



CHIGWELL SCHOOL
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Chigwell School

Parents' Handbook

2018



This handbook is designed to be of practical help to parents. It provides information on the various aspects of life at Chigwell School to help families understand how the School operates and hopefully helps make the beginning of life here easier for both new pupils and parents.

Section one covers issues that relate to the whole school community and we recommend that this is read by all families regardless of which section of the School their child will be joining.

Section two contains more specific information for Pre Prep, Junior and Senior School families. We hope that this will help explain arrangements that apply to children on a day-to-day basis.

We are keen to establish a successful partnership between School and home, and we hope that this handbook will help with this. However, if you have any questions or concerns, please do get in touch.

We want to work closely with you in support of your son/daughter during their time with us and hope that they have a busy, successful and happy time at Chigwell School.

A handwritten signature in black ink, which appears to read "M.E. Punt". The signature is written in a cursive style with a horizontal line at the end.

Michael Punt
Headmaster

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Section 1

General Information

Ethos and Aims of the School

1. Aims of Chigwell School

- a) Mission - we aim to be a learning community that aspires to excellence in every facet of its life: spiritual, moral, intellectual, cultural, social, emotional and physical, and through its links with the wider community.
- b) A brief statement of our aims:
- to provide a high quality rounded education in the broadest sense in which pupils are provided with opportunities and the encouragement to develop and discover interests and talents across and beyond the curriculum so that they can play a full part in the life of the School and make a positive contribution to the world of the 21st century thereafter
 - to provide the appropriate support to allow all pupils to achieve and fulfil their individual and collective potential
 - to establish a community in which learning is encouraged, where pupils develop a love of learning and are challenged to think for themselves with critical and creative curiosity
 - to recruit, retain and nurture the best possible staff and provide a stimulating, rewarding and supportive environment for all who are employed at Chigwell
 - to encourage an awareness of the spiritual side of life and an inclusive approach to others, within the Christian foundation of the School so that all learn from each other
 - to encourage pupils to appreciate their good fortune and their responsibility for others, the community and the environment
 - to produce pupils who are able to look back at their time in school with enjoyment, pride, gratitude and a sense of affection

Equal Opportunities

Chigwell School is very clear about its responsibility to treat every individual that comes into contact with the School fairly, equally and with respect. We aim to ensure that Chigwell School is a community in which pupils, staff (teaching and support staff), governors, parents and visitors feel welcome and equally valued. The School aims to ensure that all pupils and members of staff are treated fairly. To fulfil this aim, the School seeks to create an open and supportive environment which is free from unlawful or other unfair discrimination, and which encourages pupils and staff to participate fully.

Every reasonable effort and reasonable adjustment will be made to ensure that pupils with a disability can participate fully. Our accessibility plan aims to ensure that the school environment takes into consideration the needs of disabled pupils and those with disabilities (of which we have been give prior notification).

Pastoral Care

The School's pastoral system is concerned with encouraging the development of each pupil in the fullest sense. We recognise that a wide variety of factors determine an individual pupil's progress and success, and we seek to provide a system of care that will allow each boy and girl to flourish.

More generally, our aims are to:

- Increase appreciation of the value of sound personal relationships
- Offer support and guidance for pupil achievement
- Build an ordered, tolerant and caring environment
- Monitor pupil progress in all aspects of school life
- Provide staff with information so that they may respond to the needs of individuals as appropriate
- Provide internal and outside help as required
- Encourage pupils to play an active part in their school

Pastoral Care in the Pre Prep

The Head of Pre Prep, Deputy Head and class teachers are responsible for the pastoral care of all Pre Prep pupils. Pupils are primarily in the care of their class teacher every day. Class teachers have concern for every aspect of their pupils' emotional and physical well-being and overall development. They are the first point of contact for parents. In Reception, class teachers are also the 'Key Person' for all pupils.

Pastoral Care in the Junior School

The Head, the Deputy Head of the Junior School, the Heads of Years, and Form Tutors are responsible for the pastoral care of Junior School pupils and they are available for consultation as needed.

The Form Tutors have concern for the well-being and overall development of the pupils in their Form group and therefore the Form Tutor is normally the first point of contact for parents who have any concern about the social or academic welfare of their child. (Form Tutors see their form group every day and build up a close relationship over the year, dealing with any problems that arise, discussing topics of interest, monitoring and reporting to parents on academic progress, extra-curricular involvement and personal and social development). Other staff pass on information about a pupil as appropriate so that the Form Tutor is able to have a full picture of each of the pupils in the form and can liaise with parents in the overall interest of each individual pupil.

Pastoral Care in the Senior School

The Housemaster or Housemistress of a pupil's Day House will be the central figure in the provision of your son or daughter's pastoral care. They can call upon assistance in particular areas from Senior Management, the Chaplain, the School Counsellor and outside agencies as appropriate. They are responsible to the Headmaster for the overall development of each pupil. In this they are assisted by their House Tutors who take specific responsibility for a particular year group.

The House Tutor should be the first point of contact for parents. Tutors will subsequently communicate all important matters to the Housemaster or Housemistress and appropriate teachers.

One of the main responsibilities of all tutors will be the monitoring and guiding of tutees regarding their options relating to the next stage in their education or employment.

School Houses

The House system is a key part of the School's pastoral care.

Pre Prep and Junior School

Pre Prep and Junior School pupils are allocated to one of four Houses: Hanovers, Stuarts, Tudors and Windsors. Each house has a tie in its own colour. Children will remain in their nominated House until the end of Junior School. There is no connection between the Houses in the Junior School and Senior School.

House points are awarded by teachers for effort, good work, improved work, behaviour or attitude, helpful and/or responsible actions and contributions through clubs, activities and sports teams. There is keen competition to be the leading House. House points for Junior School pupils are recorded at the back of their Homework Diary and on classroom charts in the Pre Prep.

Senior School

The focal point of pupils' lives in the Senior School is their house. There are four day houses: Caswalls', Lambourne, Penn's and Swallow's. The names commemorate distinguished Chigwell figures of the past.

These houses are both the centre for pastoral support and the place where competitions, sporting and social activities are organised.

Each House has a tie and sports shirt or vest in its own colours. A separate House Tutor is responsible for each year group within the House and is the first point of contact for parents with any queries or concerns.

Caswalls' is named after five distinguished brothers who attended Chigwell School in the 1820s, the most eminent being Edward, poet and famous hymn-writer.

Lambourne is named after Colonel Mark Lockwood, who later became Lord Lambourne. He was Chairman of Governors from 1893 to 1922 and was a local landowner and reformer.

Penn's is named after William Penn (1644-1718) who was a pupil at Chigwell from 1653 to 1656. Well connected, he became a Quaker and renounced a promising career at Court in order to dedicate his life to propagating his vision of a tolerant and humane society in which war and conflict would play no part. In 1682, Penn founded the city of Philadelphia.

Swallow's is named after Canon Richard Dawson Swallow who was Headmaster of Chigwell School from 1876 to 1911. The reputation of the School was much enhanced by Swallow, who is often described as the first headmaster of the "new régime".

Essential Contact Information

School

The Headmaster - Mr Michael Punt	020 8501 5708
Deputy Head – Mr David Gower	020 8501 5704
Deputy Head (Staff & Systems) – Mrs Anna Savage	020 8501 6171
Headmaster’s PA – Mrs Sarah Hodgson	020 8501 5701
Main Reception – Mrs Myrtle Scannell	020 8501 5700
Bursar – Mr James Rea	020 8501 5711
Bursar’s PA – Mrs Tina Page	020 8501 5711
Fees Clerk – Mrs Nina Sweeney	020 8501 5709
Head of Sixth Form – Mr Simon Coppell	020 8501 5758
Sixth Form Administrator – Miss Roxanne Darkin	020 8501 5717

Pre Prep School

Head of the Pre Prep – Mrs Evelyn Gibbs	020 8501 6101
Deputy Head of the Pre Prep – Mrs Lisa Barden	020 8501 6100
Pre Prep Secretary/Receptionist – Mrs Kerry Horn	020 8501 6100

Junior School

Head of the Junior School – Mr Andrew Stubbs	020 8501 5722
Deputy Head of the Junior School – Mrs Jacqueline Botham	020 8501 5723
PA to the Head of the Junior School – Mrs Harriet Corey	020 8501 5725
Junior School Secretary – Mrs Kirstie Lee	020 8501 5721

The Medical Centre

The School Doctor – Dr S Rebel	020 8501 5763 020 8504 0122
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Senior School Houses

Caswalls’ – Ms Sarah Bell	020 8501 5751
Lambourne – Mr Ian Goddard	020 8501 5752
Penn’s – Miss Janey Foster	020 8501 5753
Swallow’s – Mr Robert Richardson	020 8501 5754

Outside Agencies

Essex Safeguarding Children Board	0333 013 8936
Educational Welfare Officer (Essex)	0845 743 0430
Childline	0800 1111
Anti-Bullying Campaign	020 7378 1446
National Drugs Helpline	0800 776600

Staff and Governors

Governors

Chigwell School is governed by a Board of Governors who are all unpaid volunteers but trustees of the School which is a charity, directors of the incorporated body and they are responsible for the governance of the School. This means that they have ultimate responsibility for the strategic development and oversight of

the School as a whole, including compliance. Governors meet regularly, both as a Board and through various committees, and many visit the School whenever they can. We are very fortunate to have their expertise and details about the individual Governors are given on the school website.

Staff

A comprehensive list of all teaching and support staff can be found on the school website and in the termly 'Blue Book'.

School Organisation

Daily Routines

		Pre Prep
08:45	10:30	Registration and lessons
10:30	10:45	Break
10:45	12:00	Lessons
12:00	13:00	Lunch
13:00	15:00	Lessons
15:00		After school clubs

		Senior School	Junior School
08:20	08:30	Registration	Registration
08:30	09:20	Period 1	Period 1
09:25	10:15	Period 2	Period 2
10:15	10:40	Break	Break
10:40	11:30	Period 3	Period 3
11:35	12:25	Period 4	Period 4
		Church/Assembly/ Chapel/Tutor Groups	Lunch
12:30	13:00	Lunch	Lunch / Reading Period
13:00	13:45	Lunch	Assembly/Chapel/ Tutor Groups
13:45	14:05	Registration	Registration
14:10	14:15	Period 7	Period 7
14:15	15:05	Period 8	Period 8
15:10	16:00		

Chapel Attendance, Religious Provision and Assemblies

Chapel Attendance and Religious Provision

Chigwell School has an Anglican foundation although pupils come from a wide variety of backgrounds and faiths. Daily chapel services respect this diversity in the School community and we aim to celebrate the common themes from all faiths represented at the School.

Religious topics are taught in an open-minded and critical way. Pupils are encouraged to think for themselves and respect the choices regarding belief and lifestyle made by others.

The weekly services attended by all pupils are conducted by the Chaplain, who also involves teachers and pupils wherever possible. These acts of worship are inclusive in nature respecting the significant numbers of Jews, Muslims, Hindus, Buddhists and Sikhs and others who are part of the community. The Headmaster and Chaplain believe that a style of worship broadly acceptable to all pupils is an essential part of a strong corporate identity. Topics of addresses are wide-ranging and include presentation of scriptures, contemporary political and moral issues, points of philosophy, values and religion and spirituality. School Praefects read lessons and lead prayers in St Mary's Church each week and pupils from all faith traditions contribute to services on Speech Day by reading from their own scriptures and by leading prayers. Pupils are encouraged to give addresses or make presentations in Chapel.

The School values the corporate dimension to worship and seeks to conduct services so that no faith is prejudiced. Visiting members of all principal world religions are invited, on occasions, to address the School.

The Schools values the distinctive contributions that pupils of different faith traditions can make. To this end festivals such as Diwali are marked. The School has special links with an ashram in India and staff, pupils and parents visit annually in February. This model of unity through diversity lies at the heart of this approach. The School seeks to foster respect and understanding of each individual's cultural and religious background.

Spiritual, Moral, Social and Cultural Education Policy

At Chigwell School the development of the moral, social and cultural values of pupils is considered to be a key part of the education provided to pupils of all ages. According to the Chigwell Charter, members of the School are expected to show respect for others, respect for themselves and respect for the school environment. Extending this, courtesy, honesty, reliability, sensitivity towards others, tolerance of others who might be different, morality and independence are valued and, therefore, pupils are taught both explicitly and implicitly to develop these areas. Ultimately, Chigwell pupils should have a clear sense of right and wrong, and respect for the laws of the land and the principles through which members of the School and other communities exist together in harmony.

The opportunities for development of these qualities exist within the curriculum, through extra- curricular activities including school trips, PSHE, the pastoral care system, and the programme of Church services (both weekly and on special occasions), Chapel services, Assemblies and in tutor group activities.

The Spiritual, Moral, Social and Cultural Education Policy can be found on the website.

Catering

All pupils have lunch in school and there is an excellent variety of hot and cold food including vegetarian and halal dishes. A healthy eating policy is followed and in all parts of the School pupils choose what they eat. A light tea is provided at the end of the school day for Junior and Senior School pupils. In the Pre Prep tea is available to pupils attending an after school club and for those pupils joining after school care. Current menus can be downloaded from the school's website.

Pupils and parents can purchase a breakfast from 7.30am and many families find this helpful.

Health and Safety

The Bursar has overall responsibility for health and safety issues and he is assisted by a Health & Safety Officer. There is a Health & Safety Committee which includes a Governor representative, as well as a cross section of staff. The School retains the services of a health and safety consultant who produces an annual report. The aim is to ensure the physical safety and security of all pupils, staff and parents whilst at School. Pupils are educated in all health and safety matters when for example involved in sporting or scientific activities.

Safeguarding

Chigwell School is committed to safeguarding and promoting the welfare of its pupils. The purpose of Chigwell School's Child Protection (Safeguarding) Policy is to ensure every pupil at Chigwell School is safe and protected from harm. This policy gives clear direction to all staff, volunteers, visitors and parents about the expected behaviour and legal responsibility to safeguard and promote the welfare of all pupils. Our policy is in accordance with agreed Southend, Essex and Thurrock (SET) inter-agency procedures. Details of these are available on line at www.escb.co.uk

Our policy applies to all pupils, teaching staff, support staff, parents, governors, volunteers and visitors.

We have a duty of care towards children and will always report concerns to the appropriate authorities. We may need to share information about your child on a need-to-know basis. All staff are required to report potential concerns. The child protection process takes measures to safeguard vulnerable children and young people who are at risk or suffering from physical, emotional or sexual abuse, and/or neglect. We are also obliged to refer any concern if we think children may be at risk of harm. If you are concerned that any child is either being abused or is at risk of abuse, please inform the Designated Safeguarding Lead or one of the staff listed below.

The Designated Safeguarding Lead (DSL)

Mrs Claire Tilbrook: ctilbrook@chigwell-school.org (020 8501 5782)

The Deputy Child Protection Officers

Mr David Gower, Deputy Head – dgower@chigwell-school.org 020 8501 5704

Mrs Evelyn Gibbs, Head of Chigwell Pre Prep, including EYFS – egibbs@chigwell-school.org 020 8501 6101
Mrs Gibbs is also the Designated Safeguarding Lead for the Pre Prep and the Early Years Foundation Stage (Reception Pupils)

Mrs Jenny Gwinn, designated Governor – jgwinn@chigwell-school.org

Staff Recruitment

Chigwell School is committed to safeguarding the welfare of children and promoting the welfare of children, young people and vulnerable adults. All posts will require a DBS Disclosure and references will be taken up prior to interview in line with the government's guidance, 'Keeping Children Safe in Education', September 2016.

In order to ensure that we appoint the best, suitable staff we use the procedure described in the Recruitment Policy which can be found on the website.

Data Protection and Record Keeping

Data Protection

The Bursar is the Data Protection Controller who will endeavour to ensure that all personal data is processed in compliance with the School's Data Protection Policy which reflects the Data Protection Act 1998 and the General Data Protection Regulation (GDPR). Full details of the Pupil Data Protection Policy and Privacy notices can be found on the website.

CCTV

The school operates a limited number of CCTV cameras at the entrances to the school site and around the School for security purposes.

The system is operated in strict accordance with all requirements and principles of relevant legislation applicable to the management and use of CCTV systems. The system cannot be used to solve parking issues or any disputes between parents.

Pupils' Personal Safety

The school provides a safe learning environment for all pupils. The security practices and procedures in place fully reflect the different ages and needs of all Chigwell pupils. There is a team of on-site personnel to ensure that the school buildings and grounds are secure and safe to use during the school day.

Junior School and Senior School pupils are supervised from 8am until the end of the school day and Pre Prep pupils from 8.30am by teaching and support staff. Pupils should only remain after school if they have an activity, rehearsal, event etc. There is always a member of staff on duty to supervise pupils when they are in school outside normal hours and attending an activity.

Sixth formers may leave the premises at lunchtime provided they sign out at Reception. Middle Sixth Formers may sign out after 1pm and not return provided they have fulfilled all the commitments of the day. Pupils from other year groups are expected to remain on site throughout the school day.

Pupils are only allowed on site during the school holidays to attend an activity directly organised by a member of staff or holiday course.

Parents are responsible for ensuring that their children travel safely to and from school. The school makes known to pupils a number of safety rules aimed at protecting all members of the school community and school property. Pupils are not allowed into the swimming pool without a qualified member of staff in charge, nor are they allowed to use the Gym or Sports Hall without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in DoE or outdoor pursuits.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms, the Drama Centre, or the art studios. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Maintenance, Catering and Caretaking areas of the School. They are advised to observe all safety warnings and follow all rules and procedures. Pupils must not wilfully misuse, neglect or damage anything provided for health and safety reasons. Essentially, pupils are responsible for their own personal safety but the school recognises that age, inexperience and competency are a factor and will manage pupils appropriately in accordance with school policy and departmental safety procedures.

For child protection reasons, we have separate toilet facilities for adults and pupils during the school day. If you are in School during the day, please use one of the following facilities:

- The visitors' toilet in the main school building
- Drama Centre
- Any adult toilet with the express permission of staff

Medical Care/First Aid

The School's Medical Centre is staffed with qualified nurses between 8.00am and 5pm should medical care be needed due to an accident, an emergency or illness during the school day. Should your child become unwell at school and be deemed unfit to remain at school, you will be notified immediately and asked to collect him/her as soon as possible. If we are unable to contact either parent or the emergency contact person provided by you, your child will be looked after by a member of the school staff or by medical staff in the School's Medical Centre. It is important for the School to have up to date information of home/mobile telephone numbers and two emergency contact names, addresses and telephone numbers.

Senior School pupils should not telephone their parents before seeing the nurse if they feel unwell as this would be considered a breach of school rules.

It is important that your child is fit and well when they come to school. If they have a high temperature, a very heavy cold, stomach upset or a contagious disease they should not be in school. Pupils who have diarrhoea and vomiting will be sent home and parents are asked to keep their child at home until they are eating and drinking normally and clear of symptoms. The Headmaster, Head of Junior School or Head of Pre Prep, may require that a child be absent from School for a period of time, if there is reason to believe that the child is suffering from a contagious or infectious illness or other condition, and it is not in the interests of that child or other pupils at the School for that child to attend School during such period.

For any pupil with a medical concern and who requires long term medication for conditions such as severe allergies, diabetes and asthma an agreed Health Plan will be established between parents and the school.

Pupils who have been diagnosed with asthma, should carry a "relief" inhaler in their blazer pocket and a

spare inhaler in their sports bag. Lower One pupils may keep a named inhaler in the Junior School office. In the Pre Prep, pupils' asthma inhalers are kept in the First Aid Room. Parents are asked to note the expiry date of inhalers.

Parents of pupils who require an epi-pen at school in case of a severe allergic reaction are to contact the Medical Centre Sister and provide two epi-pens and two passport sized photos. Parents are asked to note expiry dates of epi-pens and inhalers and to replace them as necessary. Most school staff are trained to recognise the symptoms of anaphylactic shock and then to safely administer an epi-pen.

Medication for pupils who have diabetes is to be provided by their parents and this will be kept at the Medical Centre in case of emergency. Named and prescribed Hayfever medication may be kept at the Medical Centre and Pre Prep First Aid room from February half-term.

Boarding pupils are required to register with the School Doctor who visits the Medical Centre by arrangement on a Wednesday at 1pm during term time.

The Medical Centre staff work closely with teaching staff to keep them informed whenever possible about the health and well-being of the pupils in their care during the school day. They also work closely with local NHS health care professionals and arrange for routine vaccinations to be given at school. Parents are informed about any vaccination programmes being offered to pupils and their permission is requested.

Parents may contact the Medical Centre to discuss any health related matters regarding their child, though for day pupils it is not a substitute for your GP who should be your first point of contact if you have any concerns about your child's health.

In the Pre Prep, pupils' medical or first aid needs are looked after by staff, all of whom hold current Pediatric First Aid Certificates. The Pre Prep has a dedicated and well-resourced First Aid room. However, staff at the Medical Centre are available for advice and will attend the Pre Prep in emergency situations.

Parents of EYFS children (Reception Class) are notified in writing on the day of any first aid given to their child.

If your child hits their head at school staff will send home a letter informing you of the circumstances and what symptoms to look out for. In the Pre Prep, as an additional safety measure, your child will be wearing a blue paper wristband to indicate that a minor head injury has occurred. Please remove this at home before sending your child to school the next day.

Parents are asked to conduct regular checks for head lice and to inform the school of an outbreak. In the event of an outbreak, the school will send out a letter to the parents of class members with advice on treatments. If a teacher or the school nurse notices a pupil with head lice parents will be telephoned and asked to take the child home for the condition to be treated.

Medication

Pupils must, on no account, retain any medication in their possession except for a prescribed asthma inhaler. The School Nurse must be contacted in the case of any pupil who is receiving medication.

If your child needs medication during the school day Medical Centre staff and Pre Prep staff are able to administer prescribed medicine providing that it comes into school in a pharmacy-labelled container with

the child's name, date of birth and full prescription details printed on the front. Pre Prep staff cannot administer any over-the-counter drugs including paracetamol or hay fever medication without the consent of the School Nurse and then only in exceptional circumstances.

Written permission must be provided by the parent/guardian before medicine is administered and parents must complete and sign the Administration of Medicines form before such medicines can be given.

Medical Forms and Family Information

At the start of the academic year, parents are asked to ensure that the Medical Form and Database Information form are returned promptly so that we are aware of medical problems, food and other allergies, or any other condition that your son or daughter may have. It is important that we have all possible work, home and mobile telephone numbers for both parents, where applicable, and, if possible, another daytime number of a relation, friend or neighbour whom we can contact in an emergency.

There is space on the form for parents to give any other helpful information relating to their child's well-being. It is also very important that any change of address or telephone number is advised to the School immediately.

Medical information disclosed on this form will remain confidential to the Medical Staff, Headmaster, Head of Junior School and Head of Pre Prep. However, where necessary, relevant information may be shared with the appropriate staff.

A letter from parents is required if a child is to be excused from PE or any other activity. It is expected that if children are in school that they participate in all activities unless a specific medical condition prevents them from doing so.

Visitors

All visitors and volunteers must report immediately to one of the school's receptionists; sign in and out in the Visitors' Book and are required to wear a visitor's badge whilst on the school premises.

Vehicles/Parking

Demand for parking is high and with limited parking there is no easy solution to a large number of cars arriving at the same time. In order to ease the traffic flow there are staggered arrival and pick-up times for each section of the School. Additionally, the school employs a number of staff to assist with parking and we ask that parents are patient and work with these staff.

There are five car parks for normal daily use. Visitors and resident members of staff may use Front Quad. Sixth Formers use the Drama Centre car park. When dropping off or collecting children, it is helpful if parents use the Hainault House or Drama Centre car parks or Roding Lane. The High Road, the various approach roads and the pedestrian crossing to the Junior School should be kept clear.

NB: The Sports Hall Car Park should not be used by parents in the morning as it is a designated staff car park.

Parents are requested to park responsibly to make the best use of the space available. In the best interest of everyone, parents are requested to drop off their children in the car park and not on the approach road. On no account should parents drop their children off outside Stanmore House, the Sports Hall, Hainault House or anywhere on the entrance and exit roads as this can block other drivers' views of students who are crossing and put them at risk.

As Pre Prep parents are generally the first to arrive at the end of the school day we ask that once children have been collected from their classrooms, parents make every effort to leave the school site as quickly as possible so that parking spaces are freed up. There is no parking at the Pre Prep or in the road leading there; parents are not permitted to use this road at any time of the day.

Parents are reminded that the barrier to the Junior School car parks is not raised until 7.30am, please do not block this entrance before this time. However, staff have access before this time.

All adults have a responsibility to watch pupils in the car parks and roads around them. Drivers are requested to be extra vigilant of our very young pupils. Pre Prep pupils should walk their scooters around the car park and remain with their parent or carer at all times. Please do not rely on site staff to supervise children as their primary job is to manage parking and security.

School Grounds and Swimming Pool

School playing fields are out of bounds during school holidays and weekends unless used for an official school event. This includes the swimming pool and all cricket facilities. The hard play area, adjacent to the Junior School, will be available, for tennis only, between the hours of 9.00am and 4.30pm. Cricket squares and nets are out of bounds at all times except for official School practices or matches. Cricket nets and tennis surrounds must not be used as backing for a football goal. When pitches are wet and notification has been given, goal mouths should not be used for casual practice during break time, after school or before and after games sessions.

All pupils should use the boot scrapers and brushes before returning to the changing room after games. Litter must be placed in the appropriate bins and removed from the side of pitches at the end of all matches. Pupils must adhere to the rules published by the Chairman of the Games Committee regarding the Swimming Pool, as posted at the Swimming Pool. No ball games are to be played on Top Field unless part of an official School practice or match. When moving across the field to and from the changing rooms, pupils should walk around the edge of the field and not across the cricket square/hockey pitches.

Pupils are not allowed to 'play' on school grounds after the school day, even whilst they are waiting for siblings.

E-Safety

E-safety is relevant to all members of the Chigwell community, both when they are inside and outside of the School. Within Chigwell, we go to extreme efforts to provide a safe online environment and the school has its own detailed E-Safety policy, and the main aspects of staying safe online are regularly discussed during PSHE lessons and across the curriculum. There is an age-appropriate monitoring and filtering system for all pupils to control what pupils can access on the internet in school.

An education in E-safety encourages pupils to recognise their own responsibility in maintaining a secure online profile. Students are shown the significance and the advantages of the internet, but also shown its dangers by being alerted to a safeguarding and anti-bullying strategy in order to keep them safe in the real and the virtual world. There are regular discussions of online safety, the personal limits that should be put in place in order to maintain privacy, and what to do if a pupil is victim to - or viewer of - any form of cyberbullying.

The websites below are useful in showing what responsibilities adults have in aiding their children to navigate the virtual world, and to explain how online privacy works.

<http://www.childnet.com/> an excellent website explaining internet safety for children, parents and teachers

<http://www.connectsafely.org> has a section guiding parents on various forms of social media

<http://www.vodafone.com/content/parents/get-started.html> digital parenting guide

<http://www.facebook.com/help/privacy> home page for explaining and editing privacy settings on Facebook

www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/

<http://www.saferinternet.com.uk/parents>

<http://www.askaboutgames.com>

Photographs and Publications

Individual and class photographs are taken in Michaelmas and Trinity Terms. A whole school photo is taken regularly in September, yearly for Pre Prep pupils and Praefects.

Parents are welcome to photograph or video their child at all school events (sports day, outings, Christmas and fundraising events etc.) providing the images are for personal use only (e.g. a family album). Please be aware these images (which may include other children) must not be shared on social networking sites or other web-based forums since we regard this as 'making the image public'. Sharing images, or uploading them into a 'public space', is likely to be in breach of the Act.

All pupils in our Reception class have their photographs taken to provide evidence of their achievements for developmental records. Photographs may be taken during indoor and outdoor play and displayed in albums or a child's development records for children and parent/carers to look through. Staff, visitors, volunteers and students are not permitted to use their own cameras or mobile phones to take or record any images of pupils at any time.

It is the custom and practice of most independent schools, and of this School, to include some photographs or images of pupils in the School's promotional material such as the prospectus and website and in the school on display boards. In certain, but limited circumstances, the school may invite the media to publish these photos and images if we want to publicise individual or group achievements such as public examination success. We would not disclose the name or home address of a child without parents' consent.

Parents may withdraw their consent to photographs being taken of their child by notifying the Bursar in writing (requesting an acknowledgement of their letter) and ensuring that their child knows that such consent has been withdrawn. We would ask parents to be aware that such a decision could have an impact on the inclusion of class or group photos, which may be upsetting for a child.

Fire Alarm and Evacuation

School policy and procedures in relation to fire safety reflects and meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999. The Bursar is responsible and accountable for fire safety matters. He ensures that the school is meeting its legal obligations in terms of completing Fire Risk Assessments and ensuring that all persons that use school premises are kept safe.

The School ensures that:

- Personal Emergency Evacuation Plans are completed for all staff and pupils who are known to the school as needing assistance during an emergency evacuation of the building.
- All staff are aware of the fire safety arrangements and are fully conversant with emergency evacuation procedures and assembly points.
- All pupils are made aware of the current arrangements for emergency evacuation at their location and that they must obey all fire safety instructions.
- There are at least two annual fire drills a year for each school building.

Dogs on Site

We are concerned that even well-behaved dogs can behave unpredictably when placed in busy, noisy and crowded school environments. Children can also behave unpredictably when in contact with dogs and this can potentially lead to a child being bitten. We also have health and safety concerns about dog fouling. Therefore, we ask that parents and staff do not bring dogs on the grounds of Chigwell School between 7.30am and 6.00pm (unless used as an aid to visual impairment or disability). At other times, dogs should be kept on a lead.

Serious Incidents

A major crisis at School could take a number of forms including severe weather, loss of power supply, a serious accident, or a major incident in the local community or further afield. In any such event, the School's first and greatest priority will always be to look after the pupils. The next priority will be to give parents the fullest possible account of events as soon as possible. However, where the School does not have the full story, it will say so. A member of staff will always speak personally to parents if their son or daughter is injured.

Heavy Snowfall or Extreme Weather

In the event of adverse weather conditions any decision taken by the Headmaster to close the school, finish the day early and send pupils (and staff) home will be posted on the website and emailed to parents via Chigwell Post.

Contacting the School

School office hours:

Pre Prep 8.00am to 5.30pm
Junior School 8.00am to 5.00pm
Senior School 8.00am to 5.00pm

Email is often the easiest way to contact school. As a general rule, school staff email addresses are initialsurname@chigwell-school.org e.g. mpunt@chigwell-school.org

All formal school communications should be addressed to the Headmaster, Head of Junior School or Head of Pre Prep.

Parents' Meetings and Information Meetings

The academic, social and personal welfare of all pupils is our principal concern. The prime responsibility for monitoring this development is the class teacher in the Pre Prep, the form tutor in the Junior School and the House Tutor in the Senior School. They will generally be the first point of contact with parents.

Each year group has two Parents Evening per academic year where parents have timed appointments to meet their children's teachers, as well as an introductory Parents' Evening towards the beginning of the academic year. In addition we publish grades, full written reports and examination results; the schedule varies depending on the year group.

Parents are also invited to the various sections of the school for other events throughout the year (workshops, information evenings on trips, plays, concerts, sport fixtures etc.).

School Communication

Parents are kept informed of events via Chigwell Post, Newsletters and on the parent notice boards.

Chigwell Post is used frequently to keep parents informed about events at school. You will receive email notification when a letter or message is sent that is relevant to your child. A link is contained within the email message that takes you directly to your mailbox on the Chigwell Post website.

We appreciate that parents increasingly use social media to build social networks, to share news, to arrange events etc. but we would ask that parents always check official school communication for dates and to contact the school directly for any information that they may require.

Parents' Portal and School Website

The school website (www.chigwell-school.org) is updated regularly with a wide range of information. It is a great resource for finding out about school news and events.

Complaints

Chigwell School is a busy place and within the space of a working week, let alone a school term, a huge number of school activities take place and many pupils are involved in many activities. A great deal is achieved with cheerful cooperation from all sides but we do recognise that conflicts of interest, misunderstandings and disagreements will occasionally occur between pupils, parents and teachers – although such occasions are rare. Under these circumstances we undertake to deal with issues promptly and fairly – informally in the first instance. If parents do have a complaint, they can expect it to be treated by the School in accordance with our complaints procedure. Parents of children in one of the school's reception class who have concerns about how the school meets the requirements of the Early Years Foundation Stage have additional recourse to the Independent Schools Inspectorate www.isi.net and Ofsted www.gov.uk

Separate procedures apply in the event that a Child Protection issue arises. Any concern about the safety of a child should be notified immediately to the person believed to be best placed to take urgent action and should be confirmed in writing to the Head.

In some schools issues have arisen where parents have expressed frustration and have even been critical of the school and staff on social networking sites. Clearly it would rarely be appropriate to act in this way and elsewhere, in a minority of cases, legal action has resulted. If parents have concerns or would simply like to discuss issues, it is far better to contact the School or to use the complaints process.

Full details of the complaints procedure can be found on the School's website.

Friends of Chigwell

The Friends of Chigwell School (FOC) is the Parents' Association of the School. It provides an opportunity to meet other parents, to exchange views, to engage in activities which support the school and to foster social relationships between the Friends, parents and staffs. Please contact the Headmaster, Head of Junior School or Head of Pre Prep if you would like to become involved. The Chair of the FOC usually attends the parent presentations to which new and existing parents are invited in the summer term. Further information about the FOC and planned events are included in school newsletters and the Headmaster's letters to parents.

Planning Ahead

Term Dates

Term dates are published at least a year in advance. There are half term holidays of a fortnight in the Michaelmas Term and a week in each of the other two terms. Half term holidays always start at 4.00pm (3.30pm for LI/UI) on a Friday afternoon and thus enable a whole week (or fortnight) of holiday to be taken.

Term Dates 2018 - 2019

Michaelmas Term

Staff meetings and INSET on Monday 3rd and Tuesday 4th September

First day: Wednesday 5th September

Half term: Saturday 20th October to Sunday 4th November

Term ends: Friday 14th December

Lent Term

Staff meetings and INSET on Monday 7th January

First day: Tuesday 8th January

Half term: Saturday 16th February to Sunday 24th February

Term ends: Wednesday 3rd April

Trinity Term

(Easter Day is 21st April)

First day: Wednesday 24rd April

Half term: Saturday 25th May to Sunday 2nd June *INSET Day Monday 3rd June*

Term ends: Wednesday 10th July

School Calendar

The school produces a pocket-sized termly calendar known as the 'Blue Book'. This is published and issued to all staff, pupils and parents at the beginning of each term and is also available online via the School Website. The calendar contains essential school information along with details of term dates, examinations, parents' evenings, plays, concerts, sports fixtures and other activities for all three sections of the school.

Speech Day

Speech Day, which is on a Saturday towards the end of the Trinity Term, is a major day in the school calendar and all pupils from Lower Two upwards are expected to attend the church service in the morning and the speeches and prize giving in the afternoon. Parents are warmly invited to both events. There is a special service and garden party for pupils and their parents in the Pre Prep, Lower One and Upper One on the Friday before at 2.15pm. They are, therefore, not expected to attend on the Saturday morning services but Lower One and Upper One pupils should join the rest of the school for speeches in the afternoon.

Pupil Matters

Good Behaviour and Sanctions

It is expected that pupil behaviour will be exemplary. This is achieved through a code of behaviour which promotes good relationships, allowing everyone to work together in an effective and considerate way. Pupils are taught to have respect for others, to be helpful and to have an awareness of the responsibility they have for their own actions. We praise and reward pupils for good behaviour in a variety of ways. The school employs a number of sanctions to enforce the school rules and to ensure a safe and positive learning environment. The Behaviour, Rewards and Sanctions Policy can be downloaded from the School's website.

Bullying

The majority of pupils are very happy for most of the time at Chigwell and this is a situation that we are keen to preserve. However, occasionally there may be unhappiness caused by bullying and we will take firm and rapid steps to put a stop to this as soon as we have the relevant information. Most issues can be resolved

quickly, but in extreme cases bullying, including cyberbullying has the potential to cause psychological damage and even suicide. Parents, pupils and staff should always feel able to raise concerns. Full details of both the Anti-Bullying Policy and Anti-Cyberbullying Policy can be found on the website.

Counselling

A counselling service is available to all pupils in the Junior and Senior School. They may receive counselling for a variety of reasons and appointments should be made through the Chaplain who oversees the work of the Counsellor. Referrals are usually made by Tutors, parents or the pupils themselves.

A senior school pupil can have an initial meeting with the School Counsellor without permission of their parents. This initial meeting is a chance for the Counsellor and pupil to discuss whether there is a need for further meetings, or whether there is a more appropriate resource for the pupil.

Full details of the Policy for Contacting Parents of Pupils Attending Counselling can be found on the website.

Careers Education

As part of the overall education that is provided at Chigwell and in keeping with the school aims, particularly to enable pupils to make a positive contribution to the world of the 21st century, we seek to provide appropriate advice and access to expertise that enables pupils to make informed choices. Specifically, in terms of the advice available to pupils:

PSHE

Careers is a component of PSHE in the Lower Fifth and Upper Fifth years. The Lower Fifth course is intended to introduce students to the issues involved in the choice of courses and careers, where and how to get information. In the Upper Fifth, the course is intended to introduce students to the recruitment process and the role played by application letters, CVs and interviews.

Careers testing

Chigwell School has always offered students the chance to undergo careers aptitude tests at or before the time they have to make their Sixth Form subject choices. Reports detailing academic strengths, subject and career suitability are then prepared and each student has an interview. The Career Test process is designed to coincide with and inform the School's Sixth Form options process.

Careers Convention

The convention takes place once a year and it is specifically targeted at pupils in the Upper Fifth although those in the Sixth Form are also very welcome to attend.

Subject choices

Parents' evenings are scheduled to take place before key subject choices are made. Parents or students are always very welcome to discuss options with the Director of Studies, tutors and/or Heads of Department if they have any questions.

University Advice

As with advice regarding GCSE or A level choices, ultimately the choice that Sixth Formers make regarding university degree courses and institutions must be their own. However, there is a great deal of experience on hand from the Head of Sixth Form, Heads of Department, and subject teachers. The process starts in the second term of the Lower Sixth with the students being encouraged to further consider their career/degree course options as well as attending lectures/courses at university and Open Days moving into registering with UCAS, narrowing down their degree/universities choices and working on their Personal Statement.

Work Experience

The Head of Careers keeps a list of contacts who may be able to offer work experience. However, the School is always happy to hear from more parents who might be able to help in this way.

Pupil Councils

The school has three school councils, one for each section of the school. The purpose of these is to provide a forum at which pupils, through their elected representatives, are able to discuss general concerns and make proposals for changes to enhance the School. From time to time the councils are asked for their view on specific matters and to make a decision on a particular and relevant school issue. School councils meet regularly during term time and are chaired by a member of the School's teaching staff.

Attendance Registration and Pupil Absence

Registration

Parents are advised to read the information contained within Section 2 as there are different arrangements for each section of the School.

Absence and Lateness

Parents are advised to read the information contained within Section 2 as there are different procedures for dealing with absence and lateness in each school.

Parents should be aware that it is not normal to authorise absence for holidays in term time. Permission to take children out of school during term time needs to be authorised by the Head of Pre Prep, Head of Junior School or Headmaster and all requests must be made in writing. However, we kindly ask parents to restrict term time holidays to exceptional circumstances, this also includes leaving early on a Friday, so that children do not miss valuable learning time. Missing any part of the term is disruptive not only to the pupil concerned but also to the rest of the class and the teaching staff.

If parents remove their child without the permission of the school the absence is unauthorised. Authorised permission for absence will not be given retrospectively except in special circumstances.

Pupil Conduct

The Chigwell Charter

The Chigwell School Code of Conduct is as follows:

As a member of Chigwell School, I will endeavour to show:

Respect for others

Respect for myself

And respect for the School environment at all times

For example:

I will show respect for others by:

Being courteous

Being honest

Being reliable and punctual

Treating others' property well

Not denying others the opportunity to study and learn

Not intentionally or thoughtlessly causing distress

Not endangering others' safety

I will show respect for myself by:

Dressing appropriately

Taking care of my own property

Avoiding unsafe or unhealthy activity

Not cheating.

I will show respect for the School environment by:

Behaving appropriately around the grounds

Not damaging school property

Not spoiling its appearance by my actions.

Uniform Regulations and Dress Policy

The school uniform regulations are contained in a list which is issued to all parents of new pupils. Pupils must wear uniform at school and whilst travelling to and from school. It is expected that all pupils look smart and take pride in their appearance. Uniform is checked to ensure that pupils are wearing the correct clothing. Extreme hairstyles, jewellery and make-up are not allowed. All pupils should wear correct school uniform for all school events unless otherwise stated.

Long hair should be tied back and only hair bands in school colours should be worn. Boys' hair should be above their collar. Extremes of fashion in hairstyle are not allowed. Boots should not be worn. Jewellery (including earrings) should not be worn for Health and Safety reasons. Shoes should be flat, black and polishable without metal buckles or coloured flashes. 'Flashing' shoes and Converse trainers are not permitted.

Alcohol, Smoking and Drugs

The School recognises that substances and controlled drugs are widely and increasingly available, and are used by teenagers from all backgrounds; it sees this as an issue which all schools must address seriously. It also believes that the great majority of parents, staff and pupils wish us to take a very firm stand against the misuse of drugs.

The School's policy is:

- to discourage the misuse of substances and controlled drugs actively and vigorously, through drugs education, through pastoral care and through a firm disciplinary framework which treats the supply, possession and use of drugs by its pupils as serious breaches of the School code of conduct
- to do all we can to reduce the pressures our pupils face, to help each pupil to develop the moral courage to reject those parts of youth culture that may be harmful to them
- to maintain an environment that is as free as we can make it of controlled drugs and the paraphernalia, and of the culture and temptation to use drugs and other harmful substances
- to ensure compliance with the criminal law under which it is an offence for any person to possess, use, supply or sell controlled drugs or for the School to allow its premises to be used for those purposes.

This policy applies whenever a pupil is in the care of the School including on school trips, as well as to incidents out of school involving pupils.

Full details of the Alcohol and Tobacco Policy can be found on the website.

Pupil Use of Mobile Phones

Pupils in Lower One to Lower Two are not allowed mobile telephones in the Junior School. For pupils in Upper Two, if phones are needed on a particular occasion (e.g. an expedition returning late) then they must be named and brought to the Junior School office. Pupils in the Third and Fourth Form may carry a mobile telephone. **All telephones should be turned off during the day.** If pupils are found using a mobile telephone during the day, or if a mobile telephone interrupts a lesson, the telephone will be confiscated for one week.

Pupil Use of Mobile Phones in the Senior School

This policy was developed in conjunction with the Senior School Council and has been shared with pupils.

- Senior School pupils can make and receive calls using their mobile phone before 8.20am and after 4.00pm only
- A phone may only be used in lessons with the permission of the teacher, if it is being used for work purposes
- If any of the following happens, at any time of the day, the phone may be taken by a member of staff and handed to Reception. It may be reclaimed at 4.00pm or at signing-out time for Middle Sixth students
 - If a phone is used for any purpose during the five minute lesson changeover times
 - If a phone goes off in a lesson
 - If a phone is used to make or receive a call between 8.20am and 4.00pm

We realise that mobile phones have become an integral part of modern life and an essential communication tool for families. However, during the core school day we are keen to minimise distractions and we would be grateful if parents could reinforce these points with their sons and daughters.

Academic Life

The Curriculum

Our school curriculum is underpinned by the School Motto, (aut viam invenium aut faciam “Either I shall find a way or make one”). It is important that our pupils develop a determinedly independent spirit, taking responsibility for their own academic progress, their personal health and fitness, their relationships with others and the world around them. The curriculum includes all those activities designed to promote the intellectual, personal, social, physical, spiritual and moral development of our pupils. It includes not only the formal programme of lessons but the informal programme which includes extra-curricular activities and all the features contributing to the School’s ethos.

We aim to offer each pupil breadth, balance, coherence, relevance, differentiation and progression, with the ultimate goal of every pupil fulfilling his or her academic potential. We offer a core of subjects with an element of increased choice for pupils as they progress through the school and we aim to be as flexible as we can in order to provide a choice of subjects that is appropriate to each individual pupil. Our academic expectations of all of our pupils are high, and the pace of work is sustained and challenging. It is important that all pupils work hard, take their studies seriously and endeavour to be the very best they can be in all areas of school life.

Full details of the Curriculum Policy can be found on the website which explains the structure and aims of the curriculum across the School.

Examinations

All year groups will take some internal examinations in most subjects during the course of an academic year. These will assess the knowledge and understanding gained over a substantial period of study and will show the pupil’s standard of achievement at the end of this time.

Assessments, Monitoring and Reporting To Parents

Pupils, in all year groups, are assessed by their teachers, both formally and informally, frequently throughout the school year. Parents receive a number of written reports on their child’s attainment and progress during the course of the academic year.

Generally reports will:

- Evaluate the pupil’s performance over the period with a grade for effort and attainment
- Identify strengths and weaknesses, improvements and deteriorations, as appropriate
- Recommend particular attention or action and set targets
- Given an indication of likely future examination success when appropriate
- Internal examination results may also be included

Homework

We believe strongly in the value of a regular period of time being set aside by the pupils after school hours, to be spent either in written reinforcement of what has been learnt in a particular lesson, individual project work or independent learning (revision or research). This work should be completed at home or in homework club. A separate letter is sent out at the beginning of each school year detailing the homework timetable for your son or daughter's form and the approximate length of time that he or she should be taking to complete the work. Clearly this will vary from individual to individual.

All homework set from Year 2 onwards is published on Gateway so that parents can check that their child has made a correct note in their diaries or homework book.

If any parent is concerned that their son/daughter is spending too much or too little time on homework, please contact the relevant tutor.

Learning Support

Our aim is to identify pupils' learning needs so that we may provide appropriate levels of challenge within the classroom. Our teachers will carry out assessments, periodically, so that we may plan for each pupil's differing needs in the most appropriate way. Parents will be kept fully informed of the results of these assessments and if necessary be made aware of any additional support their child may be receiving or need.

Should there be concerns regarding a pupil's development, discussions will take place between parents, the class teacher and the Head of Learning Support/Special Educational Needs Coordinator (SENCO) when appropriate, to discuss the best way forward for the pupil. This may include request for assessments from external professionals, e.g. educational psychologists, speech therapists etc. These assessments are not funded by the school.

Full details of the Learning Support Policy can be found on the website.

Pupil Organisation and Activities

Activities, Sport and Saturday Fixtures

Games

As well as having regular PE lessons with fully trained staff, all pupils take part in a comprehensive games programme unless they are excused for medical reasons. Soccer, hockey and cricket are the main games for boys, netball, hockey, rounders and tennis for girls but all pupils have opportunities to participate in a variety of other sports in addition. There are regular fixtures against other schools as well as inter-house competitions. All pupils are encouraged to enjoy games whatever their standard and it is expected that an atmosphere of good sportsmanship prevails at all times. Parents are reminded that correct school sports wear must be worn for all lessons and competitions.

Fixtures

There are sports fixtures virtually every Saturday morning and/or afternoon for older Junior School pupils and those selected are expected to play. Fixtures are published in the Blue Calendar at the beginning of each term. Teams plus reserves are posted on the relevant notice boards and sent via Chigwell Post not later than the Thursday before a match. If for any reason a pupil is unable to play, parents are asked to request leave from the relevant team coach as early as possible, and not later than five days before a match.

There may be a last minute emergency (illness, for example) in which case, please notify Reception (020 8501 5700) or the Head of Boys' Games on 020 8501 5755, the Head of Girls' Games on 020 8501 5768. For events such as family weddings which are known about some weeks in advance, it helps enormously if parents can assist us by contacting us in good time so that team construction can be properly planned.

Chigwellians are often involved in their own community activities which we encourage. We do recognise therefore that occasionally there will be clashes and we hope that close liaison between School and parents can help resolve matters satisfactorily.

Saturdays

Formal lessons ceased a number of years ago. Nonetheless, a number of activities still occur on Saturdays (and also occasionally on Sundays). These include rehearsals, field work, revision seminars, plays, concerts, Scouts, D of E expeditions and especially sporting fixtures. A small number of major events each year take place on Saturdays – Open Days (October and November), Sports Day and Speech Day (early July). All pupils are expected to attend these days, at least.

Educational Trips and Visits

Pupils can derive a great deal of educational benefit as a result of participating in trips outside of school and school organised holidays. They have the opportunity to undergo experience not available on site; they develop their investigative skills and their own independence. This is very much in line with the aims of Chigwell School and in particular trips give opportunities to:

- Develop and discover interests and talents across and beyond the curriculum
- Encourage critical and creative curiosity
- Encourage pupils to appreciate their good fortune and responsibility for others, the community and environment.

Parents will be given plenty of notice in writing about any impending trip, the costs involved and a request for consent for their child to attend.

Use of ICT

Pupils in Reception through to Fourth Form (Year 8) receive regular computer lessons. All pupils use computers and other forms of technology as an essential aid for learning as well as communication. All pupils are given access to the internet and the school's own network. All pupils have an email address and a password to use the school's intranet, 'Gateway'. Pupils are expected to follow the school's acceptable usage policy.

Libraries

The Swallow Library is at the heart of the School now as it was in the seventeenth century when it formed the original school room of Harsnett's foundation. Here in the English school and the Latin school a few lucky local boys were prepared for the vicissitudes of Stuart England. Up above, it is thought, William Penn, founder of Pennsylvania enjoyed the simple accommodation of an early boarder. Now this venerable building houses the main school library, a place where sixth-formers can choose to study during the day and which may be visited by any member of the school during breaks and when lessons are over. Weekly library lessons take place for pupils in Years 7-10 inclusive. The greater part of the school's book collection is contained within the Swallow Library although many departments have their own small specialist libraries. A small but well-stocked careers and reference section also adjoins the main library. In addition to the traditional books and periodicals, the Swallow Library has computers and printing facilities for those who need to work online

The Junior School has its own recently refurbished and extended library for the exclusive use of children in years 3 to 8. This cheerful, brightly-lit space also has network-linked tablets. The Swallow Library and the Junior School Library share a common computerised catalogue which is searchable on-site and at home. Both also have their own librarians and library assistants. As part of the school's literacy programme, the librarians organise regular visits by popular writers of children's fiction. Recent visitors have included Meg Rosoff, Patrick Ness, Marcus Sedgwick, Tom Palmer and Alan Durant.

The Pre Prep benefits from a specially designed library which stocks a wide variety of both fiction and non-fiction books, especially aimed at developing essential literacy skills and an enthusiasm for reading in our youngest pupils. Weekly storytelling sessions are delivered by trained staff and all classes have regular times to visit the library in order to browse and choose books to take home to share with their families. Pupils also have opportunities to visit the library to support their work in all areas of the curriculum. The library is equipped with resources for role play and for retelling stories to allow pupils to engage in imaginative and creative activities.

Music Lessons

Individual music lessons are available on almost every instrument. For Junior and Senior School pupils they take place mostly during normal lesson time but are arranged at a different time each week so that pupils do not miss the same lesson on a regular basis. In the Pre Prep all Year 2 pupils are given weekly recorder lessons and cello, piano, violin and singing lessons can be arranged for pupils in Year 2. These take place during the afternoon and pupils will miss part of a lesson.

In arranging music lesson times, preference is given to Sixth Form pupils. A term's notice must be given in writing if individual music lessons are to be discontinued. In the event of such notice not being given, parents will be liable for a term's fees. There are plenty of opportunities for pupils to play in ensembles and orchestras from quite an early stage. These include:

Musical Theatre Group MTG (Third and Fourth Form, Removes) – An option to prepare scenes (semi-staged) from a wide variety of musicals.

Chamber Choir – a mid-sized choir set up to work through a selection of secular and sacred music. Open to all (Third Form to Middle Sixth), non-auditioned.

Chapel Choir – A small group of singers, maximum forty, who perform around the country and abroad: concerts and services (Evensong and Mass) at Cathedrals or Oxbridge colleges three times a year. Recent venues include; The Royal Festival Hall, The Great Hall, Merchant Taylors, Westminster Abbey, Canterbury Cathedral, Christ Church, Oxford and St. John's College Cambridge and York Minster (September 2015), to name a few. The Chapel Choir also conduct the Roman Catholic Masses and Anglican Eucharists along with all the main services for the School. Audition or invitation only. Interested pupils should contact the Director of Music for further information.

Choral Society – The largest choral group in the School, bringing together all the choirs age 9+ and includes pupils, staff and parents. Rehearsals and concert in the Lent term only, where pupils perform with a professional orchestra. In March 2015 they performed Mozart's *Requiem K626* at Christ Church Spitalfields, London. Other most recent performances include Faure's *Requiem*, Haydn's *Insanae et vanae curae*; Parry's *I was Glad*; Rutter's *Feel the Spirit*; Fauré's *Requiem*; Chilcott's *A little Jazz Mass*; *Gloria* of Rutter and Vivaldi; Schubert's *Magnificat* and the Coronation Anthems of Handel.

KS2 Choirs - There are four choirs for all pupils in KS2 to take part in, Lower One, Lower Two and a Second Form Boys' and a Second Form Girls' Choir, who perform at least twice a year in the lively and energetic Junior School Concerts.

First Orchestra – One of the major instrumental groups in the school. It is open to all pupils who play orchestral instruments subject to vacancies in the ensemble. Recent performances include Shostakovich Piano Concerto No.2; movements from Beethoven Symphony No.1 in C; Symphony No.6, *Pastoral*; and in July 2015 Rutter's *Suite Antique* for Orchestra and Flute and Haydn's Piano Concerto No. 11 in D.

Wind Band – A group made up of some forty-five players. It is open to all pupils who play a Brass or Woodwind instrument, to a level of about Grade 4+, and performs regularly in School concerts. Recent repertoire includes *Parkour (L'art du Deplacement)* by Hazo, *Shooting Stars* by Saucedo and *Year of the Dragon* by Philip Sparke.

Big Band – A select group of pupils play in the “Big Band”, at all major concerts but also performs at evening functions and events in the wider community. The music ranges from the traditional Big Band charts of Glenn Miller and Count Basie through to modern day funk charts by Tower of Power and Jamiroquai.

Chigwell All Stars – Chigwell’s own soul/funk band is always a treat to hear. The group usually performs at the Christmas and Summer Concerts.

There are a large number of smaller chamber groups including various String ensembles, a Wind Quintet, Flute Quartets/Septet and Octets, Clarinet Groups, Saxophone Group, Junior and Senior Brass Groups, Oboe Group, Guitar Ensemble, Drum Corps and Barbershop Group. Rehearsals for these take place on a weekly basis and there are always opportunities to start up new groups if there is the desire to do so.

Books and Stationery

Pupils are issued with books, stationery and curriculum resources by each school and department.

However, apart from the items of uniform specified on the clothing list, including games clothing, the following are required by all pupils in the Junior School and Senior School:

- an inexpensive fountain pen (not for pupils in LI)
- pencils
- a thirty centimetre ruler
- a pencil sharpener
- coloured pencils or pens
- a glue stick
- scissors

In addition, in Upper Two and above, all pupils should have:

- a protractor
- a set square
- a pair of compasses
- calculator

In Upper Two a basic calculator will suffice. However, we recommend a Casio Scientific calculator which will be required from the Third Form onwards. Pupils will be able to buy these through the School Shop at the start of the school year.

Pre Prep pupil requirements are listed in Section 2

School Uniform

The School’s uniform and sports kit are provided by the John Lewis Partnership. This is available online, with a full range of samples available to try at John Lewis, Westfield in Stratford. John Lewis offer free standard delivery on all orders over £50 and, using their Click and Collect Service, any online orders placed before 8pm may be collected after 2pm the following day from any John Lewis or selected Waitrose store.

A school uniform list is sent to new parents during the Trinity Term. The School requests that items marked with an * on the uniform list must be purchased from John Lewis, with cricket kit to be purchased from Surridge.

Personal Belongings and Lost Property

Parents are responsible for insurance of a pupil's personal property whilst at school or on the way to and from school or any school-sponsored activity away from school premises as the School's insurance policy will not cover pupils' possessions. Parents are advised to check that House Contents or All Risk Policies provide adequate cover.

All property including towels, underwear, footballs, pens, etc., should be clearly named. All named property which is found is returned to the owner via his/her Form teacher or House Tutor. Unnamed items are kept for some weeks by school Receptionists. If items of clothing are not claimed by the end of each term, they are disposed of or given to charity.

Enquiries about sports clothing left in the Gym or Sports Hall should be addressed to Mr Kevin Farrant or Miss Heidi Baber.

School Buses

There are a number of bus routes for the transportation of pupils to and from school, and we are aiming to add more in the near future. This service is available to all pupils in the Senior School and Upper Junior School; lower Junior School pupils can only travel at the discretion of the Headmaster/Head of Junior School. Unfortunately, the school does not allow Pre Prep pupils to use the service even if accompanied by an older sibling. School rules apply while travelling on the buses and we expect all pupils to maintain the highest standards of behaviour while travelling to School.

The existing bus routes include:

ROUTE ONE – Epping, Theydon Bois, Debden

ROUTE TWO – South Woodford, Woodford Green, Buckhurst Hill

ROUTE THREE – Loughton, Buckhurst Hill

ROUTE FOUR – Wanstead, Ilford, Gants Hill, Clayhall

ROUTE FIVE – Chingford

Further details may be found on the School's website (<https://www.chigwell-school.org/bus-service/>). The School is hoping to extend this network of routes in the future, and consideration will be given to the addition of new stops within the above network if there is sufficient demand. There are two bus services home on each route, the first leaving shortly after the end of the Senior School day, the second at 6pm.

Buses are administered for the School by CoachHire.com and the cost for use of the buses will be charged termly in advance on fee invoices. One full term's notice is required should parents wish to stop using the bus service. Please contact bus@chigwell-school.org for further information.

Old Chigwellians' Association

On leaving school, pupils automatically become Old Chigwellians. The Old Chigwellians Association exists to promote the welfare of Chigwell School and to foster a bond of union between past and present Chigwellians and to encourage reunions and other social gatherings among members. There is no extra charge for this and the Old Chigwellians' Association is run by a committee made up of current staff and former pupils. There is an annual publication in December, *The OC Mitre*, designed to keep Old Chigwellians in touch with each other and with the School. In addition, there are a number of annual reunions held in the City, at the School and further afield. For further details please contact the Development Office: development@chigwell-school.org

Section 2

The following section gathers together the answers to some of the many questions that you and your son or daughter may be asking over the coming months

Pre Prep School Information

Welcome to Chigwell Pre Prep School. We hope that you find the information contained within this section useful. However, please do not hesitate to contact the Head of Pre Prep if you require further clarification or further details.

Head of Pre Prep (Designated Safeguarding Lead and SENCO)

Mrs Evelyn Gibbs egibbs@chigwell-school.org

Pre Prep Teaching Staff

Mrs Lisa Barden	Deputy Head/Year 1 Class teacher	Holly
Miss Andrea van Bergen	Reception Class teacher/EYFS Coordinator	Oak
Miss Jessica Bonner	Reception Class teacher/ICT Coordinator	Hazel
Miss Grace Crawford	Year 1 Class teacher/Literacy Coordinator	Willow
Mrs Tracy Tyson	Year 2 Class teacher/ Science Coordinator	Sycamore
Mrs Jocelyn Summers	Year 2 Class teacher/Literacy Coordinator	Chestnut
Mrs Nicola Rawlings	Physical Education/ Outdoor Learning Coordinator	

Pre Prep Support Staff

Mrs Kerry Horn	School Secretary/Receptionist
Miss Sarah Kimberley	Teaching Assistant
Mrs Samantha Downing	Teaching Assistant
Mrs Melanie Markovits	Teaching Assistant
Mrs Jaine Ellis-Hall	Teaching Assistant
Mrs Faiza Ahmed	Teaching Assistant
Mrs Reena Patel	Teaching Assistant

Our School Day

7.45 – 8.30am	Breakfast Club
8.30am	School gates open Children arrive in playground or Reception classroom and are supervised
8.45am	Registration
8.50am	Monday Singing Assembly
1.00am	Thursday Assembly with School Chaplain
9.00am	Friday Sharing/Celebration Assembly
10.30 – 10.45am	Playtime
12.00 midday – 1.00pm	Lunchtime
3.00pm	End of School Day
3.00 – 3.10am	Tea for pupils attending an after school activity or after school care
3.45 – 4.00pm	All clubs finish and pupils are collected
5.30pm	After School Care ends. All children are required to be picked up no later than 5.30pm

Beginning of Term Arrangements

First Day at School – Reception

The first day of term is Thursday 6th September at 9.15am for new Reception pupils. Parents and pupils are asked to come to the school hall at 9.10am where they will be greeted by the Head and class teachers. The children will be taken to their classrooms in small groups by their class teacher. Parents are invited to stay for tea and coffee but will not be able to accompany their child into the classroom. It would be appreciated if you could prepare your child for this procedure and say goodbye to your child promptly following arrival.

First Day at School – Year 1 and 2 Pupils

The first day of term is Wednesday 5th September for current pupils. Normal procedures apply. Therefore, please hand your child over to a member of staff at the playground gate between 8.30am and 8.45am. As it is expected that there may be a few tears at the beginning of term all Year 1 and Year 2 staff will be present in the playground on the first morning to reassure pupils and to ease the transition back to school.

Arrival and Collection

Your child's safety is our paramount concern.

Before School

The main school gate does not open until 8.30am. Pupils should not arrive before this time unless they are registered with the Breakfast Club. We would kindly ask that parents and pupils do not wait in the school office. Please do not leave your child unattended before 8.30am

Pupils in the Reception Classes should be taken directly to their classroom door, where their Teacher/Teaching Assistant will take responsibility for them. It is preferable that parents do not accompany their child into the classroom.

Pupils in Years 1 and 2 should be taken to the playground. The members of staff on duty will take responsibility for them. For Health and Safety reasons parents are not permitted to enter the playground in the morning. At 8.45am Year 1 and 2 pupils will be collected by their class teachers and will go to their classroom.

After School

At the end of the day parents are asked to collect their child/children from their respective classrooms. At the end of an extra-curricular activity parents are required to collect their child promptly in person from the relevant classroom.

Pupils at the After School Club may be collected at any time between 3.00pm and 5.30pm. Parents/carers should collect their child/children from the School Office or designated classroom.

Every child should say 'good afternoon' to their teacher - this is acknowledged as the official 'handover' to parent or carer.

Late Collection

Parents are asked to inform the school as soon as possible if they are likely to be late collecting their child as young children can find the late arrival of a parent distressing. In these circumstances we will place the child to join the After School Club. There will be a charge for this service.

If a child is not collected on time and the school has not been informed of a parent's late arrival, endeavours will be made to contact you and, if necessary, those listed as emergency contacts. The child will be looked after by members of staff until such time as an adult comes to collect them. Parents can be reassured that their child will be safe and secure and that they will be placed in the care of staff operating the After School Club. If the school is due to close and no contact has been made with parents or emergency contacts, the Headmaster and social services will be contacted for assistance.

Parents/carers are responsible for the health and safety of their child/children out of hours: i.e. before 8.30am and after 3.00pm. The activity trail and any other play equipment must not be used before or after school. Pupils are not permitted to play in the school grounds, including the Junior School and the Senior School, at the end of the school day. It is important that you remain aware of where your children are at all times, as some areas of the school do present hazards, such as the pond.

Absences and Lateness

All pupils are registered electronically at the beginning of the school day and at the start of afternoon lessons. If your child is late for registration please take them to the School Office in person.

If your child is going to be absent, please telephone or email the school office by 9.00am on each day of absence explaining the reason for absence. Where pupils need to leave school during school hours for dental appointments etc., parents must report to the office to '**sign out**' and '**sign in**' when the child returns to school. Such absences must be covered by a letter or email. Parents must inform their child's class teacher in writing, or in the Reading Record, if their child is being collected from school under different circumstances from normal e.g. with a relative/friend.

Extended Day

Before School Care

Breakfast Club takes place every morning from 7.45am – 8.30am. Pupils are offered a breakfast, consisting of fruit juice, a choice of cereal, porridge and toast.

After School Care

After School Club takes place every day from 3.00pm to 5.30pm. It caters for pupils with siblings in the Junior or Senior School, who finish later than the Pre Prep, and for pupils whose parents are unable to collect them at 3.00pm every day. Pupils are cared for by members of staff and spend the time playing and taking part in a variety of activities. Pupils may attend the club after they have completed an extra-curricular activity. In this instance a charge will only occur from when they joined the club.

Pupils need to be registered to attend the Breakfast or After School Club and all places need to be pre-booked. Emergency places may be available for booking on the day but this is subject to a place being available. Please book places with the Pre Prep Secretary, Mrs Kerry Horn, khorn@chigwell-school.org

There is an additional charge for both the Breakfast and After School Clubs:

- Breakfast Club - £4 with breakfast, £3 without breakfast (£2 minimum charge if arriving after 8.00am)
- After School Club - £2 per ½ hour or part thereof

We recommend that pupils in the Reception classes only attend After School Club if absolutely necessary, as they find a long day at school very tiring.

Reception Classes

Things your child will need to bring to school

- All clothes including vests, socks, gloves etc. should be clearly named with labels available from John Lewis PLC
- A sun hat (named)
- Wellington boots (named)
- Lunch apron (named)
- Pre Prep PE bag with complete PE kit (all named)
- Shoes which are easy to put on and fasten – no laces or buckles please!
- A Pre Prep book bag with name clearly visible. Keys rings of any description must not be attached.
- The School will arrange for the bookbag, PE bag and apron to be embroidered with the child's name. Separate details of this service is forwarded to parents during the transition process.

Years 1 and 2

Things your child will need to bring

- All clothes including vests, socks, gloves etc. should be clearly named with named labels available from John Lewis PLC
- A sun hat (named)
- Wellington boots (named)
- Lunch apron (named)
- Pre Prep PE bag with complete PE kit (all named). Please do not buy Junior School sport bags.
- A Pre Prep book bag with name clearly visible. Keys rings of any description must not be attached.
- For Year 2 only, a descant recorder (named)

Pupils are provided with curriculum resources including all stationery items. Please do not send in pencil cases. Reading books and diaries are provided by the school and should always be taken to and from school in the school book bag.

Assemblies/Concerts

Pupils attend assemblies regularly throughout the week. Friday assemblies are an opportunity to celebrate success and achievement. Each class has the opportunity to present their own assembly during the Lent term to which parents are invited. Musical concerts, in which all pupils participate, take place during the Michaelmas and Trinity terms. Full details and dates will be available via Chigwell Post at the beginning of each term.

Curriculum

In the Pre Prep pupils progress through and beyond the National Curriculum, beginning with the Early Learning Goals of the Early Years Foundation Stage Framework and moving through to the attainment targets of Key Stage One and Two.

Class teachers take their own classes for most subjects except for Music, French and Woodland School which are taught by specialist teachers.

Reception

A curriculum meeting will take place at the beginning of the Michaelmas term to outline the Early Years Foundation Stage Curriculum and to explain the method by which reading and writing is taught in the school. Parents will also be provided with a half termly curriculum newsletter with details of topics to be covered that term.

In Reception, the curriculum is presented in a rich, stable, caring and effective environment that enables each child to realise their cognitive, social, emotional, and physical potential and to develop his or her aesthetic awareness. It extends a child's range of learning experience beyond that which can be easily provided within the family. It enables them to learn through worthwhile play activities and provides opportunities for them to explore, be imaginative, plan and reflect on experiences.

There are three prime areas and four specific areas of learning that comprise the curriculum's framework; however, every aspect of the curriculum is interrelated. These three prime areas are personal, social and emotional development, physical development and communication and language. The four specific areas are literacy, mathematics, understanding the world and expressive arts and design.

Although, young children do not separate learning into curriculum areas, and every aspect of the curriculum is interrelated and interdependent, the following four themes form the framework on which the Early Years Foundation Stage is built. The principles which guide the work of all early years' practitioners are grouped into four themes:

- Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured
- Children learn to be strong and independent through positive relationships – loving and secure relationships with parents and teachers
- Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between parents and teachers
- Children develop and learn in different ways and at different rates

Years 1 and 2

A meeting will take place at the beginning of the Michaelmas Term to outline the contents of the Key Stage 1 curriculum. Parents will be provided with a termly curriculum newsletter with details of topics to be covered that term.

The School's Curriculum Policy and Early Years Foundation Stage Policy can be found on the school's website. Parents of Reception children may also find further information on the Early Years Foundation Stage Curriculum from the DfE website: <https://www.gov.uk/government/policies>

Learning Outside the Classroom

Learning outside the classroom is an integral part of the curriculum in the Pre Prep. It includes not only those activities that take place outside the child's normal classroom, workshops, outings, visitors etc. but also the use of the outdoor environment. Apart from embedding the use of the outdoor environment into the teaching and learning of all curriculum areas, all pupils in the Pre Prep have frequent and regular sessions in the school's 'Woodland Classroom' situated in the grounds of the school. These sessions, led by a member of the school's teacher staff who is a qualified Forest School practitioner, aim to provide pupils with valuable skills and knowledge as they participate in a programme of child initiated education, play and learning opportunities and games designed to provide the contact with, an understanding of, and respect for the natural world.

The Playground

All pupils enjoy an outdoor break each morning and also after their lunch. Playtimes are supervised by class teachers and assistants. Please ensure that your child has his or her school coat and a pair of wellington

boots at school during cold weather. In hot spells, pupils should wear the Pre Prep sun during playtimes. The sun hat and wellington boots should be left at school. Sun cream should be applied before school.

Rough games or fighting are not allowed in the playground and we operate a no contact rule which the pupils understand and are encouraged to abide by. Fair play, kindness and respect for one another are part of the School's philosophy. We also strongly discourage re-enactments of films/TV programmes showing any violent or aggressive behaviour. Pupils are taught and encouraged to play traditional playground games and we would appreciate parents' support in encouraging these. Pupils are encouraged to look out for anyone standing alone and ask them to join in their play. We have a 'friendship stop' in the playground to help with this.

In wet weather pupils 'play' under their classroom shelter.

Extra-Curricular Activities

Education at the Pre Prep extends beyond the classroom to develop the whole child.

There are optional after school activities for all year groups.

A full list of all Pre Prep Clubs will be available at the beginning of term but the following clubs are likely to be offered: computer, science, dance, sewing, construction toys, art and craft, netball, football, puzzles and games, storytelling, music etc. An additional charge may be levied for some clubs which are led by external providers.

Cello, piano and violin music lessons can be arranged for pupils in Year 2. Lessons are charged as an extra on the basis of a full term's lessons. Following whole school demonstrations of these instruments in the first half term, the school will offer taster lessons to interested pupils before parents commit to a full term. Pupils will miss part of an afternoon's lesson to attend a music session.

Please be aware that pupils will often miss the same weekly academic lesson to go to music lessons.

Contact with Teachers

Developing a positive relationship and secure attachment with their class teacher is important to pupils; it enables them to feel safe, and have their emotional needs supported. For reception pupils their class teacher is also their designated Key Person. We recognise that parents are the child's first and foremost educators and we work strongly to develop strong parental links by holding regular parent consultation meetings.

Reception, Years 1 and 2 – Consultation Evenings are held during the Michaelmas and Lent Terms. There is an additional parents' evening for Reception pupils at the end of Trinity Term to afford parents the opportunity to discuss their child's Early Years Foundation Stage Profile.

Written reports are presented to parents twice a year, at the end of the Michaelmas and Trinity Term.

If you have any concerns at other times, do not hesitate to speak to your child's class teacher. It is preferable to do this at the end of a school day, as first thing in the morning teachers are preparing their lessons and setting up classrooms. However, we understand that occasionally there are circumstances that will not wait until the end of the day in which case please ask at the school office to speak to the relevant member of staff.

Each child has a Reading Record/Contact book, which is kept in their book bag. This provides an additional means of communication between parents and teachers.

The quickest and most reliable way to contact a teacher is via email. A full list of staff email addresses will be provided to parents. Please be aware that staff, due to teaching commitments, may not see emails during the working day and, therefore, may not be able to respond until after 3.00pm. The Head of the Pre Prep is always available to speak to parents. Should you wish to make a formal appointment with the Head please do this via the school office.

The Library

The Pre Prep library is a cosy and welcoming place for the children to relax and enjoy books. It is well stocked with fiction and non-fiction titles which all classes are able to borrow on a weekly basis.

Meals and Snacks

Children have the choice of fresh fruit and milk before playtime in the morning. Lunch is prepared each day and children are given the choice of a hot or cold meal. Drinking water is available throughout the day and a light tea is provided for all children remaining after school.

Sweets and other snacks from home are not allowed in school. However, pupils may bring in gifts of sweets in individual bags on their birthday which will be shared at home time for eating at home. Please do not send in cakes or biscuits as the School actively promotes healthy eating.

Members of the teaching and support staff eat with the children each day in order to develop healthy eating habits and to encourage them, by example, to develop their table manners. It may be possible to cater for dietary needs if they are the result of a medical condition and supported in writing by a Medical Practitioner.

Educational Visits

As well as using the extensive school grounds to enrich your child's learning we also arrange school trips for each year group. You will be sent details of these in advance with a parental consent form and details of any cost, which need to be returned to the school office. A thorough risk assessment is made before embarking on any trip.

We also arrange a comprehensive programme of visitors/workshops which, together with special themed days, enhances the curriculum and provides the children with additional 'hands on' learning.

Sun Protection

Every child must have a school sunhat in school at all times. This should be clearly named. We are not able to apply sunscreen to children. We would, therefore, ask that you apply waterproof high factor 24hr sun screen (that does not contain nut oils) before they come into school.

Health and Safety, Child Protection and Safeguarding

Chigwell School is committed to promoting a safe and healthy environment for both children and staff. All staff recognise their duty to take care of their own health and safety, and the health and safety of others affected by their actions. Health and safety procedures are followed closely, according to School regulations.

We undertake to safeguard and promote children's welfare. The designated Child Protection Officer for the Pre Prep is the Head, Mrs Evelyn Gibbs.

Homework

Reception

Letter formation sheets, phonic games and activities are sent home regularly with instructions as to how to make the most of them with your child. Wordless books and, when your child is ready, reading books will be sent home every evening. Regular maths tasks for you to share with your child will also be sent home. These tasks consolidate the problem solving, reasoning and numeracy skills they have learned at school.

Years 1 and 2

In Years 1 and 2, parents will be encouraged to support their child with the following homework:

- Reading – a school reading book will be sent home daily with the expectation to read for ten minutes every day. If your child refuses to read, or is too tired, please do not force him/her but do inform the class teacher either verbally or via the reading record.
- Spellings – based on the weeks phonic teacher and high frequency words in preparation for a weekly test
- Number bonds/times tables – to be learnt in preparation for a weekly test
- Literacy Task – weekly
- Numeracy Task – weekly
- Topic based homework – as directed by the class teacher

In addition, Year 2 pupils receive a mental maths book with tasks to complete weekly.

Handwriting

We place great importance on the development of neat and legible handwriting. Handwriting is taught formally to all children, with additional support to those children who find correct letter formation difficult. Legible writing that can be produced comfortably at speed and with little conscious effort allows a child to attend to the higher-level aspects of writing composition and content.

All pupils in the Pre Prep are taught to fully join their letters by the end of Year 2. Pupils in Reception and Year 1 are taught a pre-cursive style before moving on to a cursive style. This is an intermediate stage. Research has shown that young children can be taught very successfully to write from the beginning in this Pre-Cursive style and that they experience no difficulty in relating it to their reading style.

A copy of the School's taught handwriting style will be sent home to all pupils at the beginning of the academic year. This guide is intended to enable you to support the development of your child's handwriting at home particularly, when they are completing their homework assignments.

Class Presentations

The Pre Prep provides pupils with a rich English curriculum covering the four strands of language: speaking, listening, reading and writing. All pupils have the opportunity and are expected to prepare and deliver a presentation to their peers on a topic of their choice on a regular basis. This applies to pupils in all year groups and parents will be given notice of the event in writing. This attention to promoting speaking and listening skills is to make sure that children build a good stock of words, learn to listen attentively and speak clearly and confidently.

Additionally, pupils are given regular opportunities to share news and special items from home, and in Friday assemblies to share individual achievements, including certificates gained from participation in out of school activities such as swimming and sport.

Pupils are asked not to bring toys into School or gifts for pupils as part of their presentation.

Party Invites

Class teachers are willing to distribute children's party invitations via pupil trays, but we would ask you to be aware that young children are often hurt if not invited to a party when most others are. Please use your discretion regarding this. Please do not ask teachers or assistants to distribute letters/invitations, etc. between adults via the children. Please do not send in cakes or biscuits on birthdays.

How Can I Help My Child?

Read and share books with your child as often as possible. Even when children become independent readers, they continue to enjoy having stories read to them. Constant engagement with stories develops the ability to sit, listen and concentrate. It builds a child's imaginative world, improves their vocabulary, develops an elegant turn of phrase and determines how accomplished a child will become at creative writing. Children will bring home a school library book of their choice each week but regular visits with you to the local library will also encourage a love of books.

Encourage your child to solve mathematical problems that occur during daily life, so that they apply their developing mathematical knowledge to real life situations. Also encourage your child to look closely at their world and ask questions about "how?" and "why?" things work. To help parents follow what their child is learning at school, teachers will send home curriculum information on a regular basis.

And Finally ...

We hope your sons and daughters will be very happy at the Chigwell School Pre Prep. We look forward to getting to know them and their parents, and we hope that they have a long and happy career at Chigwell.

Junior School Information

A very warm welcome to Chigwell Junior School. Starting a new school is always a very anxious time not only for children but also for their parents. The most important thing to realise is that we are here to work with you in the best interest of your son or daughter. If you have a problem or are not sure about something, then do get in touch.

Activity Week

A week, or part of a week, in the final half of the summer term is given over solely to co-curricular activities. Year 6 go away on a week's activity course and Year 8 spend three days on Kent Scouts Activity Centre in their senior school house groups as part of their induction.

Other activities include on and off site activities including visits to museums, art galleries, eco centres, maths activities, circus skills, water sports, cultural and linguistic exchanges and visits to Germany etc. All are designed to extend pupils and give them challenging experiences.

Anti-Bullying Committee

There are two anti-bullying committees. A Year 5 and 6 committee which is run by Mr Andrew Stubbs and a Year 7 and 8 committee. This is run by Mr Kevin Farrant. Each committee will meet twice a term to focus on any concerns with regard to bullying. Full details of the Anti-Bullying Policy can be found on the website.

Bags/Briefcases

Pupils need a briefcase or bag for their books and also a bag for their games kit. Whilst this bag should be sufficient to hold their kit, it should be as small as possible as cloakroom/storage space is limited. All bags/cases (and their contents) should be named. They **should not** be left at school overnight, at weekends or in holiday periods. Plain black or navy only. No decorations or logos. This is used to encourage good behaviour across KS2.

Beginning of year procedures

On the first day, term starts at 8.20 a.m. or 8.45 a.m. for Lower One pupils. New pupils will be greeted by staff to ensure that they do not feel lost.

Their Form Tutor will look after them, explaining the routine, the timetable, where to put things, and the use of the homework diary. They should feel free to ask their Form Tutor anything of which they are unsure. Remember that the car park is likely to be very congested particularly on the first day of term. Games kit is not needed on the first day of the school year.

Books

Standard texts are issued and no charge is made if the books are returned in good condition at the end of the year. If textbooks are lost or damaged then pupils will be charged. Occasionally specialised texts may be purchased and kept by the pupils. All charges are advised in advance to parents.

Book Fair

Twice a year a Book Fair is held in the Junior School Library and pupils have the opportunity to order from a wide variety of books. All commission from the sales goes towards funding the classroom libraries.

Chigwell Chronicle

This is the weekly newsletter of the Junior School which is published and sent to parents electronically every Friday.

Clubs and Activities

One of the features of life at Chigwell Junior School is the wide range of activities in which pupils participate. Clubs and activities available include art, dance, drama, study skills, craft clubs, book club, board games, chess, computing, DT, Imagineering, gymnastics, Spanish, Mandarin, yoga, mindfulness, and other clubs together with play rehearsals, orchestral and choir practices and a whole range of sporting activities. Many of these are open to the very youngest pupils. We want all of our pupils to have opportunities to extend their range of interests and skills as broadly as possible. After school activities are set up during the first two weeks of term. Details will be posted on the notice board just inside the front door of the Junior School.

Communication

It is essential that the school is informed of absences, illnesses, appointments and, most importantly, changes in family circumstances. Any request for time off school should be addressed to the Head of the Junior School via his P.A.

Equally, if parents are at any time worried by anything, however small, they should not hesitate to talk to the Form Tutor, the Subject Teacher, Head of Year, Deputy Head or Head of the Junior School at the earliest opportunity. Appointments can be made through the Junior School office, by email to the relevant member of staff or a note can be written in your child's homework diary which the Form Tutor or relevant teacher can read and respond to. It is so much easier to nip a problem in the bud rather than let it become a major difficulty and it is by working together in this way that we can best promote the partnership between home and school which is essential to a child's well-being. Where possible, initial contact should be with the tutor, who might then refer the issue on.

Detention

Minor behavioural offences are dealt with by the individual teacher but should they feel it necessary they can recommend a lunch detention or a Head of Year Detention. In the case of a Head of Year detention, the Deputy Head will write a letter home together with a form outlining the reason for the detention. This form is to be signed by the parents and returned to school. Behaviour detentions and academic detentions for poor or missing work take place after school on Wednesday for Third and Fourth Forms and an appropriate day for KS2. For serious misdemeanours, there is a Saturday morning detention run by the Head of the Junior School.

Examinations

In the normal course of events, most pupils transfer to the Senior School at the age of 13 without any examination hurdle such as Common Entrance. However, during the course of each year, apart from regular tests on particular areas of work there are also rather more demanding common assessments on whole topics, perhaps a whole term's work. These are set by individual teachers when appropriate and pupils are given advance warning. In the Summer Term, there are also formal examinations. In the Fourth Form, the Summer Term examinations form part of the scholarship procedure for the Senior School. This process encourages the acquisition of sound revision habits and good examination technique from a young age. The performance of pupils in these examinations is carefully monitored to ensure that they are working at the sort of level which will enable them to benefit fully from a Chigwell education. In the event of any problems parents will be contacted to discuss the situation.

Expensive belongings (see also Insurance, Mobile Telephones)

It is clearly best not to bring to school expensive personal belongings which may get lost or damaged. PSP's, Nintendo DS, iPads and similar are not allowed (see Insurance and separate section on mobile telephones).

Golden Time

Golden time has been included in the weekly curriculum as part of our school's positive behaviour policy in KS2. It is a 20 minute session at the end of the week during which pupils do 'special' activities. During the week, pupils may receive a warning followed by the deduction of one minute for a repeat offence for behaviour that interferes with their own or others' learning.

Healthy Eating

We operate a Healthy Eating Policy and ask that only fruit/vegetables/sandwiches and water/fruit juice/smoothies are sent in as a snack. Please do not send your child into school with sweets, fizzy drinks or chocolate.

Hockey sticks

Boys in Lower One to the Fourth Form and all girls are required to have a hockey stick and a gum shield. Gum shields can be ordered through the school at the beginning of the academic year. Sticks suitable for beginners and improvers can be purchased from any suitable sports shop.

Holiday courses at Chigwell

During the Easter holidays there are cricket courses and throughout the summer there are Barracuda activity courses. All pupils are welcome to enrol for these, as are their brothers, sisters and friends. Details are sent to all parents at the appropriate time. For further information contact the Junior School office.

Homework Club

Children who have not been collected by 3.30 pm (Lower One and Upper One) or 4.20 pm (Lower Two, Upper Two, Third and Fourth Form) and who are not attending a recognised club or activity will go to the Homework Club where they will be able to get on with homework or other study. This will be supervised and there will be a charge of £2.00 per half hour, or part thereof, added to your school bill for each day that this service is used. For pupils in Lower One, Upper One and Lower Two this will be held in the Library and for Upper Two, Third and Fourth Form in room JS3. All pupils will be signed in by the member of staff on duty and MUST be signed out upon collection. Pupils should also go to Homework Club when their club/activity finishes to wait to be collected. These pupils will be charged if they are in Homework Club for more than half an hour. It will be possible to stay in the homework club until 6.00 pm.

The Junior School will be locked at 6 pm. Students who remain after this time should be collected from the Dining Hall. After 3.30pm, Homework Club can be contacted on 07540 914753.

Homework Diary/Planner

Each pupil has a homework diary in which to record the homework for each evening. Parents are asked to check that homework is satisfactorily completed and to sign the homework diary each day.

The homework diary is also a handy means of communication between teachers and parents. For example, a teacher can make a helpful suggestion to enable the parents to help their son or daughter, or a parent can explain why his/her child has had a problem or has not been able to complete the homework. The homework planner also contains general information and advice which your son or daughter may find useful.

Money

Pupils should not bring large sums of money into school. All payments should now be made via Wisepay. Expensive belongings that have been brought in for a specific purpose should be deposited in the Junior School office for safe keeping.

Property

All property including towels, underwear, footballs, pens, etc. should be clearly named. All named property which is found is returned to the owner. Unnamed items are kept until the end of term when they are displayed publicly in the hope that they will be reclaimed. If they are not claimed they are disposed of. Please help everybody by ensuring that all items are clearly named and by checking kit bags regularly for 'foreign' property. Any items not belonging to your child should be returned to the Junior School office.

We strongly recommend that pupils do not bring expensive items of property to school e.g. expensive watches, iPads and designer trainers.

Reading at Home

We consider it extremely important that all children read regularly at home. To encourage children to read and to help parents and children in the choice of suitable books we run a Reading Awards Scheme in KS2. We provide reading lists for each year group in Key Stage Two, and the children will work towards a Bronze, Silver and Gold award for each year group, reading books from the lists and completing tasks relating to selected books. The reading lists and tasks are all published on Chigwell Gateway under Academic: Key Stage Two: English: Reading Awards. More able readers may choose some books from the list for the year group above, with their form tutor's agreement.

School Concerts, Matches, Plays

Parents are encouraged to attend any school functions whether their child is taking part or not. If their child is actively involved, then it is important that the family support this involvement as fully as possible. Most of these events are published in the calendar: others are notified in separate letters. If a pupil is unable to attend any event, especially sporting fixtures at the weekend, the school requires a letter explaining the absence.

School Rules

The school rules are mostly a question of common sense and courtesy. Form Tutors make all their pupils aware of them. A breach of a school rule is likely to result in punishment.

Sports Day

Sports Day, like Speech Day, is on a Saturday towards the end of the Summer Term. All pupils are expected to attend from 9.00 a.m. Parents are invited to attend and to bring a picnic to enjoy with their family in the school grounds. Prize giving for Lower Two and below takes place at 1.00p.m. For Upper Two, Thirds and Fourths prizes are awarded in an assembly.

Stationery

Exercise books are provided by the School. Extra items of stationery are also available from the School and may be charged for.

Tracking Cards/Progress Reports/Behaviour Booklets

On occasions, tracking cards for KS2 pupils, target books for Years 7 and 8 or behaviour booklets may be used for limited periods of time to address academic or pastoral difficulties your son/daughter may be having. They are viewed as positive reinforcement and success may be rewarded with house points.

Transfer to Senior School

In most cases, transfer to Senior School is automatic. In the Summer Term, Year 8 are informed which Senior School House they will be joining. An induction afternoon is organised for them to visit the House and meet their Housemaster/Housemistress and House Tutor. During Activity Week they also go on an adventure camping trip in their new house groups.

Waiting for pupils

For the youngest pupils in Lower One and Upper One, they should be collected from the designated place in the Junior School from their class teacher at 3.10pm or later as appropriate.

For the older pupils from Lower Two upwards, parents may collect their children from the designated place in the Junior School at 4.00pm or later as appropriate.

Please remember when waiting to collect children that any noise is distracting to pupils who are still in class.

Parents are strongly discouraged from entering the Junior School building to either drop off or collect their children.

No parents should go into classrooms or classroom corridors unless they have an appointment with the form tutor. All queries can usually be answered by the Junior School secretaries and they will fetch a form tutor or make an appointment, if necessary.

Who's Who in the Junior School

It will be useful for you to know the names of the various people you are likely to meet in the Junior School. You are likely to meet most of these at some time as well as other Senior School teachers if your child is in the Third and Fourth Forms.

Head of the Junior School	Mr Andrew Stubbs
Deputy Head of the Junior School	Mrs Jacquie Botham
Head of Years 3 and 4	Mrs Sarah Welsford
Head of Years 5 and 6	Miss Geraldine Brien
Head of Year 7	Mr Kevin Farrant
Head of Year 8	Mrs Sheila Bint
Head of Junior School's P.A.	Mrs Harriet Corey
Junior School Secretary	Mrs Kirstie Lee
Classroom assistant and librarian	Mrs Samantha Saynor
Classroom assistants	Mrs Julie Fox, Mrs Min Patel, Mrs Louise Nyman, Mrs Emma Wiles and Miss Klairi Prokopiou

The Medical Centre is open from 8.00 a.m. until 5.00 p.m. each day.

Williams Project

This project runs in the Third and Fourth Form and is designed to give opportunities to all our students to stretch themselves intellectually and broaden their academic horizons as enrichment. Membership of the Williams Projects is not compulsory, but pupils who are willing to participate are encouraged to attend and there is no extra cost for membership. The Project consists of regular meetings, during which there will be presentations and discussions on a variety of themes. There may also be visits included in the Project.

Junior School Rules

It is expected that pupils will exercise common sense and good manners at all times, whether in or out of school.

1. Rules to preserve good order and discipline

- Pupils must abide by the dress regulations as laid down in the current clothing lists. Pupils' general appearance, including hairstyles, must avoid the extremes of fashion and be tidy: no jewellery should be worn other than for religious reasons with the exception of watches. Make up is not allowed.
- Pupils who are late and miss registration must report to the Junior School office. Pupils who are absent must bring a note from their parents/guardian on the day they return and hand it to the Form Tutor.
- During school hours no pupil may leave the school premises.
- The following areas are out of bounds to pupils: the cobblestones around the yew tree, senior school classrooms and houses, roads, flowerbeds and car parks.
- Fire doors are not to be used by pupils except in an emergency or when a member of staff gives permission.
- Pupils are expected to honour all school commitments. In the case of games, pupils must be prepared to play games whenever selected; anyone who wishes to be excused from games, P.E. or swimming must have a note signed by the school nurse or parent. Games Absits should be handed in at the beginning of the Games session.
- Pupils must be punctual for all lessons and other school commitments.
- Pupils should not eat or drink in the streets around the School nor in School buildings. Food and drink should not be taken out of the Dining Hall. Only sandwiches, healthy snacks, fruit and water may be brought into school for snacks.
- All pupils must ensure that the rules regarding the use of the Library are correctly observed.
- Pupils must walk between buildings in an orderly manner.
- The rules regarding the use of the hard play area are to be strictly observed including the wearing of correct footwear.
- Pupils in Lower One to Lower Two are not allowed mobile telephones. For pupils in Upper Two, if phones are needed on a particular occasion (e.g. an expedition returning late) then they must be named and brought to the office. Pupils in the Third and Fourth Form may carry a mobile telephone. The phone is the pupil's responsibility. All phones should be turned off during the day. If pupils are found using a mobile telephone during the day, or if a mobile phone interrupts a lesson, the phone will be confiscated for a week.
- Blazers should be worn in New Hall, Chapel, Church and in the Dining Hall. When summer dress regulations are in force, pupils may go to meals without blazers.
- Pupils are expected to travel to and from school in correct school uniform.
- Pupils must not be in a classroom between lessons without a member of staff and so must wait outside the room in an orderly queue until a member of staff arrives for the lesson.

2. Rules to ensure personal safety and good health

- Consuming or possessing alcohol, tobacco and any form of illegal or harmful substances are strictly forbidden.
- Any form of violence is not allowed in the Junior School.
- Pupils who are unwell or who have had an accident should report to the Junior School office or the Duty Teacher.
- Bottles or knives are not to be brought to school.
- Pupils may cross the Sandon Road only by the pedestrian crossings.

3. Rules to safeguard property

- All possessions must be clearly marked with the owner's name.
- No pupil is to visit any other form room in break or after school without the permission of a member of staff.
- No pupil may go to another pupil's desk nor tamper with any other person's belongings.
- Pupils are expected to treat all school property and facilities with care. Any breakages must be reported immediately to a teacher or to the Junior School office.
- No litter is to be left lying around inside or outside the school.
- No ball games except for handball are to be played in the area between the Common Room and the Thompson Building or in the area between the Sports Hall and the Gymnasium. No ball games are to be played outside the front of the Junior School.
- Pupils must check that the fields are in bounds before playing on them. Hainault and Paddock fields may be used but seeded areas should be avoided. Trees, hedges, fences etc. must not be damaged.

Senior School Information

Absence

Parents should notify the School of any absence where this is known in advance. In the event of illness, please ring the House not later than 8.20 am. After this time calls should be made to the Receptionist (020 8501 5700) to inform us, and a letter should be sent explaining the absence on the child's return to School.

Please avoid booking holiday trips during term time as this is most disruptive not only for the pupil who is absent, but also for the rest of the class when he/she returns. The first and last day of term are important too pastorally and administratively even though a full day's work may not be done. Term dates are published a year in advance.

Homework and Assessment

Pupils will be given a homework timetable and homework will be set accordingly. Pupils who complete their homework to the very best of their ability ultimately make the most progress and, therefore, we ask that parents help students to develop good homework habits. If parents have any concerns about their son or daughter's homework, they should contact the relevant tutor.

Report grades are based on common assessments although homework may be given numerical marks or feedback comments. The formal assessments will take place every half term and the nature of these will depend on the subject, e.g. a test or a formal piece of graded work, an essay, a challenging piece of homework etc. These assessments will be common to a year group wherever possible. Most departments will continue to have a formal test every half term or so. We track pupils' progress carefully and use baseline data as a means of identifying pupils' academic potential. Their performance is measured relative to this baseline data and our aim is to maximise the potential of each and every one of our pupils.

Bags

Pupils need a briefcase or equivalent for their books and a bag for their games kit. Whilst this bag should be sufficient to hold their kit, it should also be as small as possible as cloakroom space at school is limited. All bags/cases (and their contents) should be named. They should not be left at school during holiday periods or outside overnight.

Beginning of Year Procedures

Term starts at 8.20am on the first day, and new pupils will be greeted by House Praefects and House staff. Their House Tutor will look after them, explaining the routine, the timetable and general arrangements. They should feel free to ask their House Tutor anything about which they are unsure.

Boarding Houses

We are proud of our resident community of international sixth form boarders who bring an extra dimension to life at Chigwell. A separate induction programme is provided at each house for new boarders on arrival. A strong framework of care from the resident members of staff accompanies a policy of encouraging boys and girls to share responsibility for one another.

Resident staff will support boarders in making informed decisions about such matters as personal diet, fitness, emotional health and the consequences of using alcohol, tobacco and other drugs. Boarding at Chigwell offers a strong contribution to the personal life of the pupil and his or her involvement in the wider community of the School and beyond.

All boarders are also members of day houses and are thus integrated fully in the life of the School. Pupils may choose to be full or weekly boarders. At all times and in all cases, boarders are expected to keep their housemaster/housemistress informed of their movements.

Boarders' academic progress and development within the curricular life of the School are monitored and discussed by teaching staff attached to the day houses. Boarding staff are concerned with the broader picture and particularly with boarders' social development. Boarding and day staff consult with each other frequently and closely on any matter of importance to the individual pupil in their care.

Daily Routine

Pupils should be in School by 8.15 am.

08:20	08:30	Registration
08:30	09:20	1
09:25	10:15	2
10:15	10:40	Break
10:40	11:30	3
11:35	12:25	4
12:30	13:00	Lunch with Assembly, Church, Chapel or tutor time
13:55	14:10	Registration
14:15	15:05	7
15:10	16:00	8

Educational Visits and Trips

Pupils sometimes go on educational visits during term time, e.g. Geography field trips. Before each visit, a letter is sent to parents/guardians explaining the purpose of the visit, requesting parental authority and, where appropriate, permission to add a specified charge for the trip to the School account. Parents are to ensure that their child has the relevant medication for any off site school activities.

Many holiday trips are organised; recent examples have included our annual visit to our partner school in India, a ski trip to Italy, MFL visits with to France, Germany and Spain, and scout camp to Switzerland.

The detailed arrangements and organisation of all school visits are carefully vetted. A high staff : pupil ratio is guaranteed and Risk Assessments are undertaken. Whenever a Tour Operator is used, the firm must be ABTA affiliated. The Deputy Head has overall responsibility for all School visits and can provide full details of our Educational Visits Procedure on request.

Examinations

During the course of each year, apart from regular tests on particular areas of work there are also rather more demanding assessments on whole topics, or perhaps, a whole term's work. These are set by individual teachers when appropriate and pupils are given advance warning. At least once a year, there are also formal examinations which are set at different times for different age groups.

Library

Swallow Library – The School has an evolving information resource centre comprising some nine thousand volumes, computers with internet access, a photocopier, newspapers and periodicals, under the auspices of our Librarian. Most of the catalogue is held on computer and is accessible from the School website.

Meals

All pupils have lunch in School and there is an excellent variety of hot and cold food, including vegetarian dishes. Service is on a cafeteria system so that pupils have a choice of food. Special arrangements can be made to cater for food allergies and particular dietary problems. Sandwiches, cake and tea are available at the end of the school day for all pupils who wish to sustain themselves for their journey home or before attending an after-school club or activity.

Parents' Evenings

Formal opportunities to talk with teachers take place at least twice every year. Dates of these evenings are published at the end of the preceding Summer Term. There are other information evenings. Of course it is possible, when there is need, to arrange a meeting with a house tutor or subject teacher at any other time during the school year.

Pedestrian Crossings

Pupils crossing the High Road, for example to Harsnett's House, are expected to use the pelican crossing.

Registration

Callover by houses begins promptly at 8.20am. Pupils arriving after 8.20am are registered as late. If pupils arrive late they must register with the Receptionist. They should not go to the first lesson until they have registered. Any lateness unaccounted for by 9.30am will be followed up by the Receptionist who will first telephone the pupil's home number. If there is no reply she will attempt to contact the parents at work. Afternoon registration in tutor groups takes place at 13.55pm.

Results

We are proud of the achievements of all our pupils and the results obtained individually and collectively. Ultimately we want every pupil to achieve the very best *they* can. Public examination results are published annually on the school website.

School Opening Times

Pupils are expected to be at School by 8.20am. Staff are usually on site from 8.00am, if not before. The School can arrange for day pupils to have breakfast and/or supper if required. Information is available from Reception (020 8501 5700). Many pupils stay on after School at 4.00pm when involved in a School activity. The staff running such activities will provide appropriate supervision. Although there will usually be members of staff around we cannot guarantee to provide supervision in all School areas once the formal school day is over.

School Property

Pupils are expected to treat all school property and facilities with care. Any breakages must be reported immediately to the teacher i/c of the room or activity concerned, and to the Bursar.

Sixth Formers Driving to School

Pupils who have passed their driving test can apply to drive to school by filling in the Sixth Form Application to Drive to School form which is available from the Head of Sixth Form.

Driving to school is a privilege and one that cannot be abused on the grounds of health and safety and also in terms of disruption. We are concerned to ensure that all our pupils are safe at all times. The following points must be considered:

- There is very limited car parking available; Sixth Formers will park in the **Drama Centre Car Park** (on the far side of the Drama Centre). Cars should not be parked in the Sports Hall Car Park, Front Quad, or Roding Lane.
- Students should arrive for School in good time (by 8:00am) to secure a space.
- LVI are allowed to sign out for lunch (returning for afternoon registration) but they are only allowed to drive out after 4.00pm. MVI can drive out after their last commitment of the day – they should be especially careful doing this during school hours.
- If students are going to bring any passengers to and from school in their car they **must** have the written permission of the passenger's parents. This note should be attached to their application form or submitted for approval at a later date to the Head of Sixth Form.
- This privilege can be removed for driving offences. A system of penalty points has been constructed (see table below). If these are infringed, points will be added to the drivers' database. As in the case of the law, **should a student acquire 12 points at any time in their Sixth Form career** they will receive a driving ban for a half-term and a letter will be sent to their parents explaining the situation.

These rules and this points system were established, and have been updated/improved, in cooperation with Sixth Form Drivers. Rather than break these rules because students do not agree with them, they should discuss them with the Head of Sixth Form.

Cars are parked on the School site at drivers' own risk (they are not covered by the School's insurance). A Drive to School form may be obtained from the Head of Sixth Form.

Speech Day

Speech Day is held on the final Saturday of the Trinity Term and is a major day in the School calendar. All pupils are expected to attend the church service in the morning and the speeches and prize-giving in the afternoon. Parents are warmly invited to both events.

Sports Day

Sports Day takes place in the Trinity Term. Those pupils competing or who have been selected to assist in the running of the event are expected to attend.

Stationery

Exercise books are provided by the School.

Valuables

There are facilities in each House in which to lock personal belongings. However, expensive items which may get lost or damaged should not be brought to School. Items of value should not be left in changing rooms but handed in to PE staff before PE lessons.

And Finally ...

We hope all pupils enjoy their time in the Senior School. There will be challenges, as well as opportunities, but we work with the young people in our care as they continue their journey to adulthood. If any parent has any concerns about their son or daughter, please do not hesitate to get in touch.

A Brief History of Chigwell School

The Foundation Deed of the School was signed by Samuel Harsnett on 16 April 1629. He was at the time Archbishop of York, but from 1597 to 1605 he had been Vicar of Chigwell, where his wife and only child were buried in 1601; he had subsequently held the seats of Chichester and Norwich. He owned a house in the parish and in 1619 began to buy land and property for the School, the first head of which was actually appointed in 1623. Strictly speaking, he founded two schools: one to teach 'cyphering' and English grammar (the 'English School') and one to teach Latin and Greek Grammar (the 'Latin School'). These were housed under one roof, but internally divided and separately supervised. The brick building survives as the one large room which since 1978, has been the School Library; the Latin School head's adjacent dwelling-house has been adapted to various uses. The house called 'Harsnett's' on the other side of the road was bought for the English School head. Harsnett endowed his Schools with the advowson and tithes of Tottington in Norfolk. He died in 1631 and was buried in the parish church, where his elaborate brass can be seen.

The history of the Schools from 1629 to the mid-nineteenth century was largely uneventful, with local children (and sometimes more distant boarders) being quietly educated in English and Latin. William Penn, founder of the State of Pennsylvania, was here in the 1650s and was said to have had his 'first sense of God when he was 11 years old at Chigwell, being retired in a chamber alone' in a room believed to be above the Senior School Reception. Numbers remained small. However, the buildings were enlarged in 1775 with a new Headmaster's House at right angles to the old one, thus completing today's view of an L-shaped 'Front Quad'.

The nineteenth century saw a pattern at Chigwell similar to that found in many old local grammar schools. The Latin School passed through a very lean period when it was for a short time reduced to a single pupil, and then a split developed between the English School, essentially for the working classes, and the Latin School for the sons of local tradesmen and gentry. In 1868, the English School moved to a new building behind Harsnett's, and after a further move in 1898 the division was complete, though the present St Mary's Primary School should probably be regarded as the lineal descendant of half of Harsnett's Foundation. The Latin School began to attract boarders from further afield. By national standards, it was still small, with an average of only 80 boys during the long headship of Canon R.D. Swallow (1876-1912); yet 400 Old Chigwellians served in the First World War, of whom 78 were killed. The Chapel is a memorial to them; one of its stained-glass windows contains a small fragment of glass from Ypres Cathedral.

During the headship of Stewart Walde (1912-1939), the suburbs crept nearer, and numbers rose to 270. From this period date New Hall, opened at the Tercentenary celebration in 1929, the domed former Library (now the Swallow Room) and the extension of the playing fields to create a site of some 70 acres.

Unlike most other schools near London, Chigwell was not evacuated in the Second World War (in which 50 Old Boys were killed), though the decision to stay was an agonising one. Many bombs fell around the School, but no substantial damage was done.

Between 1898 and 1944 the School received some support in the form of building grants and scholarships both from the County and from the State, County support being continued until 1961. Since then, it has been in large measure dependent on fee-income and on the generosity of contributors to appeals. Foundation scholarships continue to be awarded and many recent pupils have benefited from means-tested financial support.

Since the War, expansion has continued both in numbers and in facilities. Although the School still has boarders, these numbers have declined relative to the day pupils. Many new classrooms, a gym, a music

school, a science school and a Practical Arts Centre have been erected. Girls were admitted to the Sixth Form in 1973. There was a major change in 1976, when all boarders moved out from the centre of the School and into Grange Court (owned by the School until 2016), Hainault House and Sandon Lodge. At the same time, all members of the Senior School were divided into four day Houses, with their own separate bases created from the former boarding accommodation. In addition, a large separate Junior School was opened at the North end of the main site.

Development of facilities has continued. The Sports Hall was opened in 1990 and the Browning Building, with accommodation for the Modern Languages and Mathematics departments, in 1992. A substantial extension to the Arts and Technology Centre incorporating Information and Design Technology and a new Economics department was opened in the summer of 1995. The Thompson Building containing classrooms for Fourth Form pupils and offices was opened at Easter 1996.

In October 1995, the Governors announced their intention that the school would move to full co-education. This started with the admission of girls at the age of 7, 8 and 11 from September 1997. The process of integration of girls at all ages was completed in 2001. A building programme accommodating this major development in the history of the school came into effect from the summer of 1996.

From September 1999 the school adopted a five day teaching week, although our traditional Saturday activities such as school matches continue as before. The new extension to the Music School was opened in May 2001 and the Drama Centre comprising a purpose built theatre, teaching areas, spacious foyer, green room and changing rooms opened in September 2003.

In 2008, the Thelma Sullivan All Weather Pitch was completed, as was the Wilson Building. In 2010, new boys' boarding accommodation was created in Church and Harsnett's Houses, a major renovation and expansion of the catering facilities was completed, including the creation of the Sixth Form Swallow Room coffee shop. In 2013, the Science building was adapted to provide an additional two full sized labs and the Pre Prep was built so that Chigwell could admit, for the first time, children from the age of 4.

In 2012 the Club house and land belonging to the Old Chigwellians was transferred to the School and the Old Chigwellian Association was formed. In 2016, the Risham Sarao Sixth Form Centre was built and in 2017 the extension to the Dining Hall was completed. The small school that Samuel Harsnett founded on the edge of the village now covers 100 acres. No doubt, there will be more developments over the years to come but hopefully the ethos and values of Chigwell will always remain the same.