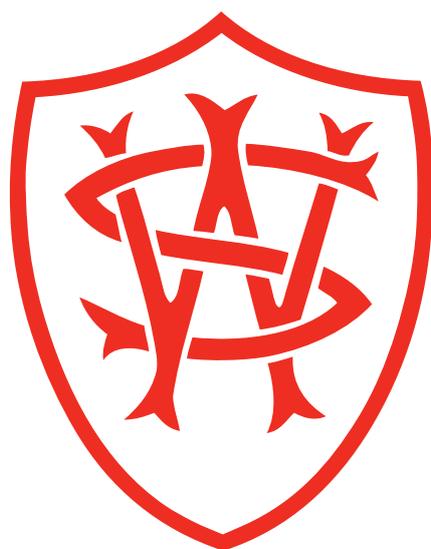


WETHERBY
PRE-PREPARATORY SCHOOL

PARENTS' HANDBOOK
RECEPTION, YEAR 1, 2 AND 3



W E T H E R B Y
PRE-PREPARATORY SCHOOL

Section

Introduction to Wetherby	1
Introduction	
History of Wetherby	
Alpha Plus	
Mission Statement	
Aims	
Wetherby Ambassador	
The School Structure	
Houses	
School Council	
Headteacher’s Awards	
Assembly	
Staff List	
Academic Matters at Wetherby	2
Curriculum Information	
Nursery	
Reception	
Year 1	
Year 2	
Year 3	
Computing	
Homework	
Hours of School	
Learning Support	
Library	
Timetables	
Moving On – Preparatory Schools	
Assessment, Examinations & Reporting at Wetherby	3
Assessment	
Parents’ Evenings	
Pupil Reports	
School Examinations	
7+ and 8+ Entrance Examinations (London Day School Exams)	
Informal Meetings	
End of Term Prizes / Prize Giving	
Reading Policy	
Rewards for Academic Effort, Progress and Conduct	
Sport at Wetherby	4
Code of Conduct	
Kit and Equipment	
Lower School Games	
Upper School Games	
Matches	
Sports Day	
Swimming Gala	
The Arts at Wetherby	5
Art at Wetherby	
Class Assemblies	
Drama at Wetherby	
Music at Wetherby	
Choir	
Concerts	
Instrumental Lessons	
Music Examinations	

Section

Pupil Welfare at Wetherby	6
Absence from School	
Accidents	
Arrival	
Behaviour Management	
Catering, Menus and Mealtimes	
Charities	
Collection	
Confidentiality and Data Protection	
Day Book	
Dietary Requirements	
Email	
Health and Safety	
Holidays During Term Time	
Insurance	
Late Collection	
Learning for Life	
Lost Property	
Media Permissions	
Medical Matters	
Pastoral Care and Welfare	
Personal Items	
Policies	
Pupil Records	
Security	
SIMS InTouch	
Term Dates	
Uniform and Appearance	
Uniform Labelling	
Uniform Lists	
Uniform Suppliers	
Uniform Second Hand	
Valuables and Money	
Communication at Wetherby	7
Calendar	
Email	
Headmaster's Letters	
Homework Diary	
Letters	
Meetings	
Parents Information Evening	
School Magazine	
SIMS InTouch	
Website	
Wetherby Forecast	
Administration at Wetherby	8
Fees	
General Enquiries	
Parking	
Photographs	
Stationery and Equipment	
Traffic / Parking Duty	
Transport	
Extra Curricular Provision at Wetherby	9
After School Clubs	
Holiday Clubs	
Insurance	
PGL	
Trips	

SECTION 1
INTRODUCTION TO WETHERBY

Introduction

This handbook has been written to help you understand the workings and activities of the school, our policies and procedures. We hope you will find it useful. Please do not hesitate to contact us if you are uncertain about anything.

History of Wetherby

Wetherby was founded by Mr and Mrs Gerald Russell in Wetherby Place, SW7 in 1951. It moved to Pembridge Square, W2 4ED in 1971 when it became part of Davies, Laing and Dick Educational Group with its own board of governors.

In 2002, Wetherby became part of the Alpha Plus Educational Group.

Wetherby School is divided between two sites. Little Wetherby and Reception are based at 19 Pembridge Villas and Years 1, 2 and 3 are based at 11 Pembridge Square.

Alpha Plus

Wetherby School belongs to the Alpha Plus Group, who own a number of schools and colleges, mostly located in London. The Alpha Plus Governors carries out the corporate governance responsibility for the school. The CEO, Mr Julian Drinkall, and the directors of the company are based at Head Office, 50 Queen Anne Street, London, W1G 8HJ. Telephone: 020 7487 6000.

Mission Statement

Wetherby School provides an environment that promotes educational excellence and tradition through a forward-thinking, holistic curriculum within which the needs of individual pupils are fostered.

Aims

- To provide a stimulating, supportive, happy and secure school that meets the individual needs of all boys
- To encourage a life-long approach to learning
- To provide a wide, varied and differentiated curriculum through the highest standards of planning, delivery and evaluation encouraging every child to develop their academic, social and personal potential
- To ensure that the qualities of integrity, kindness and good manners are at the heart of Wetherby School
- To create happy, well-rounded and confident learners who are respectful, thoughtful, sociable and motivated Wetherby Ambassadors
- To create an environment where boys express their views openly and effectively in consideration of sound values, rights and responsibilities
- To develop knowledge and understanding of the local and wider communities whilst building ongoing, meaningful relationships
- To work in partnership with parents and carers and to maintain effective communication links between home and school

Wetherby Ambassador

Being a Wetherby Ambassador is the boys' most important task; boys are proud to wear the Wetherby uniform and proud to be an Ambassador for their school. Trust, respect, honesty and a hardworking attitude are intrinsic in all that we teach. Being a Wetherby Ambassador is part of everyday school life at Wetherby School.

To be a Wetherby Ambassador the boys:

- Remember their manners
- Speak correctly and at the right time
- Wear their uniform correctly
- Listen to their teachers and parents / carers
- Behave appropriately
- Respect people and property

Each week in assembly one boy from each year group is given an award for being a Wetherby Ambassador. His photograph is taken and is displayed on the Wetherby Ambassador noticeboard.

The School Structure

Wetherby School takes boys from Nursery to Year 3. There are four classes in Reception and Years 1, 2 and 3. Each year group operates in a parallel fashion. At Wetherby, the school is divided into Lower School – Reception and Year 1 and Upper School – Year 2 and Year 3. Each class is named after their year group and the initial of the class teacher's surname.

Houses

Boys are allocated to a House when they join the school. The boys will not be in a House in Little Wetherby (Nursery). The Houses are named after famous British military leaders. The names of the Houses are Marlborough (green), Montgomery (yellow), Nelson (blue) and Wellington (red). Houses compete against each other for the House cup which is awarded each term and also for the Wetherby Bear which is awarded weekly in assembly. Brothers will always be in the same house. There will be many house events in which the boys take part in. Notification of when these events will occur will be given nearer the time.

School Council

The school council provides an opportunity for the boys to feel part of the decision making process and be involved in improving school life for everyone. School council representatives are chosen each term from each class and meetings are held twice a term. In Year 1 the class teacher will choose a school council representative (or they may allow the boys to vote anonymously). The boys in Year 2 and Year 3 must prepare a speech giving reasons why they should be the school council representative for their class. In Reception there will be a school council representative chosen for the summer term.

Headteacher's Awards

Headteacher's awards are given out in assembly. Two boys from each class are nominated by their class teacher. The Headteacher's awards are given to a boy for anything that their teacher feels they have done well during the week. This could be for good work or progress in any subject area, following the golden rules or demonstrating the qualities of a Wetherby Ambassador.

Assembly

At 11 Pembridge Square there are two whole school assemblies each week. These are held on a Monday and a Thursday in the school hall from 9.05am until 9.30am. During Monday's assembly a hymn is sung, prayers are read out by boys from one class, Headteacher's awards and Wetherby Ambassador awards are handed out and there are recounts of school events that have taken place. The school is also set a target for the week and the winning class of the previous week's target is announced. That class will have the Wetherby Bear in their classroom for the next week. House points are announced and the winning house has their coloured scarf put on the Wetherby Bear. Boys' birthdays are also celebrated. Thursdays are class assemblies, learning for life assemblies or a guest speaker will come and speak to the boys. Each class will do one assembly per academic year. Parents are welcome to watch these assemblies.

At 19 Pembridge Villas, there are two whole school assemblies each week. These are held on a Tuesday and a Friday from 9.05am until 9.30am. During Tuesday's assembly Headteacher's awards and Wetherby Ambassador awards are handed out. Reception and Nursery are also set a target for the week and the winning class of the previous week's target is announced. That class will have the Wetherby Bear in their classroom for the next week. House points are announced and the winning house has their coloured scarf put on the Wetherby Bear. Boys' birthdays are also celebrated. Fridays are class assemblies, learning for life assemblies or a guest speaker will come and speak to the boys. Each class will do one assembly per academic year. Parents are welcome to watch these assemblies. When there is not a class assembly or a guest speaker then either Mr Snell, a member of the Senior Management Team or a class teacher will lead the assembly.

Staff List

Please refer to the school website.

SECTION 2
ACADEMIC MATTERS AT WETHERBY

Curriculum Information

The curriculum taught at Wetherby is broad and balanced so that boys are engaged and work hard, yet are still able to have fun. We regard the acquisition of the traditional skills of reading, writing and numeracy as vital to their future learning and plan the teaching programme carefully for continuity and progression.

The curriculum is laid out for each year group in short, medium and long term plans. Cohesion, continuity and progression over the five-year period is ensured. Particular emphasis is placed on the core academic subjects of maths and English. There are also weekly lessons in reasoning, science, history, geography, religious education (RE), learning for life (PSHEE), French, computing, music, drama, art / design and technology, swimming and sport.

Parents will be provided with a curriculum overview at the start of each term, detailing what will be covered by the year group.

At Wetherby, we are acutely aware of the fact that children learn in a variety of ways. With that in mind, we always seek to deliver our curriculum in as exciting and innovative ways as possible to cater for different styles of learners and to support children of all abilities. Our Deputy Head (Academic) and Head of Teaching and Learning work closely together to ensure that all boys receive the highest form of teaching and create learning opportunities that meet their individual needs.

Little Wetherby

Our carefully planned curriculum is tailored to the needs of the individual child allowing them to progress successfully through the Early Years Foundation Stage and foster a love of learning. Through skilful observation and assessment, activities and opportunities are planned to encourage the boys to develop holistically and gain pre-school skills with the minimum of pressure and lots of fun. The boys are encouraged to become active learners through making choices and following their own interests. Each day they will experience a balance of child initiated and adult led activities. This encourages the boys to discover a wide range of subjects through play and exploration, developing creativity and divergent thinking skills. Boys gain knowledge and the skills for learning in the nursery to give them the best possible start for their school lives.

We value the key role that you, as parents, play in your son's learning. At Wetherby we recognise the importance of teachers and parents working together in partnership to ensure the best possible start for every boy's education. Through daily contact and written reports we will share your son's social and academic progress and achievements formally and informally.

Reception

Wetherby School is exempt from the learning and development requirements of the Early Years Foundation Stage (EYFS). This allows the school the freedom to exercise its professional judgment in implementing the curriculum with teaching and learning strategies that are best suited to the individual boys at Wetherby.

Despite this, at Wetherby, we regard the core EYFS principal of "learning through experience" as a true opportunity to promote individualised learning within a class context. This is achieved not only through our own close interaction with the children but also through a balance of well-planned child and adult-led activities which enable us to observe and respond to the needs, interests and achievements of our pupils. As such, the concept of a "unique child" is, at Wetherby, intrinsically linked with the positive and nurturing relationships that staff aim to develop with the children. In this regard, we aim to promote an open, informative and supportive relationship with parents, starting from a parent's first contact with the school. Through both written contact, such as welcome questionnaires, practical information, reading records and formal reports and face-to-face contact on a daily basis as well as introductory, curriculum and parents' evenings, we recognise and encourage parents' roles as co-educators.

Reception boys spend most of their day with their class teachers and teaching assistants except for specialist lessons in music, French, computing, PE and games. During the autumn term the boys are collected at lunch time on a Wednesday afternoon. From the beginning of the spring term the boys will be at school full time.

Year 1

At Wetherby, the initial focus in Year 1 is transition from Reception to a slightly more formal learning style. Year 1 teachers receive comprehensive information on attainment levels and PIPS results achieved by the boys prior to entry to Year 1.

The boys are taught core subjects of maths, English, science, geography, history and religious education (RE). In Year 1, English is segmented into more specific learning areas than previously, being broken down into creative writing, comprehension, grammar, guided reading, spelling, phonics and handwriting. This continues from Year 1 to Year 3. They are also taught reasoning, learning for life (PSHEE), French, music, art, design and technology, computing, and physical education (gym, swimming, football, rugby, cricket and swimming) as part of the very broad curriculum.

The boys in Year 1 spend most of their day with their teachers and teaching assistants except for specialist lessons in music, French, computing, PE and games.

Year 2

In Year 2, the curriculum follows on from Year 1 in a similar structure. Furthermore, boys are introduced to the learning techniques that will be required of them in preparation for the 7+ and 8+ exam processes.

Boys who are partaking in the 7+ examination process will be extensively prepared for both formal examinations and interviews. Parents of boys wishing to take these examinations will be invited to send their son to Monday and Wednesday clubs (in the autumn term and first two weeks of the spring term) which focus on examination preparation for maths and English.

Year 3

The Year 3 curriculum is the culmination of a boy's first three years of learning at Wetherby. Here, we focus on cementing and extending their key skills across all curricular areas but also to fully prepare them, academically, socially and emotionally, for the transition to their next schools.

Prior to Year 3 entry, boys' previous academic performance is considered and used to stream boys in English and maths for their final year. The objective of this is to individualise learning as specifically and effectively as possible in this final year. Boys are comprehensively prepared for the 8+ examination and interview process. Parents are also given the option for their son to attend Monday and Wednesday clubs (in the autumn term and first two weeks of the spring term) which focus on examination preparation in maths and English.

Computing

At Wetherby School we believe that computing plays an important part in preparing pupils for the constantly changing world they encounter. Computing plays a major role in their lives, both while at school and more increasingly outside of a school or regulated environment. Computing skills are incorporated into lessons across the curriculum. We feel that it is not only important that pupils are taught computing skills but also how to make responsible and safe decisions while on the computer.

Access to school computers is via personal login, which is password protected. We give guidance on the reasons for always logging off and for keeping all passwords securely. The boys in Reception and Year 1 use a generic login.

Internet security is provided by a filtering system which blocks out unsuitable websites. Lessons on internet safety are given and each boy is aware of what to do should there be a problem with the internet. Our guidance is that no boy should put anything onto the web that they would not say to their grandmother!

Homework

Homework reinforces the work done in class and is an important part of the boys' learning. It is set appropriately for each year level.

Reception

The boys are expected to read every day for ten minutes with an adult. Both parents and teachers will communicate daily in the reading record. Reception boys will also be issued with weekly spellings, appropriate to their level, from the summer term.

Year 1

The boys are expected to read every day for fifteen minutes with an adult. Both parents and teachers will communicate daily in the reading record.

The boys are given spellings that need to be learnt over a week. This is a combination of irregular spellings and phonic based words. Spellings are set on a Monday and are tested the following Monday. Every week in the spring and summer terms there will be a times tables test.

After half term in the autumn term one homework task is set each week, this alternates weekly between maths and English. After the spring half term, the boys receive two sets of homework a week; one maths task and one English task.

Year 2

The boys are expected to read every day for twenty minutes with an adult. Both parents and teachers will communicate in the reading record or in the homework diary.

In Year 2, the boys are expected to complete the following homework tasks: spellings on a Monday, twenty minutes of maths on a Tuesday, twenty minutes of English on a Thursday and times tables on a Friday. When times tables are not given there will be an alternative maths homework task. In the spring term, as weekend homework, pupils are required to do a project.

Year 3

The boys are expected to read every day for twenty minutes with an adult. Both parents and teachers will communicate daily in the reading record or in the homework diary.

In the autumn term spellings will be set on a Monday and on every week night, thirty minutes of maths, English or reasoning homework will be given. After the examinations in the spring and summer terms, thirty minutes homework will be given on a Monday, Wednesday and Friday. Additional homework may be given on an adhoc basis on other evenings where appropriate.

Across all year groups, the boys will receive homework to do over the weekend. This is optional and is called 'weekend explorers'. The year group leaders will explain this task over email on a weekly basis to all parents in their year group.

Homework Diaries

Boys in Years 2 and 3 are given homework diaries. Every morning when the boys come into their classroom they are expected to write down their homework for that evening. Homework diaries are also a good form of communication between parents and form teacher.

It is important that homework is completed each time it is set.

Holiday Homework

From Reception, boys will be issued with holiday homework. This is tailored and differentiated in line with the year group levels. In order to ensure that every child is challenged and stimulated, we feel that holiday homework is an important part of supporting the children's learning. It also serves to consolidate skills and concepts taught throughout the term. Furthermore, we view it as a vital part of easing the children's readjustment to school life the following term.

Hours of School

The school day begins at 9.00am, although boys are welcomed from 8.30am. Parents are free to visit classrooms during this period. There is an assembly twice a week on a Monday and Thursday at 11 Pembridge Square and on a Tuesday and a Friday at 19 Pembridge Villas. Lessons start on these days at 9.30am and during the rest of the week, lessons begin at 9.05am. At 11 Pembridge Square, lunch lasts for half an hour and is divided into two sittings. The lunch sittings are between 12.00pm and 12.30pm and 12.45pm and 1.15pm. Year 1 will always eat in the first sitting and Year 3 will always eat their lunch in the second sitting. Year 2 will be divided into the two sittings. At 19 Pembridge Villas, lunch lasts for half an hour and is divided into two sittings. In Reception and Year 1 school finishes at 3.15pm and pick up is between 3.15pm and 3.30pm. In Year 2 and Year 3 school finishes at 3.30pm and pick up is between 3.30pm and 3.45pm. School clubs start at 3.45pm and finish at 4.45pm, apart from Year 2 and 3 football club in the autumn and spring terms and cricket club in the summer term on a Tuesday, which finishes at 4.00pm. Reception do not take part in any clubs.

Learning Support

Wetherby School operates a non-selective entry system; all classes are of mixed ability. Some boys may require additional support if they are identified as having learning difficulties or differing learning needs in some areas of the curriculum.

We provide an excellent in house specialist team who are able to offer advice. Extra lessons can be provided where necessary in maths, English and speech and language.

All teachers are aware of various differences in learning styles and difficulties that might manifest and are rigorous in working with the Head of Learning Support and learning support staff to ensure that a boy is appropriately supported both in and outside of the classroom. This can also be through small group work and interventions.

Learning support needs are usually identified by the class teachers in conjunction with the Head of Learning Support and the Headmaster. Parents are then informed and together they plan the best course of action for the individual.

We also recognise that differentiation in class is essential to meet the diverse range of abilities within any mainstream class. The class teachers plan lessons so that able pupils are stretched while less able pupils are supported and understand the concepts taught. Each year group writes a document that sets out which pupils in each class have differentiated worksheets for maths, comprehension, reasoning and grammar. This document is kept by all teachers who teach the pupil in their teachers' planning and assessment folders. In addition to this, class teachers adapt a variety of different strategies in class to ensure the needs of all pupils are met.

In Year 3, pupils are divided into ability groups for maths and English. This enables boys to be appropriately challenged at all levels and work to be differentiated as necessary.

Please refer to the SENDA Policy for further information.

Library

Our library is found on the second floor at 11 Pembridge Square. In the library are fiction, non-fiction and a variety of topic-based books. The boys have a weekly library lesson. Boys who are library readers select their reading books from the library following the colour coded level system. A boy must have a standardised reading age of eight before he is able to read books from the library. At 19 Pembridge Villas each class has their own class library.

Timetables

A copy of your son's timetable will be given to you at the start of the academic year and is displayed outside his classroom.

Moving On – Preparatory Schools

Boys at Wetherby can sit 7+ (Year 2) and / or 8+ (Year 3) examinations for entrance to their next schools. These examinations usually take place in January. It is the responsibility of the boys' parents to register their son for any school.

There will be a Prep schools' information evening in the spring term for all the Year 2 parents. At this evening, information about all the schools the boys may wish to go to will be discussed. This will be held in the school hall and will be led by the Headmaster and the Deputy Head (Academic).

Wetherby boys move on to a variety of schools. In the past few years, boys have gone to: Caldicott, Cothill, Colet Court, Harrodian, Ludgrove, St. Philip's, Summer Fields, Sussex House, The Dragon, Westminster Cathedral Choir School, Westminster Under and Wetherby Prep.

SECTION 3
ASSESSMENT, EXAMINATIONS &
REPORTING AT WETHERBY

Assessment

Wetherby School uses a range of monitoring and assessment techniques to track and record progress of individual boys as they move through the school. Due to the nature of the school, high emphasis is placed on the ability to successfully negotiate examinations in preparation for entrance testing at preparatory schools, particularly in Years 2 and 3.

The monitoring and assessing of children's work forms an important part of the planning for each child's individual development and that of the class as a whole.

Assessment is conducted in different ways according to the year group the child is in. All assessment procedures are made clear to parents and information is shared regularly.

Examinations

These are carried out at the end of Year 1, the end of each term in Year 2 and at the end of the autumn and summer terms in Year 3. External exams at 7+ and 8+ take place in January for Years 2 and 3.

Performance Indicators in Primary Schools (PIPS) testing (Reception – Year 3)

PIPS stands for Performance Indicators in Primary Schools. They assess pupils' basic skills in literacy and numeracy. PIPS baseline assessment is completed on entry to Reception and at the end of the summer term in Reception. Year 1 also complete PIPS at the end of the summer term and this process is repeated in the spring term of Year 2 and the summer term of Year 3.

Monthly progress meetings

These meetings take place before each half term. In these meetings the class teacher will discuss each boy in their class with the Headmaster, Deputy Head (Academic), Deputy Head (Pastoral) and Head of Teaching and Learning. The boys' academic progress and general well-being will be discussed along with any pastoral and academic concerns.

Assessment Folders

All staff keep assessment folders. These folders enable staff to assess the progression of each boy across all curricular areas. Teachers will use marking, Wetherby assessment rubrics and templates as well as boys' self-assessment to record the boys' progress in these folders. Separate assessment folders are kept for maths, English and topic. Any areas of concern or strength are noted as well as any intervention strategies that might relate to these assessments.

Parents' Evenings

Parents' evenings are held every term. In Reception, Year 1 and Year 2 they are held over two evenings in all three terms. In the autumn and summer terms each meeting lasts for fifteen minutes and in the spring term the meetings last for twenty minutes. In Year 3 each term the parents' evenings are held over two evenings and parents receive five minute meetings with their son's maths, English and form teacher.

In Reception, Year 1 and 2 these will be conducted in the classrooms. In Year 3 these will be conducted in the hall. Boys' work books are organised outside the classroom for parents to see. Parents will be informed when Parents' Evenings are via the school calendar. Parent appointment timetables will be displayed about three weeks before parents' evenings. Parents will be required to sign up for a time in Reception, Year 1, Year 2 and Year 3.

Learning support parent / teacher meetings will take place on the same evenings.

Pupil Reports

Parents will receive a written report twice a year. This will be at the end of the autumn term and the end of the summer term. The report is presented in a Wetherby report folder. A report will be written for each subject a boy is taught. If your son has instrumental lessons or any other extra lessons within the school, a report for these lessons will also be written.

School Examinations

Reception

In Reception there are no exams. Pupils will undertake PIPS testing in the first half of the autumn term. They will take these again, after half term, in the summer term.

Year 1

Year 1 will undertake PIPS testing in the summer term as well as Wetherby School exams in the week after half term in the summer term.

Year 2

Year 2 will take Wetherby School exams after half term in each term. Some pupils may sit the 7+ exams which take place in January. Year 2 boys undertake PIPS testing in the first half of the spring term.

Year 3

Year 3 will take Wetherby School exams after half term in the autumn and summer terms. They will all take the 8+ exams in January. Year 3 boys undertake PIPS testing in the summer term.

7+ and 8+ Entrance Examinations

Boys sit entry for the Prep schools of their choice at 7+ and / or 8+. Each school will set their own exam and it is the responsibility of parents to register their sons for each school and examination. Wetherby's curriculum is designed with these exams in mind. Boys sit the exams in January.

Informal Meetings

If you would like to arrange a meeting with your son's class teacher please arrange this directly with them. If you would like to arrange a meeting with the Headmaster, this can be done by contacting the Headmaster's PA.

End of Term Prizes / Prize Giving

At the end of each term there is a prize giving assembly where there are three prizes awarded for each class. They are the effort prize, the achievement prize and the star prize. At the end of the academic year there will be an award for overall excellence as well.

At the end of each school year there is a separate prize giving ceremony for the boys. This is a special event to which parents are invited. This is held at St Matthew's Church.

Reading Policy

The boys at Wetherby School are expected to read every day. Reading is very much built into the school day at Wetherby and the boys are heard on a regular basis. In Reception the boys are heard to read four times each week. In Years 1 to 3 the boys are heard reading at least three times a week.

Please refer to the Reading Policy for more information.

Rewards for Academic Effort, Progress and Conduct

At Wetherby we believe in rewarding the boys. There are many opportunities for the boys to be recognised including:

Achievement Board

In the entrance hall, a piece of work from a boy in each class will be displayed.

Headmaster's Awards

These certificates are awarded for recognition, in any form, of achievement or effort made by the individual pupil. Certificates are given out by the Headmaster in Monday's / Tuesday's assembly.

Headmaster's Stickers

Boys can be sent to the Headmaster if they have done something particularly noteworthy. The Headmaster will give out a special Headmaster's sticker.

House Stars

Each pupil will be allocated to a house during their time at Wetherby. Each form operates a star chart system in which each boy has a chart for the duration of the term. Stars are allocated for a variety of reasons such as special effort, good manners, thoughtfulness or good work. The charts are not meant to be solely a record of academic achievement and should give all children an equal chance of acknowledgement and reward. Stars may not be taken away. These will also contribute to house totals.

The Wetherby Bear

The Wetherby Bear will spend the week with the class in the school who have been particularly good in achieving the weekly target. Staff decide in the staff meeting on a Thursday at 11 Pembridge Square and on a Friday at 19 Pembridge Villas which class has won. The bear will be given out in assembly on Monday. The Wetherby bear will also wear a scarf in the colour of the house with the most house stars for that week.

Wetherby Ambassador Certificates

These certificates are awarded for recognition, in any form, of being a Wetherby Ambassador made by the individual pupil. Certificates are given out by the Headmaster in assembly.

Wetherby Special Mentions

If an individual has done something special in class, around the school or outside of school he could receive a special mention sticker in assembly for his actions.

Artist, Musician and Sportsman of the Month

Each month, one boy from each year group will be awarded one of these certificates. Certificates are given out by the Headmaster in assembly.

SECTION 4
SPORT AT WETHERBY

Code of Conduct

CODE OF CONDUCT FOR PARENTS, CARERS & SPECTATORS

In a spirit of competition and fair play for all:

PLEASE:

- Encourage your child to learn
- Respect the opinions and decisions of officials, coaches and managers
- Encourage children to play, do not force them
- Encourage your child always to play by the rules
- Discourage unfair play and arguing with officials and players
- Praise your child's efforts, whether they win or lose
- Get to know your child's coach / manager
- Set a good example by recognising and applauding all good play
- Use proper language at all times
- Set an example by being friendly to the parents of the opposition

PLEASE DON'T:

- Coach from the side-lines
- Punish, ridicule or belittle a child for losing or making mistakes

CODE OF CONDUCT FOR PLAYERS

- Learn and play by the rules
- Play for fun and enjoyment - not just to please your parents and / or teacher
- Be a good sport - win with modesty and lose with dignity
- Recognise and applaud all good play
- Respect teachers, team mates, opponents, officials and their decisions - treat them as you would like to be treated
- Control your temper - no shouting, breaking rackets, throwing bats or other equipment
- Work equally hard for yourself and your team - your team's performance will benefit and so will your own
- Arrive for training and matches in good time to prepare thoroughly and with the correct kit
- Inform the teacher of any injury as soon as possible
- Inform the teacher if you will be late or need to leave early
- Inform the teacher in good time if you are unavailable for any match

School Sports

Kit and Equipment Lists

School sports equipment must be purchased from Perry Uniform. Any queries about kit should be addressed to the school office. The full school uniform list is given to parents when they arrive at Wetherby; the sportswear requirements are listed below.

Sports kit for Reception and Year 1

- School tracksuit
- Waterproof fleece tracksuit top
- White polo shirt with house coloured trim
- White shorts
- Short white or red socks
- White trainers
- White slip-on plimsolls (gym lessons)
- Red swimming trunks (Year 1 only)

Sports kit for Years 2 and 3

Autumn and spring terms

- School tracksuit
- Waterproof fleece tracksuit top
- Wetherby football kit
- Shin pads
- Football boots
- White trainers
- White polo shirt with house coloured trim
- White shorts
- Short white socks
- White trainers
- Red swimming trunks

Summer term

- White polo shirt with house coloured trim
- Cricket shirt (optional)
- Cricket trousers (optional)
- Sleeveless or long sleeved cricket jumper (optional)
- White trainers
- Cricket shoes / boots (optional)
- Red swimming trunks

Lower School (Reception and Year 1) Games

Reception have two gym lessons each week in the outside area and games on a Friday afternoon at the Westway Sports Centre. In Year 1 games take place on a Friday afternoon, swimming on a Wednesday and gym on either a Tuesday or Thursday morning. Games lessons are held at The Westway Sports Centre, swimming at Kensington Leisure Centre and gym lessons are held in the hall. On a Friday the boys should wear their sports kit to school. Boys will need to bring their kit to school to change into on the days they have gym or swimming.

Upper School (Year 2 and Year 3) Games

The boys in Upper School go to Kensington Leisure Centre for their gym lessons. Year 2 go on a Thursday afternoon and Year 3 on a Monday afternoon. The boys have two games afternoons; at Westway Sports Centre on a Tuesday and at Hyde Park on a Friday. The boys swim at The Porchester Pool on a Friday. On a Friday, the boys should wear their sports kit to school. On all other days when there are sports, the boys should bring their kit to change into.

Matches

Matches are held between Wetherby School and other Preparatory Schools in and outside of London. Directions to matches will be included in the letter from the Head of Sport.

Matches involving boys in Years 2 and 3 are usually held on a Tuesday or a Friday afternoon. If it is a home match, then the matches will take place at Westway Sports Centre or Perk's Field in Hyde Park.

It is an honour to be selected for a school team. All boys are expected to make themselves available to represent their school for all team fixtures detailed in the school calendar. If there are circumstances or events that prevent your child from representing the school in a match, then please let the Head of Sport know in advance of the match.

All boys are given the opportunity to represent their school in Years 2 and 3. Wetherby School tries to give as many boys as possible, a chance to play in as many matches as possible.

Timings and other necessary information are given on the team sheet which is sent out to parents via their child's book bag and by email from the Head of Sport in advance of each match. If arrangements for a match change, or the match is cancelled due to poor weather conditions, then the school office will notify parents as early and as quickly as possible. A copy of team lists will be displayed on the Year 3 floor and on the board in the entrance hall at 11 Pembridge Square.

Sports Day

This is held annually in the summer term at Wetherby Sports Ground. Lower School Sports Day (Reception and Year 1) will take place in the morning (10.00am – 12.00pm) and Upper School Sports Day (Year 2 and Year 3) will take place in the afternoon (1.00pm – 3.30pm). Boys and parents will be able to have a picnic in between Lower School and Upper School Sports Day. Parents will be allowed to watch from the designated areas.

Stickers are awarded to boys during and after each event and medals are awarded to boys who come in the first three places in the running race for their class. All boys will receive a participation medal.

Swimming Gala

There will be an annual swimming gala held at Kensington Leisure Centre in Years 1, 2 and 3. This takes place in the second half of the spring term. All boys will receive a participation medal.

Swimming galas against other schools take place during each term. Information about these galas will be given prior to the event.

SECTION 5
THE ARTS AT WETHERBY

Art at Wetherby

Art is taught from Reception. It gives the boys the opportunity to develop their imaginative and creative skills and learn various artistic techniques in a stimulating environment. Many interesting topics on art movements, artists and general themes are covered and the boys enjoy producing dynamic art work in two and three dimensions. Pieces of work are displayed throughout the school. In addition to this, boys' work is selected for Picture of the Month and Wetherby Tate. These pieces of artwork can be found in the entrance hall and the school hall.

The boys enter national competitions, where possible, and design their own Christmas cards. These are professionally produced and are available to order in the autumn term.

Class Assemblies

The school organises class assemblies to which parents are invited. In Reception class assemblies are held on a Friday morning and start in the spring term. In Years 1, 2 and 3 these are held on a Thursday at 9:05am in the school hall. Parents are invited to watch their son's assembly. Each class does one assembly per year.

Drama at Wetherby

In Reception drama is taught on a Wednesday afternoon starting in the spring term and drama is incorporated in the English curriculum throughout Year 1. In Years 2 and 3 each class has one lesson per week. However, there are many cross curricular links with drama being incorporated in various forms across a range of subjects as part of good teaching practice. At 11 Pembridge Square drama is taught in the hall with additional work for productions being carried out on stage. At 19 Pembridge Villas drama is taught in the boys' classrooms.

Each year, every boy in Reception takes part in the Christmas concert. This is held in St Matthew's church and is organised by the Reception teachers. In Year 3 the boys take part in a leaver's production during the summer term. This is staged at a venue outside Wetherby.

Drama Club also provides boys with the opportunity to participate further in drama activities and perform in a production each term. There will also be opportunities for boys to watch travelling theatre company performances and there are drama workshops for all year groups.

Music at Wetherby

Music starts from Reception and class lessons for Years 1, 2 and 3 are held in the music room. In Reception music lessons are held in the boys' classrooms. Reception and Year 1 have two lessons a week whilst Year 2 and Year 3 have one lesson. Lessons are based on the National Curriculum and include listening, composing and performing. The Head of Music is responsible for the delivery of the music curriculum with peripatetic staff providing individual instrumental tuition.

Choir

There are four choirs at Wetherby. These choirs are made up of boys in Year 1, 2 and 3. The choir is led by the Head of Music. Any boy can join subject to a successful audition. Rehearsals are held on a weekly basis for each year group in the music room. Year 3 choir takes place on a Tuesday morning at 8.30am and Year 2 choir takes place on a Wednesday morning at 8.30am. There is also a Year 1 choir which takes place on a Friday morning at 8.30am. There is an additional singing group for any Year 3 boys not in the choir who wish to sing. They are called the Wetherby Singers.

The choirs represent the school at major functions, the carol concert, the choir concert and the end of year service. There is also an annual Pre- Preparatory Choir Festival, established by Wetherby in 2005, in which the choir participates. The choir also sings at charity events and for the local community.

Concerts

There is an instrumental concert held at St Matthew's Church at the end of each term in which selected boys will have the opportunity to perform.

Instrumental Lessons

Individual instrumental lessons are available from Year 1 and are subject to availability. Piano, violin and guitar are all available.

Lessons are held in specialist teaching rooms during the school day on a rotation system throughout the week. A term's notice is required when parents wish lessons to stop. Parents should contact the Head of Music should their son wish to have instrumental lessons. A trial lesson can be arranged, if necessary.

Music Examinations

Boys are entered for music exams on recommendation from the peripatetic staff. External exams are taken with The Associated Board of the Royal Schools of Music (ABRSM).

SECTION 6
PUPIL WELFARE AT WETHERBY

Absence from School

No boy should be absent from school without prior permission of the Headmaster, except through illness. All appointments to see the doctor, dentist, optician etc. should be arranged for outside school hours, wherever possible.

Illness

At Home

If your son shows any signs of illness prior to the school day, please keep him at home. Parents are required to ring or email the school office before 9am (preferably earlier than this) on every day that their son is ill and will not be attending school. If you have to leave a message please state your son's class name at the same time (there is a 24 hour answering machine). If the parents do not inform school of a boy's absence then the office staff will call the parents to establish a reason for absence and amend the register as necessary.

If a child has been diagnosed with an infectious disease, please follow your doctor's instructions with regard to his return to school. Please also inform the school immediately in order that other children can be monitored for similar symptoms.

In School

If your child becomes ill during the school day, the parent(s) will be telephoned if this is deemed necessary. If your child has had medication in the morning before coming to school, it would be helpful if you could please inform the school office and your son's form teacher so that he can be monitored throughout the day.

Accidents

If your son has an accident at school, this will be recorded in the accident book. Once completed these reports are signed by either the Headmaster, a member of the senior management team (SMT), the Reception leaders or the Head of Little Wetherby. Two copies of the accident form will be made. The original is filed in the accident folder in the school office, two are given to the class teacher. Both of these are signed by the parent / carer picking up the boy who has had the accident. One copy is then placed in the boy's file and the other copy is taken home. Once first aid has been administered the boy will be monitored by his form teacher or whoever is looking after him at this time. Should we feel that your son is not himself then we may call you to ask you to come and collect him.

Please refer to the First Aid Policy for more information.

Arrival

Late Arrival

Arrival at school in the morning is between 8.30am and 9.00am. Registration is at 9:00am. If you arrive after this time it is imperative that you go to the school office to sign the late book. The school offices can then amend the register accordingly.

Please refer to the Digital Attendance Register Policy for more information.

Behaviour Management

Rewards and Punishments

Academic rewards have been covered earlier in this handbook under Academic Matters. However, Wetherby has established a healthy balance between rewards and punishments. All pupils are expected to behave in a positive and responsible way at all times.

The Golden Rules provide the basis of the Wetherby School Behaviour Management Policy. These will be consistently referred to across all year levels and receive particular attention at the beginning of each school year and during learning for life discussions. When a rule has been broken, these will provide the discussion points. These are on display in all classrooms.

The Golden Rules:

1. We are gentle
2. We are kind and helpful
3. We work hard
4. We look after property
5. We listen to people
6. We are honest

Classroom Expectations

At the beginning of every academic year, each class will formulate a set of classroom expectations. All pupils will be involved in the formulation of these and sign a copy to be displayed within the classroom.

Generally these rules apply, though individual classes may have variations:

1. Follow directions
2. Respect others
3. Walk around the classroom without disturbing others
4. Raise your hand before speaking
5. Keep your voice down
6. Keep your hands, feet and other objects to yourself
7. No teasing or swearing
8. Use appropriate language
9. Use equipment sensibly

Four 'Ws'

The 'Four W's' form an integral part of the behaviour management process at Wetherby School.

In order for the pupils to take responsibility and think about their actions they must have the opportunity to consider their circumstances. Rather than staff explaining what has occurred, it is important that the onus is placed on the pupils to form an understanding of their actions and help determine possible steps forward.

- What did I do?
- What Golden Rule did I break?
- Why did I do it?
- What I think I should do to make amends?

Please refer to the Behaviour and Discipline Policy for further information.

Lower School

Reception

All Reception classes employ a traffic light system based on incremental steps for behavioural reinforcement. All boys will start the school day on a star that is displayed in an area of the classroom that is visible to all pupils. This star will be displayed next to the traffic lights.

If a boy stays on the star for the whole week, he will have a special reward on Friday afternoon after games. If a boy moves onto the red traffic light in a week he will miss some / all of the special reward. This is at the teacher's discretion.

The traffic lights will work as follows:

Green: Two minutes of golden time, indoor play or playtime will be missed. This is at the teacher's discretion.

Amber: Five minutes of golden time, indoor play or playtime will be missed. This is at the teacher's discretion.

Red: Ten minutes of golden time, indoor play or playtime will be missed. This is at the teacher's discretion. Depending on the nature of the offence, the boy will go and see the Headmaster or the Deputy Head (Pastoral) in his absence.

Class teachers will keep a record of boys who go on the red traffic lights. If disruptive behaviour continues, it may be necessary to meet with the boy's parents to discuss their behaviour and the way forward.

Year 1

All Year 1 classes employ a traffic light system, based on incremental steps for behavioural reinforcement. These will be displayed on a board in the classroom where all boys can see them.

The traffic lights will work as follows:

Green: No sanction, this is there for the boys as a warning.

Amber: Five minutes of golden time, indoor play or square will be missed. This is at the teacher's discretion.

Red: Ten minutes of golden time, indoor play or square will be missed. This is at the teacher's discretion. The boy will also go and see the Deputy Head (Pastoral) who will discuss the boy's behaviour and the way forward. The boy's name will be written in the Behaviour File.

Class teachers will keep a record of boys who go on the red traffic lights. If disruptive behaviour continues, it may be necessary to meet with the boy's parents to discuss their behaviour and the way forward.

Any boy who persistently reaches the red traffic light will be subject to the following procedure:

- Parents contacted by Deputy Head (Pastoral)
- Set up individual behaviour modification program in consultation with classroom teacher, Deputy Head (Pastoral) and parents, with clear consequences for any repeated behaviours

The Headmaster will be involved with any action which is required after an individual behaviour management program has been established. It should be noted that any serious behavioural issues may require the establishment of an individual behaviour management program or intervention from the Headmaster at an earlier time. The Headmaster keeps records of all reported serious incidents of misbehaviour.

Year 2

The boys in Year 2 will follow a three strike behaviour management program. This offers continuity and progression from the traffic light system used in Reception and Year 1.

Each class will display on their boards Warning (W), 1, 2 and 3 where all boys can see them.

If a boy is placed on a warning, strike 1, 2 or 3 the following will happen:

W: A boy's name will be written next to the W if he has been given a warning about his behaviour. There is no consequence at this stage and the boy has the opportunity to modify his behaviour.

1. Five minutes of golden time, indoor play or square will be missed. This is at the teacher's discretion.
2. Ten minutes of golden time, indoor play or square will be missed. This is at the teacher's discretion. At this stage the boy will be asked to write his name in his class teacher's diary to show that he is accountable for his behaviour. This also allows class teachers to keep a record of which boys are on strike 2.
3. The boy will report to the Deputy Head (Pastoral) and his name will be recorded in the Behaviour File. The boy will be required to complete a Behaviour Management Form at the earliest opportunity and it will be sent home to the boy's parents. The parents will sign the completed form and return to the Deputy Head (Pastoral). A copy of this will be kept in the Behaviour File. Before the Behaviour Management Form goes home the Deputy Head (Pastoral) will contact the boy's parents to explain what has happened, what we have done and the way forward.

If a boy is repeatedly sent to the Deputy Head (Pastoral) an individual behaviour modification program such as a daily report card or a star chart will be set up in consultation with the classroom teacher and parents. Parents will be called into school to discuss the individual behaviour modification programme. This will then be discussed with the individual boy and his parents and clear guidance will be given.

Year 3

The boys in Year 3 will follow a three strike behaviour management program. This offers continuity and progression from the strike system used in Year 2.

Each class will display on their boards 1, 2 and 3 where all boys can see them.

If a boy is placed on strike 1, 2 or 3 the following will happen:

1. Ten minutes of golden time, indoor play or square will be missed. This is at the teacher's discretion
2. Fifteen minutes of golden time, indoor play or square will be missed. This is at the teacher's discretion.
3. The boy will report to the Head of Year 3 to explain what has happened and then see the Deputy Head (Pastoral). The boy's name will be recorded in the Behaviour File and the boy will be required to complete a Behaviour Management Form. This form will be completed at the earliest opportunity and will be sent home to the boy's parents. The parents will sign the completed form and return to the Deputy Head (Pastoral). A copy of this will be kept in the Behaviour File. Before the Behaviour Management Form goes home the Deputy Head (Pastoral) will contact the boy's parents to explain what has happened, what we have done and the way forward.

If a boy is repeatedly sent to the Deputy Head (Pastoral) an individual behaviour modification program such as a daily report card or a star chart will be set up in consultation with the classroom teacher and parents. Parents will be called into school to discuss the individual behaviour modification programme. This will then be discussed with the individual boy and his parents and clear guidance will be given.

Detention (Years 2 and 3 only)

Boys may be given a detention for a major breach of discipline. These include bullying (please refer to the Anti-Bullying Policy), physical assault, deliberate damage to property, stealing, leaving the school premises without permission, verbal abuse, refusal to work and disruptive behaviour in class. A boy may also be given a detention if he has been on strike 3 repeatedly in a short space of time.

Each case will be dealt with on an individual basis and a detention will only be given if it is reasonable and proportionate to the offence. Usually before a detention is given the boy will have been on a behaviour modification chart, however in some cases it may be deemed necessary to give a detention immediately.

Detentions can only be given by the Headmaster and Deputy Head (Pastoral). Before issuing a detention any special educational needs, religious requirements or whether the parent / carer can reasonably arrange for a boy to get home from school after the detention will be taken into consideration.

The Deputy Head (Pastoral) will telephone the parents and send home a letter explaining that their son has been given a detention, why the detention has been given and the date and time of the detention. This will happen by 4pm on Tuesday of the week the detention is taking place in. This will give the parents more than 24 hours' notice to make any necessary arrangements and also allows parents to raise any problems they have with the detention.

Once the parents have received this letter they will need to sign and return it to the Deputy Head (Pastoral). If parents are divorced or separated, both parents will be notified. If a parent is concerned about either the principle of the detention or how it is used they can raise these concerns with either the Deputy Head (Pastoral) or the Headmaster.

Wetherby School will keep a written record of any detention, the reasons for imposing it and a copy of the letter that has been sent to parents.

Detention will take place in the Art Room on a Friday from 3.45pm until 4.45pm and will be supervised by the Deputy Head (Pastoral). During detention boys will use their time constructively and the Deputy Head (Pastoral) will decide on a task that is suitable to do during this time.

The above procedures can be adapted for children experiencing on-going difficulties with behaviour either as a result of special educational needs or other factors at home or at school. If this is the case, the behaviour modification plan for the pupil will be recorded in an IEP which will be discussed with parents and shared with all the staff who work with the pupil.

At no point will physical or corporal punishment be used in dealing with inappropriate behaviour.

Catering, Menus and Meal Times

Wetherby promotes healthy eating, however, as the school only provides one meal we offer three of the '5-a-day' programme – two vegetables and a piece of fruit. Meat and vegetables used by the catering staff in food preparation are sourced from local suppliers wherever possible. The catering department issues a menu at the start of each term and a weekly menu is displayed outside the dining room. Themed lunches are often introduced such as food from around the world.

Lunchtimes

Lunchtimes are on a rolling lunch basis with the younger boys eating first.

12.00pm - 1.00pm Reception

12:00pm - 12.30pm Year 1 and two Year 2 classes

12:45 - 1.15pm Two Year 2 classes and Year 3

Milk and Snack

A snack of fresh fruit is provided for all boys every morning. A drink of milk is also available for each child who would like it. The boys in Lower School (Reception and Year 1) will also have a snack in the afternoon. No snacks will need to be provided by parents unless your son is attending an after school club.

Drinking plenty of water enhances learning. Boys may bring in water bottles to keep on their desks so they can drink water whenever they wish. Water bottles can be purchased from the school office. We also have water fountains on each floor level for the boys to drink from and fill their water bottles up.

Charities

At Wetherby we support a number of different charities and hold charity events over the academic year. Information about the charities and the day will be given prior to the event. Guest speakers from the charity will, when possible, come and speak to the boys to give them a better understanding of the work the charity does.

Collection

All boys should be collected by their parents / carers at the end of the school day or after their club has finished. If your son is going home with anyone other than yourselves or a regular nanny who is known by us, then please make sure you have let your son's class teacher know. Alternatively you can write your son's name, along with the person he is going home with, on the going home sheet which can be found inside the classroom. Please make sure that you initial this instruction so we know who has written on the sheet. If, at short notice, your son is going to be picked up by someone else then please contact the school office and they will pass a message onto your son's form teacher.

If a boy is being collected after a match at Westway, Perk's Field or another location the boy's form teacher should be informed and they will pass on the message to the person in charge of the team. Should a parent have not informed the class teacher, or the school office, or who their son will be going home with or collected by then the form teacher, or the school administrator, will need to call the boy's parent for confirmation of this.

Please do not worry if you are unavoidably late. Please inform the school at the earliest opportunity if you are going to be delayed in collecting your child or have made alternative arrangements for pick-up. Should children not be collected by 3.45pm, the school office will attempt to contact you.

Confidentiality and Data Protection

At Wetherby School we protect the rights and privacy of individuals and ensure that data about them is not processed without their knowledge and is processed with their consent wherever possible. We are committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal data. At Wetherby School we regard the lawful and correct treatment of personal information as very important and therefore ensure that personal information is treated lawfully and correctly. We fully endorse and adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998. Wetherby School does not share any contact details without prior permission being sought.

Day Book

If you wish to take your son out of school during the school day for an appointment you must sign him out in the day book. This can be found in the school offices. If you return your son to school you must also remember to sign him back in. This is for health and safety reasons.

Dietary Requirements

At Wetherby School we are mindful of the special dietary requirements of pupils from varying religious groups, cultures, vegetarians and vegans. We ensure that medical and dietary requirements are satisfied. Should your son have a dietary need / requirement it is important that the following steps are taken:

1. Parents of new and / or current pupils are to notify the school secretary in writing of their child's dietary needs and allergies via the Wetherby School Health Form or by letter.
2. The school office will send out a questionnaire which will need to be returned. A report for the pupil can be compiled consisting of their photograph, special procedures that will need to be adopted, medication requirements and emergency contact numbers. If necessary, the parent will supply, 'What to do if...' information from their child's doctor / consultant. Copies of this report will be placed in the school office and given to the catering manager, school cook and the pupil's form teacher.
3. The Deputy Head (Pastoral) will ensure that all catering and academic staff are made aware of the identities of all pupils with special dietary needs and allergies and what to do in the event of an emergency. All boys with allergies will wear a lanyard at lunchtime stating their name, year group and allergy.
4. If necessary the catering manager will contact the parent by telephone and discuss the pupil's requirements.
5. In certain circumstances, it may be necessary to ask the severely allergic pupils to bring in their own packed lunches.
6. It is the parent's responsibility to notify the school immediately of any change in circumstances which will be dealt with under the procedure of Point 1.

Email

It is possible to communicate with your son's teacher and other teachers in school via email. This can be an effective way of communicating with your son's teacher. Please do not use this as a replacement for talking to your son's teacher directly, but do use it as an additional form of communication in relation to general activities.

Please remember that staff are not able to be at their desks awaiting emails from you. The majority of their working day is spent teaching and engaging with the pupils and sometimes this is not in their own classroom where they access their emails. Their non-contact time is spent in a variety of ways, marking, meetings with other staff, meetings with parents, preparation and planning for lessons and emailing. Therefore, please do not be disappointed if you do not receive an immediate response to your email. The member of staff concerned will decide which is the best form of response to your email, it may be a straight email reply and they may wish to speak with you on the phone or may wish to arrange a meeting. You can however, expect at the very least a 'holding' response to your email within 24 hours.

Health and Safety

At Wetherby, all members of staff take the responsibility of the health, safety and welfare of each child as paramount. Each member of staff is vigilant over any issue perceived not to be in accordance with our Health and Safety Policy. The staff are given health and safety training which covers all areas of health and safety in the school.

Please refer to the Health and Safety Policy for further information.

Risk Assessment and Management

Risk Management

The school adopts a policy which includes all members of staff having responsibilities for risk assessments.

Annual risk assessments are carried out in all areas, buildings and grounds. If urgent risks are identified these will be actioned immediately, other less urgent risks are noted and dealt with accordingly.

Please refer to the Risk Assessment Policy for further information.

Risk Assessments (Health and Safety related)

The school adopts a policy which includes all members of staff having responsibilities for risk assessments.

Annual risk assessments are carried out in all areas, buildings and grounds. If urgent risks are identified these will be actioned immediately, other less urgent risks are noted and dealt with accordingly.

Please refer to the Risk Assessment Policy for further information.

Fire Risk Assessments

Fire risk assessments are a legal requirement and are carried out annually. The completed forms are reviewed by the fire inspector as are all fire procedures.

At least once a term the boys will participate in a fire drill to ensure that everyone is aware of safe procedures to exit the school at all times of the day.

Please refer to the Fire Safety Policy for further information.

Educational Visits

Risk Assessments are produced for every educational visit. These are completed and given to the Educational Visits Co-ordinator (EVC) or Deputy Head (Pastoral) and the Headmaster for checking before the visit can go ahead.

Please refer to the Educational Visits Policy for Reception and the Educational Visits Policy for further information.

Holidays During Term Time

Boys should not be taken out of school to go on holiday as this will clearly affect the academic progress of the pupil, leaving gaps in his knowledge and work for him to catch up on. If you do need to take your son out of school, a written request should be made to the Headmaster.

Insurance

All Insurance documents are held by the school offices and can be discussed with parents on request. Whilst the boys are in school or out on an educational visit they are covered under the school's insurance policy.

Boys should not bring valuable or expensive items to school. Pupils' own possessions and uniform are not covered by the school and parents should ensure cover under their own insurance policy.

Late Collection

Boys who are not collected at the end of the school day will be taken down to the school office where they will be looked after by a member of teaching staff or office staff.

The school office will then contact the parents and find out what time they, or the person collecting their son, will be at school. If the school office is unable to contact the parents, then a message will be left on the parents' phone. Then all adults who are authorised by the parents to collect their child from school are contacted. All reasonable attempts are made to contact the parents or nominated carers. The child will be cared for in the school office. The Headmaster and Deputy Head (Pastoral) will be informed of the situation at this time. The child's form teacher will also be informed. The child will not leave the school premises with anyone other than those authorised to collect him.

If you know that you are going to be late in collecting your son, please contact the school office as soon as possible.

Please refer to the Left at School Policy for further information.

Learning for Life (PSHEE)

Learning for life is an area of the curriculum that is hugely important to the development of the whole child. It covers the personal, social, emotional, health and citizenship aspects of education. We believe that by having an effective learning for life curriculum we are giving the boys the opportunity to discuss and reflect upon different aspects of life. The importance of the Every Child Matters (ECM) agenda and the social and emotional aspects of learning (SEAL) are fundamental to the development of each individual. Therefore an effective learning for life curriculum, that encompasses all aspects of ECM and SEAL, is essential.

All boys will have a weekly learning for life lesson.

Please refer to the Learning for Life (PSHEE) Policy

Lost Property

ALL ITEMS OF CLOTHING MUST BE CLEARLY NAMED.

The school cannot be solely responsible for the return of lost property; the boys, with the assistance of the form teacher and / or assistant will search for any lost items. Named items will be returned to their owner and items that are not named / claimed will be taken to the school office.

Media Permissions

Parents who accept a place for their child at Wetherby School are invited to agree to the school using anonymous photographs of their child and information relating to his achievements for promotional purposes, which may be published in the prospectus or on the website, as well as displayed within the premises and in bulletins sent to the school community. A consent form that we use for this purpose will need to be completed. This is part of the joining pack that you will have completed prior to your son starting at Wetherby.

We will only use images of our pupils for the following purposes:

- Internal displays (including clips of moving images) on digital and conventional notice boards within the school premises.
- Communications with the school community (parents, pupils, staff, Governors) on the school's website and through the school magazine.
- Marketing the school both digitally by website, by prospectus, by displays at educational fairs and other marketing functions and by other means.

The images we use for displays and communications purposes never identify an individual pupil. Instead, they name the event, the term and year that the photograph was taken (for example, "Senior Choir 2016"). We only use images of school activities, such as plays, concerts, sporting fixtures, prize-giving, school trips etc. in their proper context. We never use any image that might embarrass or humiliate a pupil. Pupils are always properly supervised when professional photographers visit the school.

Our images are stored securely in a password protected section of the school's database. They are reviewed annually and are deleted when no longer required.

We will always notify parents in advance when we expect the press to attend an event in which our pupils are participating, and will make every effort to ensure that children whose parents or guardians have refused permission for images of their children to be used are excluded from the event.

We will always complain to the Press Complaints Council (PCC) if the media fails to follow the appropriate code of practice for the protection of our young people, including the children of celebrities.

It is essential that you complete and return the media consent form so that we are aware of where we can use images.

Please refer to the Photos and Images Policy for further information.

Medical Matters

Administration of medication

If a pupil needs a dose of medicine during the school day, the child must come to the school office to receive his medication. It is essential that parents complete and sign a medication form before any medication can be administered. Prescribed medication can only be administered by the school office. All medication must be clearly named and must state which class your son is in on the packaging. All medication is stored in locked cabinets in the First Aid Room at 11 Pembridge Square and in the school office at 19 Pembridge Villas. Please make sure that you inform your son's teacher of any medicine that he is taking so that they can ensure he receives it.

Non-prescribed medication should not be administered by staff. However, under certain circumstances, such as when pupils are away on residential trips, it may be appropriate for the Deputy Head (Pastoral) or the party leader to seek written permission from the parents to administer medication.

All epipens / ventilators etc. will be kept in a safe place. If your son needs an epipen / ventilator please write a letter informing the school exactly when and how they are to be administered. It is necessary in certain circumstances for the school to have a duplicate epipen / ventilator.

Allergies

Should your son have an allergy, it is essential that the school knows about this. This will then be recorded and all staff will be informed about this. The catering department will all display a picture in the kitchen of any child with an allergy. Underneath this picture will be the child's name, class and allergy. The boys will also wear a lanyard at lunchtime stating their name, year group, allergy and a photograph.

Anaphylaxis (nut allergy) is a condition, which appears to be on the increase. It is difficult to diagnose in advance and is often discovered only when a child eats a nut for the first time. For this reason, we ask all parents to observe strictly the following rule:-

NO NUTS OR NUT PRODUCTS OF ANY SORT ARE TO BE BROUGHT INTO THE SCHOOL

Peanut butter is particularly hazardous, as even contact with a person who has eaten peanut butter can provoke a reaction. Please be vigilant about any food coming into school; snacks, lunch, birthday cake, cake sales etc.

Please refer to the Medication Policy for further information.

First Aid

We have members of staff at Wetherby School who are qualified to administer first aid. There are first aid bags and biohazard kits on each floor. First aid kits will also be taken on all off site visits. Once first aid has been administered then the boy will be monitored. Should we feel that your son is not himself then we may call you to ask you to come and collect him.

Parents will always be informed by phone of any injury their son receives to his head. The school office will contact the parent or carer concerned. If the head injury is severe parents will be asked to collect their son in order to seek medical advice.

At Wetherby School we make sure that all accidents are recorded on the correct form and reported to the parents / carers.

Please refer to the First Aid Policy for further information.

Pastoral Care and Welfare

Pastoral care is paramount at Wetherby and links closely with our Learning Support Department. We believe that pastoral care is a holistic approach by which the school attempts to meet the personal, social, emotional and intellectual needs of every pupil, in order that each pupil might participate fully and gain maximum benefit from everything the school has to offer. Pastoral care covers five key areas: personal guidance, curricular guidance, vocational guidance, a programme of personal and social education and development of a positive school ethos.

The first point of contact if a parent has concerns over the welfare of their child should be their son's form teacher. Parents may also speak to the Headmaster or the Deputy Head (Pastoral) about any pastoral concerns they have.

Please refer to the Safeguarding Policy and Pastoral Care Policy for further information.

Personal Items

Items of value should not be brought to school. Mobile phones are not permitted. No boy may wear / bring to school items of jewellery such as rings or necklaces. Pupils' own possessions and uniform are not insured by the school and parents should ensure cover under their own insurance policies.

Policies

There are a number of policies at Wetherby School. Please refer to the school website for copies of these policies alternatively, please ask the school office for copies of specific policies.

Pupil Records

Parents have free access to the development records about their son. Parents who wish to see any personal records or files on their son must make a written request to the Headmaster.

Security

All visitors report to the school office and sign in the Visitors' Book and must wear a Visitor's Badge. If a member of staff sees anyone without a badge, they will be challenged and if necessary, reported to the school office.

The school has numerous internal and external CCTV cameras. All entry doors to the school will be locked throughout the day. Visitors can gain entry through the front door by pressing the door buzzer and waiting for the school office to allow them into the building.

When the boys are coming into school in the morning the Headmaster or a member of the Senior Management Team will greet them. At home time a member of the Senior Management Team will stand on the doors and wish the boys a good afternoon.

SIMS InTouch

SIMS InTouch is a parent contact service. Wetherby uses SIMS InTouch to manage communication with parents by sending one to many messages from the school to all parents, or smaller, specific groups. The school can use SIMS InTouch to contact parents by text message or by email. You can find out more about the service by looking at their website <http://www.capita-sims.co.uk/our-products/sims-intouch-primary-schools-and-academies>

Wetherby uses SIMS InTouch in order to advise of emergencies, cancelled games and matches, closure of the school and important messages that need to be sent to parents.

For the system to work effectively it is obviously extremely important for us to have accurate records of all parents' mobile phone numbers and email addresses. Any changes to contact details must be passed on to the school office as soon as they come into effect. Mobile numbers and emails are stored on a secure computer that can be accessed by all members of Wetherby School staff and will only be used for parental communications.

Term Dates

A copy of the school term dates can be found on the school website.

Uniform and Appearance

The boys are expected to adhere to the following expectations in their appearance:-

- School uniform should be clean and in a good state of repair. It should also be worn correctly; shirts tucked in, ties done up, socks pulled up and shoes clean. On hot days the Headmaster will decide if the boys may remove their tie and undo their top button. Throughout the year, boys must wear full school uniform to and from school, other than a Friday, when games kit should be worn.
- When it is necessary to wear games clothes in class, a full, clean school track suit should be worn. Games clothes should be clean and smartly presented for matches.
- Hair should be short and tidy.

Uniform Labelling

All items of clothing and equipment must be clearly and permanently named. The school strongly recommends the use of sewn-on labels. Please do not use iron-on labels as they come off very quickly. Labels should be placed in a prominent position inside the item of clothing. It is particularly important that shoes and boots are named properly. Appropriate labels are readily available from most uniform suppliers. Alternatively, Perry Uniform offer a uniform labelling service.

Uniform Lists

The Wetherby School uniform must be purchased from Perry Uniform. (www.perryuniform.co.uk)

The winter uniform is worn in the second half of the autumn term and for the whole of the spring term. The summer uniform is worn for the first half of the autumn term and the whole of the summer term.

A list of your son's current uniform requirements can be obtained via the school office upon request.

Winter

Wetherby overcoat

Grey v-neck jumper with red trim

Sleeveless grey v-neck jumper with red trim

White long sleeved shirt

School tie

Grey shorts

Long grey socks with red stripes

Black shoes

Wetherby cap

Red art overall

Optional:

Grey Wetherby winter hat

Red fleece scarf

Red fleece gloves

Red belt

Red cagoule

Summer

Wetherby blazer

Grey v-neck jumper with red trim

Sleeveless grey v-neck jumper with red trim

White short sleeved shirt

School tie

Grey shorts

Short grey socks with red stripes

Black shoes

Please see Section 4 for our sports uniform.

Uniform Suppliers

The uniform is kept as simple as possible and most items are readily available from the school outfitters. Items specific to Wetherby can only be purchased from Perry Uniform. Perry Uniform have an on-line ordering system www.perryuniform.co.uk

Uniform (Second Hand)

A second hand uniform sale is run by volunteer parents and aims to offer parents the chance to buy and sell good quality second hand Wetherby uniform. Sales take place at the end of every term. These are usually held in the school hall at 11 Pembridge Square on a Wednesday from 8:30am.

Any donations of uniform are always gratefully received. Should you wish to sell any items in the second hand uniform sale please bring them into school near to the date of the sale.

Please remember to rename any items you buy to ensure that any lost clothing is returned to you.

Should you need any more information or advice about buying or selling uniform please contact the school office.

Valuables and Money

Boys should only bring money into school if there is a charity day. This should be brought in an envelope and given to their class teacher.

SECTION 7
COMMUNICATION AT WETHERBY

Communication between school and parents is something that Wetherby feels is very important. Communication should flow in both directions and the school is always happy to discuss a boy's needs with his parents. It would be helpful if parents could look out for information from school sent home in school bags with the boys, through the post, email or via Clarion Call.

Calendar

A calendar of school and sporting events for the forthcoming term is sent out at the start of each term. It would be extremely helpful if parents highlighted events on the calendar which specifically relate to their son. Changes to the calendar will, where possible, be announced in advance via email or by a letter from the staff or by Clarion Call. The calendar dates can also be found on the school website and the weekly Wetherby Forecast.

Email

All parents will be given their son's form teacher's email address at the beginning of the year. This is so that teachers and parents can communicate effectively during the school day. Other important notices from staff can also be communicated in this way. If your email address changes please do let the school office know immediately.

Please refer to the Email Guidelines Policy for Parents for further details.

Headmaster's Letters

Any information from the Headmaster is sent home in book bags or will be sent via email. There may also be notices from the Headmaster on the school's website.

Homework Diary

Boys in Upper School (Years 2 and 3) will have a homework diary where they will be expected to write down their homework for that day. These will be handed out at the beginning of the academic year. Parents should check their son's homework diary every day. Parents can also use the diary to make notes for the teaching staff.

Letters

Should there be information about upcoming events, a letter and / or email will be sent out. Any letters will be sent out in the boys' book bags and, therefore, it is essential that you check your son's book bag daily.

Meetings

Should you wish to discuss an aspect of your son's schooling, you may email your son's teacher or the appropriate staff member to arrange a time. All meetings with Mr Snell should be made via the Headmaster's PA.

Parent Information Evenings

Parent information evenings take place at the start of the autumn term for Reception parents. During this evening the parents get the opportunity to meet their son's class teacher and assistant and the other parents in the class. A presentation is also given regarding the Reception year ahead and the curriculum.

In the summer term the Reception, Year 1 and Year 2 parents also attend an information evening where they have the opportunity to meet their son's next class teacher and assistant. At the end of the summer term, there is also a presentation about the year group their son is moving to and the curriculum for Years 2 and 3.

School Magazine

The school magazine, 'The Wetherbee', is produced annually in the autumn term and is a reflection of the life of the school during the course of the school year. There will be contributions from staff and pupils. There is a competition to design the front cover.

SIMS InTouch

As mentioned previously in this handbook, parents should always look out for messages / emails sent via SIMS InTouch.

Website

The school's website provides plenty of information on life at Wetherby including term dates, events calendar, lunch menus, school policies, inspection report, teaching team, trips and so on. The address is: www.wetherbyschool.co.uk

Wetherby Forecast

The Wetherby Forecast is emailed weekly to all parents as an attachment from the Headmaster's PA. The forecast details important school events and information for the upcoming week. Some of these events are able to be attended by parents.

SECTION 8
ADMINISTRATION AT WETHERBY

Fees

Credit Control is run by the bursar and Alpha Plus Head Office.

At Wetherby School we encourage parents to pay their school fees by direct debit, however, upon arrangement, parents may pay by cheque, cash or BACS. The fees are reviewed during the spring term and notification of any changes given to parents in March of each year. The fees increase applies from the beginning of the autumn term.

Current information about fees is available from the school office. If you have any query with regards to your end of term account, it should be directed to the bursar.

General Enquiries

General enquiries should be directed to the school office in the first instance. The office is open between 8am and 5.30pm during term time.

Parking

Parking is a problem that has been recognised by the school. Each class does traffic duty, once a term, for a week. The parking duty rota for each class can be found outside its classroom and it is extremely helpful if parents can sign up for this. It is important that whilst on traffic duty a high visibility jacket is worn. Parents are asked to park sensibly in the designated parking areas. Congestion occurs at peak times, namely drop-off and pick-up. There is a one way system that operates around the school at these busy times.

The school has a Travel Plan which can be found on the school website.

Photographs

A whole school photograph is taken every year in the summer term and includes every pupil and member of staff in the school community. Class, team and choir photographs are also taken in the summer term. Individual photographs are taken every year in February and brothers also have their photograph taken together.

Other Photographs

From time to time photographs are taken of the boys to be used in promotional material such as the prospectus, website, advertising and also the school magazine. The media parental permission form, which all parents complete prior to their son entering the school, allows parents to give permission for the school to photos of their son internally within the school, in promotional literature (prospectus, newsletters, posters) and on the school website.

Please refer to the Photos and Images Policy for further information.

Stationery and Equipment

All stationery equipment is provided by the school and each classroom has all essential stationery. At the start of the year boys in Years 1, 2 and 3 are provided with a pencil, a ruler, a rubber and a pencil sharpener. Should these break or run out a new one will be provided.

Where necessary, maths equipment will also be provided. Exercise books are provided for each subject.

At Wetherby we encourage the boys to be responsible for their own things and to look after school property.

Traffic / Parking Duty

Parents are kindly asked to help with traffic / parking duty once a term. Each class is allocated a week when parents are asked to sign up to do traffic duty on one morning of that week. The parking rotas are displayed on the notice board outside each classroom. Parents' help with this is much appreciated.

Transport

During the school week the boys will need to be taken to a variety of locations for games, PE, swimming lessons and school fixtures. Wetherby uses the same coach company and all coaches are fitted with suitable seatbelts for children. The coaches are only driven by qualified drivers, who are DBS checked and the travel is covered under the school's insurance.

SECTION 9
EXTRA CURRICULAR PROVISION
AT WETHERBY

At Wetherby there is a wide variety of extra-curricular provision.

After School Clubs

During term time staff will run clubs. Football / cricket, chess, drama, programming and film are just a few of the clubs which we run. All clubs start at 3.45pm and finish at 4.45pm, apart from football club (autumn and spring term) and cricket club (summer term) which starts at 3.00pm and finishes at 4.00pm. These clubs are held after Upper School (Year 2 and Year 3) games on a Tuesday afternoon.

All clubs are for boys in Years 1, 2 and 3. The boys are required to bring a snack to eat before the club starts. This snack should be healthy and completely nut free.

Holiday Clubs

During the holidays staff run holiday clubs. These run during the first week of the Christmas, Easter and summer holidays. Details of these are sent home, after half term, in the respective term.

Insurance

All pupils are covered by the school's travel insurance (details of which are available from the school office or on the website) but parents may take additional cover if required.

In Year 3 the boys will go on a residential visit with PGL. As well as being covered by the school's insurance we take out the insurance provided by PGL.

PGL

In Year 3 the boys will go on a residential visit to Marchant's Hill, in Surrey, for three days and two nights in May. The boys go with a company called PGL who provide various outdoor adventure activities. More details are given at the parent information evening in the autumn term of Year 3.

Trips

Trips are a vital part of a child's education. Each year there are many outings and trips. All of the trips are of an educational nature. It is not possible to list all the trips in this handbook, but parents will receive details of trips at the appropriate time.

At the beginning of every year, parents are required to complete an educational visits consent form. In Reception it is a legal requirement to have written consent by a parent, each time the boys go on an educational visit. Parents should know that all risk assessments are undertaken before a trip goes ahead. All trips are covered under the school's insurance policy.

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