint will hopefully be resolved at this stage.

e) Complaints about Safety or Pupil Behaviour

If your Complaint is about Safety or Pupil Behaviour, the procedure is as follows:

Stage 1: Contact the Deputy Head and explain your complaint. Most complaints will be resolved at this level. If unresolved the matter will be referred to the Headmaster.

Stage 2: The Headmaster will investigate and respond. The complaint will hopefully be resolved at this stage.

All complaints will be collated and will be confidential except where the Secretary of State or representative requests to see it.

IMPORTANT

- **Please note that if your complaint is not satisfactorily resolved by the Headmaster, you have a final right of appeal to the Parent Governor. We are pleased to say that this option is rarely, if ever, used.**
- **If your complaint is sensitive in nature or particularly confidential, do not hesitate to contact the Deputy Head or the Headmaster direct.**
- **Remember that we are working in partnership and we never forget that your child's interests and welfare are paramount; that is the guiding principle behind our Complaints Procedure. We place a very high premium on your trust and confidence.**

24. Abbotsholme Home - School Agreement

The Parents

I/We will support the school in its efforts to uphold the Behavioural Charter

Signed: Date:

The Pupil

I will abide by the principles of the Behavioural Charter

Signed: Date:

The School

We will care for your children's safety and happiness and will help them to fulfil their individual potential.

A handwritten signature in black ink that reads "Steve Jaird". The signature is written in a cursive style with a large, sweeping flourish at the end.

Signed: Date: September 2011