



Abbotsholme School

Handbook for Prep and Senior School Parents 2016-2017

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

Abbotsholme Aims and Vision

Our Vision

- It is our firm belief that a good balanced education is an essential preparation for the whole of life. An education at Abbotsholme provides not only the starting blocks but it also propels each individual through the start of life outside Abbotsholme.
- Abbotsholme wants all of our children not only to succeed – whatever their individual talents or abilities may be – but also to feel successful. The Abbotsholme ethos encourages a sense of self-worth and of pride in their own achievements, whilst, in equal measure, celebrating the success of others.
- Although we are committed to helping all Abbotsholmians fulfil their academic potential, the measure of our success cannot be judged by scholarly achievements alone. Indeed, it is their development as people that must be seen as the ultimate test.
- Our vision is that pupils leave Abbotsholme as responsible and socially aware young men and women able to face an increasingly demanding world with confidence and a zest for life. In years to come, we would wish to know that they were happy with themselves and with their lives; we also would want them to be successful in their personal and professional endeavours whilst remaining sensitive to the needs of others.

Our Aims

Abbotsholme aims to prepare its pupils for the whole of life by giving them a balanced education through a strong academic curriculum and an extensive range of co-curriculum activities; and where academic, personal and social developments are given equal standing, and that everyone – pupils and staff – are encouraged to do their best. Abbotsholme recognises the diversity of talent in each pupil and aims to provide:

- Knowledge to help everyone achieve and succeed to their individual academic ability
- An understanding of the environment
- Challenges to build strength and test courage, as well as be a stimulating and enjoyable experience
- A cultural enrichment to widen perspective and a responsibility to others in our global world.

For more information, please visit: <http://www.abbotsholme.co.uk/Abbotsholmes-Aims>

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I. Term Dates from September 2016 – July 2017

Autumn Term 2016

Staff Inset Day	Thursday 1 September 2016
Staff Inset Day	Friday 2 September 2016
New boarders arrive from 10.00	Sunday 4 September 2016
All boarders to return from 18.00	Sunday 4 September 2016
All pupils in school	Monday 5 September 2016
Half Term begins end of hikes	Thursday 20 October 2016 boarders may remain in school overnight and leave on Friday
Half Term ends 18.00 boarders)	Sunday 30 October 2016
All pupils in school	Monday 31 October 2015
End of Term	Friday 16 December 2015

Spring Term 2017

Staff Inset Day	Monday 9 January 2017
All Boarders return by 20.00	Monday 9 January 2017
All pupils in school	Tuesday 10 January 2017
Half Term begins 17.00	Friday 10 February 2017
Half Term ends 18.00 (boarders)	Sunday 19 February 2017
All pupils in school	Monday 20 February 2017
End of Term begins 17.00	Friday 31 March 2016

Summer Term 2017

Staff Inset Day	Monday 24 April 2017
All Boarders return by 18.00	Monday 24 April 2017
All pupils in school	Tuesday 25 April 2017
All pupils in school	Monday 1st May
Half Term begins 17.00	Friday 26 May 2017
Half Term ends 18.00 (Boarders)	Sunday 4 June 2017
All pupils in school	Monday 5 June 2017
End of Term	Sunday 9 July 2017

***please see website for more details and dates for the following academic year**

2. Organisation of the School Day

Breakfast	07.30 - 08.00
Day pupils arrive in school	08.00 onwards
Morning Registration	08.20
Morning Lessons begin	08.30
Prep School snack break	10.00
Morning Break	11.05
Lunch Prep School	12.10 – 13.10
Lunch Seniors	12.45 – 13.35
Afternoon Registration Prep School	13.10
Afternoon lessons Prep school	13.10
Afternoon Registration Seniors	13.35
Afternoon Tutorial / Chapels begin	13.45
Afternoon lessons seniors begin	14.10
Afternoon Break Prep School	15.25
Afternoon Break Seniors	15.25
Late afternoon Lessons begin	15.45
End of School Day	17.00
Assignments	17.30 – 18.45 or 19.00
Supper	18.45 – 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.co.uk**

Boarding Houses

Head of Boarding	Mr. J Potter 01889 594286 john.potter@abbotsholme.co.uk	
Cedarholme / St Vincent's	Mr I Coyne and Ms R Miller (<i>Junior and Senior Boys' Boarding</i>) iain.coyne@abbotsholme.co.uk ruth.miller@abbotsholme.co.uk	01889 594288
Flaxfield	Mrs F Potter (<i>Junior Girls' Boarding</i>) faith.potter@abbotsholme.co.uk	01889 594286
Orchard House	Mrs. S Selwyn (<i>Senior Girls' Boarding</i>) sarah.selwyn@abbotsholme.co.uk	01889 594291
Barnfield	Mrs. J Sanderson (<i>6th Form Boarding</i>) jen.sanderson@abbotsholme.co.uk	01889 594257

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

Heads of Year

Prep School	Mrs. F Potter	faith.potter@abbotsholme.co.uk
Year 7	Mrs. H Fairclough	heather.fairclough@abbotsholme.co.uk
Year 8	Miss S Morris	simone.morris@abbotsholme.co.uk
Year 9	Mr. S Ritchie	sam.ritchie@abbotsholme.co.uk
Year 10/11	Mr. S Herbert	simon.herbert@abbotsholme.co.uk
Sixth Form	Mr. M Boud-Self	MBS@abbotsholme.co.uk

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

Health Centre

Should you wish to speak directly to Mrs. Helen Hudson, the School Health Advisor, she may be contacted on 01889 594281 between 8.20am and 5.00pm.

Visitors

All visitors, including parents, must report to Reception and wear a badge at all times

Direct Dial Numbers

Reception	01889 590217
PA to Headmaster	01889 594253
Health Centre	01889 594281
Head of Marketing & Admissions	01889 594261
Admissions Coordinator	01889 594215
Administration	01889 594254
Finance Manager	01889 594262
Commercial Manager	01889 594255

Please be aware that telephones in departments will be on answerphone during lesson time.

Prep School	01889 590217
Heads of Year	01889 590217
Assistant Head	01889 594259
Learning Skills	01889 594287
Equestrian Centre	01889 594277
Music Department	01889 594268
Science Department	01889 594274
Sports Hall	01889 594273

Direct Email Addresses

Admissions	admissions@abbotsholme.co.uk
Mr. A Abraham	andrew.abraham@abbotsholme.co.uk
Mr. M Amison	matt.amison@abbotsholme.co.uk
Mr. J Anders	john.anders@abbotsholme.co.uk
Mrs. L Askew	laura.askew@abbotsholme.co.uk
Mrs. R Ball	rosie.ball@abbotsholme.co.uk
Mr. Boud-Self	matthew.boud-self@abbotsholme.co.uk
Miss S Brick	sarah.brick@abbotsholme.co.uk
Mr. T J Bridge	tom.bridge@abbotsholme.co.uk
Mrs. K Brooks	katherine.brooks@abbotsholme.co.uk
Miss B Brown	beki.brown@abbotsholme.co.uk
Mr. M Calthrop-Owen	mark.calthrop-owen@abbotsholme.co.uk
Mr. R Calvert	ralph.calvert@abbotsholme.co.uk
Mrs. B Carr	bernadette.carr@abbotsholme.co.uk
Mrs. S Clarke	sarah.clarke@abbotsholme.co.uk
Mr. I Coyne	iain.coyne@abbotsholme.co.uk
Mr. J Diamond	james.diamond@abbotsholme.co.uk
Mrs. K Elliott	kathryn.elliott@abbotsholme.co.uk
Mr. S J Fairclough	headmaster@abbotsholme.co.uk
Mrs. H Fairclough	heather.fairclough@abbotsholme.co.uk
Miss H Fleming	heather.fleming@abbotsholme.co.uk
Mrs. V Ford	vicky.ford@abbotsholme.co.uk
Ms. D Gaunt	diane.gaunt@abbotsholme.co.uk
Mr. A Greensmith	andrew.greensmith@abbotsholme.co.uk
Ms. S Hamilton	sarah.hamilton@abbotsholme.co.uk
Mrs K A Hankin	kristy.hankin@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
Mr. J Jackson	john.jackson@abbotsholme.co.uk
Mr. C Jacobs	clive.jacobs@abbotsholme.co.uk
Mr. P Jones	paul.jones@abbotsholme.co.uk
Mrs. Z Kenealy	zoe.kenealy@abbotsholme.co.uk
Mr. R Kirkham	Richard.kirkham@abbotsholme.co.uk

Mrs. R Lancett	racheal.lancett@abbotsholme.co.uk
Mrs. J Mayfield	jo.mayfield@abbotsholme.co.uk
Mr. R Mayfield	richard.mayfield@abbotsholme.co.uk
Ms. R Miller	ruth.miller@abbotsholme.co.uk
Miss S Morris	simone.morris@abbotsholme.co.uk
Mr. K Newbitt	karl.newbitt@abbotsholme.co.uk
Mr. T E Palmer	tom.palmer@abbotsholme.co.uk
Mr. G Pardoe	gareth.pardoe@abbotsholme.co.uk
Mrs. F Potter	faith.potter@abbotsholme.co.uk
Mr. J Potter	john.potter@abbotsholme.co.uk
Reception	reception@abbotsholme.co.uk
Mrs. A Parry	angela.parry@abbotsholme.co.uk
Mr. G Pike	gary.pike@abbotsholme.co.uk
Mr. S Ritchie	sam.ritchie@abbotsholme.co.uk
Mrs.J Sanderson	jen.sanderson@abbotsholme.co.uk
Mrs. N Sanderson	natalie.sanderson@abbotsholme.co.uk
Mrs. F F N Scott	zeena.scott@abbotsholme.co.uk
Mr. G C Selwyn	gordon.selwyn@abbotsholme.co.uk
Mrs. S Selwyn	sarah.selwyn@abbotsholme.co.uk
Mr. J Shaw	jon.shaw@abbotsholme.co.uk
Mr. D G K Simpson	dave.simpson@abbotsholme.co.uk
Miss C Smith	carly.smith@abbotsholme.co.uk
Ms. J Stefanatos	julia.stefanatos@abbotsholme.co.uk
Mrs. B Sweet	becky.sweet@abbotsholme.co.uk
Mr. J Thomas	jamie.thomas@abbotsholme.co.uk
Mrs. L Toner	lynda.toner@abbotsholme.co.uk
Mr. J Wilford	jeremy.wilford@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

Dr Paul Kirtley

Members

Mr J N Bladen

C W T Butler

Mr A Carter

Mr D Cantrell

Mr C K Hall

Mrs C Jameson

Ms J M Richardson

Mrs. M Swindale

Mr I M Small

Mr N J Wilford

Mrs S Walker

Officers

Mr S J Fairclough (Headmaster)

Mr R Mayfield (Operations and Bursar)

Mr A J Gill (Solicitor and Secretary)

Mr N Gale Bourne and Co. (Auditor)

5. Staff

Academic Staff

Headmaster

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

Deputy Head

Mr M Boud-Self B.Sc. MSc. MA

Assistant Head

Mr T E Palmer B.A.

Assistant Head

Mr G C Selwyn B.Ed.

Head of Prep School

Mrs F Potter B.A. M.Ed.

Art/Film Studies

Mr P Jones B.A.

Head of Art

Miss S Morris B.A.

Business Studies

Mr J Shaw, B.A.

Head of Business Studies

Mr T E Palmer B.A.

Drama & Theatre Studies

Miss C Smith B.A.

English

Ms D Gaunt M.A.

Head of English

Mr S Herbert B.A.

Mrs B Carr B.A.

English as an Additional Language

Mrs A Parry B.Th.

Ms J Stefanatos

Equestrian

Mrs S Hamilton
Miss S Dorland
Miss F Pobiarzyn

Geography

Mr M Amison B.Sc M.Sc DipEdM. F.R.G.S Head of Geography
Mr A Abraham B.Sc.

History

Miss N Sanderson B.Sc. Teacher in Charge of History
Mr S Herbert B.A.

Learning Skills

Miss S Brick M.A., Dip.Sp.L.D. Head of Learning Skills
Mrs H Fairclough B.Ed.
Mrs K Elliot B.Ed
Mr R Kirkham B.Ed
Mrs L Knowles
Mr J Potter

PSHE

Mrs J Mayfield B.Sc. Head of PSHE

Mathematics

Mrs Z Kenealy B.A. M.Eng Head of Mathematics
Mr M Calthrop-Owen B.Tech
Mr G C Selwyn B.Ed.
Mrs B Sweet B.Eng

Modern Languages

Mrs J Holmes B.A. Head of Modern Languages, D of E Award Coordinator, Round Square
Mrs V Ford B.A.

Music

Mr J J Wilford M.A. Director of Music

Visiting Music Staff

Mr R Maw (rock guitar)
Mrs J Merriman (cello and piano)
Mr I Otley (brass and woodwind)
Mrs I Hurley (voice)

Mrs D Broughton
Mr J Jackson
Mrs K Brookes B.A.

Receptionist
Receptionist
Head of Marketing and Admissions

Catering

Mrs R Lancett
Mr A Burston

Catering Manager
Head Chef

Finance

Mr R Mayfield B.Sc. A.C.M.A.
Mrs R Ball F.C.C.A, M.C.M.I.

Head of Operations
Finance Manager

House staff

Mrs J Sanderson
Mr J Potter
Mrs S Selwyn
Mr I Coyne
Ms R Miller
Mrs F Potter

Head of Boarding

Farm

ICT

Mr J Diamond B.Sc.

Leader of Digital Learning

IT Systems

Mr A Greensmith

ICT Manager

Site Services & Maintenance

Mr B Ball
Mr M Lomas

Maintenance Manager

School Medical Officers

Partners
Mrs H Hudson B.Sc. R.G.N
Mrs A Bettson-Burdett B.Sc RGN
Mrs S Wagstaff RGN
Mrs C Warlow RGN
Mrs L Lloyd B.A. RGN

The Surgery Ashbourne
Health Advisor
Relief Nurse
Relief Nurse
Relief Nurse
Relief Nurse

6. 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

Behaviour Agreement

We expect all of our pupils to abide by the Behaviour Agreement

- 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 accept that I must never interfere with or upset the learning of others
- 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 instructions
- I must not break the school rules on smoking, alcohol and drugs
- 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

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 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.

7. Attendance and Punctuality

Attendance at School

Attendance

- **All pupils are expected to be in school every day. Morning Registration is at 8.20**
- Absence without good reason is against the law. Parents have a duty to ensure their children attend. We will work with parents to ensure a high level of attendance.
- Registration is an expression of the school's care for its pupils. It is a legal requirement.
- The school is committed to ensuring time at school is interesting and worthwhile.
- Authorised absences are sessions away from school for good reason; e.g. 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. Holiday leave not requested or authorised by the Headmaster will be regarded as unauthorised.
- Parents are expected to contact school with information on absences by 8.45 in the morning. Pupils missing from morning registration after this time will be unauthorised and follow up phone calls and procedures will be followed.

Absence Procedures

- **Parents should contact school on the first day of absence, before 8.45 am, with details.**
- Please ring in next day if the illness continues
- 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.

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

Lateness

Pupils should be on time, parents are expected to ensure children are on time and present for registration. Morning Registration is 8.20. Lessons begin at 8.30

Pupils who are late must register in at Reception. If a prep school pupil arrives after 8.30, the parent is responsible for taking the pupil to Reception and signing them in before taking them to the Prep School.

Permission to leave school

If a pupil needs to leave school during the school day, parents should make a request via email/telephone to the tutor / HOY. The pupil needs to see their HOY for an “out of school” slip and present this to Reception when they sign out. This is important for Health and Safety and Safeguarding of children

Signing out if leaving school before 5.00. Procedure

It is best to make appointments outside school hours. If an appointment has been made for a pupil during the school day:

- If a pupil must leave school during the day it is requested that parents inform school in advance of the time and date and indicate who will be collecting the pupil from school
- Please inform the Head of Year and tutor. Tutor makes a note on PASS register on the appropriate date
- Pupils must have this and see their Head of Year for a sign out slip
- Pupil sees the teachers whose lessons they are missing to collect the work
- They should present this slip to reception when they sign out.
- If they return later in the day they should sign in again.
- The Health Centre will inform tutors about appointments for boarders in the same way that parents of day pupils do.

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 or in Reception 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 5.10pm. Any pupil who misses a school bus should report to reception staff who will ensure that the pupil returns home safely and that parents are informed wherever possible.

Weekends

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. There are also a range of additional activities for boarders.

Weekend and Day Leave Regulations for boarders

Permission must be given by Houseparents for pupils to be taken out.

Weekend Leave

Weekend leave may be taken for the whole or part of the weekend from Friday 5.00 pm until Sunday bedtime. By special arrangement, pupils may return on Monday at 8.10 am. The Houseparent must receive requests by Thursday evening, a phone call or email from parent / guardian giving their permission for leave and confirmation of travel arrangements. If a pupil is to visit the family of a friend then permission must also be received by Thursday evening from the parent hosting the visit

If pupils are required to attend detention, they may not take weekend leave until this work has been completed.

Day Leave

A boarding pupil may also be taken out on Saturdays or Sundays. They may be taken out for an evening in the week. This may be with their parents or as a guest of other parents as long as required permissions are sought.

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

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

8. Transport

Buses

Buses bring day pupils to school from a number of different destinations. They arrive at school at approximately 8.10am and depart 10 minutes after the end of the school day. For more details on the routes and costing please contact Administration.

If your child does not require transport on one session either you or they must let reception know.

Code of Conduct for pupils travelling on buses

This code is devised to ensure that pupils are able to travel to and from home safely and that their behaviour is in line with what we would expect of Abbotsholme pupils.

- If you are not travelling on the bus on a particular evening you must tell the Reception staff.
- It is your responsibility to be at the bus stop before the expected arrival/departure time to prevent delay to the bus and inconvenience for the other pupils. At night all buses will leave at 5.10.
- You must remain seated at all times.
- You must wear your seat belt. It is your responsibility.
- You should be dressed in your uniform or other appropriate attire.
- No food or drink should be consumed on the bus.
- There should be no litter left on the bus.
- Behaviour towards other people on the bus should be polite, well mannered and respectful.
- You should follow the instructions of the driver.
- If you fail to follow these rules you may forfeit the right to use school buses.

Cars and Bicycles

No 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 driven by another pupil without the Head of Sixth Form's approval, and the written permission of the passenger's parents AND the driver's parents.

Cars must be parked throughout the day in the main car park boarders should park near Barnfield. They must not be used at breaks or lunch times or at any other time without the permission of the Head of Sixth Form or Houseparent in the evening. Pupils are not permitted to ride motor bikes in any circumstances on the school's grounds.

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.

Full driving policy is available on the school website.

9. Uniform Requirements

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.

General Dress Regulations for all pupils

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

In the **Dining Hall**, the wearing of games kit is not permitted. Uniform must be worn into all weekday meals. No 'mixing and matching' of uniform and casual clothes is allowed.

Hats and caps may not be worn inside any school building.

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

The uniform should always be worn properly. Shirts and blouses should be tucked in; shoes should be clean; school jumpers should 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, (no logos or designs).

PREP SCHOOL	
BOYS UNIFORM	GIRLS UNIFORM
School Uniform	School Uniform
Green v-necked jersey with school crest	Green v-necked jersey with school crest
5 White polo shirts	5 White polo shirts
1 House Polo Shirt	1 House Polo Shirt
Grey school trousers (grey school shorts may be worn in summer)	Dark coloured tights or socks (ankle socks for summer in white)
Dark coloured socks	School kilt, worn to knee length
Black leather shoes	Black leather shoes
Prep School Navy Coat with Crest	Prep School Navy Coat with Crest
Games / Sports Clothing	Games / Sports Clothing
1 Abbotsholme green rugby shirt (not infants)	1 green Abbotsholme tracksuit
1 green Abbotsholme tracksuit	2 green Abbotsholme PE shirts
2 green Abbotsholme PE shirts	1 green skort (skirt with shorts built in)
1 pair dark green PE shorts	2 pairs of dark green socks
2 pairs sports trainers (1 non-marking sole for Sports Hall use only)	2 pairs sports trainers (1 non-marking sole for Sports Hall use only)
2 pairs of dark green socks	Pair football boots (for hockey)
1 pair football/rugby boots with interchangeable studs	1 pair shin pads (not infants)
1 pair shin pads (not infants)	1 gum shield (available through school) (not infants)
1 gum shield (available through school) (not infants)	
Summer Term	Summer Term

1 pair swimming trunks (no longer than thigh length), goggles and swimming towel	1 one-piece bathing costume, goggles and towel
SENIOR SCHOOL: YEAR GROUPS 7-11	
BOYS UNIFORM	GIRLS UNIFORM
School Uniform	School Uniform
Green v-necked jersey with school crest essential (to be worn on Formal Uniform Days)	Green v-necked jersey with school crest essential (to be worn on Formal Uniform Days)
Green crew neck jerseys for everyday (optional)	Green crew neck jersey for everyday (optional)
Grey school trousers	School kilt, worn to knee length
1 House Polo Shirt	1 House Polo Shirt
5 White school uniform shirts	5 White school blouses
Dark socks	Black tights or socks
Black leather school shoes. (Black boots and trainers are not acceptable)	Pair black leather school shoes
1 school tie	
Games / Sports Clothing	Games / Sports Clothing
2 pairs sports trainers (1 non-marking sole for Sports Hall use only)	2 pairs sports trainers (1 non-marking sole for sports hall use only)
1 Abbotsholme green Rugby shirt	2 Abbotsholme green PE polo shirts
1 green Abbotsholme tracksuit	1 green Abbotsholme tracksuit
2 green Abbotsholme PE shirts	
1 pair PE green shorts	
1 pair Rugby Shorts	1 green skort (skirt with shorts built in)
2 Dark Green socks	2 Dark Green socks
Winter (Autumn and Spring terms)	Winter (Autumn & Spring terms)
1 pair football/rugby boots with interchangeable studs	1 pair football boots (for hockey)
1 pair shin pads	1 pair hockey shin pads
1 gum shield (available through school)	1 gum shield (available through school)
	1 hockey stick
Summer Term	Summer Term
1 pair swimming trunks (no longer than thigh length), goggles and swimming towel	1 one-piece bathing costume, goggles and towel
For those taking cricket	
1 pair long white flannels	
1 pair white cricket boots	
1 white cricket shirt	
1 white sweater	

Make up, Hair Styles and Jewellery

Make up (including nail varnish) 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. Pupils should not cut each others' hair. Hair should not be shorter than a Grade 2 cut and should be of a natural colour. Longer hair should be tied back.

Sixth Form Dress Code

At Abbotsholme, we treat the Sixth Form a little differently. They are given more independence as they are prepared for life after Sixth Form. Sixth Formers are expected to dress and behave in an appropriate manner for the workplace.

Boys Uniform

- A business suit with tie is essential for formal uniform days
- Suits, jackets and trousers of sensible colours such as black, dark blue and grey can be worn
- Shirts must be worn and be of a sensible colour
- On non formal days a tie is not essential but a pullover/jersey, jacket or both must be worn
- Socks should be worn
- Leather shoes must be worn

Girls Uniform

- A business suit is essential for formal uniform days
- Suits, jackets, skirts, dresses and trousers of sensible colours such as black, dark blue and grey can be worn
- Shirts / blouses must be smart with sleeves and not of a revealing style
- Skirts and dresses should be of an appropriate length and not too short (preferably knee length or just above the knee)
- Jewellery of a modest and tasteful nature is permitted, but only one pair of earrings, pierced in the lower ear lobe, no other piercings are permitted. Nail varnish can be worn but must be neat.

The following items of clothing are not allowed:

Jeans

Overtly patterned jumpers or dresses

Clothing with logos and designs

Trainers

BOYS GAMES / SPORTS CLOTHING	GIRLS GAMES / SPORTS CLOTHING
<i>(Minimum item requirements)</i>	<i>(Minimum item requirements)</i>
2 pairs trainers (1 non-marking sole for sports hall use)	2 pairs trainers (1 non-marking sole for sports hall use)
Green shorts	1 green skirt
1 green Abbotsholme tracksuit	1 green Abbotsholme tracksuit
Abbotsholme green P.E. polo shirt	Abbotsholme green P.E. polo shirt

Parents help with ensuring these rules are adhered to would be most appreciated by the school.

10. Equipment

All students need a school bag and a good supply of pens and pencils. They must bring their iPad to all lessons. The iPad must be fully charged.

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.

Your child will be given a school i-Pad and is expected to look after and care for it.

Mobile Telephones

Pupils are permitted to bring a mobile phone into school. However, they are not to be used in and around school. They should be turned off during the day.

They must be left in boarding houses if pupils are a boarder; in the electronic devices locker for day pupils and with their class teacher if they are in the Prep school.

Boarding Houses have rules about handing in of mobile phones in the evenings. See boarding house handbooks on the web site

Parents are requested not to telephone pupils during lesson times, urgent messages can be left with reception or by e mail/ message to the pupil

Pupils may forfeit the right to have a mobile phone in school if they contravene these guidelines.

Lost Property

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

It is important that all items of clothing are named.

11. 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 are compulsory for all pupils. They involve the whole school, in groups of between ten and twenty, spending three days/ two days for Prep children, 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 R-6, 7 and 8) –Pupils in Years R-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(compulsory) 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. For R-3 there is a two day camp and 4-6 a three day camp.

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 and team building activities. Activities include canoeing, rock-climbing, abseiling, caving, map and compass work, camp craft, leadership skills and first aid.

The culmination of the Year 9 scheme is the planning and completion of a Bronze Duke of Edinburgh backpacking expedition in the Peak District and a two day activity programme. (Compulsory)

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 upwards 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 compulsory five -day camp. All

pupils are also very much encouraged to involve themselves in the wide variety of voluntary outdoor activities and leadership and team work activities.

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 compulsory summer camp includes a two-day mountain expedition and 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 every other year, with recent visits to 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 holiday 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. An email 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.

* Abbotsholme does make a charge for The Duke of Edinburgh's Award registration fee.

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.

Prep School Essential Outdoor Education Kit List (See above list for advice on type)

Walking boots

Waterproof cagoule

Waterproof over trousers

Thin top and thicker top

Thick socks

Rucksack and liner

Hat; sun or warm hat as appropriate

Gloves

For the summer camp a sleeping bag

If you have any queries about purchase of equipment, please refer to Mr D Simpson, Head of Outdoor Education, dave.simpson@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 Mr Simpson

The Outdoor Education Department is also able to supply second hand clothing and equipment (subject to availability), from our store, 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.

There is an opportunity for boarders to visit Ashbourne to purchase equipment before hikes in October and an OED equipment sale held at school

12. Farm and Equestrian

Working on the farm is an important part of life at Abbotsholme. The philosophy is to encourage awareness of the environment, develop an understanding of life and the importance of care. The activities on the farm encourage group cooperation and teamwork and bring sensitivity to the needs of others.

Farm is compulsory for all pupils in the Prep School as part of their enrichment programme and Year 7/8 who alternate farm and OED activities weekly. Year 9 have a compulsory estate work session as part of their expectation programme.

Older pupils can choose GCSE Agricultural Science or BTEC Estate at A Level.

Other pupils may take part in voluntary activities in farm, estate work or conservation.

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.

Clothing requirements

- Wellington boots – calf length (not ankle boots or jodhpur boots)
- Gloves
- Gargle and over-trousers – may be the same as used for OED
- A hat and scarf - 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.

Equestrian

Equestrian is compulsory for all pupils up until year 9 on a rotation basis as part of the school's enrichment programme. Pupils normally work in groups and through this develop team work and communication skills. Pupils can also choose to ride as part of the Wednesday afternoon activities and riding lessons can be timetabled if requested. Older pupils may choose to work towards their BHS stages or Diploma at GCSE and A level.

Clothing Requirements

- Riding boots with a low, flat heel or jodhpur boots
- Gloves and riding hat
- Waterproofs and warm clothing may be needed depending on the timing of the rotation

Old clothes rather than school uniform are recommended for wear under the protective clothing when working on the yard. The relative warmth of the clothing should be appropriate to the time of the year.

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 Volunteering Programmes and Round Square International Service Projects.

I4. Academic

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

The full curriculum policy is available on the website

Assessment and reporting

There are two assessment sessions, one each half term. Academic Assessment grades are given for each subject. There is a grade given for attainment, effort in class and effort on homework assignments. Reports are sent to parents according to the published schedule (see website). There are parents' evenings at least once per academic year.(See website) Parents may, however, contact a pupil's tutor at any time to request information or arrange an opportunity to meet teachers.

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.

Firefly

Firefly is the method for information giving to both pupils and parents.

All Prep School pupils will have a planner.

Presentation and Homework – Advice to help your Child

The presentation of work is always important. Careless presentation will create a bad impression. Many readers will make judgements about general ability and even attitude if the presentation of the work appears to be careless.

All work should be completed to a pupil's highest standard.

As parents, please encourage:

- Homework to be completed and handed in on time
- Pupils should organise and make best use of their time so that projects, coursework or homework is not left to the last minute.

Homework Schedule

A homework schedule is produced in September and is available on the website and firefly.

15. Individual 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 2016 – 2017 are available from the Commercial Manager or the Director of Music.

If you would like your son or daughter to have instrumental lessons, please contact Mr Wilford, Director of Music on 01889 594268 or Jeremy.wilford@abbotsholme.co.uk

16. Sanctions for Behaviour

16a. 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.

Behaviour Report: this is done by the tutor in conjunction with the Head of Year. A Report card with Behaviour targets for each lesson is taken to lessons and is signed by the teacher. The card is shown to the tutor daily. There are two levels to this, Tutor and Head of Year.

Lunch Time Detention (senior pupils only) this may be a departmental detention or an individual staff member detention.

Head of Year Detention: We see this as a serious punishment and detention takes precedence over any other activity that day.

Extended Head of Year Detention: Removal of pupil from lessons / free time

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. These are held in the evening or on a Saturday. 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. Suspensions are for short periods of time. Suspensions may be accompanied by a final warning of permanent exclusion. Permanent Exclusion is a final option if there is a serious breach of school regulations following a written warning or if the breach is considered serious enough to merit immediate removal. Exclusions are decided by the Headmaster in consultation with the Deputy Head and Head of Year. Parents have a right of appeal as outlined in the Complaints Procedure.

Prefects' detention Prefect sanctions closely supervised by the Deputy Head for failure to attend a duty etc

16b. 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. Prep School pupils may be asked to complete work in their free time.

Lunch Time Detention / Extra Work (senior pupils): 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 (Departmental 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. The duty staff in the case of boarders will do the same 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.

Head of Year Detention: We see this as a serious punishment and detention takes precedence over any other activity that day.

Friday Detention: continued poor work, work not completed and failure to attend lunch time detention. These will be held on Friday 5.10-6.10. Parents will be notified. This detention must take priority over any other event. The Head of Year manages this.

Saturday detention / Headmaster's detention: failure to attend a Friday detention

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.

17. School Policies

The full school policies on admission, discipline, welfare, safeguarding, anti-bullying, anti-drugs and curriculum are available to view at www.abbotsholme.co.uk

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.

18. School Meals

- Menus for the week can be found on the website
- 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
- Prep school pupils receive sandwiches and fruit at mid-afternoon daily
- A drink and a biscuit are provided mid-afternoon for senior school pupils
- Boarders and pupils who are staying overnight are also provided with supper and breakfast
- Boarders receive a supper box each evening
- Chewing gum is not permitted

Policy on Nuts and Other Food Allergies

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 continues to implement its policy of no nuts and peanuts. This policy is effective in all areas of the school both on and off site including in food technology and catering department and boarding houses.

We work to the current food standard agency guidelines and our suppliers and 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.

If your child has any allergies re food please inform the Health Adviser who will pass this information to the relevant areas.

If parents wish to send in food e.g. cakes etc they should fill in an allergy form. These are available from school or via Firefly.

The School takes the issue of food safety very seriously and will clearly respond and communicate any changes to this policy. 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
19. Boarding Pupils

Boarding House handbooks are available on the school website.

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. Each house has a handbook which will be forwarded to Parents. These contain more detailed information about routine and expectations and regulations.

Boarders require:

Uniform

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. Suits can be sent away for professional dry cleaning via the school laundry.

Please ensure that all clothing is named.

Bedding

Bedding is supplied by and laundered in school; however, pupils may bring their own duvet covers and pillow cases if they wish.

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.

Evenings

A range of activities are offered in the evenings such as football, climbing, movie nights etc. These vary according to year groups and the time of year.

Pupils Contacting Parents, Relations and Friends outside of School

Mail is sorted and distributed by the Houseparent. Parcels can be collected from Reception. 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 there is a list of telephone numbers, email addresses and Fax numbers at the beginning of this guide.

Pupils have access to telephones, emailing and Wi-Fi for Skype/facetime.

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.

Weekend and Day Leave Regulations

Permission must be given by Houseparents for pupils to be taken out. Weekend leave may be taken for the whole or part of the weekend from Friday 5.00 pm until Sunday bedtime. By special arrangement, pupils may return on Monday at 8.10 am. The Houseparent must receive by Thursday evening, a phone call or email from parent / guardian giving their permission for leave and confirmation of travel arrangements. If a pupil is to visit the family of a friend then permission must also be received by Thursday evening from the parent hosting the visit

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.

If pupils are required to attend 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. This may be with their parents or as a guest of other parents as long as required permissions are sought.

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. The Houseparent must have written permission by the Wednesday for any amount in excess of the weekly allocation.

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

20. Prep School Pupils – Reception to Year 6

Arrival/Departure: Parents park in the main car park and deliver children to the Prep School before 8.20am each day. Parents collect their children from the Prep 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 Prep 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 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 5.00pm. 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 teacher.

Late arrival: If a pupil is late, they must report to Reception and sign in. If a pupil arrives after 8.30 am the parent is responsible for taking the pupil into Reception and signing them in before taking them to the Prep School.

Lunchtime: The children are taken across to the Dining Hall by a member of staff who will supervise them. The Prep 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 Prep School, this means an overnight stay. These are compulsory for all pupils

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

21. Medical Regulations

Detailed information on school medical policies can be found on the web site.

Registration - Boarding pupils are registered at the medical practice of Drs Broom, Ward, Shelley and Maxwell-Jones 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'.

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 by boarders 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 will be 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 Prep 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.

For more information on this please see the School web site

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.

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 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

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

- Social Events
- Fund Raising
- Lobbying

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

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.

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.

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 is included within 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 a compulsory school event

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 Reddie's Grave

Christmas Carol Service

We have three Carol Services on the last two days of the Autumn Term. Our Prep 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 term. The main Prep 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 concerts which involve pupils from all areas of the school. The Prep 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. Prep School parents have two parents meet the teacher occasions in the autumn and spring terms.

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.

Harvest Supper

This is held at the end of September on a Friday evening after school. It is an APA run event that aims to get new parents involved and meeting with long standing parents of Abbotsholme School. There is usually food and drinks as well as some entertainment and an auction.

Open Days

Open Days are held throughout the academic year in September, November, March, May and June. Prefects are expected to help out at Saturday Open Events in September and March as part of their Prefect duties. We try to encourage pupils to help out where possible with support at certain activities or with guiding. Your help in encouraging your child to participate is gratefully received.

24. Complaints Procedure for Parents **(full procedure available on the website)**

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.

25. Abbotsholme Home-School Agreement

The Parents

I/We will support the school in its efforts to uphold the Behavioural Charter and the delivery of the Academic curriculum as well as School Policies and school rules. I/We will encourage my child to participate in a range of school opportunities, events, activities and trips which constitute the unique education provided at Abbotsholme.

Signed:

Date:

Signed:

Date:

The Pupil

I will abide by the principles of the Behavioural Charter and the school rules, work hard in all that I do, and involve myself fully in the opportunities and activities which Abbotsholme School provides.

Signed:

Date:

The School

We will care for your child's safety and happiness and help them to fulfil their individual potential. We will hold high curriculum (academic and co-curricular) expectations for your child, uphold the aims of the Abbotsholme Academic Charter, and ensure that your child is supported in everything that he or she does through the key values of honesty, humility, integrity, respect and courage.

Signed:



Date: 1st September 2015