



PARENTS' HANDBOOK
2008 - 2009

Welcome to Ardingly College Prep School

A co-educational school in the Woodard Family founded in the Christian Faith.

Our Aim

is to enable all boys and girls to develop
their love of learning,
academic potential
and individual talents
in a caring community which fosters
sensitivity,
confidence,
a sense of service and enthusiasm for life.

We endeavour to provide the education and opportunities to help all children fulfil their potential in our school regardless of race, gender or special needs.

We hope that this handbook will be useful to you on joining the Ardingly Community.

A Boarders' Handbook is available for parents of boarders.

Copies of all handbooks are available from the Prep School Office.

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Useful Telephone Numbers

Prep School Headmaster Mr. C. Calvey	893210
Headmaster of the College Mr. P. R. A. Green	893010
The Bursar Mr. A. R. Waitson	893020
The Medical Centre Sister J. Walshe	893292
The Music School	893271
The Chaplain The Rev. Ian Colson	893006 (home) 892656
The School Uniform Shop Manager: Mrs. M. Harding	893080
The Registrar Mrs. P. Gurman	893015
Prep School staff can be contacted on the main school number	01444 893200
Parents of boarders may ring the boarding staff in emergencies on	01444 893221
Prep School Fixture Line	01444 893213

School Kalendar

Parents are sent a termly Kalendar listing important events and term dates.

Who's Who in the Prep School?

Headmaster	Mr C. Calvey
Deputy Head	Mr J. Thompson
Director of Studies	Mrs S. Michau
Head of the Lower School and Senior Master	Mr T. Cole
Senior Tutor	Mrs J. Harrison
Head of Boarding	Mr E. Marara

The Form Tutor is responsible for the academic and pastoral welfare of your child and is always happy to discuss any problems (and successes!) that your child may be experiencing. A message can always be left with the duty teacher at the start of the day or, should you wish to make an appointment to speak with your child's Tutor, please do so through the school office (01444 893200).

Form Tutors

3H	Mrs. R. Harman
3D	Miss. S. Datoo
4L	Miss. C. Liddle
4SH	Miss. S. Hicks
5C	Mr. T. Cole
5R	Miss. A. Reilly
5SR	Miss. S. Roberts
6H	Miss. R. Holmes
6C	Mme. S. Cleere
7E	Mr. J. Enock
7M	Miss. L. Marshall
7L	Mr. V. Lawrence
8C	Mrs. M. Cade
8RM	Mr. R. Morel
8D	Mr. C. Douglas

Gap Students

Amy Nibbs

In the Lower School, English and Maths are usually taught by the Form Tutor.
Other subjects may be taught by:

Science	Mr. P. Dowthwaite
I.C.T.	Mr. P. Dowthwaite
French	Miss. L. Marshall, Mme. L. Swift, Mme. Cleere
History	Mr. J. Pritchard, Miss. S. Roberts
Geography	Miss. R. Holmes, Miss. A. Reilly
Music	Mr. S. Smith
Art/Design	Mrs. R. Dunn-Davies, Mr. J. Pritchard
Latin	Mrs. R. Wilkin
Drama	Miss. L. Marshall

Upper School Subject Teachers (Head of Department in bold)

English	Mrs. J. Harrison, Mrs. M. Cade
Maths	Mr. J. Enock , Mr. J. Thompson, Mrs. S. Windmill
Science	Mr. R. Morel
French	Mme. S. Cleere , Mme. L. Swift
Spanish	Senior School specialist staff
German	Senior School specialist staff
History	Mr. C. Douglas
Geography	Mr. V. Lawrence
R.S.	Miss. S. Hicks
Latin	Mr. J. Witherington
Art / Design Technology	Mrs. R. Dunn-Davies
Music	Mr. S.M.H. Smith
P.E. / Games	Mr. E. Marara , Miss. R. Holmes
Design Technology	Senior School Specialist Staff

Boarding Staff

Head of Boarding	Mr. E. Marara
Head of Girls' Boarding	Mrs. C Marara
Matron	Mrs. E. Hayes

The School Day

A timetable is published at the back of the Kalendar.

School finishes at 4.40pm for pupils in Year 3 to Year 6 on Monday, Tuesday and Thursday, with the exception of Year 5 and 6 who finish at 5.30pm on a Monday and Year 6 who also finish at 5.30pm on Tuesday. This ensures "preps are done at school". Years 7 and 8 finish at 5.30pm on Monday, Tuesday and Thursday. Wednesday is a 4.15pm finish and Friday is 4.00pm for all year groups.

Pupils involved in matches will be expected to come in occasionally on Saturdays for fixtures.

What does my child need to bring to school?

- Uniform as specified by the school shop. A uniform list is sent out separately. (For further information, contact Maxine Harding on 893080.)
- A pencil case containing fountain pen (we prefer blue ink), pencil, ruler, rubber, compasses, protractor, calculator. Pencil cases containing essential equipment are sold in the uniform shop. Please note that pupils are not allowed to use ink erasers or liquid paper. We encourage children to respect property, to take good care of their equipment and to replace lost items as soon as possible.
- A House badge must always be worn. These are issued by House Convenors.
- A Personal Planner & Diary will be issued and should be used daily. This also serves as a home/school contact book. **Pupils are expected to have their planner in every lesson.**
- A reading book must also be kept on hand.

On arrival in the morning

A member of staff is on duty from 8.00am. Please be careful of children in the car park between 8-8.20am. We operate a "Kiss & Drop" system between 8.00am and 8.20am when the College becomes a one way system past the Prep School, allowing children to be dropped off in a safe area while members of staff open doors, and then traffic leaves via the Pre-Prep. Staff are also on duty in the entrance hall and on the crossing. We should point out that we cannot take responsibility for day pupils arriving before 8.00am unless a special arrangement has been made.

Should a pupil arrive late after the morning Chapel service has begun, he/she should notify the school secretary of his/her arrival and then wait in the entrance hall until the end of Chapel.

Chapel

A focal point of our Christian Community, the Chapel is where we begin most days with a whole school act of worship, at which parents are welcome.

The exception is Friday morning which is a 'celebration assembly'. There is a longer service at the end of the school day on Friday afternoon. This service may be a Eucharist. All who normally make their communion may do so there, and the rest of the school community are encouraged to come for a blessing.

In a Woodard school, all pupils are expected to attend Christian acts of worship without any exceptions.

Meals

- **Morning break 10.50 - 11.15am** - Drinks and biscuits are available.
- **Lunch 12.10 – 1.05pm** - Children have a choice of hot meals including a vegetarian option as well as a salad bar.

Two choices of pudding are offered as well as fresh fruit.

We encourage children to eat a full, balanced meal.

- **Afternoon “Buns” break 2.40 – 3.00pm** - A drink and a bun or fresh fruit are available.
- **Supper 5.30pm** - A choice of hot meals and fresh fruit.

Special diets are catered for.

Parents are welcome to come and sample the school food by arrangement.

The Prep School Food Committee meets with our catering manager to discuss the menu and related issues.

Pupils should bring a water bottle to school to drink in lessons.

Owing to the number of meals and snacks available we ask that children do not bring sweets to school and we thank you for your co-operation in this matter.

Matches

Ardingly plays regular athletics, football, hockey, netball, rounders, swimming, rugby, cricket, cross country and tennis matches against other local schools. Inter-school fixtures are usually played on Wednesday afternoon, and occasionally on Saturdays. Details of matches can be found in the Kalendar and team lists and details of individual matches will be displayed on the sports noticeboard inside the main entrance. Maps to away games are available from the office.

Prep

In the Lower School, Prep is set according to the needs of your child. We suggest that 30 minutes is enough time to spend on one prep per evening. Written prep is not set every day in the Lower School although we recommend that each pupil spends some time reading their reading book.

Year 5 are set a formal prep on a Monday. They are expected to do this during the set prep time at school (4.40-5.30pm). A Friday prep may be taken home.

Year 6 are set a formal prep on a Monday and Tuesday. They are expected to do this during the set prep time at school (4.40-5.30pm). A Friday prep may be taken home.

A prep session from 4.45 – 5.30pm on Monday, Tuesday and Thursday is compulsory for Years 7 and 8 pupils. Prep is done in the form rooms with form tutors. If there are occasions when pupils have to miss prep, permission should be sought in writing from the Headmaster and the form tutor informed.

Planners

Each child is given a planner at the start of the academic year. They record their prep, current reading book, music lesson times and other important information in it. It is also used for collecting pluses. It is signed by the form tutor every week and we ask you to sign it weekly. It is also a means of communication between home and school.

After School Clubs

Pupils may choose from a wide range of after school clubs. A list of the clubs and activities available each term is displayed in the entrance hall, and details of the options are published before the beginning of term to help pupils and parents make informed choices.

Collecting your child from School

Children are collected from the playground at the end of their school day. Staff supervise all pupils who are not picked up in an area called “waiting”. This venue is published in the main entrance of the Prep School and your child can be collected upon your arrival. If they are attending an after school club they can be collected directly from the venue of the club or the main entrance of the Prep School.

Our Expectations

“Courtesy, Consideration and Common Sense”

- Be kind to everyone (there is no excuse for rudeness). Treat all members of the school community with respect and care. Help people if they seem to be in need.
- Use ‘please’ and ‘thank you’. Hold the door open for others.
- Be honest.
- Look for the good in everything. Try to learn from mistakes and act positively.
- Make sure that all your belongings are named and kept in their proper place.
- Leave other people’s property alone.
- Respect school property and the school environment. Play your part in keeping the school tidy and litter-free.
- If you have a problem, tell someone. If you have a serious complaint, go to your Form Tutor, the Deputy Head or the Headmaster.

Appearance

Pupils should be well presented at all times and show pride in their appearance. Hair should be neat, natural in colour and of an unobtrusive cut. Boys’ hair should be no longer than collar length and off the ears and eyes. Girls with longer hair should tie it back neatly with a school scrunchie or dark green hair elastic.

Girls are permitted to wear plain stud earrings, and a small cross or a crucifix on a chain. Other jewellery is not allowed.

Watches are recommended – these should be clearly named on the back.

The Curriculum

The National Curriculum at Key Stage 2 is the starting point on which we build a full and varied curriculum for Years 3 – 6. The pupils not only experience a carefully structured and full curriculum in the ‘core’ subjects of English, Mathematics, Science, and I.C.T. but also in History, Geography, French, Design Technology, Music, Art, Drama, R.S., Games, P.E. and Swimming.

Pupils work towards the Common Entrance examination taken in Year 8. Parents can download the 13+ Common Entrance syllabus for all academic subjects from the ISEB website, www.iseb.co.uk. Pupils are streamed from Year 7 onwards with some setting in core subjects. Pupils are taught a ‘taster’ of a second modern language in Upper School, and Latin is offered as an additional subject. With our excellent facilities, small classes, and specialist teaching, pupils are able to work at a level appropriate to their abilities and helped to reach their academic potential.

A curriculum guide is published to outline the work covered in each year group. Throughout the Prep School, there are internal assessments, end of term tests and mocks to prepare pupils for external examinations.

Records and Reports

Records are kept of each child’s progress which will be discussed with you at consultation evenings during the year. Parents are sent interim assessment grades as well as more detailed reports of their child’s effort and attainment. The full reports suggest targets for further improvement in each subject. Upper School Pupils are encouraged to write down their targets and keep an on-going record of achievement in their Personal Planner.

Extra Tuition

Our Learning Support Coordinator, Mrs Harrison, is in regular contact with subject staff who occasionally refer individuals for informal screening. Parents are informed of any perceived need for extra tuition to support English, Mathematics or general learning. These sessions incur additional costs.

Instrumental Lessons

Tuition is available on all instruments including harp, organ and singing and every help and consideration is given to beginners. Lessons of 30 minutes are offered weekly during the term time. Further details of the terms and conditions of instrumental tuition are available from the Music School.

The School owns several instruments and they are available for hire on a "first come, first served" basis. There is a nominal charge for the loan of a school instrument which goes towards its maintenance.

Throughout the school year there are many opportunities for pupils to gain performance practice in Informal and Formal Concerts as soloists and ensemble members. Please see Mr Smith for further details.

Recognition, Rewards and Discipline

A Christian environment in which care and respect are shown towards everyone pervades the whole College. Within this atmosphere good behaviour, positive attitude and genuine effort are reinforced and encouraged by praise and recognition.

Pupils earn PLUS points for effort and attainment in their work, as well as being awarded certificates and prizes for consistent progress and high levels of achievement.

ACES (Ardingly Citizenship Exemplary Student award) are given to pupils whose actions reinforce the Christian ethos of the school through justice, compassion, good behaviour and citizenship. These qualities are highly valued and are rewarded with certificates and positions of responsibility. Year 8 pupils have the opportunity to achieve monitor and prefect status through being good citizens and providing a role model for others.

Any incidents of poor behaviour or attitude are dealt with in a firm but caring manner. Pupils are disciplined according to the level of seriousness of the behaviour. Significant misdemeanors result in detentions, report cards, or behaviour contracts drawn up between pupils, their parents and the Headmaster. Pupils who fail to respond to the support offered by the school to modify their behaviour may ultimately be excluded by the Headmaster. Parents are informed of all serious disciplinary matters.

Bullying is not tolerated at Ardingly. Any incidents are dealt with on several levels, with both the bully and the bullied being given relevant support and guidance.

Pastoral Care

The school aims to promote a 'culture of success' and sense of security within the community.

Every child has the right to be happy and to enjoy learning, which is why we nurture positive behaviour and celebrate individuals' effort and achievement in all areas of school life.

There are clear links between pastoral care and the recognition, rewards and discipline policies. Every child is encouraged to think of others, respect differences and develop the skills of being a good citizen. In the context of the Christian message, time spent in Chapel is crucial in supporting this ethos.

Pupils have daily contact with their Form Tutor who plays a pivotal role in communicating information about pupils to staff and parents. A strong, trusting relationship between pupils and their Form Tutors is the ideal, although pupils are encouraged to discuss important issues with any member of staff they choose. In the first instance, parents are invited to express any concerns about their child's progress or happiness to the Form Tutor.

The House System

There are 4 Houses in the school; Arundel, Bodiam, Bramber and Pevensey. Pupils are placed in Houses in such a way as to maintain a balance of ability across many different areas – academic, sport, music, drama etc.

Throughout the week pupils can earn 'pluses' which may be awarded for positive behaviour and attitude - for example, exceptionally good work or extra effort. Pluses equate to House Points, and accumulating these leads to the award of a Merit badge by the Headmaster. Pupils can also receive ACES for demonstrating examples of good citizenship. Pupils record their pluses and ACES in their Personal Planner & Diary – these are initialised by the awarding member of staff. The weekly totals of pluses and ACES are collected by the Form Tutor and totalled for each House by the Director of Studies. These House totals and the names of pupils qualifying for a Merit badge are announced in Chapel each Friday. A shield is awarded to the winning House each week.

Throughout the year there are other opportunities for friendly competition between the Houses; for instance, the Music Festival, Sports Day and House matches.

Flexi-Boarding

Boarding arrangements vary from weekly boarding – 5 nights per week – to a regular 1-2 nights spent at school during the week, or just a casual stay for one-off special boarding events. Pupils may board any number of nights during term-time. The cost includes bed, breakfast and evening cocoa!

Some pupils stay overnight just because they enjoy the experience, others so that parents can enjoy evenings out or trips away. A varied programme of special events and activities is offered termly.

A booking form, with full details, is available from Matron or Mr and Mrs Marara who live on the second floor of the main Prep School Building.

Other Significant Information

Absence

Should your child need to be absent from school we would be grateful if you could notify the Head in writing to request a planned absence and by letter or telephone if your child is absent due to illness. If a child is absent for an unknown reason, parents will be telephoned.

Appointments

Staff are willing to see parents about any matter regarding their child's progress or welfare. The first point of contact should be the subject teacher or Form Tutor, then the Head of Lower School or Upper School, Director of Studies, Deputy Head or the Headmaster. However, some times of the day are very busy, so unless the matter is really urgent it is more helpful and productive to make an appointment. Please contact the secretary in the office, who will leave a message for the member of staff concerned to arrange a mutually convenient time with you.

Bags

Pupils are required to carry their books in a suitable, plain, dark-coloured school bag. It is important that they do not overload their bags, as this could lead to back problems. All pupils have a locker as well as a games locker. Books and equipment they do not need to carry with them should be left in these lockers. There are spot checks every now and then to monitor this!

Car Parking

Spaces in the car parking areas are very limited, which is problematic at drop-off and pick-up times. A 'Kiss and Drop' system operates in the morning from 8.00 – 8.20am. Please take great care when driving in this area and pay special attention to the safety of the pedestrians, particularly on the crossings. Drivers should also bear in mind the need to leave access for emergency vehicles.

Communication

Teaching staff do not have direct line telephones in their classrooms, therefore calls should go through the office on 01444 893200. All efforts will be made by members of staff to respond to your communication as soon as possible. E-mailing staff is often the most efficient way to communicate. A full list of staff e-mail addresses can be found in the back of the Prep School termly Kalendar.

Confirmation

Pupils from Year 7 and 8 are encouraged to begin thinking about whether confirmation is for them; this must come from their own hearts. The school confirmation service (with Senior School) is usually held on a Sunday in May. Pupils wishing to be confirmed must attend confirmation classes in the weeks preceding the ceremony.

Educational Visits

In many subjects, pupils are given opportunities to visit places of interest which will enrich their learning. These trips are published in advance in the termly Kalendar and additional details are sent out near the actual dates. Any transport and entrance fees are usually charged to parents on the end of term bill. For whole day visits, a packed lunch and other necessary refreshments are provided by the school. If parents have a problem with a visit, they are expected to get in touch with the organising teacher.

Friends of Ardingly Prep School

The Friends of Ardingly Prep School organise social events throughout the school year primarily to enable parents to meet each other and the staff in a casual setting and to enjoy themselves. In the process a profit is usually made and this is handed back to the Prep School to provide equipment to benefit all the children. Information and news about the Friends can be found on the noticeboard in the main entrance.

In order for all this to happen there is a committee of parents and the Head and Deputy are Ex-Officio Members. The committee is responsible for organising the events and is always grateful for the support of any extra helpers so please don't be shy about coming forward if you would like to be involved in any way!

Illness at school

Should your child be taken ill at school he/she will be cared for by Matron and/or the Medical Centre staff who will make every effort to contact you. It is therefore very important that the Prep School office has a list of current contact numbers.

Lost Property

Any items of uniform or equipment found will be taken to Mrs. Hayes (Matron) and kept in the laundry room until they are claimed. It is important that all belongings are clearly named so they can be returned swiftly to their owners.

Medicines

Medicine should be administered at home unless there is a special reason why a pupil needs to take it during the school day. If this is the case the medicine should be given to Matron on arrival at school and a medicine consent form must be signed. Matron will be responsible for giving it at the appropriate time.

Inhalers must be carried by a pupil who is likely to need quick access to one. We ask that you notify us, in writing, if your child needs to carry an inhaler or other medication around with him/her. Please ensure that we are aware of allergies and any medical conditions relating to your child.

Newsletters

A weekly newsletter is distributed to parents via an internet link. The newsletter contains a variety of news, anecdotes, celebrations of pupils' work, match reports and reminders of forthcoming events.

Notice Boards

The all-important weekly routine is displayed on the notice board on the left of the entrance lobby. It highlights important daily events as well as changes to the routine and the Kalendar, therefore parents are advised to refer to it as often as possible to keep abreast of what is going on. This information is also published on the College website.

Team sheets for matches are displayed on the notice boards on the left-hand side of the lobby.

Any urgent messages are displayed on the notice board opposite the school office.

Policies

As a school we are continually reviewing our practices and procedures. The following policies are available to parents upon request: First Aid, Off-Site Visits, Child Protection, Anti-Bullying, Behaviour, Equal Opportunities and Complaints.

San

"The San" refers to the on-campus medical centre. There are always qualified medical staff on duty should pupils be taken seriously ill. Parents are contacted when their child visits the San. For further information, please contact Sister Jean Walshe (tel. 01444 893292).

Sex Education

It is our intention to answer children's questions honestly and sensitively.

Within the Personal, Social and Health Education programme (PSHE) children will be taught about the place of sex within a loving relationship. The content is taken from the National Curriculum. In Science, sexual intercourse is part of the syllabus in the Lent Term of Year 7. In Year 8 the theme is developed in PSHE culminating in workshops where more information is presented and children discuss the topic of relationships including family, friends and in particular the role of the peer group.

Each topic is treated as sensitively and honestly as possible.

Telephone

Students may only use the school office telephone in the event of an emergency or if they have specific permission from a member of staff to do so.

Mobile telephones are not allowed in Prep School.

Term Dates 2008-2009

Michaelmas Term 2008

Term Begins: Monday 1st September
 Long leave begins: Mon 20th October – Fri 31st October
 Term Ends: Friday 12th December

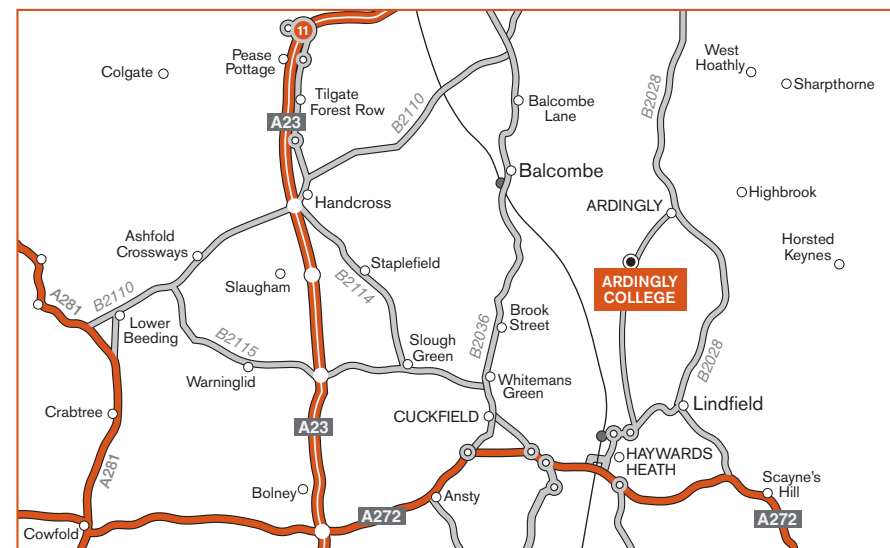
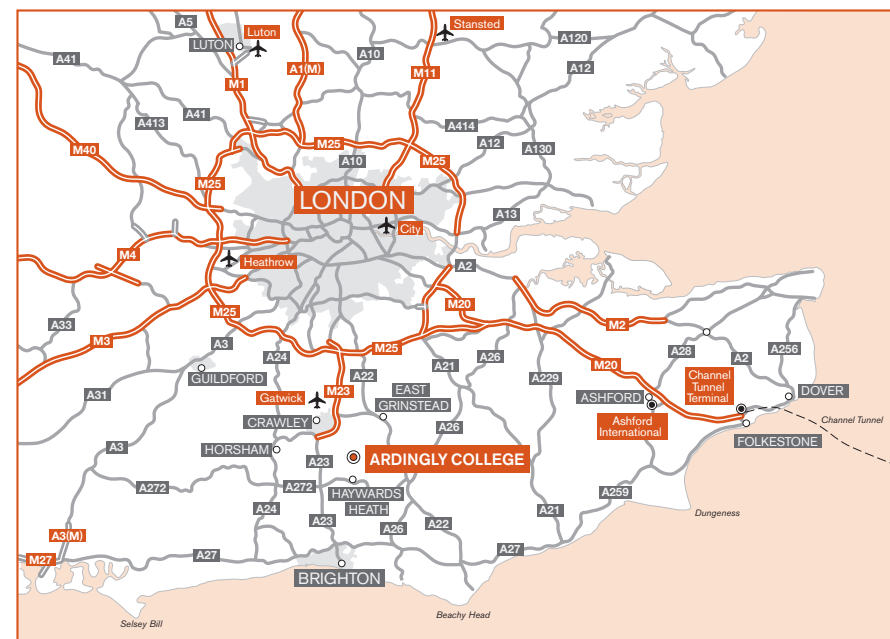
Lent Term 2009

Term Begins: Wednesday 7th January at 7.30pm for Boarders,
 and Thursday 8th January at 8.20am for Day Pupils
 Long leave begins: Friday 13th February at 4.00pm to
 Sunday 22nd February at 7.30pm for Boarders,
 and Monday 23rd February at 8.20am for Day Pupils
 Term Ends: Friday 27th March at 12.00 noon

Summer Term 2009

Term Begins: Wednesday 19th April at 7.30pm for Boarders,
 and Thursday 20th April at 8.20am for Day Pupils
 Long leave begins: Friday 22nd May at 12.30pm to
 Sunday 31st May at 7.30pm for Boarders,
 and Monday 1st June at 8.20am for Day Pupils
 Term Ends: Friday 3rd July - Commemoration Day

**Please note that the Bank Holiday (Monday 4th May 2009)
 will be a normal school day.**



Ardingly Prep
Ardingly College
Haywards Heath
West Sussex
RH17 6SQ