



HAZLEGROVE

PREPARATORY SCHOOL



A-Z HAZLEGROVE GUIDE



A to Z Hazlegrove Guide

The A-Z Hazlegrove Guide has been compiled by staff to help parents, guardians and older pupils understand how Hazlegrove works. It is a practical guide outlining all aspects of life at the School. It is not a document that is likely to be read from cover to cover. It is perhaps more useful as a reference point which will help to guide you in the right direction, you can either navigate using the links or at the end of these you can scroll through the whole document if you wish.

As ever, we welcome feedback and so if there is something missing or you feel could be improved, the office will always welcome your comments. The guide is updated on an annual basis and is available to download from the parent portal.

With best wishes,
Mr Bartlett BSc (Hons) PGCE
Deputy Head



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Absence

Absence occurs for a variety of circumstance. If a day pupil needs to be absent for medical reasons, a note or email should be sent to the Head of Section. Please sign your child out and in at the Reception Desk in order that our fire lists are up to date for that day.

If you would like to take your child out of school for any other reason, please write to the relevant Head of Section and in the case of a longer period, the Headmaster.

Absence of boarders will be recorded by their Houseparent or Health Centre and parents will be informed. Provision is always made to look after boarders who become unwell at school, but parents are welcome to take their child home if they prefer.

Accidents

If an accident occurs the Nurse/ Matron will be sent for and, if required, an ambulance can be called. A member of staff will stay with the injured child whilst the parents and Headmaster will be notified immediately.

If it is necessary for a child to be taken to hospital, the Nurse, Houseparent or another member of staff will accompany them to hospital.

The Nurse or member of staff involved will fill in the accident report in the accident book in the surgery whenever necessary.

Activities

The school runs a varied activities programme. Full details of the programme will be made available to parents at the beginning of term and some popular activities are offered on a first come, first serve basis.

There are a number of activities for which there is an additional charge, please see Chargeable Extras.

Ballet

Ballet is included on the chargeable extras sheet and is available to children from Reception onwards.

Bicycles & Other Wheels

All boarders can have bicycles, roller blades, rip sticks and scooters at school. Children must wear a helmet at all times when using these items and parents are asked to ensure that bicycles are in a roadworthy condition with fully working rear and front brakes. Please record frame numbers for security reasons, many parents choose to insure the bicycles.

Blue Books

Each section of the school has a Parents' Guide bound within a blue cover. These provide in depth information for the relevant area of the school.

Blue Books are available for: Nursery, Pre-Prep, Lower, Middle, Upper and Boarding.

Boarding

Pastoral care in the boarding houses is underpinned by the philosophy that each and every child should be parented every day. Please refer to the Blue Book for Boarding for full details of the boarding community.

Boarding: Accommodation

Boarders are not allowed access to staff accommodation unless supervised by the Houseparents during treat nights, movie nights or any activity that may involve the preparation of food. This will only take place in the common living areas – the kitchen or the sitting room. The visit will be properly supervised and the children will only enter and leave as a group.

The children will be reminded of common courtesy – to knock and wait to be invited in to the flat. Children will not be allowed to use the toilet / bathroom facilities in the houseparents' flat. Children are not permitted to enter any residential staff accommodation on site (including gap and matron accommodation) at any time.

At the beginning of each term, the Houseparents will explain the reward / treat system that takes place in their House and that a reward may involve children being invited, as a group, in to the houseparents' flat.

Boarding: Birthday Cakes

Pastoral care in the boarding houses is underpinned by the philosophy that each and every child should be parented every day. Please refer to the Blue Book for Boarding for full details of the boarding community.

Boarding: Chapel

On Sundays we have informal morning service at 9:45am for the boarders. Parents are always welcome to join us but do enquire first in case we have planned a trip out.

Boarding: Clothes

Pupils are expected to wear home clothes in the evenings and at weekends. All items need to be named, sewn in names tapes preferable. There is not, however, enough storage space for a lot of extra clothing and parents are asked to restrict the casual wear to three changes of clothes; everything must be machine washable and tumble dryable. (Overseas boarders may wish to bring slightly more to cover exeats and half terms).

Coats, wellingtons, backpacks, water-bottles are needed for weekend trips.

Boarding: Daily Timetable

Morning:

7:15am	Wake up, get dressed and make bed.
7:45 - 8:15am	Breakfast, return to tidy up and clean teeth.

Evening:

6:00pm	Tea
7:30 - 7:45pm	Late Supper (cereal/fruit/toast) available to Years 7 and 8. Fruit is available to younger boarders in the boarding houses.
7:10pm	Year 3 Upstairs – Lights out 8:00pm
7:20pm	Year 4 Upstairs – Lights out 8:00pm
7:30pm	Year 5 Upstairs – Lights out 8:15pm
7:40pm	Year 6 Upstairs – Lights out 8:30pm
7:50pm	Year 7 Upstairs – Lights out 9:00pm
8:00pm	Year 8 Upstairs – Lights out 9:00pm

Boarding: Doctors/Dentist

Children are registered with Queen Camel Surgery, the Doctor holds a surgery at School on Thursday. Matrons will take the children to Dentist appointments on an ad hoc basis.

Boarding: Email

All boarders have email access and the regular use of this facility is actively encouraged to keep in contact with family.

Boarding: End of Summer Term

We ask that children take all of their clothes and belongings home with them at the end of the summer term. Experience has shown that clothes left over the holiday period, rarely fit when the children return in September!

Boarding: Guardians

It is a requirement that all overseas boarders must have a guardian in this country. The guardian acts in loco parentis and should liaise with the Houseparents re exerts and optional weekends.

Boarding: Hair Gel/Mouse/Wax

We request that children do not bring the following in to school: hair gel, hair wax or mousse. Haircuts need to take place during the holiday periods ideally.

Boarding: Houseparents

School House: Boys Years 7 - 8
Mr Schreiber (Head of Boarding)
and Mrs Schreiber

T. 01963 442616
E. rs@hazlegrove.co.uk

E. gls@hazlegrove.co.uk

Lankaster House: Boys Years 3 - 6
Mr and Mrs Froggatt

T. 01963 442615
E. wf@hazlegrove.co.uk
E. lf@hazlegrove.co.uk

Blackford House: Girls Years 3 - 8
Mr and Mrs Forbes

T. 01963 442611
E. af@hazlegrove.co.uk
E. ef@hazlegrove.co.uk

Boarding: In Weekends

The first and last weekend is referred to as an 'In Weekend'. All boarders are expected to stay in. It is a time for bonding as a community and to celebrate the beginning and end of terms. A full, detailed and fun programme is put in place and is aimed to start the term and end it in style.

Boarding: Letter Writing

Letters are written home every Sunday. Please ensure your child has appropriate writing material, paper, envelopes and stamps. Pre-written home addressed envelopes work well for the children.

Boarding: Listening To Music

Houseparents will provide senior children with iPods and speakers for the children to enjoy music together on Sundays.

Boarding: Medical

Boarders are registered with the local practice in Queen Camel in order to ensure full care throughout term time. During the holidays, they should be treated by the family doctor as a temporary patient.

If your child is unwell, we have a matron on duty in every House and if your child feels unwell during the night, they can call on matrons or Houseparents. If there are any medical conditions that we need to know about, please let the School Nurse be aware of this.

The Nurse visits each boarding house every morning and evening to share any information about children with matrons and Houseparents. In terms of medication, any medicines or vitamins must please be handed to the Houseparents or Nurse with a consent form/ medical form. This can be obtained from Reception or

the School Surgery.

For any prolonged stay in bed, or for a more serious complaint or injury, parents are informed immediately. The School Doctor pays her routine call weekly but will visit at other times if required. Parents should arrange for their children to visit the dentist during the holidays. In the case of emergencies, we can make the necessary arrangements. Matrons will take your child to Dentist appointments on an ad hoc basis.

If there is a need for vaccinations or other treatments, for overseas travel, parents are asked to contact the Nurse in order to make the arrangements in plenty of time.

All children have access to the Nurse on a regular basis. The Nurse liaises with the Houseparents on these issues.

Boarding: Music Practice

We are very keen that pupils who learn a musical instrument, practise on a regular basis. A schedule of practice times is published and pupils are expected and encouraged to use these times for their best advantage. Music practice can also take place during free time at the weekend. Sessions are supervised by adults. We would ask parents to take the instruments home and listen to their child as often as possible.

Boarding: Optional Weekends

We expect that a good proportion of boarders will choose to stay in most weekends when a large variety of activities will be organized. We operate a flexible system of optional weekends where boarders are allowed home or to stay with friends or guardians any weekend other than the first and last weekends of term which are 'in' weekends.

Over these weekends, boarders

are expected back between 6:00 - 7:30pm on Sunday, supper is available at 6:00pm. If it is more convenient, children may return on Monday morning by 8:15am so that they have time for unpacking and to organise their books/kit etc. for the day and then attend registration with their tutors at 8:25am (but please

Advise Houseparents in good time of weekend plans). All pupils should touch base with their Houseparents immediately on their return.

Boarding: Prayers

Grace is said after breakfast, before the evening meal and at weekend meals. Prayers are said at night before lights out.

Boarding: Pocket Money

There is little need for boarders to have money at school. We suggest a maximum of £20.00 (preferably in £1 coins) per half term in case pupils need money when they go out. This should always be left with the Houseparents for safekeeping. If the need arises it is always possible for an advance to be charged to the school bill (with parental permission of course).

Boarding: Reading

Boarders are encouraged to read before bed and we all read for fifteen minutes before lights out. We suggest that every boarder has a book with them for use just before lights out but pupils may prefer to choose from our comprehensive selection in the school library.

Boarding: Shoe Cleaning

It's a Hazlegrove tradition! All Houseparents oversee shoe cleaning. Children will need to bring shoe cleaning equipment please.

Boarding: Skype

All three houses have access to Skype via three Skype devices/ Tablets per house.

Boarding: Sleepovers

Any pupil coming in to be a "temporary" boarder can pick up a list of what is needed from the Houseparents or School Office.

Please name all items.

Please liaise with the House parent if your child has any special needs.

Boarding: Suitcases & Trunks

For storage reasons, it is preferable that boarders use suitcases rather than trunks.

Boarding: Telephones & Email For Children

Each House have Boarders' telephones and these numbers are published in the termly School Calendar.

School House:
01963 442526/442527/442528

Blackford House:
01963 442520/442521/442522

Lankester House:
01963 442523/442524/442525

Parents may always ring during the day and leave a message with the School Secretary or contact the Houseparents directly on:

School House: 01963 442616
Lankester House: 01963 442615
Blackford House: 01963 442611

Boarding: Television

We want our boarders to have fun and we run a busy and full weekend programme which leaves little time for television during the week. Movies are shown on a Saturday night for 'Film Night'. Both are monitored with reference to suitability and age.

Boarding: Term Start/End Arrangements

Start of Terms

Autumn Term: Children should arrive between 4:00 to 6:00pm. Children are to wear their school uniform.

Spring and Summer Terms: The children return to school wearing home clothes.

The boarders have dinner in the Dining Room at the start of each term whilst tea and light refreshments are available for parents in the Front Hall.

Half terms and Exeats:

Weekends when the school is closed, are known as exeat weekends. Each side of half term there is a scheduled exeat when all pupils go home to their families, or to friends or guardians. This lasts from 4:00pm on Friday until between 6:00 and 7:30pm on Sunday, or Monday morning. We would encourage boarders to return on a Sunday evening after 6pm as it allows them to feel more settled for the week.

Parents must sign their children in and out at exeats and half term. Light meals for the children and tea and coffee for the parents are available in the Houses or Front Hall when returning to school – families are welcome to join us for light refreshments such as toasties and paninis!

Arrangements are similar to exeats, for half term, and return times are the same. Pupils should arrive at school at the start of the year in September wearing school uniform, and after that, it is fine to come

back to school in home clothes after half-term, exeats and holidays.

Boarding: Tuck/Tuck Boxes

A small amount should be stored with the Houseparents in the House office and is given out once weekly on a Saturday night and sometimes for a special treat during the week.

Unfortunately nut allergies are becoming more common and we have boarders who have this condition. Parents are asked not to send nuts or products containing nuts in for tuck.

Children may find it useful to have a lockable container to keep 'precious things' in. We call the small trunks 'tuck boxes'.

Boarding: Weekends

- If pupils are going out for the weekend, Houseparents need to be informed by the Thursday, at the latest.
- If, rather than going home or to their guardian, a child is going to stay with friends, parents should inform the school by the Thursday before the weekend, and the permission of both sets of parents should be obtained if the child is going to stay with another pupil.
- If they are unable to contact the parents, the Houseparents may give permission in loco parentis.

When leaving the school site or returning to it, boarders must sign in and out.

If the boarders are off-site when you return your child to school, the telephone number to call is 07717 826934 – there will be a member of staff on duty.

Boarding: Weekend Activities

Most weekends the boarders have a trip out. Activities range from bowling, visiting places such as Wookey Hole and the more traditional e.g. walks and a picnic. We have a structure to our weekends which usually includes the following:

Saturday pm

- Games matches
- The Art and Design block is opened for different activities as well as the Food Technology room for cooking
- A fun swim time
- Computer room, sports hall and all weather pitch are open
- After supper there is a 'Film Night'

Sunday

- Breakfast at 9:00am
- Chapel Service
- Letter writing
- Boarders Activities
- Sunday lunch
- A boarders' trip or film with popcorn
- A fun swim time

To get a flavour of what we do please check our website, every week updates are posted with the weekend activities. Unless the boarders are going off site for an activity, children have a wide range of activities available at school but will also have the chance to enjoy 'down-time' whether it be riding bikes or relaxing with friends. We encourage unstructured play time and these times are always supervised by an adult, albeit from a distance.

Duty staff are always familiar faces. Houseparents, residential staff and GAP students assist with the Sunday daytime activities.

Book Bags

Nursery to Year 2 can purchase the Pre-Prep book bag, children in Reception to Year 2 also require the Pre-Prep rucksack for their games kit. All pupils in years 3-8 are issued with a book bag which is coloured according to their year group. Both bags are available from the school shop.

Break Times

Morning break for Nursery to Year 2 takes place at 10:00 - 10:30 at which the children will have fruit, freshly baked bread and water. Lunch is from 12 - 12:20pm for nursery children and staggered from 12:00 - 1:00pm for Years R to 2. Exemptions are Tuesday when morning break is from 10:30 - 10:55 and Wednesday when all Pre-Prep children have lunch at 12:00pm.

Years 3 to 8 have morning break at 10:30 - 10:55, with lunch from 12:45 - 1:45.

Bus Transportation

The school operates a number of minibus routes for transportation to and from Hazlegrove. Current routes are published on the school website, however, these routes may be subject to change from time to time to accommodate demand.

Children can opt to use the bus in the morning and/or evenings. The service may also be used on a flexi or occasional basis subject to space availability. The termly charge is published in the annual schedule of fees and is payable in arrears. Sibling discounts may be available – please enquire at the School Office for more details.

Calendar

All the relevant phone numbers and contact details can be found in the school calendar. This is sent out to all parents at the start of each term, and it is worth reading it carefully

and highlighting events that affect you and your child. The school calendar can also be found on the school website and on the parent portal.

Events at which pupils are expected to wear a blazer are marked with a (B). Events at which parents are welcome are marked with an *.

Timings of matches are planned a term ahead and details may occasionally change nearer the time. If your child is involved in a match, please confirm the timings on the noticeboard outside the ICT Room or by using the Match Line 01963 442602 (see 'Sport and Inter-School Fixtures'). Team lists are also displayed on the Parent Portal.

Chargeable Extras: Activities/Clubs

The following optional extras are chargeable as they are taken by specialist instructors. The list of clubs and activities for which there is no charge is published on a termly basis.

- Ballet
- Golf
- Speech and Drama
- Judo
- Laser Pistol Shooting
- Tennis
- Horse Riding
- Cricket

Please contact the School Office for more details or a Chargeable Extra Request Form.

One term's notice is required if your child wishes to stop a chargeable club.

Chargeable Extras: Music

We have a wide variety of instruments for which your child can have lessons. Lessons can be 30/45/60 minutes long, depending on the level of the child,

and there are approximately 34 lessons during the academic year. Shared lessons are also available, charged on a pro rata basis. For the younger pupils it is possible to have 15-minute lesson. The charge for music lessons is published on the annual fees sheet. The Director of Music will be happy to discuss music tuition and give guidance on choosing an appropriate instrument, if required. *Please note, that if we do not receive parental notice that your child will miss a music lesson the charge will still be made on the end of term bill.*

Clubs: Years 3 to 6

A huge variety of clubs are offered each term. You will receive a letter from the Deputy Head at the start of each term, asking you to book places for the clubs in which your child would like to take part.

Most of the clubs are organised internally, but the list will include some chargeable extras, such as ballet, horse riding, judo, golf and laser pistol shooting.

Once a pupil has opted for a club they are expected to remain committed to attend for the duration of the term. One term's notice must be given before cessation of any chargeable clubs. Please make a note of the clubs that have been chosen in their journal.

Occasionally a school club is cancelled unavoidably. In this case boarders are offered the choice of either joining an alternative club for the session or going to the library. Day pupils are welcome to take up either of these options or arrange to go home where possible.

If a day pupil attends a late club that finishes after 6pm, they should be collected directly from the activity. If you are late, children will be taken into Supper and then prep with the Boarders until you arrive.

After this time, you should speak to the duty member of staff who carries a mobile phone (07717 826934).

Clubs: Years 7 to 8

A wide range of clubs take place between 5:10pm and 5:50pm. Children should be collected from the car park or they will be taken to the dining room if their parents are late. Pupils should never wait in the car park on their own.

If a pupil has to remain at school longer than they would normally stay they should report to the duty member of staff. If there is space then they will be allocated a club, or they will be supervised in the dining room or prep. If they need to stay for tea at 6pm, a small charge will be made.

Common Entrance

The majority of our pupils sit the Common Entrance examinations at the end of Year 8 for entry to their chosen senior school. The syllabuses are devised by the Independent Schools Examinations Board which is composed of Heads from the three Associations which represent the leading independent schools in the country: The Headmasters' and Headmistresses' Conference, The Girls' Schools Association and The Independent Association of Prep Schools. The papers are set by examiners appointed by the Board, but the answers are marked by the senior school for which a candidate is entered.

Some pupils are identified by the Headmaster, Director of Studies and Heads of Department as being potential scholarship candidates.

Complaints

The School's Complaints Policy is available from the School Office or website.

Concerts

All children take part in concerts from Years 1 to 8. Concerts take place every Friday evening in the theatre and every Thursday lunchtime in the music classroom

except for Exeat and half term when the Boarders Concert takes place earlier in the afternoon. There are a large number of concerts throughout the year including the Spring Concert, which takes place in the spring term and runs over two evenings after which there are refreshments in the hall. In the summer term we have our Scholars Soiree in our beautiful Fitzjames building with champagne and strawberries, we also have the Joint Choral Concert with King's Bruton which we host at Hazlegrove with refreshments afterwards. During this concert we combine the choirs across the whole foundation.

All family and friends are invited to all concerts and musical activities apart from the Thursday lunchtime concerts.

Deregistration (End of Day) Pre-Prep

Children from the Nursery to Year 2 must be accompanied in the School grounds by an adult at all times. Children from the Nursery to Year 2 must be accompanied to and from the car park by an adult known to the School and be delivered safely to the classroom or the entrance hall if arriving before 8:30am. Children in Reception to Year 2 may take the school bus and will be accompanied to the classroom or the entrance hall by the bus driver/Pre-Prep staff.

Children from Nursery to Year 2 should be collected from the classroom by the parent/guardian. The school must be informed if someone else is picking your child(ren) up.

Deregistration (End of Day) Prep

On a weekday, day pupils may go home at 4.00pm, 5.05pm or 5.50pm. When leaving school at the end of the day, it is essential that pupils always sign out at the De-Reg hut in the car park with a member of staff on duty. There is no

signing out at the end of morning school on a Saturday, exeat or holidays. We would ask that parents please park in the main car park. Outside normal leaving times (eg dentist/doctor appointments) pupils must sign out and be collected from the School Reception. If you know you are going to be late collecting your child, please call the School Office and we will let your child know. They will then either be able to join a club or do prep.

The only exception to this is at 4pm: if a child has a younger sibling in Pre-Prep and no older siblings in the Prep School, they may sign out with a duty member of staff from the bench outside McCreery instead. For collections at 4:05pm and 5:50pm, all Lower School children must sign out from the D-Reg hut.

On a Wednesday and a Saturday however, clubs are more flexible and children may leave once they have the permission of the staff member they are with, without an official sign out.

At 5.50pm the boarders change into their home clothes in preparation for supper and any day children remaining after this time can join them (there is a charge of £4.00 for day children). If you would like your child to stay for supper, please call the School Office.

Dietary Needs

Please contact the School Office with details of any special dietary needs for your child(ren).

Doctor

Boarders may see the Doctor on his weekly visit for routine matters but are always seen at Queen Camel Surgery when the need arises. Boarders may see the Doctor on call out of hours or receive a "home visit" if necessary.

Easter Service: Sherborne Abbey

The end of the Spring Term is celebrated with a service held in Sherborne Abbey. Pupils come to school as normal, but with their blazers. They go to the Abbey by coach to be collected by parents after the service from the Abbey. The Nursery, Reception, Years 1 and 2 do not take part in the Easter Service but are very welcome to attend with their parents.

Email: Pupils

All boarding pupils at Hazlegrove have access to their own school email account, with time limited access. This is to contact family and friends outside of school.

Email: Staff

All staff with access to the school network have a Hazlegrove email address. Individual staff email addresses can be obtained by contacting the school office.

Exclusion

In cases of extreme breaches of school rules, the Headmaster may, after due consultation with parents, staff and the child concerned, decide to suspend or ultimately exclude a child from the School. A copy of the School's Exclusion Policy is available from the school office.

Exeats

Weekends when the boarders are not in school are known as exeat weekends. Each side of half-term there is a scheduled exeat when all pupils go home, or to friends or guardians. This lasts from 4:00pm on Friday until between 6:00 and 7:30pm on Sunday, or Monday morning. We would encourage boarders to return on a Sunday evening after 6pm as it allows them to feel more settled for the week.

If a child needs return to the

school on a Monday morning or prior to 6:00pm on a Sunday of an exeat, the parents / guardians must arrange this directly with the Houseparents beforehand.

Fees

Please refer to the website for an up to date list of our fee structure.

Food

Hazlegrove is particularly proud of its in-house catering with its emphasis on nutrition, locally sourced products and variety. There is an excellent variety of food for the children. The hot lunches include a vegetarian option and are served with fresh vegetables or salad. Yoghurt and fruit are always available as well as the more traditional puddings. The children are supervised throughout. Milk, freshly baked wholemeal bread and fruit are available mid-morning. A light tea of sandwiches and fruit is served at 4:00pm and children staying for activities / clubs are welcome to stay for supper served at 5:15pm for the Pre-Prep and 6:00pm for Prep. There is an additional charge for this. Special dietary needs can be discussed with the Catering Manager.

Friends of Hazlegrove

Friends of Hazlegrove was created to bring the parents and school together. The committee of volunteers works hard to put on events throughout the year to raise money for new school equipment and charities chosen by the school and the children. From cake sales and picnics to fireworks and festivals the events organised all aim to give parents and children the opportunity to meet old friends and make new ones. All parents are very welcome on the committee and help and support is always very much appreciated.

Future Schooling

With some senior schools introducing pre-testing, we encourage parents to start thinking about their child's future school choices in Year 4 and 5. The school is proactive in providing support and assistance with this decision. We have a very good record of enabling children to move to the Future School of their first choice. A Future School presentation is made to the parents at the beginning of the Spring Term, in addition to which, the Headmaster and Senior Tutor are always available to discuss future schooling with parents.

Gap Grad/Students

Hazlegrove welcomes a number of Gap students each year from abroad and Graduate Gaps from the UK and abroad. These students fulfil supportive roles predominantly in the boarding houses or as teaching assistants.

Hair

Hair must be kept tidy and above the collar. Long hair must be tied back. Hair must be its natural colour.

Head of Section

Within the school there are four main sections, each one of which has a Head of Section. There are Heads of Section for Pre-Prep, Lower School (Years 2 to 3), Middle School (Years 4 to 5) and Upper School (Years 7 to 8).

Houses

All pupils are placed in one of four Houses when they join the Prep School and will have the opportunity to represent their House in a number of school events.

If your child has an older sibling, they will be placed in the same House.

Each House has a member of staff at its helm who encourages them to aim high!

Each House has its own colour:

- Dover - Red
- Lyon - Blue
- Norton - Yellow
- Tremlett - Green

A House competition is run each year, with a cup being awarded at the end of the summer term. The competition includes weekly star totals, merit and plus point totals, subject competitions, Sports Day and much more.

Illness

Any child who is ill during the school day is taken or sent to the School Nurse / Matron in the Surgery. If the Nurse / Matron is not there for any reason, then the child should go to the School Office where help will be found. If a child has been sick or unwell during the night, it is advisable for them to be kept at home for observation the following morning, or the whole day if symptoms are severe and have not resolved.

If your child has suffered from diarrhoea or vomited they should be kept away from school for at least 48 hours after the last episode - this is to help prevent the spread of infection. After this time, providing they are well enough, they may return to school with a note of explanation from the parents to the Head of Section.

Pupils who become ill during the school day can be looked after at school but parents will be contacted and, if the Nurse feels they are too ill to stay, parents will be asked to collect them as soon as possible.

Any medication which needs to be taken at school should be handed in to the Nurse / Matron or School Office first thing in the morning in its original container, with a signed form/letter of consent.

Jewellery

No jewellery allowed apart from watches and small matching pair of gold or silver, stud earrings (one per ear).

Languages: French, Latin & Mandarin

All pupils have the opportunity to learn French, Latin, and Mandarin, starting French in the Pre-Prep, and adding Latin and Mandarin in Year 5.

Mandarin is a two-year course throughout Years 5 and 6, finishing with Common Entrance Level One in the summer of Year 6. Pupils may then opt to carry on with Mandarin privately or return to it at senior school.

Lockers

Year 4 children, and below, are given storage space in their cloakroom and classroom. In Years 5 to 8 all pupils are given a locker in which they can keep their sports kit, personal belongings and academic books. They are also given a separate sports shelf for their games kit.

Lost Property

Lost property is looked after by the school matrons. Unnamed items are kept by the matrons and then displayed to pupils and parents at various times for identification.

In the Prep school there is more to lose so it is important that all items are clearly labelled with the child's name.

Lost property bins are located outside the laundry, in the girls' changing room (please ask someone to check this one for you), in the Year 3 cloak room and in the upstairs Lower School corridor. Smaller, more expensive items, ie glasses, watches etc, can often be found in the school office.

Lower School

The classes in Year 3 are of mixed ability. Pupils are taught English, History, Geography, RE and PSHE by the class teacher, (Maths in sets), and other subjects in the timetable are taught by specialist teachers. These classes ensure progression between the Pre-Prep and the Prep school.

Pupils are introduced to competitive sport and take sports to the next level with the introduction of matches against local schools and in sporting festivals. Boys play Rugby, Hockey and Cricket. Girls play Hockey, Netball and Rounders and Cricket.

Years 3 and 4 pupils finish lessons at 4:00pm and may be picked up either from the car park or their classrooms. However, there is an option to stay on for clubs and be picked up at 5:05pm or remain for a club and prep and be collected at 5:50pm (see section on boarding for the programme for the rest of the day). In Year 4, pupils join the rest of the Prep School in attending school on Saturday mornings.

Matches

Details of matches can be found in the School Calendar. Team sheets are posted on the Parent Portal.

Medicines

Any medicines must be handed in to the Nurse, Houseparents or School Office.

Merits

For academic work, the major reward is the Merit. A merit wins 3 extra plus points for the House. These are awarded by staff for exceptional work by the individual child. The child's tutor keeps a record of the Merits for the term.

Middle School & Upper School

One of the major differences that children will notice is that they will now be taught in subjects by subject specialists and in different parts of the school, e.g. Science Laboratories, CDT/Art Room, Language rooms. This begins in Year 5, in which pupils have the same teacher for English and Humanities, but move around the school to subject specialists for their other lessons. Much care is given to providing a thorough induction programme and experience shows that children take a very short time to adjust to their new routines.

With each new year group, it is important that all pupils have a chance to develop and also to settle into the new environment. It is, of course, vitally important that the school gets a clear picture of the abilities of each pupil as quickly as possible.

The setting arrangements are fluid in that children can be moved from one set to another (up or down) but this would only happen when a teacher refers a situation through the Head of Department or the Headmaster. The subject Head of Department or the Tutor would then contact the parents of the child to inform them and to discuss the proposed change.

The majority of our pupils sit the Common Entrance examinations at the end of Year 8 for entry to their chosen senior school. Some pupils are identified by the Headmaster, Director of Studies and Heads of Department as being potential scholarship candidates.

Mobile Phones

Mobile phones are not allowed at school. If pupils need to speak to their parents in order to change arrangements for the end of the day, permission must be sought from the School Office. Boarders need to go through their Houseparents. To allow for time differences when

families are able to speak to one another, overseas boarders (and boarders who need to have access to a telephone for travel) are allowed to bring a mobile telephone to school and are kept securely by the Houseparents. These can be used to contact parents during the week.

Money

If there is a particular need for pupils to have money at the school they should ask their Tutor's permission and give it to them for safe keeping first thing in the morning.

Mouth Guards

Mouth guards are required for all pupils from Year 3 to 8 for playing Rugby and Hockey.

Music Lessons

Hazlegrave offers instrumental lessons, taught by music specialists, on a wide variety of instruments. Lessons are timetabled during normal school time using a rota system which is displayed in the foyer of the music department.

Costs for lessons are published in the annual schedule of fees. Please note that there will be a charge for lessons missed for which the school has not had notice.

Music books are supplied by the instrumental teachers and the cost is added to the end of term account. All instrumentalists receive a practice diary which records the progress made and work to be covered each week. We ask parents to sign it each week and to encourage their child to practise regularly as they will be eligible for a reward as part of the Practice Reward Scheme.

Nail Varnish

No make-up or nail varnish to be worn at school.

Nursery

The children follow the Early Years Foundation Stage with a variety of activities and lots of fun. Most children enter the Nursery between the ages of 2 and 3 once they are out of nappies and pull-ups, perhaps having attended the Squirrels sessions beforehand. Through this route, children settle quickly and happily. On joining the Nursery the youngest children usually attend for at least two morning sessions, building quickly to three mornings and further increasing the number of sessions as they are ready, following discussion with the Nursery staff. Children attending morning sessions may stay for lunch and then go home. When appropriate, children can attend all day. The sessions are all charged separately.

Parents' Evenings

Parents' Evenings are organised by Years and occur three times a year in the Pre-Prep and twice a year in the Prep School. Dates are published in the school calendar.

Parent Portal

Hazlegrave uses a School Management system, called iSAMS which includes a parent portal. Through the portal you will be able to access information about your child's timetable as well as school reports. The school calendar is detailed together with up to date team lists and concert programmes.

You will also be able to see the contact details that we hold for you, in order to access the portal for the first time the school will send you a link.

Pastoral Care

A strong pastoral care structure is based around the form teacher in the younger years and a tutor in the older years who looks after the academic and pastoral needs of small groups of pupils. Pastoral

care in the boarding houses is underpinned by the philosophy that each and every child should be parented every day.

Policies

All school policies, including Anti-Bullying and Child Safeguarding are available to view and download on the website.

Prefects

When a child enters Year 8, they may be made a Prefect, Monitor or House Captain. Prefects are nominated by members of staff and appointed by the Headmaster. They will assist the staff in the day-to-day running of the school. They should be setting a good example to younger children in the type of behaviour that the School expects. Prefects do not have the power of punishment over any other child, but are expected to refer matters of concern to the duty staff as necessary. They will be supervised by the Deputy Headmaster. Each House (Dover, Lyon, Norton and Tremlett) will select a small number of senior children who have shown themselves to be responsible and trustworthy to become House Captains.

If a pupil is made a Monitor they will have a responsibility to help/look after an aspect of the school (such as the Library or a club). Pupils apply in writing for the role(s) of their choice to the member of staff in charge of this area.

Pre-Prep

The Pre-Prep is for pupils aged 2 to 7. It is located in a self-contained teaching area, although pupils use the facilities of the Prep School such as the theatre and sports facilities as appropriate.

The Head of the Pre-Prep has responsibility for the day to day running of this part of Hazlegrove,

is a member of the Senior Management Team and works closely with the Headmaster and Director of Studies.

Prep Homework

Children from Reception to Year 2 are given reading homework each evening. Maths homework may also be given in Year 2 when appropriate. The children are given weekly prep (homework).

In Year 3 this consists of two preps (Maths and Spelling). In Year 4, children will have three preps (Maths, Spelling and an English/Humanities task). Across both year groups we encourage regular reading every day and times tables will be sent home from time to time. Preps are set to consolidate and extend their work in the classroom.

From Year 5 onwards, children will have prep on Monday, Tuesday, Thursday and Friday. More details can be found in the relevant Blue Book.

Registration

On a daily basis, at 8.30am, the Tutor registers the tutor group's attendances and logs any special arrangements for children staying for matches or activities, reporting the information to the school office.

Reports

Full sets of reports are written twice a year, at the end of the Autumn term and Summer terms. At the end of the Spring term, you will receive a short report, which includes a report from the form tutor as well as a games report and report for extras (instrumental Music, Speech and Drama etc.).

Year 8 pupils will also receive a report on Common Entrance subjects in the Spring term as well as the two full reports at the end of the Autumn and Spring terms.

Rewards

During the day, a child will be rewarded by staff for good behaviour, good deeds and also for work that is a significant achievement for the individual.

Each class in the Pre-Prep has a visual tracker, where the children are encouraged to reach the gold star for exceptional behaviour, work or kindness. These stars contribute to the House system.

Star of the week certificates are awarded in Pre-Prep Celebration Assembly every Friday, for particularly outstanding pieces of work or for extra effort that has been made.

Pre-Prep Kindness Cup is awarded for outstanding acts of kindness towards others. This is announced and presented along with a certificate in their Celebration Assembly.

Plus Points

In Years 3 to 6, the basic academic reward is the Plus Point. A member of staff might give up to 3 Plus points to a child for a particular deed. The total of Plus points a child gets in a week is calculated by the house staff and goes towards an overall house total, which in turn forms part of the overall annual House Competition.

For academic work, the major reward is the Merit. A merit wins 3 extra plus points for the House. These are awarded by staff for exceptional work by the individual child. The child's tutor keeps a record of the Merits for the term.

In Years 7 and 8 pupils move to a system of commendations awarded for exceptional acts of good behaviour. A commendation is awarded for work that is exceptional for the individual child in terms of effort or attainment. At the end of each term the highest scoring pupils are awarded a book token in final assembly. Tutors can also award a 'wild card' to pupils who have made exceptional progress.

Riding

Hors riding takes place at Pevlings Riding Stables, Horsington, Templecombe, BA8 0DA. Pupils go on a Thursday leaving school just after 4pm in a minibus, they have snacks on route. The lessons usually last from 4:30pm until 5:30pm and they return to Hazlegrove by 6pm.

Pevlings is linked to the Pony Club and therefore can offer pupils to join the Pony Club as a 'Centre Membership' (which is offered to children that do not have their own if they wish and this enables them to work towards certificates and achievement badges).

Pupils get changed at lunchtime into their riding kit – if they do not have hats these can be hired from the stables and they charge £1.00 per session.

River Dart Trip - Year 7

A week-long trip for all pupils who are in Year 7. The cost of the trip will include all transport, accommodation, instruction and food costs for the entirety of the trip.

During the week, children have the opportunity to experience a wide range of activities such as high ropes, zip wire, caving, kayaking, climbing and abseiling.

Boarders are recommended to come to school in the Autumn Term with their River Dart bag already packed.

Sanctions

The sanction system is a graded response system which starts with low key reminders, then a verbal warning, followed by a time when the child can make a choice about what is the right thing to do.

If the rule is infringed again, then action is taken, either by the class teacher, Tutor or the Head of Department. If necessary, parents are also involved at this stage.

In Years 3 to 8, a Target Card can be issued for a child who persistently

School Day: Nursery to Year 2

8:00 - 8:30am	Children, accompanied by parent/guardian, arrive in Pre-Prep Front Hall. A member of staff will be in the front hall to receive children arriving before the start of the day.
8:30am	Registration
8:45am	Lessons
10:05am	Morning Break
10:30am	Lessons
12:00pm	Nursery Lunch
12:10pm	Reception Lunch
12:15pm	Year 1 Lunch
12:20pm	Year 2 Lunch
1:30pm	Afternoon Lessons
3:45pm	Home Time (Nursery and Reception)
4:00pm	Home Time (Year 1 and Year 2)
4:00pm	Tea
4:15pm	Clubs
5:15 -5:45pm	Supper
6:00pm	After School Club finishes

Each day follows a similar pattern. *Exceptions to the timetable are: Tuesdays when Morning Break is at 10:30am and lessons resume at 10:55am; and Wednesdays when all children attend lunch at 12:00pm.* Each week there are four whole Pre-Prep School assemblies, one of which is dedicated to singing and one is a celebration assembly which takes place on a Friday.

Nursery follow their own timetable based on a 'Child Initiated Approach' to learning.



School Day: Years 3 to 8

8:10 - 8:25am	Children Arriving
8:25 - 9:05am	Registration & Assembly
4:00pm	Lessons End
4:00 - 4:25pm	Break
4:25 - 5:05pm	Senior Prep/Junior Clubs
5:10 - 5:50pm	Junior Prep/Senior Clubs

Wednesdays

8:10 - 8:25am	Children Arriving & Registration
8:30am	Lessons Commence
12:45pm	Lessons End
Afternoon	Art/DT (Year 3) Outdoor Ed (Year 4) Games & Matches (Years 5 to 8)
4:00pm	School Ends - Games Finish - Anticipated match finish times are available through the Parent Portal.

Please note that children playing in teams are required to stay for Match Tea. Please ring the Match Hotline (01963 442602) for further details or log on to the Parent Portal, including finishing times and return times to school for Away fixtures. At the end of the day children walk to the car park and are released to their parents by the duty staff once they have deregistered. Year 3 children can be collected from their classroom but still need to be signed out by a member of staff at the Deregistration hut in the car park.

Pick-up times are 4:00/5:05pm or 5:50pm. If parents are late, children will be taken to the dining room to await their arrival.

disregards the rules, with the knowledge and the support of the parents.

Saturday School

Saturday School (for Years 4 to 8) finishes at 12:45pm. The Saturday timetable is the same as Monday morning, except that Tutors replaces assembly.

Children selected to play in matches are expected to stay for lunch.

School Shop

The school shop is on site and is open at the following times throughout the term:

- Monday 8:15am - 9:00am
- Tuesday Closed
- Wednesday 3:00pm - 5:00pm
- Thursday Closed
- Friday 8:15am - 9:00am

- Exeat and Half Term Fridays
3:30pm - 4:15pm

Payment for second hand clothes and accessories can be added to the school bill. Payment for new items can be made by cash, cheque or card. Please call the shop to arrange an appointment for a full uniform kit out.

Contact Details:

E. uniform@hazlegrove.co.uk
T. 01963 442613

Holiday Opening Hours - are arranged by term.

School Rules

Please refer to the Policies page of the website.

Setting: Years 5 to 8

With each new year group, it is important that all pupils have a chance to develop and also to settle

into the new environment. It is, of course, vitally important that the school gets a clear picture of the abilities of each pupil as quickly as possible.

The setting arrangements are fluid in that children can be moved from one set to another (up or down) but this would only happen when a teacher refers a situation through the Head of Department or the Headmaster. The subject Head of Department or the Tutor would then contact the parents of the child to inform them and to discuss the proposed change.

Speech & Drama Lessons

Speech and Drama lessons are available, in addition to the drama curriculum, for children who enjoy acting and performing, who would like to be confident speakers and would like to develop presentation skills.

Sports Day

Sports Day takes place in the Summer Term for all children from Nursery to Year 8. The Nursery Athletics Festival takes place on the front lawn, Reception during their P.E. lesson and Pre-Prep Years 1 and 2 just before Pre-Prep Speech Day. Years 3 to 8 have Sports Day on a Saturday morning and all children are involved.

Squirrels

Squirrels is a Parent and Toddler group which runs throughout term time in the Pre-Prep front hall on Wednesdays from 2pm - 3:30pm. This is a free session for children under the age of 4 and all are welcome.

Squirrels Sing and Dance (Term Time only) is a Parent and Toddler group run by Miss Morgan-Bell our ballet teacher on Tuesdays from 9:45 - 10:30am. This is a chargeable session however, parents

are not required to sign up in advance - please refer to the fee information on the website or call the Admissions Office on 01963 442606.

Tutor System

Most full-time members of staff are tutors and have a group of children for whom they are responsible in the following areas: registration, pastoral care on a daily basis, record keeping, and point of contact, reporting and have a role within the house system. Each Head of Section is responsible for the pastoral issues within the year groups and supervises the Tutorial system in school. Tutors are responsible for the general well-being of the children in their care which includes giving guidance on matters which affect the child's life at school, monitoring performance, and giving as much support as possible to each pupil.

Uniform

Please refer to the website for the full list.

All uniform needs to be labelled clearly with the children's surname and either initial or full name. We recommend the use of a standard woven name tape in capital letters. All possessions need to be clearly and indelibly marked.

Valuables

Precious and expensive items are at risk at school and pupils should be discouraged from bringing in any item which might be easily broken or lost. Toys, electric or otherwise, are not to be brought in by day pupils.

Day pupils are not allowed to bring bicycles to school as there is not sufficient storage space. All items of property, including watches and calculators, must be clearly marked and ideally engraved.

Parents are encouraged to ensure that pupils' belongings are covered by their household insurance.

Worry Sheets

Experience has shown that problems can quickly be sorted by talking to someone sooner, rather than later. If there is a problem you should contact your child's Tutor, class teacher (in Reception to Year 2), the Head of Section, Head of the Pre-Prep Department, Deputy Head or Headmaster. You can always arrange to talk to someone through the school office and if they are not available immediately they will contact you as soon as possible. Please ask; problems can often be avoided before they become a big issue if we know about them.

Pupils are encouraged to complete 'worry sheets' which they can find in the Form or Tutor Room.