

Eversfield Preparatory School



PARENT HANDBOOK 2023 - 2024

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Although we endeavour to make sure the information and details included in this handbook and the phase Welcome Booklets are correct, they do not form any part of the agreement between parents and Eversfield Preparatory School. If you need assurance about any aspect of the education at Eversfield Preparatory School, please discuss the matter with a member of the Leadership Team who will be able to direct you to the correct person.

WELCOME FROM THE HEADMASTER

July 2023

Dear Parents,

The security, happiness and educational development of our pupils are of paramount importance. Consequently, choosing the right school is a crucial decision.

Here at Eversfield Preparatory School we recognise that all children have talents and skills in different areas, academic, sporting, musical, artistic, personality and so I could continue. We aim to give as many opportunities as we can in order that all these varying qualities are developed and nurtured to allow our pupils to achieve the best they possibly can. There is no plateau of 'potential' in a child; once they achieve one level, they can go in pursuit of another.

In this respect we aim to provide an education that caters for the different needs of each child. This means tailoring our teaching and learning programmes so that we extend and stretch the needs of the more able, promote the learning of the able and support and guide the less able.

Through continual assessment and a caring approach in our small classes we recognise the capabilities and performance abilities of every child and ensure that work is set to stretch and challenge them in a supportive environment. Children who are achieving at high attainment levels are extended to deepen their understanding, often in a more applied approach or through working on concepts or material at a level above those expected for children of their age. In this way we give them opportunities to expand their faculties and reach targets they are capable of without imposing artificial ceilings.

Our strong track record of preparing pupils for external examinations is evident in the excellent results and impressive number of scholarships awarded, reflecting the high standards which are regularly attained.

Likewise our pupils stand out in a crowd because they have manners, confidence and a presence developed from an expectation to respect each other, aim for success and contribute positively to the world we live in.

Eversfield offers your child the opportunities to achieve, be an individual and experience success by building solid foundations for the future.

I am delighted that you have made the decision for your son/daughter to come to Eversfield and look forward to a long and happy partnership during his/her time at the school.

I would love to have been a pupil here.

R A Yates
Headmaster

PART 1: INTRODUCTION AND ADMINISTRATIVE INFORMATION

MISSION

Eversfield offers an outstanding, broad education within a safe, caring, happy, family atmosphere where the talents of every child are valued and nurtured. We achieve excellent results in a school where the Christian principles of mutual care, respect and encouragement underpin everything that we do.

AIMS

- To promote high moral standards through clear and relevant Christian teaching.
- To provide a wide breadth of experiences and opportunities for all our pupils to discover and develop their individual talents.
- To support our pupils in becoming valued members of society so that they may develop self-confidence, ask questions, seek new experiences, not be afraid to make mistakes, express themselves confidently and modestly and develop team and leadership skills.
- To provide a safe, supportive, healthy educational environment, with buildings, facilities and staff that enable our pupils to learn and develop.
- To ensure that our pupils receive excellent pastoral care.

THE SCHOOL'S COMMITMENT

In order to fulfil its aims, Eversfield Preparatory School undertakes to:

- Regularly review and update the curriculum and schemes of work, adopting all that is good and appropriate from the National Curriculum, but retaining independence and flexibility.
- Regularly review and update all academic procedures such as assessing, reporting and recording, in order to support pupils' learning.
- Give clear information on the aims and objectives of the curriculum and school procedures.
- Establish policies, procedures, routines and guidance as necessary, to create a detailed framework for the welfare and development of all children and share this information with parents as appropriate.
- Provide a wide range of subjects and activities both within and outside the curriculum.
- Provide a balanced curriculum for all children.
- Maintain small class sizes.
- Maintain a high staff to pupil ratio.
- Provide pastoral continuity from one year to the next whilst encouraging a developing maturity and independence.
- Appoint qualified and talented teachers.
- Develop long term whole school curriculum plans, schemes of work and medium term plans with staff.
- Ensure all staff continue their professional development.
- Communicate effectively with parents to establish an educational partnership between home and school, ensuring the success of each child and their education.
- Respect all information given in confidence.
- Respond to queries and concerns promptly and positively.
- Respond to all offers of support as far as possible and as appropriate.
- Keep buildings, facilities and resources in good repair and update or replace equipment as appropriate.
- Maintain an effective structure of management and governance.

PARENTS' COMMITMENT

At Eversfield, we understand and appreciate that children grow and develop into confident young people when home and school work in partnership. We expect all parents to work with us to:

- Ensure that their child comes to school each day during term time.
- Ensure their child's education is not interrupted by taking holidays during term time.
- Help maintain high standards of behaviour, good manners and respect for others and the community in which we live.
- Help maintain high standards of presentation, both in academic work and appearance.
- Ensure that their child arrives punctually and is prepared for school in the morning, with the correct school uniform and equipment (including PE kit).
- Support the school by monitoring homework, assessment/examination preparation and revision and agree to the school's homework/prep policy.
- Encourage their child to become involved in extra-curricular activities, developing a sense of community spirit.
- Support the school's extra-curricular activities, such as concerts, sporting activities, musical productions etc.
- Be involved in their child's learning and progress in a wide variety of ways, including attending parents meetings whenever possible.
- Keep us informed of issues relating to their child that may affect the way they behave or react at school.
- Respond to communications sent home from school.
- Inform the school of reasons for their child's absence.
- Keep the school informed with up to date contact details and telephone numbers.
- Welcome staff at home-visiting times, such as before starting in Kindergarten.
- Endeavour to support the school and the ESA (Eversfield School Association) whenever possible, by helping at or attending functions.

We hope your child will be very happy at Eversfield Preparatory School; the well-being of the pupils is extremely important to us. Please let us know if you think anything is concerning them, however trivial it may seem and whether the source is at school or at home. We will then be able to work with you to give the right kind of support and encouragement.

It is important to let us know of any changes, large or small, in family circumstances, for instance: illness or bereavement; separation, divorce or remarriage; births or moving house. Do also let us know about things which might not seem worth mentioning, but which might still be unsettling – a pet's illness, your change of job.

If you or your child is worried, please talk to us as early as possible. All staff at the school are very experienced in helping young children, and will, of course, discuss fully with you the best course of action to take. We may wish to encourage your child to deal with the situation independently or with quiet support from the form/class teacher or someone else.

We regard the privacy of the pupils and their parents as extremely important. All information you give us is treated sensitively and we will discuss with you how widely to circulate it. We never release the addresses and telephone numbers of parents or staff without prior permission.

THE LEADERSHIP TEAM

The following staff hold senior positions within the school Leadership Team:

Mr R A Yates
Headmaster

Mrs H L Phillips
**Deputy Head/
Lower School
Phase Leader**

Mr P L Robbins
**Director of
Assessment,
Recording &
Reporting**

Mrs S L Sliney
**Director of
Pastoral Care/
Designated
Safeguarding
Lead**

Mr M F Sliney
**Director of
Communication
& Co-Curricular
Activities/
Upper School
Phase Leader**

Miss H L Murphy
**Director of
Teaching &
Learning/
Middle School
Phase Leader**

Mrs C M Field
**Learning
Support
Coordinator**

GOVERNORS AND STAFF

The Governing Body and each of its two committees, the Education and Personnel Committee and the Commercial Committee meet once a term. The Headmaster attends all meetings:

Dr Timothy Brain (Chairman)
Mr Gary Marsh (Deputy Chairman)
Miss Deborah McMillan
Mr Anthony Perry
Mr John Shaw
Mr Richard Thomson
Mrs Jane Scott

Parents who wish to contact the Chair of Governors may do so through the Clerk to the Governors (Mrs Jemma Webb), who is also the Headmaster's PA.

If you would like to write to the Chair of Governors, please use the following address:

Dr Timothy Brain
c/o Eversfield Preparatory School
647 Warwick Road
Solihull
West Midlands B91 1AT

An up to date staff list is issued to all parents at the beginning of each year. It is available at other times during the year by request.

STRUCTURE OF THE SCHOOL

LOWER SCHOOL (Early Years):

Kindergarten (rising 3 year olds)
Nursery (3-4 year olds)

Reception (4-5 year olds)

MIDDLE SCHOOL:

Form 1 (5-6 year olds)

Form 2 (6-7 year olds)

Form 3 (7-8 year olds)

UPPER SCHOOL:

Form 4 (8-9 year olds)

Form 5 (9-10 year olds)

Form 6 (10-11 year olds)

CONTACTING THE SCHOOL

The school is always happy to discuss any issues with you, no matter how small.

Parents may either approach staff informally (particularly with small issues regarding day to day business) or make an appointment to see a member of staff via the School Office.

Who to contact

In the first instance, Academic/Pastoral issues relating to pupils in Lower School are normally dealt with by your child's class teacher or the Deputy Head, Mrs Phillips.

Academic/Pastoral issues relating to pupils in Middle School are normally dealt with by your child's class teacher or the Phase Leader, Miss Murphy.

Academic issues in Upper School should be discussed with the subject teacher or Subject Leader.

Pastoral issues in Upper School should be discussed with your child's form teacher or the Phase Leader, Mr Sliney.

The Director of Pastoral Care, Mrs Sliney will be involved in all cases of pastoral care and can be contacted if an issue is not solved through initial contacts.

The Deputy Head, Mrs Phillips will oversee all academics and can be contacted if an issue is not solved through initial contacts.

Issues relating to Special Educational Needs and Disabilities can be discussed with the school's Learning Support Coordinator (SENCo), Mrs Field.

Information relating to future schools should be discussed with either Mrs Phillips or Mr Yates.

The Headmaster is, of course, available to parents to discuss any issues or concerns which are deemed appropriate. Appointments to see the Headmaster should be made through the Headmaster's PA, Mrs Webb.

CONTACT NUMBERS

The School Office:

0121 705 0354

From 08.00 to 17.45, this line is answered by one of the office staff. Between 17.45 and 08.00, this line becomes an answerphone. This number can therefore be used to leave a message (if for example your child is unwell and unable to attend school).

Email contact: office@eversfield.co.uk

Website address: www.eversfield.co.uk

Twitter: @eversfield647

Facebook: @EversfieldPrep

Please note that all teaching staff have their own email address and can be contacted using their school address. The address comprises the first initial of their Christian name, followed by their surname@eversfield.co.uk

E.g.: Mrs H Phillips hphillips@eversfield.co.uk

The Headmaster may be contacted on headmaster@eversfield.co.uk

The School is a registered charity. Registered charity no: 528966

ABSENCE AND ILLNESS

Parents should avoid taking their child out of school during term time and ensure they attend school regularly and punctually.

Requests for pupils to be absent from school should be made in advance by completing an Absence Request Form. This form is available from the School Office, or downloadable from the parents' section of the school website. Please remember that absence from school during term time is disruptive to both your child and the activities within the school. Holidays during term times are actively discouraged and will not be authorised.

On the first day of absence from school due to illness a message should be left on the school's answerphone (0121 705 0354 – between 17.45 and 08.00), or emailed to office@eversfield.co.uk. All unauthorised absences are followed up on the day of absence unless a message has been received.

If your child becomes unwell at school, you will receive a telephone call from either a member of staff, the School Nurse or a member of the School Office. Please note that all pupils who are collected during the school day should be collected from the School Office.

Periods of Exclusion

Vomiting/diarrhoea	Children should be clear of vomiting/ diarrhoea for AT LEAST 48 hours before returning to school
Chickenpox	From 5 days of the onset of the rash AND until all vesicles have crusted over
Shingles	Until the rash is dry and crusted over
Measles	As soon as measles is suspected and until 5 days after the onset of the rash
Mumps	Until at least 5 days after the glands have swollen
Rubella (German measles)	As soon as symptoms develop and until 6 days after the onset of the rash
Scarlet Fever	Must have had 24 hours antibiotic treatment and felt well enough to return to school
Whooping cough	Must have had 48 hours antibiotic treatment and feel well enough to return OR after 21 days with no antibiotic treatment

Other illnesses	Until pronounced by a Medical Practitioner to be free from infection
Covid-19	Follow latest government guidelines

All pupils must be well enough to be in school and ready to take part in Games/PE/Swimming before they are brought back following an illness.

MEDICAL INFORMATION

At all times there is medical cover on site at the school. The school has an on-site nurse from 08.30 – 16.30. The School Nurse is supported by Mr Tony Phillips, who is a qualified First Aider at Work and by a team of Appointed Persons (staff in different departments of the school). Some staff also hold special paediatric first aid certificates. All children are expected to be registered with their own doctor and dentist.

In cases of an emergency, the school will always attempt to contact the parents first, but if the case is urgent enough and necessitates emergency medical attention then an ambulance will be called.

Upon entry to the school all parents are required to complete a form containing medical information for their child. Do please keep the School Nurse and the School Office aware of any changes in your child's medical condition.

Bumps and Scrapes

From time to time, children do receive bumps and scrapes when they are running around at playtime and many of these are dealt with by a member of staff. Any injury that requires more attention is dealt with by the School Nurse, or the Appointed Person, who can administer the necessary treatment. All accidents that require treatment will be recorded and a note sent home to parents with details. The School Nurse or a member of staff will inform you immediately if any injury requires further treatment.

Auto-injectors

If your child has an allergy that may require the use of an auto-injector i.e. EpiPen, then a Medical Care Plan will be drawn up detailing the child's allergy and treatment required. A consent form will be signed so that in the case of an emergency, a member of staff is able to administer the child's auto-injector as well as an emergency one held in school if required. If an auto-injector is administered, staff will automatically dial 999 as a precaution. Should a child leave the premises on a school trip/sports fixture, the child's auto-injector will be packed in a first aid bag and taken off site by the member of staff responsible for the trip. All auto-injectors are kept in relevant departments and are accessible to all members of staff.

Asthma

If your child suffers from asthma, an Asthma Form must be completed. All inhalers and spacers are kept in relevant departments and are accessible to all members of staff. Some pupils in Upper School are allowed to carry their own inhaler, should this be recommended by your child's GP. A consent form is signed for a child to be able to receive an emergency inhaler if required.

MEDICINE

If medicine needs to be brought to school in order to complete a course of treatment it is important that:

- A parent or accompanying adult hands over the medicine to a class teacher or Teaching Assistant (if your child is in Lower or Middle School), or in Upper School, the School Nurse or the Office.

- Full written instructions accompany the medication, giving the name of medicine, time of administration and dosage. A parent/guardian's signature must also be given.
- Should the medication be in liquid form, a 5ml spoon is provided.
- The name of the pharmacist and child should be visible on the container.

HOT WEATHER

We recognise that children have delicate skin which can be easily damaged by the sun's UV rays and will take steps to ensure pupils are protected from the harmful effects of the sun as much as possible. As a school we will aim to raise awareness of the damage the sun can cause, as well as take active measures to reduce the risk to children in our care.

Before pupils come to school, parents are advised to apply an all day sun cream to their child's skin as staff are no longer able to apply sun cream to pupils' skin. We also ask that pupils come to school with their school cap and a named water bottle.

SNOW

In the event of snow, it is unlikely that the school will close. If schools in Solihull Borough are closed it does not automatically mean that Eversfield will be closed. Parents should always check on the website and Twitter. If the school does close in the event of snow, a Parentmail message will be sent to all parents who have registered their mobile phone number on Parentmail.

ADMISSIONS

A copy of the Admissions Policy is available on the School's website. It is available as a hard copy by request.

PARENT/SCHOOL CONTRACT

The Governors at Eversfield Preparatory School believe that it is in the best interests of both the school and parents for there to be a formal legal contract. All parents are therefore required to sign the school contract, a copy of which will be given with acknowledgement from the Registrar.

SCHOOL CODE

Eversfield Preparatory School places high importance on creating a happy school where there is a strong community and shared values between staff, pupils and parents.

The school promotes high moral standards and responsible attitudes based on clear and relevant Christian teaching. We want the pupils to always feel happy and secure and to develop their self-confidence. In return a high standard of self-discipline and good behaviour is required from all pupils.

They are expected to take responsibility for their own actions and to observe our school code:

Compassion
Aspiration
Respect
Endeavour

School is a partnership between home and school. The school code, our school rules and Parent/School contract are designed to enable this partnership to work smoothly for the benefit of the pupils and the whole community.

A copy of the School Code and School Rules is given to parents when they accept a place at the school for their child. (See **Appendix A**).

PROCEDURE FOR WITHDRAWAL

The process for withdrawal is outlined in the Admissions Policy (see Admissions). Formal requests for withdrawal must be made a whole term in advance to avoid paying a term's fees in lieu.

SCHOOL FEES

As far as possible, the fees are inclusive. They include exercise and text books, library books and lunches. Any books/equipment belonging to the school which are lost or damaged are charged for. The only additional charges are for school outings, workshops and optional extras (e.g. class/team photos, after school/some lunchtime clubs, external music examinations etc.).

The majority of charges to parents are made in advance. For example:

- Charges for after school clubs/chargeable lunchtime clubs will be added to your termly invoice and are payable on the first day of term.
- School outings.
- Individual external music examinations.

A small number of charges are added to your termly account and are paid for in arrears. These include:

- Prep (Upper School) and Early/Late Supervision (Nursery – Form 3)
- School workshops

Charges for peripatetic music lessons will be made directly to the teacher involved. The school will not be involved with billing for these music lessons.

All pupils are automatically covered by a Personal Accident Insurance Scheme at no additional charge. This insurance provides substantial benefit in the event of accident and pupils are covered at all times, both at home and school. A leaflet giving further details may be obtained from the School Office.

School fees are payable by the first day of each term. An administration fee may be charged on accounts not settled by the first day of term. The school has a policy of passing seriously overdue accounts out to external solicitors for collection, which results in additional costs in the form of fees and interest calculated in accordance with the County Courts Act 1984.

Fees are reviewed by the Governors annually. An up to date list of school fees may be obtained from the School Office at any time – or downloaded from the school's website.

SCHOOL LUNCHES

The school catering is provided by Accent, who provide a set meal every day of the school term. A weekly menu is placed in different areas of the school, and also in the Parent section of the school website, so that parents and pupils can see what is on the menu each day. A vegetarian option is always available.

All pupils are expected to eat the school lunch and there is no provision for children to bring their own packed lunch. For the pupils in Forms 2 to 6 there is always a hot and a cold option for lunch.

The school is able to cater for children with special/medical dietary requirements.

SCHOOL CALENDAR

This is an important source of information regarding the day to day activities of the school. Many activities take place in the evenings, such as Parent/Teacher Meetings, Concerts and School Productions, etc.

The school calendar is available on the school's website and a weekly newsletter is sent via email.

SCHOOL POLICIES

The school has a number of policies in place. Statutory policies are downloadable from the school's website. Hard copies and other policies are available upon request.

SCHOOL PLANNER/SEESAW

From Reception upwards, all pupils receive a school planner, which is used for your child to record his/her reading/homework/prep on a daily basis, it contains important information about the school and different routines. Seesaw is also used to set most homework/prep; we encourage you to check your child's class Seesaw regularly via the app.

The planner is a means of communication between your child, the form/class teacher, other teachers and you, as parents. In Reception – Form 4, it should be viewed daily by a parent and class teacher/teaching assistant and in Upper School, it should be signed weekly by the form teacher and a parent.

The planner can be used to send simple messages to and from school (e.g. if you would like your child to stay to late supervision/prep one evening, or inform us that your child is to be collected by another parent/person, etc). You can also use Seesaw as a means of communicating with your child's teacher.

PART 2: ACADEMIC INFORMATION

TEACHING AND LEARNING

Teaching and learning are central to the purpose of our school. It is the means through which we offer a curriculum which is broad based and balanced. It is based to a large extent on the National Curriculum but also the requirements of a broad education available for children in an independent school. The focus of this teaching and learning has the emphasis on learning outcomes as the real measure of effective teaching.

Teaching and learning lay the foundations for the whole curriculum, both formal and informal. At Eversfield Preparatory School, we are committed to using the best practices and tools for the education and the development of learning and lifestyle skills of our pupils. The school has a Teaching, Learning and Feedback Policy which is a statement to which we aspire for ourselves as educators in delivering a rich, varied and challenging curriculum.

The quality of teaching and learning throughout the school is closely monitored by the Headmaster, Deputy Head and Director of Teaching & Learning along with other members of the Leadership Team. Lesson observations, monitoring of work, departmental evaluations and staff appraisals all provide evidence for judging the quality of Teaching and Learning.

A copy of the school's Teaching, Learning and Feedback Policy is available upon request.

THE CURRICULUM

The Kindergarten, Nursery and Reception classes follow the EYFS (Early Years Foundation Stage) statutory framework, working within seven areas of learning:

Prime Areas of Learning & Development:

Personal, Social and Emotional Development;

Physical Development;

Communication and Language.

Specific Areas of Learning & Development:

Literacy;

Mathematics;

Understanding the World;

Expressive Arts and Design.

The pupils in the Early Years have specialist lessons in music, swimming and dance. The pupils in Reception are also introduced to modern foreign languages.

In Middle School (Forms 1, 2 and 3) pupils cover the following areas of the curriculum: mathematics, English, science, history, geography, RE, personal, social and health education (PSHE), philosophy, music, art and design, PE, modern foreign languages (MFL) and digital literacy. Some of these lessons are taught by specialist teachers.

In Upper School (Form 4, 5 and 6) the following subjects are taught:

- Mathematics, English
- Science
- Humanities: history, geography, religion & philosophy (R&P)
- Languages: modern foreign languages, Latin (Forms 5&6 only)
- Creative: digital literacy, music, art and design
- Personal, social and health education (PSHE)

- Physical: Games, PE (including swimming)

Parents can access the Curriculum Design, which sets out all the topics to be taught to all year groups over the year by logging into the Current Parents section of the website. This document is subject to change.

A copy of the school's Curriculum Policy is available upon request.

LEARNING SUPPORT

Eversfield Preparatory School refers to the SEN Code of Practice. Any pupil displaying significant learning difficulties or giving cause for concern is referred to the Learning Support Co-ordinator who then collates all relevant information, carries out an assessment where appropriate and works with the form/class teachers to plan the additional support needed.

Where a child is identified as having an additional learning need the Learning Support Department is able to offer support to pupils in the following ways:

- Strategies and guidance for teachers.
- Focused support for groups and individuals.
- Short term, focused intervention groups.
- Social groups.
- Speech and Language support.

Where a child requires an individualised programme of support in the form of adjustments to the learning environment or individual support, this additional provision is documented on an Individual Education Plan (IEP) which may record some additional targets. This is reviewed termly with parents. The child is recorded on the school's Additional Needs List at the stage of SEN support.

Normally, pupils who are supported with an IEP are:

- Children who have specific learning difficulties e.g. dyslexia.
- Children who have considerable general learning difficulties and are not making expected progress.
- Children who have an identified speech and language and/or ASD difficulty.
- Children with social/emotional health difficulties.
- Children who have a physical difficulty.
- Children with major gaps in their knowledge/skills.

Where a pupil continues to display difficulties, despite the interventions and provision put in place, the Learning Support Co-ordinator may recommend the involvement of other specialist professionals.

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

As stated in the Admissions Policy, children who do not have English as their first language are welcome at Eversfield. The School identifies pupils with EAL on the school's Additional Needs List. In Early Years pupils new to English are normally catered for within the normal classroom environment. This is also the case in Middle School and Upper School, although pupils may be offered extra tuition to support their learning and understanding of English.

PREP (HOMEWORK)

We believe that prep plays an important part in the development of each child's learning and consequently, use prep:

- To consolidate, reinforce and extend knowledge and skills developed within the classroom;
- To prepare for upcoming lessons and topics;
- To encourage pupils to develop the confidence, skills and motivation to study independently;
- To help parents to feel involved in their child's learning.

Prep is set throughout the school. In Kindergarten we send home a 'finding out bag' each week with a letter inside, asking for the children to find something (various items each week) from home to bring into school. Pupils will also bring home a library book for you to read and discuss with them.

In Nursery, your child will choose library books each week to bring home to share with you. Pupils also bring home some small activities, such as name cards to help them recognise and write their names, or activities to support the phonics teaching in class, such as finding suitable items to contribute towards the Sound Table.

In Reception, reading is a daily activity at school and at home. This should not take more than five or ten minutes. Sometimes an activity may be sent home. As the pupils in Reception progress they may borrow a school library book.

In Forms 1 and 2, reading is still the regular daily activity, with spellings and an alternative mathematics/English (from January for Form 1) included in the weekly schedule.

In Forms 3 and 4, pupils are set a 30 minute prep twice a week. They are also expected to spend time each day learning their weekly spellings and tables, as well as read for approximately 30 minutes.

In Form 5, pupils are set one 30 minute prep per night plus reading, spellings and mental arithmetic activities. In the first half of the Michaelmas term in Form 6 English and Mathematics prep is increased to 1 hour, twice a week. Additional activities in Verbal/Non Verbal Reasoning are also set once a week. This will continue until the entrance examinations, after which prep in other non-core subjects is reintroduced, together with shorter ½ hour preps in Mathematics and English.

Pupils should be encouraged to complete their prep unaided, without parental support.

Where there are genuine problems concerning prep, parents are asked to jot a note in their child's planner, which can then be shown to the form/subject teacher. Bigger issues relating to prep should initially be raised with your child's form/class teacher.

ASSESSMENTS

Teacher-based assessment in all subjects is continuous and takes place daily. Formal assessments also take place - some of which are used for internal purposes and others which are fed back to parents. Assessments across subjects enable staff to look at the performance of a year group, as well as individual pupil's achievement.

MARKING AND FEEDBACK

Pupils' work is regularly marked by staff. Marking and feedback are considered extremely important at Eversfield as they:

- Help teachers to monitor pupils' progress and to diagnose what has not been understood.
- Provide helpful feedback to pupils so that:
 - their needs are identified and we can discuss with them what they find difficult;
 - their achievements are recognised thus giving encouragement and building confidence;

- their areas of weakness are highlighted and strategies put in place to help them improve.
- Assist in forward planning.

The school has marking and feedback guidance within the Teaching, Learning & Feedback Policy to ensure consistency in supporting pupil assessment.

Frequent verbal encouragement and praise are just as important as the more formal methods of marking used throughout the school. Pupils are also rewarded for the work in different ways across the School:

- comments on their work.
- stamps and stickers.
- smiley faces.
- ticks (and crosses).
- pluses for good effort and/or achievement.
- certificates.
- merit badges.
- marks for appropriate exercises.

Throughout the school, pieces of work of an exceptional standard may be recommended to the Headmaster for a Special Headmaster's Commendation.

REPORTING TO PARENTS

Reporting to parents includes both formal written reports as well as parent/teacher consultations. Parents are given ample opportunity to discuss their child's progress, right through the school.

Written Reports

Individual Attitude to Learning grades are issued every half term from Form 1 – Form 6.

The following grades are used:

- AI – active participation in lessons, working with independent motivation
- EI – needs encouragement to participate, working with independent motivation
- AM – active participation in lessons, needs motivation with working
- EM – needs encouragement to participate in lessons, needs motivation with working

Written reports for Kindergarten to Form 6 are issued at the end of the Summer term.

Pupils should be able to take encouragement from the positive comments and achievements made in their report as well as being clear about any targets for improvement.

Parent/Teacher Meetings

These take place at strategic points in each academic year. Parents have the opportunity to meet with their child's class teacher (Kindergarten – Form 4) twice each year. From Form 5 upwards, parents are able to meet all staff (including all subject specialists) who teach their child. Two parent/teacher consultations take place each year.

Parents are notified well in advance of parent/teacher meetings and are always encouraged to use this opportunity to meet and talk to staff.

The Headmaster and Deputy Head are always available to talk to parents at parent/teacher meetings.

In addition to parent/teacher meetings, induction meetings are held towards the end of the Summer term. These meetings enable parents to meet with their child's new form/class teacher and learn

about changes that take place as their child progresses through the school to the next year group. Parents are given a Welcome Booklet at these meetings which help to provide important and relevant information about the year ahead.

Parents are positively encouraged to make appointments to see any of their child's teachers to talk through any problems or concerns relating to their child as soon as they arise.

FUTURE SCHOOLS

Parents are encouraged to discuss the all-important choice of secondary school with the Headmaster or Deputy Head at any time during their child's career at the school.

Guidance and advice can be offered on an individual basis, or in groups, to ensure that parents and pupils are suitably directed. Both the Subject Leaders in English and Mathematics will be happy to discuss your child's attainment and ability with you in order to help make informed and sensible decisions about possible options at secondary level.

At the beginning of the Lent term, the school holds a Secondary Schools Choices evening. Representatives from the wide variety of secondary schools that our pupils feed into are invited to Eversfield to meet parents and discuss the many different qualities that their school has on offer. Parents and pupils from Form 4 upwards are invited to this event.

Several pupils from Eversfield leave to take up scholarship awards (art, music, choral, sport and academic) at their new schools. Advice about the necessary standard expected for scholarship awards can be obtained from the Headmaster or Deputy Head, who will redirect any enquiries as appropriate (for example Music Scholarship information will be redirected to the Director of Music).

Parents of pupils in Form 5 are invited to an evening about future schools in the Michaelmas term. The purpose of this meeting is to outline entry criteria and the application process for LEA, Grammar and Independent schools.

MUSIC

Pupils in Form 1 are invited to participate in the Little Fingers Project, a fun-based introduction to the piano. At the beginning of Form 2, pupils are given the opportunity to begin singing or instrumental lessons across a broad range of traditional and contemporary instruments. All pupils are invited to trial and the team of visiting peripatetic music staff assist in identifying pupils showing aptitude for a particular instrument which is then offered to parents. The school has a strong team of peripatetic teachers who visit the school to teach pupils on a weekly basis.

Parents of pupils who have singing or instrumental lessons are invited to observe a lesson during Lent term and a termly review is sent home at the end of Michaelmas and Summer term.

Each year the school enters pupils for external music examinations with recognised examining boards including ABRSM, Trinity Guildhall and London College. The school acts as a centre for ABRSM and Trinity Guildhall and pupils are able to take their examination at Eversfield during the school day if there are enough to qualify for a private examiner visit. The cost of taking external music examinations is paid for in advance. Results are issued to pupils individually and then published on the school's website.

A variety of choral and instrumental ensembles run throughout the school week, either before or after school, or at lunchtime. The Music department joins with other departments in the school to produce several musical productions each year. Large and small scale concerts take place on a regular basis.

The Director of Music will be happy to speak to any parents about the musical opportunities available for their child within the school.

SPORT

Sport at Eversfield is strong. Pupils are encouraged to work as team players as well as achieve individual targets and goals.

All pupils are expected to participate fully in the school's Games programme. Games lessons take place on every afternoon:

Monday	Forms 5&6	Thursday	Forms 3&4
Tuesday	Form 4	Friday	Forms 1&2
Wednesday	Forms 5&6		

The Physical Activities programme for children in Kindergarten, Nursery and Reception is integrated into their weekly timetable and delivered by the class teacher, specialist dance/yoga/tennis teacher, or specialist swimming teacher.

The school enjoys a host of fixtures for all teams against a number of local schools. A full list of sporting activities is found in the calendar each term and published on the school's website.

We are keen to welcome support from parents for matches both home and away ... and match teas are always available afterwards!

Traditional sporting seasons are:

Michaelmas Term	Rugby / Hockey
Lent Term	Football / Netball
Summer Term	Cricket / Athletics

All pupils in the school will have a weekly swimming lesson, as part of the PE curriculum, for at least 3 half terms at varying times throughout the school year.

Sports kit is sent home regularly for washing. Swimming kit is always sent home on the day of the swimming lesson and should be returned to school on the next day that your child is expecting to swim.

HOME AND AWAY MATCHES

Selection of teams

This is carried out by the member of staff who runs the team. Once teams are chosen, a team sheet is displayed on the school notice board. Most pupils are excited at the prospect of representing the school and feel proud and honoured to have been chosen. Nevertheless, it is important to stress that being chosen for the school team is a school commitment from which pupils are released neither lightly nor at short notice. Once a pupil has been chosen to represent the school in a team, parents are sent a ParentMail containing all of the match information.

In the event of a fixture being cancelled a text or ParentMail will be sent to all parents who have registered no later than 13.30 on the day the match is due to take place. Please ensure that your mobile number is entered on your account and kept up to date.

Kit

All pupils who play in matches for the school are expected to wear clean kit. Prior to a match, kit is normally sent home for washing. Any pupil who appears in dirty kit on the day of the match may be prevented from representing the school and withdrawn from the team.

Travel arrangements

Pupils normally travel to away matches in the school minibus. Occasionally staff vehicles are used to transport children; pupils' records are always checked to ensure prior permission has been given. Supporting parents make their own way to the game. At the end of an away match, supporting parents may take their child straight home from the away venue.

The school does not request permission to take pupils off site for Games lessons/matches that are 'at home' at a local sports venue e.g.: Moseley Cricket Club or West Warwickshire Hockey Club etc.

Sports Colours

Any teacher of a specific sport may suggest to the Director of Sport that they believe a particular child has earned their Full Colours. School Colours are only awarded to pupils in Form 6 who satisfy the criteria for Full School Colours. School Sports Colours are awarded by the Headmaster in an assembly at the end of a term.

Pupils who are considered for their Sports Colours are expected to:

- Maintain a good standard of behaviour and cooperation on and off the pitch.
- Work hard as team members.
- Support others in his/her team.
- Show particular sporting talent.

DIGITAL LITERACY (COMPUTING)

All children from Form 1 upwards have access to the school's computer network. From Form 1 each child is issued with a username and password. Pupils are able to log on to the network and access files in their permitted directories.

As well as a computing suite, the school has banks of iPads which are used throughout the school, from Early Years to Form 6.

Once pupils have become proficient in using the network, they are introduced to the internet and email. Before any child is able to use the internet, his/her attention will be drawn to the Rules for Responsible Internet Use. Copies of this are displayed in the school's main Digital Literacy teaching area and in all the classrooms. All pupils throughout the school are taught about staying safe online (e-safety) within the Digital Literacy curriculum. The teacher responsible for the delivery of the Digital Literacy curriculum in each year group will regularly remind pupils about appropriate internet and email rules. The information contained in the school's Rules for Responsible Internet Use and the school's e-Safety Policy explains how the school has put in place safeguards to avoid the potential problems that unrestricted internet access can give rise to.

Pupils who do not follow the policy and/or the rules will be sanctioned in line with the school's behaviour policy and will be restricted in using the school's internet.

Copies of the school's e-Safety Policy and Rules for Responsible Internet Use are available upon request from the School Office.

PART 3: PASTORAL CARE AND WELFARE

CHRISTIAN ETHOS

Eversfield is a Christian School, however we welcome children from all denominations and faiths and respect the views and beliefs of all.

In time to come, pupils will make their own decision about questions of faith and belief, but in order to make an informed decision it is important for spiritual understanding to be nurtured through the early years. Whilst it is our desire that pupils will form sound Christian foundations which will ultimately provide a strong basis for their lives, we hope that all pupils will develop an understanding that a decent society exists on strong moral grounds.

All pupils are expected to participate in group worship and in addition, pupils are expected to play a full part in special school services which take place, including; a service to celebrate Harvest, the Christmas Carol Service and the service of Thanksgiving for the school.

PASTORAL CARE

From Kindergarten to Form 6, each class or form has a member of staff who is pastorally responsible for the pupils in that class/form. The form/class teacher is there to monitor the general well-being of your child, to promote a positive atmosphere within the form, and to deal with any organisational, emotional, educational or behavioural problems that may arise. If there is any problem that you wish to discuss about your son/daughter, the form/class teacher will normally be the first person to whom you turn.

When the children start in the Reception class, they are paired up with a 'buddy' in Form 6. The Form 6 pupil joins with their Reception buddy regularly, and spends time getting to know them, helping them in their work, hearing them read, or simply playing with them, or sharing in their outside playtime.

As well as the form/class teacher, there are many other members of the school community who are interested in your child's general welfare. All members of staff are ready to assist where needed. Perhaps most important, however, are the pupils themselves; they look after one another, and the older pupils are encouraged to offer help and let the staff know if they see a younger child who is troubled. We also have a Peer Mentor programme. Peer Mentors (from Form 5 and 6) are trained anti-bullying ambassadors who also assist with activities to promote general well-being.

Pupils are discussed regularly in staff meetings. This gives the opportunity for pastoral, as well as academic needs to be shared and discussed with staff.

HOUSE SYSTEM

On entering Reception, all children are assigned to a House. Houses help to create a structure for friendly and enthusiastic competition in a number of areas of school life. These include team games, athletics, swimming as well as events such as the House Music Competition.

There are two Houses – Angles and Saxons, each led by a Head of House.

Pluses are awarded for hard work, good work, effort, helpfulness and courtesy. These are credited to an individual but each individual's score contributes to the weekly, termly and yearly House totals.

In Reception, pupils gain pluses which add up to make Headmaster's commendations. Multiple Headmaster's commendations are rewarded with rainbow certificates and ultimately a rainbow badge.

In Form 1 to Form 6, pupils gain pluses which add up to make Headmaster's commendations. In Middle School, multiple Headmaster's commendations are rewarded with star badges. In Upper School, the rewards are bronze, silver, gold and platinum commendations. These special awards are given in a Headmaster's assembly.

Minuses are negative points which are given for disregarding instructions, breaking the class rules, disrespect towards people or property, persistent forgetfulness, etc. and are recorded on an individual minus card. If a child receives three minuses in a week, parents will be informed by the form teacher. Five minuses received in a week results in a detention which requires the child to lose up to 2 breaktimes in Middle School and up to 4 breaktimes in Upper School. If a child receives 2 detentions in one term, the Director of Pastoral Care will contact parents to discuss a suitable intervention aimed at altering the problem behaviour.

In both Middle and Upper School, the results of the House Competitions (sports, Inter-House matches, House Music, etc.), pluses and minuses are all combined and at the end of the academic year a final total is calculated. The winning House receives the House Shield at the Awards Ceremony.

SCHOOL OFFICIALS AND FORM 6 DUTIES

When the pupils reach Form 6, if they have proven to be sensible and responsible members of the school, then they may be selected for a senior post in their final year. All School Officials are expected to:

- Support the staff in maintaining standards throughout the school.
- Offer support to fellow pupils whenever required.
- Set good examples of behaviour, manners and appearance.

Head Prefects and House Captains are normally selected.

All pupils in Form 6 are given the opportunity to carry out weekly duties.

SCHOOL COUNCIL

The school has a School Council which acts as a 'voice' for pupils. Pupils elect form/class representatives who remain in office for an academic year. Form 6 School Officials also sit on the School Council. Approximately six meetings take place each academic year; one every half term.

BEHAVIOUR AND DISCIPLINE

The Headmaster, Leadership Team and teaching staff draw up and review periodically a positive and constructive set of school rules that:

- Promote self-discipline.
- Encourage good behaviour and respect for others, and prevent all forms of bullying among pupils.
- Ensure pupil's standards of behaviour are acceptable.

The school aims to follow a model for assertive discipline, believing that praise is the most effective way to reward effort and appropriate behaviour. The purpose of assertive discipline is to attain

consistency and let pupils see that all staff are equal and fair in their approach to behaviour management.

Each term, pupils agree class rules with their form/class teacher and are encouraged as a 'team' to work towards maintaining this agreement. Class points or table points may be awarded to encourage good behaviour. Accumulation of class points/stars is rewarded with Golden Time, which normally takes the form of additional playtime!

A copy of the Behaviour Policy is available from the School's website. It is available as a hard copy by request.

EXCLUSION

A copy of the Exclusion Policy is available from the School's website. It is available as a hard copy by request.

SUPPORT SYSTEMS

The school has a number of techniques for behaviour/academic management, but strategies tend to be devised individually where the need is apparent. These are managed by form/class teachers with the support of the Director of Pastoral Care, the Deputy Head and the Headmaster.

Involvement of Parents

Parents are involved in disciplinary matters as is most appropriate. Individual staff inform a member of the Leadership Team when parents are involved. Parents are also encouraged to support good behaviour and positive habits in their children through discussions with staff.

ANTI-BULLYING POLICY

Anti-social behaviour or bullying is totally unacceptable at Eversfield Preparatory School. The staff seek to provide a safe and secure learning environment and foster a sense of security in each child to develop his/her confidence and independence within a secure and supportive atmosphere.

The school has a policy on the promotion of good behaviour, and it is made clear that bullying of any kind is not acceptable. If, however, bullying does occur, then pupils are taught that they must tell an adult they trust and they must have confidence that the incident will be dealt with promptly and effectively. The school has a clear written policy to promote this belief, where both pupils and parents are fully aware that any bullying complaints will be dealt with firmly and fairly.

A copy of the Anti-Bullying Policy is available from the School's website. It is available as a hard copy by request.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

The school recognises its legal duty under section 175 Education Act 2002 and the 1989 Children Act to work with other agencies in safeguarding children and protecting them from 'significant harm'. Particular note is taken of the latest Child Protection and Safeguarding statutory advice found in Keeping Children Safe in Education (KCSIE, 2023 update). The staff seek to adopt an open and accepting attitude towards children and young people as part of their general responsibility for pastoral care. Staff hope that parents and children feel free to talk about any concerns or worries which may affect educational progress and that they see the school as a safe place if there are any difficulties at home. Pupils are taken seriously if they seek help from a member of staff.

Parents will normally be consulted and their consent obtained before any referral is made to an agency outside the school under LSCP (Local Safeguarding Children Partnership) procedures.

However, staff cannot guarantee to consult parents first, or to keep children's concerns confidential, if a referral must be made to the appropriate agencies in order to safeguard the child's welfare.

If staff have significant concerns about any child which may indicate physical abuse, emotional abuse, sexual abuse or neglect, they are required to discuss them with the agencies responsible for investigation and child protection.

Staff who observe injuries which appear to be non-accidental, or who are told anything significant by a child, must report their concerns to the designated safeguarding lead for child protection. School staff do not however, carry out investigations into whether children have been abused. That is a matter for specialist agencies.

Mrs Sarah Sliney, Director of Pastoral Care, is the Designated Safeguarding Lead for Child Protection. The Headmaster, Miss Karen Shipley and Mrs Deborah Mian (School Nurse) are Deputy Designated Safeguarding Leads.

Staff and Child Protection

Parents can feel confident that careful procedures are in place to ensure that all staff and volunteers are suitable to work with children. The school follows the ISI appointment procedure as laid out in the ISI regulatory requirements and the DfE publications *Keeping Children Safe in Education (2023)* and *Working Together to Safeguard Children (2018)*. This includes carrying out appropriate checks against all members of staff who may be employed by the school.

A copy of the Child Protection and Safeguarding Children policies are available from the School's website. The policies are available as a hard copy by request.

PART 4: ADDITIONAL INFORMATION

SCHOOL UNIFORM

All pupils are expected to be dressed in regulation school uniform as outlined in the School Uniform booklet (available on the parents' section of the School website).

School Uniform is available from:

Clive Mark
2286 Coventry Road
Sheldon
Birmingham
B26 3JR

Telephone: 0121 722 2286

Email: customerorders@clivemark.co.uk

Please check the website for up to date opening hours and ordering/ delivery information.

DRESS AND APPEARANCE

All pupils are expected to arrive at school and depart from school in school uniform unless permission has been granted not to.

Great emphasis is placed upon tidiness and neatness of pupils as part of their development: for example, all pupils should arrive at school with clean shoes and uniform, and shirts tucked into their skirt/trousers. Only small, plain stud earrings should be worn and no other fashion jewellery. Nail polish is not allowed.

Pupils are encouraged to take pride in their appearance. Neat, tidy hair, polished shoes, clean teeth and washed faces all give a lasting impression.

BEFORE AND AFTER SCHOOL CARE

Supervision for pupils is available from 08.00 onwards. Pupils in Lower School should be booked in for 'Early Birds' supervision, for which there is a nominal charge.

Pupils in Reception can enter the Early Years building via the North playground from 08.30. From 08.00 pupils in Middle School are supervised on the North playground and Upper School on the South playground until 08:40 when the pupils then go into their classroom. There is no charge for this.

The school has a staggered end to the school day.

Kindergarten & Nursery	end school at 15.30 and should be collected from the Nursery door
Reception	end school at 15.30 and are collected from the North playground
Forms 1-3	end school at 15.30 and are collected from the North & South playground
Forms 4-6	end school at 15.50 and are collected from the North playground

If parents wish their child to stay on the premises beyond the collection times outlined above, pupils must be booked into either:

- Late Supervision
- An after school club
- Prep

Requests for pupils to attend any of the above are usually made prior to the start of each term. Late supervision and prep can also be requested on an ad hoc basis. Due to catering requirements these requests must be received by 10.30 for your child to receive tea. All after school clubs/late supervision/prep are chargeable; the costs for this provision are obtainable from the Finance Office.

SCHOOL GATES AND ACCESS TO THE GROUNDS/DROP OFF AND COLLECTION

Morning drop off

Entrance to the school during the morning is via the back entrance to the school in Manor Road. Parents/children should not come down the drive until a member of staff is present at the gate as there is no access to the school site before 08.00.

All pupils should be left at the Drop-off Zone where they will be met and sent to the North/South playground. Pupils in Nursery and Kindergarten can be escorted to the field side Early Years building door.

End of day collection

All parents should access the site via the back entrance in Manor Road and wait at the specified collection points for their child's class.

The school gate

The Manor Road gate is locked during most of the day. This helps to reduce the risk of intruders and should be viewed as part of the school's overall risk management. The times the gate is opened and closed are as follows:

Manor Road gate

Gate Open

08:00

15:20

Gate Closed

08:45

21:45

Parents collecting children from Nursery at lunch time will have limited thumb print access. The gate at the end of the drive is a double gate. Parents should note that when both gates are open, this indicates that there is vehicle movement and should proceed with caution.

Collection/drop off at other times in the day

When the gate in Manor Road is locked access to/departure from the school is via the main entrance off Warwick Road. Please note that there is no parking at the front of the school, so parents need to park off-site and walk to the front of the school to gain access.

Pupils who leave school early, arrive late, are collected for appointments during the day, or are sent home poorly, should always be dropped off/collected from the School Office at the front of school.

CO-CURRICULAR ACTIVITIES

The school runs a full programme of co-curricular activities in which pupils are actively encouraged to participate.

Prior to the start of each term, parents receive information via the Engage portal regarding the clubs and activities available for the coming term. Most Reception clubs run from 15.30 – 16.00; Middle School clubs from 15.45 – 16.45 and Upper School clubs from 16.00 – 17.00.

TRIPS, MATCHES AND OUTINGS

Parental consent is requested for most events that take the pupils out of school (events held locally that are within walking distance such as visiting St Alphege for the Carol Service, visiting Christ Church for the Thanksgiving Service, local study work, attending local sports venues as part of the normal PE/Games lessons etc. do not require consent). Some trips are chargeable, particularly where there is a cost for admission to the event. Before a child is able to go on a trip, match or outing, a Trip Information form is issued via the Engage portal; payment should also be made online.

All trips are conducted with the utmost care for the safety of the children. Risk assessments are carried out on individual trips, including away sporting fixtures.

HEALTH AND SAFETY

The Estate Manager, Mr Tony Phillips, is the school's Health and Safety Officer and Fire Officer. The Health and Safety Committee meets every term to review all policies and procedures, including the results of any risk assessments undertaken as a result of any incident or accident. In addition, all staff are given the opportunity to contribute any concerns for Health and Safety matters.

Parents with a concern may write to the Estate Manager at any time. If the matter is urgent it will be dealt with immediately by the Estate Manager in consultation with the Headmaster; if less urgent it will be submitted to the Health and Safety Committee.

A copy of the School's Health and Safety Policy is available upon request.

MINIBUS

The school has three minibuses which are used regularly by pupils in all departments of the school. The Eversfield minibuses are well equipped, having passenger seat belts, a fire extinguisher and a first aid kit. Drivers are properly trained and make themselves and their passengers familiar with the location and operation of safety items, especially the use of emergency exit doors. Passengers' seat belts are to be fastened at all times and no loose packages are allowed.

All staff who drive a minibus have received instruction. On long journeys, there is normally another adult present in the minibus.

On entry to the school all parents are asked to complete a section on the Pupil Information Form giving permission for their child to travel on a school minibus.

FUNCTIONS, EVENTS AND SPORTING FIXTURES

Parents are cordially invited to support a wide range of school events, functions and activities, including concerts, plays, Sports Days, Thanksgiving and Awards Ceremony etc. This includes school fixtures, both at home and away; we very much welcome the encouragement which parents' support brings to our teams. All such events appear on the termly calendar.

SCHOOL WEBSITE/COMMUNICATION

The School's website address is www.eversfield.co.uk, our Twitter handle is @eversfield647 and our Facebook account is @EversfieldPrep

The website, Facebook and Twitter are updated regularly. All parents are encouraged to log on to check news; this is a good way to see the exciting variety of activities that the pupils undertake on a day to day basis. Please do sign up and follow us.

All letters are sent via Parentmail. New parents should ensure that they use the information provided by the school office to sign up. Copies of important letters sent are also available in the Parents' section of the website, via a secure log in. The secure log on is changed annually; parents are advised of this at the beginning of the Michaelmas term.

MOBILE PHONES

Pupils are not permitted to have mobile phones in school.

SWEETS/TREATS

Pupils must not bring sweets into school unless permission has been given, for example, to celebrate a special occasion such as a birthday. Any sweets which are brought into school must be wrapped, as a number of pupils in the school suffer from allergies. Sweets that are brought into school are distributed at the end of the school day and should not be eaten until pupils have left the premises. In this way, all children are included, but parents/guardians have ultimate responsibility to decide whether or not they wish their child to consume the treat. Please ensure that any sweets brought into school are 'fully inclusive' for all children within a class or year group.

TOYS AND GAMES

Pupils should not bring any expensive or precious games or toys to school. However, in Lower School and Middle School, pupils may bring a small pocket sized toy into school to play with in the playground. Pupils in Upper School may bring small, inexpensive games (card games etc.) that may be played with in the playground. All toys or games brought into school must be clearly named. In Upper School pupils are expected to store their game safely in their locker or school bag. Toys or games which appear in lessons, may be confiscated by a member of staff.

The school cannot accept any responsibility for any toys or games that are brought onto the premises and lost or broken.

EVERSFIELD SCHOOL ASSOCIATION

As a parent you will be interested to know of the nature and work of the Eversfield School Association. All parents are automatically members and receive regular information about their activities. The ESA is always looking for new members, so do please link up with any current member of the committee.

One of the many roles of the ESA is to raise money for the school for purchase of equipment, etc., and such contributions have added much to the enhancement of the pupils' environment. Social functions are also organised throughout the school year and all parents are encouraged to attend these.

An annual ESA subscription of £15 per family, is added to your termly account.

We very much hope that you will give your fullest support to their activities. The aim of the ESA is to enrich the life of the school and those who are associated with it.

COMPLAINTS PROCEDURES

Guidance for Pupils

It is our greatest wish that all pupils will be as happy as possible at school. A system is in place for all pupils to approach adults for help as and when it may be necessary. All pupils of the school should feel that they can approach any member of staff at any time with a problem and that it will be investigated and, where possible, resolved.

The first person to whom a child should go to is their form/class teacher, and thereafter, any teacher in whom they have confidence.

Guidance for Parents

If parents have a serious concern or complaint against the school, the school will endeavour to do all that it can to deal with the complaint fairly and quickly in accordance to the process laid out in the school's Complaints Procedure Policy.

A copy of the Complaints Procedure is available from the School's website. It is available as a hard copy by request. If a complaint is made, all those involved will be entitled to a fair hearing.

EQUAL OPPORTUNITIES

We are committed to the principle of equal opportunity for all pupils irrespective of race, religion, gender, language, disability or family background, and to the active support of initiatives designed to further this principle.

We believe that equal opportunity is at the heart of good educational practice. All pupils are of equal value and deserve equal access to every aspect of school life. They have an equal opportunity to learn and work towards their highest possible levels of achievement. The 'Vision and Values' which we uphold as a school help to emphasize equal opportunities for all staff and pupils at all times. All personnel are responsible for ensuring that we implement this policy.

CONCLUSION

We hope that you and your child will have a very happy relationship with Eversfield Preparatory School for many years to come. A healthy partnership between school and home creates the greatest opportunity for a child's strong progress and rewarding learning. Please do let us know if you have any recommendations about how we can improve what we do - and we hope that you will welcome an occasional suggestion from us as well!

HP, Deputy Head, July 2023

APPENDIX A



SCHOOL CODE AND SCHOOL RULES

Eversfield places high importance on creating a happy school where there is a strong sense of community and shared values between staff, children and parents.

The School promotes high moral standards and responsible attitudes based on clear and relevant Christian teaching. We want children to feel happy and secure at all times, and to develop their self-confidence. In return a high standard of self-discipline and good behaviour is required from all children. They are expected to take responsibility for their own actions and in particular to observe our school code:

Compassion

Aspiration

Respect

Endeavour

School is a partnership between home and school. This School Code and the Rules below are designed to enable this partnership to work smoothly for the benefit of the children and the whole community.

- Any written correspondence should be directed to Eversfield Preparatory School, Warwick Road, Solihull B91 1AT. Telephone calls should be made to the school office on 0121 705 0354. Contact may also be made through email using the address office@eversfield.co.uk.
- Absence (see also the Parent/School Contract):
 - parents should seek to avoid taking their children away during term time and ensure that they attend school regularly and punctually
 - requests for absence should be made by completing an Absence Request Form; in the absence of a justifiable reason, absence is unauthorized
 - in the case of illness, a message should be left on the school's answer-phone (0121 705 0354) – between 17:45 and 08:00. Alternatively, parents may email office@eversfield.co.uk or call the School Office during School Office hours (08:00 – 17:45)
 - all unauthorised absences will be followed up the day of absence unless a message has been received
- Parents should inform the office immediately of any change of address, telephone number, email address or any contact details.
- Parents who are away from home for any length of time while their child is at school must ensure that we have the name and telephone number of someone we can contact in case of an emergency.
- Parents should write a note in their child's planner or speak to the form/class teacher if he/she is going home with someone else.

- If a pupil becomes unwell and is unable to remain at school or if hospital treatment is necessary, parents will be contacted to make arrangements for collection. If a child has an infectious illness, parents must inform the school immediately and keep him/her at home until the infection has passed. Illness and viruses are quickly spread across the school community and therefore parents are requested to keep children at home until they are fully recovered. Any pupil requiring medication during the school day must bring in the medication with clear, written permission and instructions in accordance with the school's Medical Policy.
- Pupils must never leave the school premises during school hours unless they are under the supervision of a teacher or have been collected by a parent or guardian.
- Pupils are expected to work hard and give of their best at all times. Homework is an important part of this responsibility and should be completed properly and handed in on time.
- Pupils are expected to participate in all activities that reflect the Christian ethos of Eversfield. This includes church services and other events that take place outside school.
- Pupils in Reception to Form 6 are expected to attend the summer term Open Afternoon. Those unable to do so should write to the Headmaster in advance of the event explaining the reason for their non-attendance.
- Pupils are expected to take part in all school activities including PE, Games and Swimming unless medically unfit to do so, in which case a note/message must be brought to school.
- All accidents happening on the school premises or on any school activity must be reported to a member of staff at the earliest opportunity.
- Uniform and appearance:
 - pupils must be correctly dressed in the regulation school uniform; uniform should be clean, tidy and in good repair; all uniform and items of equipment must be clearly named
 - jewellery is not allowed except for girls, small stud earrings
 - the school cannot accept responsibility for the loss of any jewellery in school or for any injury as a result of wearing jewellery in school
 - special permission should be sought from the Headmaster for pupils to wear any religious emblems; religious emblems or jewellery are not allowed in the swimming pool
 - pupils are expected to look smart and be a credit to the school at all times; girls with long hair should have it tied back with a maroon, black or brown hair bobble or scrunchy; boys should have their hair cut reasonably short, and 'fashion' styles are not allowed.
- Sweets are not allowed at any time. Chewing gum and bubble gum are expressly forbidden and should not be brought to school or on any school visit.
- Considerate behaviour and courteous manners are expected from the pupils at all times.

Examples of such good behaviour include:

- representing the school well at all times – good behaviour is expected on the way to and from school, and on all school visits
- always speaking truthfully, politely and quietly; shouting is bad mannered

- remembering that all staff, including the office staff, grounds staff, domestic staff and visiting staff, are part of the school staff and must be treated with respect and obeyed at all times
- observing good manners by holding doors open for others and allowing them to pass freely; pupils should walk carefully and sensibly along corridors, on staircases and in all school buildings
- being on time for all lessons and fully equipped
- waiting sensibly at lunch times and observing good manners in the dining room
- when leaving school to say, “Good Afternoon” to the teacher and all boys to raise their cap
- respecting the property of the school and other pupils; this includes the school books and equipment which are there to help all pupils learn
- keeping the school clean and tidy by, for example, putting litter into bins, keeping furniture, walls and floors as clean as possible and respecting displays of work on the walls and around the school
- taking care when walking through school with bags and equipment so that injury or damage are not caused to other people and property
- treating toilet areas with respect and always washing hands after using them.

Examples of unacceptable behaviour include:

- any form of physical or verbal unkindness towards other pupils
- any form of bullying behaviour, including cyber bullying, towards other pupils
- all forms of violent or aggressive behaviour
- swearing or using foul or blasphemous language when speaking to adults or other pupils
- showing intolerance of others for reason of race, colour, religion, physical disability or learning difficulty
- behaving in class in a way that disrupts or adversely affects the teaching and learning and the progress of other pupils.

Pupils are expected to observe these and all other codes of conduct and rules that are in force either across the school or within departments or classes, for example the guidelines in the school planner, class rules and playground rules. All codes of conduct and rules will be reviewed annually and may be amended at the discretion of the School.

Reviewed March 2022, RY Headmaster, SS Director of Pastoral Care