

# King Henry VIII

## Preparatory School



Parents' Handbook

Years 1 - 6

2009-2010

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# Parents' Handbook

Swallows Campus (Nursery - Year 3) & Hales Campus (Years 4 - 6)

King Henry VIII Preparatory School,  
Swallows Campus,  
Kenilworth Road,  
Coventry.  
CV3 6PT

Telephone (Swallows): 02476 271307  
Telephone (Hales): 02476271160  
Facsimile: 02476 271308  
Email: headmaster@khps.co.uk,  
swallows@khps.co.uk  
hales@khps.co.uk  
website: www.khps.co.uk

All correspondence, whether it concerns the Hales or the Swallows campus, should be posted to the Swallows Campus. The School has an internal mail system to distribute all post.

The main school telephone number is that shown above and from this all calls can be transferred anywhere within King Henry VIII School. Alternatively parents may contact departments directly.

King Henry VIII Preparatory School is part of the Coventry School Foundation which includes King Henry VIII School, Bablake School and Cheshunt School. The telephone number of the Coventry School Foundation Office is 02476271300/Email: covfoundation@btconnect.com

All enquiries regarding fees or payments should be directed to the Coventry School Foundation Office

The Headmaster of King Henry VIII Preparatory School is a member of the Independent Association of Preparatory Schools, 11, Waterloo Place, Leamington Spa, CV32 5LA.



# Welcome to New Parents

Dear Parent,

On behalf of the staff and the pupils at King Henry VIII Preparatory School I should like to extend a very warm welcome to you. We know that you are placing great trust in us: to educate and care for your child. It is our intention in this booklet to provide you with plenty of information about the School so that the start your child is about to make with us is a happy and successful one. If there is anything which you cannot find in this booklet, or you have any further questions, please do not hesitate to contact us.

Ours is a friendly school and most children settle into their classes quickly and easily. Equally, parents are welcomed into our community and we are always delighted to see you. There are lots of ways of getting to know us: from simply stopping to chat with your child's class teacher and staff at the end of the day, by attending Parents' Evenings or by joining our flourishing Parents' Association.

Whilst it is very important that your child enjoys school, we also hope that you will enjoy your child's time at the School.

This booklet is divided into two parts: the first is a quick reference guide for new parents; the second provides more detailed information about the School.

Nicholas Lovell

Headmaster  
King Henry VIII Preparatory School



# Information to Help New Parents

## The Structure of the School

King Henry VIII Preparatory School is an independent, co-educational, preparatory school which educates children from the age of 3 to 11.

There are two main sections of the School:

**Swallows Campus (for children aged from 3 – 8), situated on Kenilworth Road, includes:**

Nursery (for children aged from 3–4)

Reception (the first year of compulsory education): children aged 4 – 5

Year 1: children aged 5 – 6

Year 2: children aged 6 – 7

Year 3: children aged 7 – 8

**Hales Campus (for children aged from 8 – 11), situated on Warwick Road, includes:**

Year 4: children aged 8 – 9

Year 5: children aged 9 – 10

Year 6 (the final year of primary education in maintained schools): children aged 10 – 11

The two campuses are situated a short walk from each other.

There are approximately 500 children at the School in total. The Nursery caters for 40 children who are placed into groups of 8, each with a Nursery Nurse who has particular responsibility for the children in her group.

At Swallows, there are three or four classes in each of the infant year groups (Reception, Year 1 and 2) and there are four classes in Year 3. The maximum class size is normally 16

At Hales there are usually four classes in each of the Years 4, 5 and 6. The maximum class size is normally 20.



## Communication

Prior to your child starting at the School, if you have any questions or concerns, it is probably easiest to speak with a member of the School Administrative Team – Mrs. Batson (Headmaster's P.A.), a School Receptionist (Mrs. Withers, Mrs. Barge, Mrs. Harrison or Mrs. Minty) or the Headmaster, Mr. Lovell. In the term prior to your child starting, you will be informed of the name of your child's form/class teacher; this person will be someone with whom your child will develop a special bond and, if you can also come to know this person well, the better will be the home-school link, which in turn should help your child's progress. You will be invited to meet your child's class/ form teacher at the beginning of the academic year.

Once your child has started at the School, you may find that day-to-day administrative matters, such as booking after-care or asking for further information regarding forthcoming school events, are best and most swiftly answered by the school administrative team. For information relating to academic progress and pastoral matters, your first point of contact should be your child's class or form teacher. You can easily make an appointment to see this teacher or usually catch him/her at the end of the school day, except on Mondays (when there are staff meetings). **Teachers are not available at the start of the day, other than for very urgent matters** because the daily staff briefing begin from 8.25 a.m. and thereafter staff are required in their classrooms. Staff will always respond to a telephone call or e-mail and will gladly make themselves available to meet with you at a mutually convenient time.

If the matter is of a more serious nature, or you simply do not think your child's form teacher will be able to deal with the matter, you might wish to contact the member of staff who has responsibility for your child's year group.

Head of Year One: Mrs. K. Wormald,

Head of Year Two: Mrs. J. Lovell

Head of Year Three: Mrs. C. Brindley

Or

Head of Pastoral Care Swallows: Mrs. K. Wormald

Head of Pastoral Care Hales: Mr. P. Savage

These senior members of staff will pass significant concerns onto the Assistant Head, Deputy Head or the Headmaster.

The Assistant Head, Mrs. Higginson, is based at Swallows. She has overall responsibility for the day-to-day running of this campus and the whole school curriculum.

The Deputy Head, Mrs. Wilson, is based at Hales. She has responsibility for the day-to-day running of the Hales campus and all pastoral matters and concerns relating to child protection at the School. She also operates our anti-bullying policy.

The Headmaster, Mr. Lovell, has overall responsibility for all matters and divides his time between the two sites.

Each Friday the school newsletter *Sagitta* is sent home with children and



posted on the School website. This contains lots of information: there is a letter written to parents by the headmaster; the Swallows school lunch menu for two weeks' time is included; information relating to forthcoming events at the School and other issues we wish to bring to parents' attention. Menus for Hales lunches are included each half-term.

If there is anything you wish to question, at any time, or seek further information about, please do not hesitate to contact one of the members of staff already listed. We wish to get to know our parents and hear their views.

There are also a number of reports sent home throughout the year and the opportunity to attend parents' evenings to discuss your child's progress (see Reports and Parents' Evenings).

The School also has a website. Emergency information can be flagged up by the School on this, as will the latest newsletter and information regarding trips. If parents wish, they will be able to contact the School or specific members of staff by e-mail. All staff e-mail addresses are available from the School's website [www.khps.co.uk](http://www.khps.co.uk).



# Members of Staff

<b>Headmaster:</b>	Mr. N. M. Lovell B.A., P.G.C.E.
<b>Deputy Head:</b>	Mrs. A. Wilson B.Ed, M.A.
<b>Assistant Head:</b>	Mrs. H. Higginson B.Sc, M.A. Q.T.S
<b>Director of Studies:</b>	Mr. S. Dhaliwal, B.Ed, MSc
Head of Pastoral Care Swallows	Mrs. K. Wormald B.Ed
Head of Pastoral Care Hales	Mr. P. Savage B.A. Hons, P.G.C.E.
<b>Heads of Year</b>	
Early Yrs (Nursery & Reception):	Mrs. R. Morris B.A., P.G.C.E.
Year 1:	Mrs. K. Wormald B.Ed.
Year 2:	Mrs. J. Lovell B.Ed
Year 3:	Mrs. C. Brindley B.Sc., P.G.C.E.
<b>Heads of Department</b>	
Head of Art & Design Technology:	Miss. B. Hunt B.A., P.G.C.E.
Head of English:	Mrs. R.E. Avloniti B.Ed.
Head of French:	Mrs. J. Garland Cert .Ed
Head of Boys' Games:	Mr. L. Langkilde
Head of Girls' Games and P.E.	Miss K. Wozencroft B.Ed., H.N.D.
Head of Geography:	Mrs. S. Westmancoat B.A. (Ed) Q.T.S.
Head of History:	Mrs. P. Pepper B.Ed, M.A.
Head of ICT:	Mr. D. J. Senyk B.A., B. Phil., S.T.B.
Head of Learning Support:	Miss G. Beck B.Ed
Head of Mathematics:	Mr. S. Dhaliwal, B.Ed, MSc
Director of Music:	Mrs. J. Booth B.A., P.G.C.E.
Head of Nursery:	Mrs B.A. Piercy BTEC Dip
Head of Performing Arts:	Mr. J.M. Brown B.Ed.
Head of R.E.	Mrs. J. Halstead B.A.
Head of Science:	Miss L. Brown B.Sc., P.G.C.E.
<b>Class and Form Teachers</b>	
Nursery 1:	Mrs. R. Morris B.A., P.G.C.E.
Reception:	Mrs. E. Curran B.Ed P.G.C.E.
Reception:	Miss S. Robinson B.Ed
Reception:	Mrs S. Emmett B.A. (Q.T.S.)
Year One:	Mrs. H. Williamson B.Sc. P.G.C.E.
Year One:	Miss R. Busby B.Ed
Year One:	Mrs. E. Ochieng B.Ed.
Year One:	Mrs. K. Wormald B.Ed
Year Two:	Miss N. Wood B.A., P.G.C.E.
Year Two:	Mrs. S. Anson-O'Connell B.A., PGCE, M.A.Ed
Year Two:	Mrs. J. Lovell B.Ed
Year Three:	Mrs. C. Brindley B.Sc. P.G.C.E.
Year Three:	Mr. S. Hall B.A. P.G.C.E.
Year Three:	Mrs. S. Westmancoat B.A. (Ed) Q.T.S.
Year Three:	Mr. G. Beaufoy B.Sc., P.G.C.E.
Year Four:	Mrs. R. Avloniti B.Ed.
Year Four:	Mr. K. Pearson B.Ed.
Year Four:	Mr. B. Hewetson B.A. P.G.C.E.
Year Four:	Miss L. Brown B.Sc., P.G.C.E.
Year Five:	Mrs. J. Booth B.A. P.G.C.E.
Year Five:	Mr. P. Savage B.A. P.G.C.E.
Year Five:	Mr. P.McGrane B.Sc., P.G.C.E.
Year Five:	Miss K. Wozencroft B.Ed, H.N.D.
Year Five:	Miss B. Hunt B.A. P.G.C.E.
Year Five:	& Mrs. J. Sutherland B.A. P.G.C.E.



Year Six:	Mrs. J. Coles Cert. Ed, B.Phil, M.Sc.
Year Six:	Mr. D. Senyk B.A., B.Phil, S.T.B.
Year Six:	Mrs. P. Pepper B.Ed., M.A.
Year Six:	Mr. N. Mosedale B.Sc., P.G.C.E.

### Additional Teachers

Mrs. J. Halstead B.A. P.G.C.E.  
 Mrs. J. Legate BSc  
 Mr. K. Rawlins B.Ed.  
 Mrs. B. Seagrave B.Ed.

### Early Years Staff

Nursery Nurse:	Miss. L. Adams N.N.E.B.
Nursery Nurse:	Miss D. Cook N.V.Q. 3
Nursery Nurse:	Mrs J. McDonagh N.V.Q. 3
Nursery Nurse	Miss E. O'Mahoney N.N.E.B.
Nursery Nurse:	Miss J. Rothwell N.N.E.B.

### Learning Support Staff

Learning Support Assistant:	Mrs. S. Briggs N.V.Q. 3
Learning Support Assistant:	Mrs. J. Colman S.R.N. H.V.
Learning Support Assistant:	Mrs. J. Egan
Learning Support Assistant:	Mrs. J. Schofield B.A.
1:1 Learning Support Assistant:	Mrs. C. Leslie N.V.Q. 3

### After-care and Holiday Playclub

Manager of After-care & Swallows Holiday Playclub:	Miss N. Shiers B. Tech. Nat. Dip.
Playclub & After-care assistant:	Miss S. Suleman N.M.E.B.
Out of school hours care (Hales) Assistant:	Mrs. S. Wilkes
Out of school hours care (Hales) Assistant:	Mrs. Blineow
Out of school hours care (Swallows) Assistant:	Miss L. Smith
Out of school hours care (Swallows) Assistant:	Mr. C. Dewar
Out of school hours care (Swallows) Assistant:	Mrs. K. Griffin NVQ3
Out of school hours care (Swallows) Assistant:	Miss B. Lucas
Out of school hours care (Swallows) Assistant:	Miss Capitani
Out of school hours care (Swallows) Assistant:	Miss K. Mountain
Out of school hours care (Swallows) Assistant:	Mr. C. Whitehead
Out of school hours care (Swallows) Assistant:	Miss E. Wilson

### Librarian

Mrs J. Schofield B.A.

### Administrative Support Staff

Headmaster's P.A.	Mrs. L. Batson
School Administrator	Mr. A. Shaw
Administrative Assistant	Mrs. D. Wyhinny
School Receptionists (Swallows):	Mrs. L. Withers & Mrs. G. Barge
School Receptionists (Hales):	Mrs. K. Harrison & Mrs. J. Minty

### Site Support Staff

Site Manager (Swallows):	Mr. D. Beverley
Site Support (Swallows):	Mr. I. Nichol
Head Caretaker (Hales):	Mr. A Low
Caretaker (Hales):	Mr. C. Ashton
Out of hours caretaker:	Mr. Matthews
Driver	Mr. D. Rogers
Maintenance (Hales):	Mr. A. Foley
Head groundsman:	Mr. J. Holmes
Assistant groundsman:	Mr. J. McCarthy
Sports Facilities Manager:	Mr. R. Phillips B.A. (Hons)



### I.C.T. Technical Support Staff

Network Manager:	Mr. T. Lees
Technician :	Mr. R. Pallister
Technician:	Mr. S. Lavelle
Technician:	Mr. D. Kearns
Technician:	Mr. R. Kular

### Catering

Catering Manager (Swallows):	Mrs. D. Kavanagh
Catering Manager (Hales):	Mrs. M. Bond
Catering Assistant:	Mrs. C. Durrans
Catering Assistant:	Mrs. N. Critchley
Catering Assistant:	Mrs. J. Evans
Catering Assistant:	Mrs. P. Reeves
Catering Assistant:	Mrs. J. Clarke
Catering Assistant:	Mrs. S. Ward

### Visiting Music Teachers

Mr. S. Cooper	Brass
Mr. A. Davey	Saxophone
Mrs. C. Devall	Piano
Mr. T. Fox	Guitar
Mrs. A. Harris	Cello
Mrs. M. Hughes	Piano
Miss H. Jones	Flute
Mr. A. Kennedy	Violin
Miss D. Mason	Saxophone, flute, recorder, fife
Miss H. McFarland	Voice
Mr. B. McGowan	Piano
Mr. A. Mitchell	Piano
Miss M. Nasidlak	Piano
Miss D. Palmer	Guitar
Mrs. M. Patel	Dance
Mrs. D. Pandya	Clarinet
Mr. W. Richardson	Brass
Ms. J. Robinson	Oboe
Ms. A. Roper	French Horn
Miss C. Sjolander	Voice
Mrs. C. Stamper	Piano
Mr. P. Sudlow	Violin
Mr. J. Walton	Drums
Mr. S. Wagstaff	Piano, organ
Mr. P. Wilson	Cello

### Extra Curricular Activity Providers

Mrs. P. Barlow	Karate
Mrs. S. Clark	Dance
Mrs. J. Drayton	Karate
Mrs. L. Flynn	Tennis
Mrs. K. Francisco	Infants' Activities
Mrs. E. Jasper	Speech & Drama
Mr. I. Johnston	Electronics
Mr. K. Johnson	Electronics
Mrs. R. Kumar	Punjabi
Mrs. M. Patel	Dance
Mrs. M. Price	Netball
Miss C. Temple	Dance
Mr N. Thomas	Chess
Mrs. L. Whiteman	Dance

### Sports Coaches

Mr R. Gee	Rugby
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Mr C. Dewar	Rugby
Mr B. Timms	General sports
Mr. G. Hancox	Swimming
Miss D Matthews	Netball
Miss A. Barson	Cheerleading
Mr. T. Sidwell	Football
Mrs. M. Price	Netball

#### **Foundation Staff:**

Bursar & Clerk to the Governors:	Lieut. Col V. G. Iwanek O.B.E.
Assistant Bursar:	Mrs. J. Watson
Estates Bursar:	Mr. P. Dixon

#### **Chairman of Governors of Coventry School Foundation:**

Mr. B. Connor, Coventry School Foundation, Queen's House, Queen's Road, Coventry CV1 3EG. 02476271300

#### **Chairman of the Academic & Resources Committee of King Henry VIII School, Coventry School Foundation:**

Dr. C. Rhodes (address as for Chairman of Governors)

## The Structure of the Academic Year

The academic year is presently divided into three terms: Michaelmas (autumn), Lent (spring) and Summer. At the end of each term are holidays: Christmas, Easter and Summer. Each term is divided into two halves and separated by a holiday of either one or two weeks (half term).

The main dates for the academic year 2009 – 2010 are:

#### **Michaelmas Term**

Starts: Thursday 3rd September, 2009.  
 Half Term:  
 19th October – 30th October, 2009.  
 Ends: Wednesday 16th December, 2009.

#### **Lent Term**

Starts: Tuesday 5th January, 2010.  
 Half Term:  
 15th – 19th February, 2010.  
 Ends: Wednesday 31st March, 2010.

#### **Summer Term**

Starts: Thursday 22nd April, 2010.  
 Bank Holiday: Monday 3rd May, 2010.  
 Half Term:  
 31st May – 4th June, 2010.  
 Ends: Wednesday 7th July, 2010.

These dates correspond with those of King Henry VIII Senior School.



# The Structure of the School Day

## The School Day for Children in Year 1 (5 – 6 year olds)

7.45 a.m. Care begins in the School Hall for those children who wish to take breakfast. A small charge is made for breakfast.

8.15 a.m. Before-school care is available on the rear playground for children arriving early for school (no charge).

Children in Year One should leave their coats and bags in the corridor cloak-room and then go straight onto the Playground. In wet weather children should go straight to the supervised classroom.

## The Teaching Day

8:50 a.m.	Registration
9:00 a.m.	Lesson 1
10.05 a.m.	Assembly
10:25 a.m.	Morning Break
10:45 a.m.	Lesson 2
11.45 a.m.	Lesson 3
12:15 p.m.	Lunch followed by Break
1:15 p.m.	Lesson 4
2:45 p.m.	Afternoon Break
3.00 p.m.	Lesson 5
3:30 p.m.	End of Day (children may be collected)

At the end of the day children not involved in clubs or aftercare will be taken to the playground by their form teacher or a substitute. In wet weather children should be collected from the Red Door at the entrance to the Year 1 classrooms.

After-school activities run by members of KHPS staff take place between 3.30 and 4.15 p.m. A few activities are run by peripatetic staff, such as Karate; these start at 4.00 p.m. and end at 5.00 p.m. In these cases children will be taken to After-care (free of charge) and then taken to the activity at 4.00 p.m. Parents will be expected to collect their children at the end of these activities at either 4.15 or 5.00 p.m. Children not collected at the end of activities will be taken to after-care.

Children still in school at 3.40 p.m., whose parents have not applied for them to join an after school activity, will be taken to after-care by their class teachers. After-care is available each week day during term time until 6.00 p.m. in the Nursery Building. A daily charge is made for after-care. Parents should book this in advance but the School will look after children whose parents are unable to collect on time and have not pre-booked.



## The School Day for Children in Years 2 & 3 (6 – 8 year olds)

7.45 a.m. Care for children begins in the School Hall for those children who wish to take breakfast. (A small charge is made for breakfast)

8.00 a.m. Early morning supervision is available for children arriving early for school. Children stay on the school playground where a member of staff will be on duty. There is no charge for early morning supervision. In wet weather the children should go to the Sports Hall.

### The Teaching Day

8:40 a.m.	Registration
9:00 a.m.	Lesson 1
10.05 a.m.	Assembly
10:25 a.m.	Morning Break
10:45 a.m.	Lesson 2
11.45 a.m.	Lesson 3
12:15 p.m.	Lunch followed by Break
1:30 p.m.	Lesson 4
2:30 p.m.	Afternoon Break
2.45 p.m.	Lesson 5
3:45 p.m.	End of Day (children may be collected)

At the end of the school day, all children are taken to the main playground by their form teachers or a substitute. In wet weather children should be collected from the School Hall.

Supervised care is available for children in Years 2 and 3 between 3.45 and 4.00 p.m. on the playground (free of charge). Between 4.00 and 6.00 p.m. there will be after-school care for children who have not signed up for a supervised activity.

Between 4.00 and 5.00 p.m. there are after school activities. If children are to take part in these, parents must have applied for their children to join and children should not be taken earlier than the official end of the session. No charge is made for activities or after-care provided by King Henry VIII staff for children in Years Two and Three until 5.00 p.m. Other activities, provided by external providers (for clubs such as Karate) are chargeable. The activities for which there will be charges are made clear in the clubs and activities information sent out at the start of each term.

A further session of after-school care is available for children from 5.00 p.m. until 6.00 p.m. Parents are charged for this service.



## The School Day for Children in Years 4, 5 and 6 at Hales Campus (8–11 year olds)

7.45 a.m. Breakfast (taken in the Senior School Dining Room)

8.00 a.m. Early morning supervision is available for children arriving early for school. There is no charge for early morning supervision from this point. In wet weather all children should go to the dining room.

### The Teaching Day

8:40 a.m.	Registration
8.50 a.m.	Lesson 1
9.50 a.m.	Morning Break
10:10a.m.	Lesson 2
11.10 a.m.	Lesson 3
12:10 p.m.	Lunch followed by Break
1:10 p.m.	Assembly
1.35 p.m.	Lesson 4
2:35 p.m.	Lesson 5
3.35 pm	Form time
3:40 p.m.	End of Day (children may be collected)

At the end of the school day, all children are taken to the playground by their form teachers or a substitute.

Supervised care is available between 3.40 and 4.00 p.m. on the playground, during which period children may be collected by their parents.

Children with siblings at Swallows can be taken to this campus so that parents only have to collect children from one site. However, this service must be booked in advance with the school office at Hales.

At 4.00 p.m. Clubs and After-care will begin. After-care from 4.00–5.00 p.m. will be for children to do their homework. Clubs will last until 5.00 p.m. at which point staff supervising children will take them to the playground to pass them directly to their parents. Any children not collected will be taken to After-care which is available until 6.00 p.m. There is no charge for clubs and activities run by King Henry VIII School staff (other than Speech and Drama) but external providers (for clubs such as Karate) will charge. The activities for which there will be charges are made clear in the clubs and activities leaflet sent out at the start of each term.

After-care is available at Hales & Swallows from 5.00 p.m.— 6.00 p.m. As this entails the school having to employ additional staff, a charge is made for this service.



## Saturday Morning Sports

Every Saturday morning during term time, the School runs a programme of voluntary Saturday sports for children aged 4 - 8 as a Sports Academy at Hales for children aged 8–11.

Voluntary Saturday sports are organised at the Swallows Campus and are charged for by the hour. The sports on offer vary somewhat but always include swimming, rugby, football, swimming and netball. They provide an excellent basis for those children who are keen to learn these sports. Catering is also available on site.

For children in Years 4–6 a Sports Academy is provided for those who wish to join. Coaching is provided by school staff and visiting coaches. Some matches, against other schools and clubs sides are played.

## Holiday Clubs

During the School Holidays (half terms and each of the three main school vacations) the School runs a playclub for children aged 3–7 and an activities club for children aged 8–11. Both clubs take place at the Swallows Campus (except for three weeks in summer when the club for 8–11 year olds is held at the Senior School, using the full range of facilities on this site).

Holiday clubs play an important part in the lives of some pupils at the School and for children who are not members of the School but live in the Coventry area. Holiday clubs run each day from 8.30 a.m. until 5.30 p.m. Details of the programme for each holiday are available in advance from the School (Hales or Swallows). Holiday clubs are charged for on a daily basis and are extremely popular with children. The School is very aware that school holidays can cause significant difficulties for families where both parents work and the aim is to always provide care for children when parents need to work. We do not, however, cover weekends or bank holidays.

## Access & Parking

### (a) Opening times

The School opens at 7.45 a.m. on week days during term time and at 8.30 a.m. during the school holidays; it closes at 6.00 p.m. during term time and 5.30 p.m. during the holidays. During the school holidays, only the Swallows Campus office is manned to respond to parental enquiries.

Other than on Saturday mornings and parents' evenings, the school gates at the Swallows Campus (with the exception of one pedestrian gate) are locked. This is a security measure. All doors have security locks and can only be opened by those who know the codes. Staff and pupils are informed of the codes which are changed at regular intervals.

All access to the Hales Building is via doors with security codes.



Anyone visiting the School during the day is required to go to the School Office to be signed into the visitors' book and given an identity badge. Parents who wish to collect their children from after-care need to go to the building where after-care is provided and ring the bell to alert staff that they have arrived.

**(b) Parking and the delivery and collection of children**

i. Regrettably, the only parking allowed on each campus is for teachers (other than at Swallows on Saturday mornings). Parents are requested not to use the drive at Swallows, even for collection from after-care at the end of the day.

ii. Swallows Campus

The main school gates are approached from the Kenilworth Road via The Firs (which is a narrow road). To make things easier we encourage our parents to operate an unofficial one way system. Parents should drive up The Firs to reach the School, then should continue along The Firs and turn left into Earlsdon Avenue South which will bring them back to the Kenilworth Road. This takes a matter of seconds but, if everyone observes this simple rule, traffic and parking problems are reduced. However, parents should be aware that residents of the Firs are entitled to drive the other way and occasionally do so. The hardest times to find parking spaces very close to the School are at 8.40 a.m., 3.30 p.m. and 3.45 p.m. Parents delivering and collecting at these times are advised to park in Davenport Road or the Memorial Park; these are a matter of only a few minutes' walk away from school.

iii. Hales Campus

In the morning, most parents park somewhere near school and leave their child close to the school entrance so they can see they have arrived safely. From 7.45 - 8.15 a.m. in the morning, parents are allowed to drive around the School Crescent (off Warwick Road) to drop off their children in school. However, parents may not park here for longer than it takes for children to leave the car. Parents are advised not to drop children off on the main road (Warwick Road) as this is a very busy route leading to the Coventry City centre ring road. There is plenty of parking available at Central Six, an out-of-town retail park, adjacent to the King Henry VIII School campus. Parents may also park on Michaelmas Road, opposite the School, and children will be supervised across the pelican crossing by a crossing attendant. Please do not park in the small car park in front of the Hales Campus. Parking space here is very limited and reserved for staff who have to be in early to set up for their teaching day.

At the end of the school day, please collect children from the school playground. The children will be brought out by their form teachers (or a substitute). If the School has received written permission from parents, children can be released by staff to catch a bus or walk home or to another location. Any child who has not been picked up or released by 4.00 p.m. will be taken to aftercare in the library or sent to their chosen activity.

Those pupils with siblings at Swallows can be transported for collection from this site by minibus provided by the school at 3.40 p.m. There will be no charge for this service. Please telephone 02476271160 and book the service through the Hales Receptionist or e-mail [hales@khps.co.uk](mailto:hales@khps.co.uk). Children can only be transported by minibus if parents have requested



this service in advance. Parking is available for parents in the Hales staff car park only after 4.50 p.m.

## Buses

Parents of some children may wish them to travel to and from school by bus. Details of school buses and routes are available from the School.

## Food & Drink

### Morning Break

At morning break all children go outside. They are allowed to bring a healthy snack to eat and water to drink. The School operates a healthy eating policy and no sweets, chocolate, crisps or sugary drinks may be consumed.

### Lunch

The cost of lunches at Swallows is included within the school fees. At Hales, the School operates a 'smartcard' system whereby the children are able to purchase meals (further details may be obtained from the School). From Year 4 onwards, children may bring a packed lunch to school in place of one provided by the School.

### Swallows: Year 1 - Year 3 (School Lunches)

Children will have a choice of four first courses and a sweet dessert or fresh fruit. Every day there is a hot meal with meat, a hot vegetarian meal, a jacket potato with a nutritious filling and side salad or a sandwich type meal with side salad. The weekly menus are published in advance in *Sagitta* (the school newsletter) and parents with children at Swallows (in Nursery, Reception, Year 1 and Year 2) are asked to help children to select what they would like and return the attached form. Children in Year 3 make their own choices.

### Hales: Year 4 - 6 (School Lunches)

Children at Hales are expected to make their own choices with regard to what they purchase using funds from an account setup by their parents (accessed via biometric finger print technology) but staff on duty will advise. Menus with prices are posted in the Hales Entrance area and in the *Sagitta* newsletter.

### Packed Lunches

Parents of children in Years 4 - 6 may opt to provide their children with packed lunches. Parents may give their children what they wish but the School advises a balanced luncheon is provided. In keeping with the School's healthy eating policy, no crisps, sweets, chocolate or sugary flavoured drinks may be provided with the packed lunch. Children eating packed lunches will sit with those who take school lunch.

### Nuts

Parents are asked not to supply their children with nuts or products which contain nuts to be eaten within school as a number of children at the School are very allergic to these and any contact can lead to a serious anaphylactic reaction.

**Those children in Years 1 - 3 who take school lunches and are taken on trips, which result in them not being present in school at lunch times, are supplied with a packed lunch by the school catering staff.**



# School Uniform and Kit Lists

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## Reception to Year 6

### Boys' Uniform

Navy blue blazer with crest  
Navy blue jumper with red stripe  
White long-sleeved shirt (short sleeves in summer)  
Navy blue tie with red & yellow stripe  
Mid grey trousers (shorts may be worn in the summer term)  
Grey socks  
Black shoes (lace or Velcro)  
Black coat  
Black ribbed woollen hat with KHPS crest

### Boys' Games Kit:

Striped, reversible navy blue and grey rugby jersey with school crest  
Navy blue cotton shorts  
Long navy blue socks with grey turnover (Reception–Y2 long navy blue socks)  
Pair of black trainers (outdoor)  
Rugby/football boots (screw in studs only)  
Grey sweatshirt with school crest  
Navy blue jogging bottoms  
Cricket 'whites' or white P.E. kit for summer

### Boys' P.E. Kit:

White polo shirt  
White cotton shorts  
White socks  
White trainers (pumps Reception-Y2)

### Boys' swimming kit:

Black swimming trunks  
Swimming hat (black)

### Girls' Uniform:

Navy blue blazer with crest  
Navy blue jumper with red stripe  
White revere-neck shirt (short sleeves in summer)  
Navy blue (with yellow and red) kilt  
Navy blue socks or tights (cotton or wool)  
Black shoes (lace or Velcro)  
Black coat  
Black ribbed woollen hat with KHPS crest

### Girls' Games Kit:

Navy blue polo shirt with school crest  
Navy blue cotton shorts (Reception–Y2)  
Navy blue 'skort' (Years 3–6)  
Long navy blue socks with grey turnover (Reception-Y2 long navy blue socks)  
Pair of outdoor trainers (any colour)  
Grey sweatshirt with school crest  
Navy blue jogging bottoms

### Girls' P.E. Kit:

White polo shirt  
White cotton shorts  
White socks  
White trainers (pumps Reception-Y2)

### Girls' swimming kit:

Black swimming costume  
Swimming hat (black)  
Towel (named)

## Reception–Year 2

School book carrier (navy blue), School PE bag (navy blue), Sports Bag (black or blue)

Year 3–6

School rucksack, sports bag (black or blue)

Boys' hair should be above collar height and hair gel may not be worn. Girls' hair, of shoulder length or longer, should be tied back with black or blue hair fastenings. Children are expected to be neat and tidy when they arrive at School each morning. No items of jewellery may be worn unless they are of a religious nature and parents have applied to the Headmaster for permission. Girls with pierced ears may wear studs only.

All items are obtainable from the Foundation Uniform Shop, Bablake School, telephone 024 7627 1263.

Open: Thursday & Friday: 10:00a.m. – 12 noon; 1:00p.m. – 5:00p.m. or

Saturday: 10:00a.m. – 1:00p.m.

**N.B. It is very important that all items of uniform are named. Name tags on sports and P.E. kit should be sewn on the outside of skorts, shorts and shirts (on the chest or hem, right side).**



## The House System

All children are placed into a 'house' when they enter the School. The house system provides friendly competition in sports and other contests. The system is used to give the children an opportunity to compete with each other as well as to contribute positively to the many different areas of school life.

When children enter the School they are placed in one of the four school houses. These are:

- Greenwich (Green)
- Windsor (Blue)
- Hampton (Yellow)
- Richmond (Red)

The School houses are named after the palaces of King Henry VIII.

In Years 3 - 6 it is envisaged that every pupil will represent his/her house in at least one house competition activity during the school year.



## Fees

School fees are charged in advance and invoices are sent out to parents during the school holidays, prior to the start of each term. There are three fee invoices per academic year. The Preparatory School's fees include the teaching of all subjects and all school meals in Reception to Year 3. From Year 4 onwards children have the option of bringing packed lunches or buying a lunch provided by the School.

In addition to the basic fees, parents will be charged for any after-school care their child might have received in the preceding term. The only other costs parents will incur during their child's time at the School will be for some items of stationery (ink pens etc.), uniform, school trips, any extra-curricular professional coaching or teaching they may choose for their child and any other out-of-hours care.

Fees may be paid by cheque, debit or credit cards or debit transfer over the internet (quoting pupil's reference number from the fees invoice). However, credit card payments incur a 1.85% charge. Fees must be paid in advance by the first day of term or a £50 penalty is added to the invoice. For further information regarding direct debit payments, please contact either the School Administrator or the Foundation Office.

### Fees for academic year 2009 – 2010

#### **Nursery (3 – 4 year olds)**

Morning session (9.00 – 12.00): £20.70

Morning plus lunch (9.00 – 1.30): £28.85

Afternoon session (1.30 – 3.30): £16.50

Full day (9.00 – 3.30): £35.55

**Reception, Years 1 & 2 (4 – 7 year olds):** £ 2,275 per term (including lunch)

**Year 3 (7 - 8 year olds):** £2,325 per term (including lunch)

**Years 4–6 (8 - 11 year olds):** £2180 per term (excluding lunch)

#### **Charges for care before school (ages 5–11):**

Breakfast 7.45–8.30 a.m. £1.50 – £2.50 daily (approximate price according to what is eaten)

From 8.00 a.m. or 8.15 a.m. (according to age) daily care is available free of charge on the School playground

#### **Charges for after school care (Nursery, Reception, Year 1)**

4.00 – 4.30 p.m. £1.50

For every additional half hour (or part thereof) add £1.30

#### **Charges for after school care (Year 2, Year 3, Year 4, Year 5 & Year 6)**

Free until 5.00 p.m.

5.00–5.30 p.m. £3.10

5.30–6.00 p.m. £3.10

**(N.B. The attention of all parents is drawn to the fact that after-care staff are**



contracted up to 6.00 p.m. If a parent does not collect his/her child by this time, a charge has to be levied to meet the costs of emergency overtime. A charge of £5.15 for every 5 minutes beyond 6.00 p.m. is made. This goes directly to the two members of staff who have to remain behind.)

### **Charges for Holiday Activities and Playclubs**

8.30 - 4.30 p.m: £21.00

8.30 - 5.30 p.m.: £25.00



## History of the School

In June 2007 the Governors of Coventry School Foundation made an historic decision: to create two 3 - 11 schools from four of the schools (serving this age group within the Foundation). It was decided that Coventry Preparatory School (3 - 11) would combine with King Henry VIII Junior School (7 - 11) to form King Henry VIII Preparatory School (3 - 11) on the 1st September 2008. This would be followed by a similar merger at Bablake, with Bablake Junior School (7 - 11) combining with Cheshunt School (2½ - 7) to form a new 3 - 11 school to be built on a site adjacent to the Bablake playing fields.

Coventry Preparatory School was founded in 1920 by the Reverend Kenelm Swallow B.A., M.C. after his return from the First World War. Swallow was a war hero who had witnessed the horrors of the Western Front and was determined to create a school for children which was a happy place and where they would be inspired. To this end he bought a beautiful house on what was then the outskirts of Coventry and created the School. The School's motto was *Confide Recte Agens* – 'Have the confidence to do what is right'. The happy, friendly atmosphere which is still present, at what has become known as the Swallows campus, has come directly from its founder. Coventry Preparatory School was owned by three owner headmasters until it was purchased by the Coventry School Foundation in 1992. The first headmaster of King Henry VIII Preparatory School, Nicholas Lovell, was appointed headmaster of Coventry Prep in 2002.

King Henry VIII School was founded in 1545 by John Hales at the request of King Henry VIII. Following the dissolution of the monasteries around Coventry during his turbulent reign, it was suggested to the king that a school might be founded on former monastic lands. John Hales, a scholar known to Henry, was entrusted with the project and the School was founded. It is one of only two schools known to bear Henry VIII's name. There was an attempt to create a preparatory school in 1886 by the distinguished but short-lived KHVIII headmaster, Mr. W.W. Sweet-Escott, but this was a failure and it was not until the first half of the twentieth century that a junior school was successfully grafted to the senior school, sharing its site. The present Hales Campus (8 - 11) was built in 1997 as the Junior School.

The crest of King Henry VIII Preparatory School is a combination of the shield with mailed fist grasping the arrow of King Henry VIII School and the motto of Coventry Preparatory School.



## The School's Aims & Ethos

- King Henry VIII Preparatory School is in the Christian tradition. Children from all faiths and cultural backgrounds are welcomed.
- Tolerance, forgiveness and understanding between people of different faiths, races, backgrounds and countries are moral touchstones.
- The School seeks to encourage and develop a range of gifts and talents amongst its pupils (academic, artistic, creative and sporting). The curriculum has traditional independent school breadth, with plenty of extra-curricular activities and a wealth of opportunities for children to develop interests and experience an exciting range of activities. Sport is a major component in the timetable.
- A strong tradition of pastoral care exists at the School. Fundamentally, KHPS seeks to be a happy place where individuals can grow and express themselves.
- The School provides care for children before and after the conventional school day as well as during holidays and thus will be a 'home-from-home' for many children whose parents need to work.
- The School provides children with outstanding opportunities to experience activities and pursuits beyond the classroom.
- Links between the School's pupils and the community in which they live is encouraged.
- There is a clear sense among staff and governors that this is an independent school. As such, the styles and methods of teaching at the School, and the content of its curriculum, will be based on traditional and proven standards and ideas.
- The staff of the School seek to employ the best aspects of modern teaching practice and resources, but will base decisions to change, adopt and modify these on experienced professional judgement rather than the latest government directive.
- The School covers the main aspects of the National Curriculum, assessing children so that their academic standards can be compared with their peers in other schools. However, the School's overriding aim is to provide a curriculum which is rich, relevant and stimulating for its pupils and which provides excellent foundations for future success.
- There are strong home-school links, with parents having plenty of communication from the School regarding their children's progress, and being able to meet with staff both formally and informally.
- Parents are welcomed into the School's community so that they feel they are stakeholders in the School with a voice in its direction.



# Reports and Parents' Evening

## Key Stage 1 Parents' Evenings: Years One and Two (5 - 7 years)

Teachers of Years 1 and 2 meet with the parents of pupils in their classes in September to discuss the curriculum and provide general information. Later in the first term there is a formal parents' evening when each child's progress and attainment are discussed. A further meeting is held during the Lent Term. Parents wishing to speak to subject specialist teachers or the Head of Learning Support are encouraged to make separate appointments to see them.

## Key Stage 2 Parents' Evenings: Years Three, Four, Five and Six (7 - 11 years)

Parents of pupils in Years 3 – 6 are invited to attend three parents' evenings during the year, held as follows:

1. Years 3–6: curriculum and general information evening for all parents (meeting form teachers) - early Michaelmas Term;

2. Years 3 – 5: a meeting during the Michaelmas Term with form teachers who will have received written comments from subject staff;

Year 6: Meeting with English and Maths teachers - in November;

3. Years 3 – 6: One evening meeting is set aside for each year group, where all staff teaching children in that year group attend—Lent Term.

## Reports

A summary of the proposed curriculum for each year is sent out to parents at the start of each term. This includes information about any trips.

Reports are sent out at the end of each term. Written reports are subject based and include the following information:

An indication of the child's progress, effort and attainment within the subject. Suggested ways to improve future performance/next steps. Details of examination/test results.



## Annual Reporting Structure

<p><b>KS1 Years 1 &amp; 2</b></p>	<p><b>Term 1</b> Written report for English and Maths. Grades (attainment, progress and effort) for other subjects. Form teacher comment. Activities and achievements. Assistant Head comment.</p>	<p><b>Term 2</b> Attainment and effort grades for all subjects. Form teacher comment. Activities and achievements. Head of Year comment.</p>	<p><b>Term 3</b> Full report on English, Maths, Science, ICT, Humanities, RE, Art &amp; DT, Music, PE, Games, Swimming. Form teacher report. Activities and achievements. Asst Head comment.</p>
<p><b>KS2 Years 3 - 6</b></p>	<p><b>Term 1</b> Written reports for English and Maths Attainment and effort grades for all other subjects. Form teacher report. Activities and achievements. Deputy/Asst Head comment.</p>	<p><b>Term 2</b> Attainment and effort grades for all subjects. Form teacher comment. Activities and achievements. Head of Pastoral Care comment.</p>	<p><b>Term 3</b> Full set of subject reports. Form teacher report. Activities and achievements. Dep/Asst Head comment.</p>



# Absence from School

## Illness

When children are unwell and cannot attend school, we ask parents to contact the School as soon as possible. We are very concerned to establish that all children have arrived at school and are safe. An e-mail or quick telephone call in the morning from a parent or guardian to the campus where the child is based (Hales or Swallows) before 10.00 a.m. allays any concerns the staff might have as to where a child might be, and saves the School the necessity of making contact later in the day.

## Unauthorised and Authorised Absence

It is a statutory requirement for schools to inform the local authorities if children have not attended school and there has been either no explanation from parents or the headmaster is unsatisfied with the answer. This is called 'unauthorised absence'. The law requires that children attend school and the only person able to give 'authorised' leave of absence is the headmaster, who has to operate within government guidelines.

If parents wish their children to have time off school they must request leave of absence in advance from the Headmaster. The Headmaster can give leave of absence for health matters or compassionate reasons but he has to inform local authorities if he has any concerns about the amount of time being requested. When a child is too unwell to attend school, a simple message from the parent is enough but any other leave of absence must be requested in writing (this may be a letter or an e-mail).

If a child is unable to attend school through unfortunate circumstances, which prohibit his or her attendance for a lengthy period, teachers will be pleased to provide some work which can be done at home. However, if parents take their children on holiday during term time, this is voluntary absence at a time when education in the School could have been accessed by the child. Therefore work will not be provided. Parents are asked not to request leave of absence during school term for holidays other than for very exceptional reasons. Children at the School receive a very generous allowance of vacation time, some of it being outside the normal school holiday period for children in the maintained sector.



## Medicines and Illness in School

The majority of staff at King Henry VIII Preparatory School hold first aid certificates and can provide basic treatment in the event of an emergency.

If a child is found to be unwell during the school day, the School will contact one of the parents and ask this person to take the child home. Parents should not send a child to school if they have any doubts as to fitness.

If your child has sickness and/or diarrhoea, they should remain at home for 48 hours after the last bout. We also request that parents do not send their children to School during the first two days of a course of antibiotics.

Only prescribed medicines and inhalers are allowed in school. If parents need a member of staff to administer prescribed medicines, a clearly labelled container (from a chemist) must be provided with the child's name and the dosage required. This must be handed directly into the school office and parents must collect the container at the end of every session/day. They should also complete an administration of medicines form giving staff permission to administer medicines to their child. This will require full details of the medicine, dosage, and information about the child's illness.

If a child suffers from an illness that necessitates regular medication, arrangements can be made to administer this at school. Written consent on the appropriate form is needed before we can do this. Each year parents will be asked to complete a form giving the staff permission to administer medication for pain relief, such as paracetamol. Children with allergies will receive an Individual Health Plan (I.H.P.) by the School Nurse after consultation with the parents

Unless medication is administered by the school nurse two members of staff will be present when medication is given. All medicines are securely stored either in the School Office or in the lockable cabinet. No child is allowed to be in possession of any prescribed medicines during the School day.

All parents are requested to complete a medical form upon the entry of their child into the School. The information held on this form is strictly confidential, and essential to ensure continuity of care of your child.

It is IMPORTANT that we have a current contact telephone number with which a parent can be contacted, in case problems arise. Any changes must be sent immediately to the School Secretary.

A detailed First Aid Policy is available upon request.

### **Personal Accident Insurance**

The School takes out Personal Accident Insurance on behalf of all its pupils. The cover operates 24 hours a day, 365 days a year, in and out of school.



# The Curriculum

King Henry VIII Preparatory School has a broad curriculum. There are three main elements: the Academic, the Arts and Sport. The core academic subjects of English, Mathematics and Science lie at the heart of the curriculum but children also study a wide range of other academic subjects.

Pupils in Years 3 – 6 have the broadest curriculum and in the course of each week will study: English, Mathematics, Science, French, History, Geography, Religious Education, Art or Design Technology , Information Communications Technology, Physical Education and Games.

Year 1, Year 2 and Year 3 children are primarily class-based, having one teacher for the majority of their lessons. From Year 4 onwards, children are mainly taught by subject specialists. This is traditional in preparatory schools where it is believed that the knowledge in depth possessed by subject specialists leads to higher standards. It is also felt that children respond well to a number of different teachers with differing styles during the school day.

At the start of each academic year, information evenings are held for parents of children in every year group at the School. The purpose of these evenings is to give parents detailed information about the subjects and topics within the curriculum their children will be following and to provide information regarding clubs, homework, etc. This allows parents to understand what the School is trying to achieve and support their children's teachers.

If parents would like further information relating to the School's Curriculum they can download the School's Curriculum Policy from the KHPS website.



# Examinations

## Entrance Assessments and Examinations

There are no entrance examinations for children wishing to join the School before the age of 7. Instead, children who wish to join in either Year 1 or Year 2 are invited to attend the School for a taster day, or possibly days, during which teachers will assess their ability. Children who join the School below the age of 5 are not assessed academically before joining the School.

Those who join from age 7 onwards are examined using non-verbal reasoning, English and Mathematics tests.

Further information relating to the School's Admission procedure can be obtained by downloading the School's Admissions Policy from the website.

## Examinations for Children who are at the School

The progress of all pupils is very carefully tracked from the point they enter the school. One method of assessing children's progress and ability is to use examinations. Children in the junior years will be given examinations and from these the school will check progress in some subjects and also prepare children for entrance to King Henry VIII Senior School which will be via examinations.

During the infant years, children will take assessments and, whilst some of these will be under controlled conditions when they will not receive adult support, they are not regarded as examinations. At the end of Year 2 (aged 6 or 7) all children take Key Stage One assessments which will provide National Curriculum levels in Reading, Writing and Mathematics. These are reported to parents.

Formal examinations begin in Year 3 when children take verbal and non verbal reasoning tests and standardised tests in English and Mathematics. In Years 4 and 5 similar tests are taken to Year 3 as well as end-of-year examinations. The results of the Year 5 reasoning tests, English and Mathematics examinations are reported to King Henry VIII Senior School. Those children who reach an agreed standard in these examinations will be offered guaranteed places at the Senior School in Year 7 (age 11).

In Year 6 all pupils are again tested for verbal and non verbal reasoning. In January they take 11+ entrance examinations to their chosen Senior School and in May take end of year examinations.



# Homework

## Key Stage One: Year 1 and Year 2

Homework in Key Stage One is set to reinforce work done in the classroom and also to help inform parents of the work being done by their children.

Children are set weekly spellings to learn for a test. They are also expected to read to an adult four nights per week for at least 5 – 10 minutes. Parents are asked to sign reading records to confirm they have heard their child read.

Written tasks and/or maths may be set each week but these are not compulsory. Children may also be asked to do some research to support topic work.

The amount of homework will increase from Year 1 to Year 2 and it will also increase during the year as the children develop.

## Key Stage Two: Years 3 – 6

Homework is set on each school day – the approximate amount of time per night is

Year Group	Monday - Thursday	Friday
3	30 min	40 min
4	30 min	40 min
5	40 min	60 min
6	40 min	60 min

These times are for guidance only and there will obviously need to be some flexibility within them. In addition, children should read aloud at least three times a week, and silently on other evenings, for at least ten minutes. Parents are asked to complete their child's reading record to confirm that they have heard them read.

At the beginning of each academic year all children and their parents will receive a copy of their timetable and their homework schedule.

All pupils have a Homework Diary in which to record work set. This is an important document as it serves as a communication link between home and school. Parents are asked to check that their child has completed the work set and sign the homework diary each week. Any brief notes to teachers may be recorded in homework diaries. In Year 3 form teachers check homework diaries on a daily basis; from Years 4 – 6 they are checked weekly by form teachers.

Homework set may take many different forms – reading or researching for information; obtaining resources to use in a lesson; revising; learning spellings/multiplication tables; completing set exercises, etc. Whilst some homework tasks may require some involvement from parents it is expected that a greater degree of independence will develop as children progress through the School.



If a piece of work takes significantly longer than the times indicated for any reason, parents can write a brief note on the child's book to inform the teacher of the problem.

Homeworks are normally handed in by the children on the following day, unless other arrangements are made by the teacher concerned.

It is not the policy of the School to set holiday homework for most pupils. They work hard during term time and are entitled to a reasonable break from work. However, there are a few exceptions:

- Additional revision work will be set for children in Years 5 and 6 preparing for guaranteed places or entrance examinations.
- Support work will be set for children with special educational needs.
- Voluntary projects will be set for children identified as gifted or talented.

## Extra-Curricular Activities

Extra-curricular activities normally take place at lunchtimes, after school or on Saturday mornings ( a few musical activities take place before school).

A list of Extra-Curricular activities available to the children is published in advance of the start of each term.

Activities/clubs offered to the children might include the following:

Art, Doodle, Construction, Book, Nature, Local History, Sudoku, German, Spanish, ICT, Astronomy, Creative Engineers, Maths Investigations, Rounders, Football, Basketball, Ballet, Street Dance, Tap, Bollywood Dance, Chess, Robotics, Choir, Rock Band, Orchestra, Papercraft, Percussion Ensemble, Playground Pals, Little Heroes and Secret Fairies, to name but a few!

Extra-curricular activities for children in Year 1 are at lunchtime or from 3.30 until 4.15 p.m. after school. At the end of after-school activities, children are passed directly to their parents or will be taken to after-care. A few clubs, run by peripatetic staff will take place between 4.00 and 5.00 p.m. Children can be delivered to these clubs by staff and then taken to after-care at 5.00 p.m.

After school extra-curricular activities for children in Years 2 – 6 will begin at 4.00 p.m. and end at 5.00 p.m. when the children will be taken to the playground by the person leading the activity. Children who cannot attend an extra-curricular activity for which they have signed up, must ensure that the member of staff in charge is aware that the child will not be present. Otherwise school secretaries are instructed to trace the whereabouts of the child.

Homework Club is available to children in Years 4 - 6 each night as an extra-curricular activity and provides an opportunity for children to do their homework at School. Parents are reminded, however, that staff cannot give each child their undivided support and therefore parents must also check that homework has been done to a satisfactory standard.



## Learning Support

The School's Learning Support Department is headed by a fully qualified teacher aided by assistants. The department gives help to pupils with learning difficulties or who need more support in small groups or individually, at both the Swallows and Hales campuses. Children who require additional support and monitoring for Dyslexia, Discalculia and Dyspraxia, are tracked by this department. King Henry VIII Preparatory School is unusual in that currently a certain amount of small group tuition is included within the school fees. However, there is a charge for teaching on a one-to-one basis. Children whose first language is not English will be identified and their progress monitored.

Any child thought to have a particular special need is referred to the Head of Learning Support who will consult the Headmaster. Once agreement has been gained from the Headmaster, parents will be informed of the School's concerns and consent requested to give the child in question some preliminary tests. The results of these tests will be communicated to parents and then the Head of Learning Support will advise parents on the course of action to follow.

Children with particular needs will receive an IEPS (individual educational plan) biennially.

## Lost Property

Lost property can be claimed from the Lost Property Bin (located in the changing rooms at Swallows or at the side entrance nearest the Dining Hall at Hales) or the Receptionist based at each campus.

**Parents are asked to ensure that all items of clothing and personal possessions are named.**

## Mobile Telephones & Gadgets

Children who travel by public transport or who walk may bring mobile telephones to school. However, these should be handed in at the start of the school day (to the school office) and will be returned to them prior to their departure. Children may not carry mobiles on them during the school day nor should they bring to school any small electrical gadgets such as i-pods.



## The Parents' Association

The School is very lucky to have an active and successful Parents' Association. This is a group of volunteer parents who meet several times each term to consider and plan ways to raise money to purchase items of equipment which will enrich the lives of the pupils at the School. Some events are purely for the Preparatory School and some events are combined with the Senior School. A programme of events is jointly planned prior to the beginning of each academic year. The Annual General Meeting of the Prep School P.A. is usually in late September when parents can freely become members of the Committee and put themselves forward for roles within this.

There are some traditional events such as the Christmas and summer fairs but there are also discos, Easter Egg hunts and various other social events. New ideas are always being considered. A list of P.A. events and meetings is provided at the start of each academic year.

All parents are very welcome to join and it is an excellent way of becoming acquainted with other parents and staff. Parents' Association events are always great fun and add much to the life of the School.



# Reward and Discipline

The emphasis in our Reward and Discipline Policy is very much on reward and praise rather than on punishment. Encouragement and expressions of approval are used whenever possible and a positive attitude is adopted to behaviour and discipline. At King Henry VIII Preparatory School we believe that emphasising positive behaviour tends to marginalise bad behaviour and decreases the number of misdemeanours. A well-managed, orderly environment in school will help children to react in a positive way. Children of this age are keen to do well and have a natural enthusiasm to please. We aim to foster and encourage these qualities and believe that effective discipline ultimately comes from settled, happy and fulfilled children operating within an atmosphere in which the quality of personal relationships is very high.

## Reward

Pupils are praised and rewarded for good behaviour and hard work in a variety of ways.

- Teachers send pupils to each other for praise.
- Teachers congratulate children publicly and privately.
- Teachers give children specific rewards: *Stars* in Years One and Two; *House Points* in Years 3 - 6.
- Children are awarded certificates in assembly for gaining a specific number of Stars and House Points.
- Efforts and Achievements in School are acknowledged in assembly and the School Newsletter *Sagitta*.
- Children may sometimes be given privileges e.g. a reward at the end of the week for good behaviour.
- Headmaster's commendations are given in assembly for outstanding work or contribution to School life.
- Children are encouraged to bring in trophies and awards for things they have achieved outside school. These are formally awarded by the Head, Deputy Head or Assistant Head in the weekly celebration assembly so that the school community shares and celebrates children's success.
- All classes in Reception, Year One and Year Two are visited each week by the Headmaster who gives nominated children *Special Mention Stars* and *Star of the Week*. These are awarded for hard work and academic achievement but also for good humour, kindness, positive attitude, helpfulness and kindness.
- Children who show good sporting ability over the course of a season receive sports colours.
- Children at the top of the School whose behaviour is exemplary are made prefects.



## Discipline

From time to time children will test boundaries or need to learn how to behave appropriately towards other people at school. Long experience has shown that a clear disciplinary structure and high expectations of behaviour lead to the school being a happy, calm and safe environment.

### Disciplinary Measures: Years 1 & Year 2 (ages 5–7)

1. Verbal warning issued for minor misdemeanours, first offence.
2. Second verbal warning issued for repeated offence.
3. Loss of privilege (or Penalty Point for Year 2) issued for third minor offence/offences, single serious offence.
4. Meeting with Head of Pastoral Care (Swallows) for consistent poor behaviour.
5. Meeting with parents to discuss behaviour if not improving.
6. Home/school behaviour book, monitoring all positive and negative behaviour.
7. Referral to Assistant Head for continued poor behaviour and inability to respond to requests for good behaviour or major incident
8. Meeting between parents and Headmaster to discuss possible outcomes and strategies to improve behaviour.
9. Temporary exclusion
10. Permanent exclusion

### Disciplinary Measures: Years 3 – 6 (ages 7–11)

1. For poor/unacceptable behaviour or poor effort, verbal rebuke and discussion of unacceptable behaviour. Warning given.
2. For repeated offence, or more major form of poor behaviour, a penalty point is given. This is recorded in the School Discipline Book kept in the Staff Common Room.
3. Parents of children who receive 3 Penalty Points are informed by letter written by the Heads of Pastoral Care. In Years 3 and 4 penalty point totals are not carried beyond each half-term.
4. Pupils who receive 5 penalty points one term (in a half-term for Years 3 and 4) are placed into after school detention, supervised by the Heads of Pastoral Care.
5. If a child receives a further 5 penalty points (accrued during one half term or one term), which would lead to a second detention in one year, the child is given a Saturday morning detention supervised by the Deputy



Head.

6. If appropriate, a child may be placed on a behaviour card which communicates a record of daily behaviour, completed by all teachers who teach or supervise the child.

7. Exclusion—temporary or permanent. Only the Headmaster may exclude a child from school and will follow this course of action if a child shows poor behaviour over a sustained period or behaviour which is dangerous to others or which damages the education of others.

Permanent exclusion is extremely rare.

## **Bullying**

Every pupil in the School has the right to enjoy learning and leisure free from intimidation within the school community. The School will not tolerate any persistent unkind actions or comments, even if these were not intended to hurt.

Bullying is dealt with seriously.

All staff, if they come across an incident of bullying, will make the situation safe, if necessary by physically controlling the bully and supporting the victim. Staff will investigate all incidents seriously. If a member of staff has the slightest suspicion that bullying has taken place, details of such an incident are recorded and they will ensure that the Head of Pastoral Care and if necessary the Deputy Head and Headmaster are aware of what has happened. Form teachers will be involved as soon as possible. Confidentiality between the victim and the bully will be maintained as far as possible. Follow up strategies will be undertaken by the relevant Form Teachers in most instances. The victim and the alleged bully will be interviewed and a meeting convened with the people concerned to discuss the problem. The emphasis will be upon considering the feelings of the victim and on encouraging the pupils to find a solution to any personal disagreement. Discussion on how to put these proposals into action will be necessary. A follow-up meeting with the victim and the bully will take place a few days later to establish whether the situation has been effectively resolved. If no improvement in behaviour has been apparent, further sanctions will be issued. Parents will be kept informed as the process develops.

Staff will monitor occurrences to see whether individual instances are part of a much larger pattern of bullying behaviour. Pupils are asked to report incidents of bullying to members of staff if and when they occur.

If children are found to have bullied others it is normal for them to receive a punishment and if the situation continues their parents will be interviewed by a senior member of staff.

The anti-bullying code is integrated into the curriculum through the Personal, Social, Health and Citizenship Education and Religious Education Curricula as well as in form discussion and School assemblies.



## School Prefects

It is school policy to provide opportunity for leadership and responsibility at all age levels.

### **Prefects**

All pupils in Years 6 are eligible for selection as prefects. Those pupils who have shown themselves to be reliable and trustworthy and whose general behaviour and attitudes towards school are exemplary, will be made prefects at some point during their final year at the School. Prefects wear a badge which identifies them. They have no authority other than to inform members of staff when problems arise.

Prefects will be given specific responsibilities and jobs.

The Head Boy, Deputy Head Boy, Head Girl and Deputy Head Girl are chosen by staff votes. Their main duties, in addition to being prefects, is to set an outstanding example of positive behaviour for all other children in the School and to represent the pupils on occasions such as Sports Day, Prize Giving and presentations to staff or parents.

## Concerns & Complaints

From time to time things happen in schools which lead to parents feeling they wish to complain or they need to express a concern. It is important that parents feel assured that the School tries very hard to do a good job but inevitably from time to time things can go wrong, mistakes can be made or parents simply need more information. If parents do not contact us on these occasions, the School may not know that something has gone wrong and a parent is left dissatisfied. We therefore treat all concerns and complaints in a positive manner and if something has gone wrong we see it as a chance to improve procedure or rectify matters. The School realises that parents do not wish to complain and therefore when a complaint is made it is dealt with quickly and taken seriously.

Parents can take concerns and complaints directly to the member of staff concerned or, if they feel they need to contact a more senior member of staff, they may do so.

Coventry School Foundation has a Complaints Policy and this can be obtained on request or downloaded from the School's website ([www.khps.co.uk](http://www.khps.co.uk)). Further details regarding complaints may be found on the School's website.



## Child Protection

The School's designated Child Protection Officer is Mrs. Anne Wilson. If you have any concerns or questions about child protection, you may request a copy of the School's and the Coventry School Foundation's policies on Child Protection. If you have any further concerns, please contact Mrs. Wilson directly or the Headmaster, Mr Nicholas Lovell.

The School aims to help parents understand that it has a responsibility for the welfare of all its pupils and in some cases needs to refer to social services when acting in the best interests of the child.

## Withdrawing a Pupil from the School

Notice of the intention by parents to withdraw a pupil must be given in writing to the Headmaster, no later than the first day of the term at the end of which the pupil is to be withdrawn, thus giving the required one full term's notice. Failure to do this will incur payment of fees for an additional term.

## Other Documents

Further information about the School and its policies may be found on its website ([khps.co.uk](http://khps.co.uk)) or may be obtained from the School's Reception at the Swallows Campus. The following policies may be viewed:

- The Curriculum Policy
- The Policy for Child Protection
- Coventry School Foundation Complaints Policy
- The Health and Safety Policy on School Trips
- Behaviour Policy
- Coventry School Foundation Exclusions Policy
- Anti-Bullying Policy
- Information about Academic Performance

**Independent Schools' Inspectorate**

Tel. 0207 6000100

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