



**FONTHILL LODGE  
SCHOOL  
1808 – 2008**

**PARENTS' HANDBOOK  
2009 – 2010**

**FONTHILL LODGE SCHOOL  
COOMBE HILL ROAD  
EAST GRINSTEAD  
WEST SUSSEX  
RH19 4LY  
Telephone: 01342 321635  
Fax: 01342 326844  
Website: [www.fonthill-lodge.co.uk](http://www.fonthill-lodge.co.uk)  
E-mail: [enquiries@fonthill-lodge.co.uk](mailto:enquiries@fonthill-lodge.co.uk)**

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# Parent Handbook 2009



## INTRODUCTION

Dear Parents,

We are pleased to provide you with this copy of Fonthill Lodge's Parent Handbook. The booklet is designed to help you understand the life of the school and we hope that you find it informative and helpful. Please read it carefully and then complete and return the attached slip to the school secretary. Thank you.

Whether you are new to Fonthill or have been with us for a number of years, we warmly welcome you to the School. We hope that the coming year will be a very happy and successful one, filled with many stimulating and exciting challenges and opportunities to help your child/children develop their potential to the full.

We greatly appreciate the support which you as parents provide for your children and the school. Without all of us being able to work closely together, it would have been impossible to achieve all the success we have experienced in the past and hope to achieve in the future.

The purpose of this hand book is to enable us to all work together to promote the welfare of all our pupils. Good communication is the key to this partnership and we hope that you will not hesitate to contact us at any time that you feel you need to.

If you feel that there is anything which needs adding to this booklet, please let us know on the slip attached at the back of this handbook.

Thank you and kind regards.

**Simon Willcocks**  
**Headmaster**

**September 2009**

## TEACHING AND LEARNING AIMS OF FONTHILL LODGE SCHOOL

At Fonthill Lodge School we believe in the concept of lifelong independent learning and the idea that both adults and children learn new things every day. We maintain that learning should be a rewarding and enjoyable experience for everyone; it should be fun. Through our teaching we equip children with the skills, knowledge and understanding necessary for them to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

### Aims

We believe that people learn best in different ways. At our school we provide a rich and varied learning environment that allows children to develop their skills and abilities to their full potential.

Through our teaching we aim to:

- Enable children to become confident, resourceful, enquiring and independent learners;
- Foster children's self esteem and help them build positive relationships with other people;
- Develop children's self respect and encourage children to respect the ideas, attitudes, values and feelings of others
- Show respect for all cultures and, in so doing, promote positive attitudes towards other people;
- Enable children to understand their community and help them feel valued as part of this community;
- Help children grow into reliable, independent and positive citizens.

## GOVERNING BODY

<b>Chairman</b>	Mr. Peter Cockburn MA.
<b>Vice Chairman</b>	Mrs. Rosemary Lewis B.Sc.
<b>Members</b>	Mrs. Victoria Henley BA. Mrs. Brenda Kay JP Mrs Sally Morgan LLB Mr. Robert Watson Mr. Anthony Whitestone MA Mr. Clive Williams MA Mr. Andrew Goodall

### Mr Peter Cockburn

Was born in Brighton in 1946 and educated at Brighton College and University College Oxford (1964) He did Voluntary Service Overseas for a year and then from 1969-77 became the Forest Botanist to the Government of Sabah, Malaysia in the Overseas Service Aid Scheme. Between 1978 and 1982 Peter held various consultancy posts in forestry, land use and agricultural development in Africa and Asia and then for 23 years was the Export Director of a pharmaceutical equipment and packaging company. Interests include philately, the Church, conservation and local history. Peter started The Friends of Fonthill as first Chairman after his daughter Emma joined the school in 1986. He became a Governor in 1998 and Chairman in 2004.

### Mrs Rosemary Lewis

Was educated at Notre Dame in Liverpool and read Biology and Chemistry at Manchester University. She undertook virology research at St. Thomas Hospital London before marrying and moving to Hampshire. She taught in a state primary school and then a grammar school before moving to Sussex. Rosemary taught at a large secondary modern school before joining her husband at Sussex University as a research geneticist. After her two sons were born, she returned to the teaching profession when the younger went to school. She initially taught part time in Lewes but later was appointed to teach Biology at Roedean where, after four years, she became the Deputy Head and then Acting Head. Rosemary became the Head of Burgess Hill School for Girls in 1992, a post she held for nine years before she retired in 2001. She joined the Board of Fonthill when she retired and became the Vice Chairman in 2008. She also sits on the Board at Worth and until recently, chaired their education committee.

### **Mrs Victoria Henley**

Was a school secretary for a year before going to the University of East Anglia where she read English and Comparative Literature. Victoria studied for her postgraduate diploma in Communications, Advertising and Marketing in London and subsequently became the Director of Public Relations for a marketing consultancy, working in London and New York. She set up her own consultancy business in 1995. All three of Victoria's children attended Fonthill from 1993 - 2005 and she joined the Board of Governors in 1996. Victoria also sits on the Board of Eastbourne College and is a trustee of two other charities.

### **Ms Brenda Kay**

Was educated in a private prep school and grammar school, and followed this by obtaining a qualification in personnel management. She worked in the personnel department of Unilever Limited in London and, after moving to Sussex, was the Personnel Officer for the Sussex Police Authority for 10 years. On adopting three school-age children Brenda moved into education and taught business studies and economics as a part-time teacher at Oathall School and Warden Park School. On returning to full-time employment in 1985 she became the Company Secretary for the Disabilities Trust and, in 1989, became the Bursar at Burgess Hill School for Girls, where she remained until retirement in 2006. Brenda has been a magistrate in Sussex for 25 years and is on the Committee of Cuckfield Museum and for the Mid-Sussex Competitive Music Festival.

### **Mrs Sally Morgan**

Was educated at St Paul's Catholic College in Haywards Heath and then at Sussex University and Guildford College of Law. After qualifying she became a solicitor, specialising in employment law. From 1979 -1985 Sally worked for Barclays Bank; from 1985 -1993 for British Airways and from 1993 -2008 for American Express. She is currently the legal advisor to Grace Charity. Sally has two children at Fonthill Lodge at present, she has joined the Board this year.

### **Mr Robert Watson**

Was the President of the National Union of Students when he was an undergraduate. He was called to the Bar in 1963 having studied at University College London between 1956 and 1960 during which time he was President of the Student's Union. Robert represented the Hockey Association on the Nation Olympic Committee and in 1976 was elected onto the National Olympic committee. In 1980 he was elected Honorary Treasurer of the British Olympic Association and was re-elected in 1984 and 88. Robert was President of the Great Britain Olympic Hockey Board between 1992 and 2002, having captained Southgate who were European Hockey Champions three times. He has attended ten Olympic Games including Calgary in 1988 where he looked after Eddie the Eagle! He joined the Board at Fonthill Lodge in 2003.

### **Mr Anthony Whitestone**

Read Modern and Medieval Languages at St John's Oxford and then travelled and taught in the Middle East and America. On his return to the UK, Anthony taught in a variety of state and independent schools including Brighton College where he was a Housemaster for twenty years before becoming the Head of the Sixth Form. Anthony joined the Board at Fonthill in 2007 and also sits on another Prep school Board. He co-chairs the Brighton Chapel Royal Lunchtime Concert Series and enjoys travelling, wine, horticulture and general education matters.

### **Mr. Clive Williams**

Joined the Board this year. For 26 years, 1974 – 2000, he was the Headmaster of a very successful prep school, Ashdown House. The school bought The Chateau du Livet in Normandy in 1990 and on his retirement Clive and his wife, Rowena, ran courses at the Chateau for 6 years. Having finally retired, Clive now works part time at Glyndebourne during the season. He has maintained strong links with Ashdown House and other independent schools.

## SENIOR LEADERSHIP TEAM

<b>Headmaster</b>	Dr. Simon Willcocks <i>FRSA, D.Ed., MA(Ed), B.Ed(Hons), Cert Ed.</i>
<b>Deputy Headmistress / Pre-Prep Coordinator</b>	Mrs. Chris Clarke <i>B.Ed(Hons), Dip.RSA(SPLD)</i>
<b>Financial Manager</b>	Mrs. Yvonne Postles
<b>Senior Master/ Head of Performing Arts</b>	Mr. Nick Forrest <i>M.Ed, D.PH.E, Dip Music;</i>
<b>Junior School Coordinator</b>	Mrs. Amanda Clark <i>B.Ed(Hons)</i>
<b>School Development Officer</b>	Mrs. Hilary Rowberry <i>M.I.Bio, I M.Ed, B.Ed(Hons), Cert Ed.</i>

## FACULTY

Miss Louise Aven	<i>BA(Hons), PGCE</i>
Miss Shelley Bergset	<i>B.Ed(Hons)</i>
Mrs. Debbie Blacker	<i>Cert.Ed</i>
Mrs. Sue Butcher	<i>NNEB, NVQ level 3,</i>
Mrs. Nicola Chivers	<i>B.Sc(Hons), Cert.Ed (Design &amp; Technology)</i>
Miss Georgie Lee	<i>B.A.(Hons), PGCE</i>
Mrs. Heather Lock	<i>B.Ed(Hons)</i>
Mrs. Sharon Lock	<i>NVQ3, Cache Level 3</i>
Mr. Bill McEwen	<i>Dip.L.M., C.T.A.B.R.S.M</i>
Miss Louise Poole	<i>B.A.(Hons), QTS</i>
Mrs. Angela Sanders	<i>B.Sc.(Hons), PGCE</i>
Mrs. Helen Schortz	<i>B.A.(Modern Languages)</i>
Miss Rachel Scrase	<i>Childcare NVQ3</i>
Miss Ruth Shannon	<i>B.A.(Hons) FdA</i>
Mr. Stuart Simmonds	<i>UEFAB Coaching Badge, ECB Coaching Badge Level 3</i>
Mrs. Zita Smith-Halvorsen	<i>NVQ Cache Level 3</i>
Mrs. Kim Spain	<i>B.Ed(Hons)</i>
Miss Sian Taylor	<i>Diploma in Pre School Practice Level 3</i>
Mrs. Gill Underhill	<i>M.A., Cert. Ed., BDA-Sp.L.D</i>

## PERIPATETICS

Piano	Mr. Bill McEwen
Brass/Recorder	Mrs. Sian Buss
Guitar	Mr. Barry Clifton
Drama	Mrs. Alison Dawson
Drums	Mr. Jez Nunn
Clarinet/saxophone	Mr. Phil Paton
Voice	Mrs. Jane Rabagliati BA(Hons)
Flute	Miss Helleanor Webb
Violin	Mrs. Anna Cooper
Art	Mrs. Jenny Weston, Cert. Ed.
Ballet	Miss Candi Trabucatti, FISTD Examiner
Chess	Mr. Jonathan Tuck B.Sc.
Gymnastics	Mrs. Sally Volrath

## ADMINISTRATION

School Secretary and Registrar	Mrs. Anita Westwood
Estates Manager	Mrs. Nicola Chivers
Key Holder	Mr. Peter Clarke

## MAINTENANCE & CATERING

Catering Manager	Mrs. Carole Blackmore
Assistant Cook	Mr. Rob Herbert
Kitchen Assistants	Mrs. Yuki Moro
	Mrs. Gillian Salter
Maintenance Supervisor	Mr. Ken Blackmore
Maintenance Assistant	Mr Mark Chivers
Gardener	Mrs. Linda Sichel

## ORGANISATION OF THE SCHOOL

<b>Headmaster</b>	Dr. Simon Willcocks
<b>Deputy Head</b>	Mrs. Chris Clarke
<b>Bursar</b>	
<b>Senior Master</b>	Mr. Nick Forrest
<b>School Development Officer</b>	Mrs. Hilary Rowberry

### Nursery/Early Years Ages 2 – 4 years

**Supervisor:** **Mrs. Sue Butcher**  
Raindrops Mrs Zita Smith-Halvorsen

Rainbow: Mrs. Sue Butcher  
Miss. Sian Taylor

### Pre-Prep Ages 4 – 7 years

**Pre-Prep Coordinator:** **Mrs. Chris Clarke**

Reception: Miss Ruth Shannon  
Mrs. Louise Aven  
Miss Rachel Scrase

Year 1: Mrs. Heather Lock  
Mrs. Debbie Blacker

Year 2: Mrs. Chris Clarke  
Miss Shelley Bergset

### Junior School Ages 7 – 11 years

**Junior School Coordinator: Mrs. Amanda Clark**

Year 3: Miss Georgie Lee  
Year 4: Miss Louise Poole  
Year 5: Mrs. Amanda Clark  
Mrs. Kim Spain  
Year 6: Mr. Nick Forrest  
Mrs. Angela Saunders  
Dr. Simon Willcocks

## TERM DATES

Please refer to separate calendars issued on a termly basis.

## DAILY ROUTINE

The school opens at 7.45am for those joining Breakfast Club in the Dining Hall, and at 8.00am for all other pupils who should go to the main hall, where they are supervised by duty staff. We ask that parents drop children off at the hall.

- 7.45am Breakfast club\*
- 8.00am School opens
- 8.30am Classrooms open
- 8.30 to 8.40am Registration for Junior School
- 8.50 to 9.00am Pre-Prep/Nursery registration

*If your child arrives after registration time he/she must go to the school office to be registered*

- 8.40am Junior school lessons start
- 8.50 am Pre Prep/ Nursery Registration
- 9.00am Pre Prep and nursery lessons start
- 10.40 – 11.10am Nursery morning break
- 10.40 – 11.10am Pre Prep morning break
- 10.40 – 11.10am Junior morning break
- 12 Noon Optional end to Nursery day
- 12.20pm Nursery lunch
- 12.30pm Pre Prep lunch
- 12.40pm Junior lunch
- 1.30pm Optional end to Nursery day
- 1.45pm Lessons start
- 3.00pm End of Nursery day
- 3.15pm End of Reception class day
- 3.30pm End of Years 1 and 2 day
- 3.30pm – 4.00pm Pre-Prep activities
- 4.00pm End of Years 3 to 6 day
- 4.00pm Tea\*
- 4.15pm Prep/Extra Activities\*
- 5.15pm Late Prep
- 6.00pm School Closes

We also provide extra supervision for Nursery children until 5pm and for other children until 6pm\*

*\*these optional extras are charged on a daily basis – details from the Bursar*

### END OF SCHOOL DAY ARRANGEMENTS

The following is essential in order for us to know exactly who is in the school at all times in case of fire or any other emergency:

- All children must be dropped off at, and picked up from, the classroom (or the school office when outside the normal times), by an adult known to the school.
- Children arriving before 8.30am should be dropped off at the hall.
- Children arriving after 8.30 am should be dropped off at the classroom.
- Children who arrive after registration must first report to the office before going to the classroom.
- In Pre Prep and Nursery children should be collected at the end of school from their classroom.
- At 4.00pm Junior School children are dismissed from class. Children should gather in the foyer and the outside area behind the parking barrier, children not collected by 4.10pm will be sent to prep in the dining hall.
- It is essential that staff know whether children are staying on beyond 4.00pm or are being collected, please advise the office if daily arrangements change.
- If your child is being collected by another parent, please always let the class teacher know, in writing whenever possible, that this is with your approval. Should this be a regular occurrence a blanket letter giving your permission throughout the year will suffice.
- Always inform the school if the person picking up a child is not the person who normally does so, for example a grandparent.
- If you need to take your child out of school during the day, please inform the class teacher in writing beforehand whenever possible. The child must go the school office to be signed out before leaving.
- No pupil may leave the school without prior permission.

## ABSENCE FROM SCHOOL

If your child is unwell, please do not send him/her to school in case of cross infection. If your child has suffered from sickness and/or diarrhoea, he/she must not return to school until at least 24 hours have passed since the last upset. Please let the school know between 8.00am and 9.00am on the morning of the first day of absence and each day after this. If we do not hear from you that your child is absent, we will endeavour to contact you by 10.30am.

Please do not take your child/children out of school for a holiday unless this is completely unavoidable, as this disrupts their education. Should you have no option, permission must be sought in writing in advance from the Head.

## PREP

Prep will run from 4 – 6 p.m., Monday to Friday. A light snack will be provided for children who stay to prep until 5.00 p.m. and sandwiches for children who stay until 6.00 p.m.. Prep is an opportunity for children to do their homework in a quiet environment, however, from 5.30 p.m. onwards children may engage in games and other activities. Prep is charged in arrears. Prompt collection of children by 6 p.m. is appreciated and the school reserves the right to levy a **pro-rata charge** for children who are picked up after 6 p.m.

## PASTORAL CARE

The pastoral care of each pupil is of paramount importance and we aim to ensure that all children enjoy school in a happy, safe and secure environment.

### a) Communication

To ensure good communication between home and school, we operate an open door policy for parents who may talk to class teachers at the beginning and/or end of the school day.

More important issues which are confidential should be dealt with by making an appointment to meet the class teacher (or, for very serious matters, the Head) in an environment which ensures confidentiality.

It is very important that the school is made aware of any change to family circumstances which are likely to have a serious affect on your child/children's welfare and happiness.

Please always let the school office know of any change of address and/or emergency contact details, even if only temporary. At all times the school needs to have up to date information in order that you can be contacted immediately should there be a need. This also applies to email addresses.

### b) Security

We constantly aim to make our school as safe as possible. All people unknown to the school have to report to the school office and are given a visitor's badge to wear. In future you will also be asked to display a Fonthill Lodge sticker in your car whenever it is parked on the premises.

All members of the school community are asked to be alert to strangers on the campus and should immediately report such a person to the nearest member of staff.

It is hope that, in the near future, the website will have a section dedicated to providing parents with information. This section will require a password for entry.

### c) **Medical Care**

Mr. Nick Forrest is the Senior First Aider. Mrs Anita Westwood, Miss Shannon, Mrs. Clark and Miss Poole are also qualified first aiders, for medical emergencies. All staff are trained in basic first aid.

The school has a small medical room adjoining the school office. Medication can be given during the school day if it is given to Mrs. Westwood or office staff with clearly written instruction about its administration and a consent form is completed and signed by you.

Should your child become ill during the day you will be contacted as soon as possible.

In an emergency, if we are unable to contact you, your child may be taken by car to hospital by two staff members and you will be contacted as soon as possible. In a serious case an ambulance will be called and your child will be accompanied by a member of staff if a parent cannot be contacted.

Please always ensure that the school office is kept apprised of any medical condition which may affect your child while he/she is in our school, for example allergies, asthma, epilepsy, etc.

## FONTHILL LODGE CODE OF CONDUCT FOR PUPILS

Please ensure that your child/children understand the following guidelines. These will also be discussed in school from time to time.

### RESPECT

- . Treat all property with respect.
- . Don't 'borrow' other people's things.
- . If you are not sure, ask permission.
- . Listen to what people have to say. Give everyone a fair chance.
- . Don't be judgmental.
- . Own up! Be honest.
- . Work together. There's no 'I' in 'team'
- . Every action has a reaction.

### MANNERS

- . Remember to say please and thank you.
- . Be polite and courteous to everyone.
- . Hold doors open for each other.
- . Make visitors feel welcome.

### COMMITMENT

- . Always give 100%. Be proud to win but accept defeat graciously.
- . Work hard in class. Take pride in what you do and do it well.
- . Be considerate to those around you who are trying to learn.
- . Put your hand up and wait your turn.

### MAKE

- . Our school safe, welcoming, calm and inclusive.

### e) **Rewards & Recognition**

Pupils are rewarded with a system of house points which are given for good work in class or for prep/homework. These points also contribute to a House total and a House Shield is awarded each term to the winning House.

Pupils' good citizenship is rewarded at the weekly Awards Assembly, given by the Head. Effort and attainment are also recognised by certificates and given at the Awards Assembly. Every effort should be made to reinforce pupils' self esteem. Poor work or behaviour may also result in detention or a monitoring report.

**Department Assemblies** are on Monday and Tuesday after lunch. Pre Prep will have a Wednesday assembly and there is a whole school assembly on Friday morning at 9.00am at which successes and achievements are celebrated and parents are welcome to attend. At the end of each term there is a final assembly at which we also celebrate the term's achievements.

### f) **Bullying**

Bullying is not tolerated at Fonthill Lodge. Issues related to bullying are discussed regularly at school in form times, in assemblies and in PSHE lessons. A pupil "Anti-Bullying Code" is issued to every child at the beginning of the academic year. If your child is unhappy for any reason and you have concerns about bullying please contact the class teacher who will work sympathetically to resolve any issues. A copy of the school policy on bullying is available from the office.

### g) **Sanctions**

If a pupil's work is poor for any reason this may be recorded in the Planner and/or discussed with parents. Poor work or behaviour may also result in a lunch time detention. The detention lasts 15 minutes and children either repeat work or read quietly.

**Suspension or Exclusion-** details of these procedures are available on request from the Head

### h) **Child Protection**

The school takes its responsibilities for child protection extremely seriously. A copy of our child protection policy is available on request from the office.



## ACADEMIC AND OTHER EDUCATIONAL MATTERS

### a) Admissions Policy

Children are admitted to Fonthill Lodge between 2 ½ – 11 years of age. The school is extremely successful in getting its pupils into the state or independent secondary school of their choice and the curriculum throughout the Pre Prep and Junior school is organised in order to achieve this success every year. At the same time the school also welcomes children with specific needs whether these are gifted and/or talented or those who require extra support in order to achieve their potential.

The Admissions Policy is available from the school upon request.

### b) Gifted and Talented Pupils

We keep a register of Gifted and Talented children. The programme for these pupils is currently being updated. At present classroom differentiation, extension activities and school clubs encourage pupils to extend themselves as far as possible. Provision for these children is also organised within departments, for example these pupils are encouraged to participate in the Mathematics Challenge, Specialist Art Competitions, Science Projects and Chess Competitions.

### c) Special Support

The school aims to fulfil every pupil's potential. Mrs. Clarke is in charge of this group of pupils. We ask parents to make known to us any specific difficulties that their child may have at the time of registration. If a child has an educational psychologist's report, a copy needs to be given to the Head and to Mrs. Clarke (Pre-Prep Coordinator).

Because the numbers in classes are normally small, it is possible for our staff to provide pupils with much individual help. If a child needs extra lessons in a subject, these are provided during normal school time, which means that the child may have to miss another lesson, for example art or games. There is an additional charge for these extra lessons.

### **d) Assessing & Monitoring Progress**

All children in the Pre Prep and Junior school have regular assessment in class within the subject area being studied.

All children (except Nursery) sit NFER tests in numeracy, literacy, spelling and reading at the beginning of the Autumn term. These are marked by the class teacher and provide information on progress.

Years 2-6 take the QCA Standard Attainment Tests which have national standards.

Year 6 also sit the public 11+ examinations and entrance examinations for senior schools and are prepared for these individually.

All year 3 pupils sit the Sealy scholarship examination in the Spring term.

Bicentenary scholarships have now been introduced and range across sports, drama and music as well as academic. For details see school office.

The school also uses the PIPs (Pupil Individual Profile) through which we can make judgements about potential and performance. We use this data to predict Standard Attainment Test grades and inform our 'value added' statistics.

The children's progress is also monitored by their teachers throughout the year.

### **e) Parent's Evenings**

Parents are welcome to discuss their child/children's progress at any time. However, a specific evening is set aside twice each year for this purpose. For the dates of these meetings please refer to the Calendar. Most of these meetings take place in the Autumn and Spring terms.

Other meetings are arranged during the year to provide parents with information about other matters such as the school curriculum and senior schools. Each year the Governors hold a social evening at which a presentation is made about the school's current situation and plans for its future. This also has a question and answer session. These dates are on the calendar.

## f) Reports

Interim reports will be given out prior to the Parents' Consultation Evenings in the Autumn and Spring Terms.

A full written report on each child is prepared at the end of each Summer term.

In years 3 – 6 the children are given an achievement grade (1-4) and an effort grade (A-D) based upon the work covered since the last grades.

Standard of Achievement	1- excellent 2 – good 3 – working at expected level 4 - working towards expected level
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Standards of Effort	A – outstanding B – good C – satisfactory D – greater effort required
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Occasionally a pupil may be put on what is called a "Target Card". This is particularly useful for a pupil who has difficulty concentrating or organising his/her work. The Target Card is taken to each lesson and at the end of the lesson the teacher makes a comment on how the lesson has gone for the pupil and then signs this. The Target Card is taken home each evening and also signed by the parent/s. The class teacher and pupil will discuss the report to see if progress has been made. This is not a punitive exercise but one to encourage a pupil to improve.

## g) Homework

Pupils in years 3 to 6 use Pupil homework diaries into which they are expected to record homework set each day. Parents are asked to sign these books at the end of each week.

Please ensure your child has a suitably quiet place to do his/her homework. As soon as they are able, children are asked to read for at least 10 minutes every evening.

Year 3 are expected to do prep for 20 minutes. Year 4 and 5 for 30 minutes; and Year 6 for 40 minutes each weekday evening. However Year 6 in the Autumn Term may be given additional homework as part of their preparation for senior school exams.

### **h) Examinations**

Older children sit school exams at the end of the Summer term and the results are given in the final report. The dates of these examinations are in the Calendar. Common Entrance exams take place in January and 11+ exams in September.

### **i) The Curriculum**

General:

Teaching and learning is the purpose of our school and the curriculum defines what is taught and learned. At Fonthill Lodge value is placed on an education which takes the best from traditional and modern methods. Classes are taught in a calm environment with structured lessons designed to stretch and challenge every child. A variety of teaching methods and resources are used to ensure that every type of learner performs to his/her best ability. We believe that high realistic expectations are the key to high achievement. The curriculum is broad and, although we take the National Curriculum as our base, we exceed this in many ways. Children are encouraged to work to a consistently high standard in all intellectual, physical and creative areas of the curriculum and to take pride in what they do.

In the early part of the Autumn Term we hold a Curriculum Evening when all parents are invited to come to their child's classroom and meet with other parents and the class teacher. A curriculum leaflet is given out which informs you of the content of your child's education for that year and gives you useful information such as the timetable and timings of lessons.

Years 3 – 6

In Years 3 and 4 literacy, numeracy, geography, history and PSHE [personal, social and health education] are delivered by the class teacher in the classroom, with science, art, Design and Technology, French, music, games, PE, Information Technology and religious studies being taught by subject specialists.

From Year 5 the curriculum is taught by subject specialists.

In Years 3 to 6 every child receives the statutory requirement for literacy and numeracy every day and as preparation for entry into senior school advances this may increase. In literacy and numeracy children may be streamed according to ability. Movement between these sets is regular.

The content of Common Entrance and other exam papers are covered in depth and children have the opportunity to practise typical questions so that each child goes into the exam confident in his/her ability.

PSHE focuses on those issues that are pertinent to the emotional and social development of children: concepts of right and wrong and the nature of relationships, for example, will be covered. Reproduction and relationships are sensitively dealt with in aspects of the upper Key Stage 2 science curriculum.

These are combined with visits from the community nurse for years 5 and 6 when children are shown a video followed by a discussion. This video is available for you to view if you wish. The school's Sex Education policy is also available on request.

### **j) Instrumental Lessons**

Pupils at Fonthill Lodge are able to learn a wide range of musical instruments and currently about two thirds of them take individual instrumental or singing lessons. Please contact Mrs. Nicola Chivers if you wish your child to play any of the following instruments: Flute, recorder, clarinet, saxophone, brass, drums, piano, violin, voice, electric keyboard, acoustic guitar, electric guitar.

#### Notes on the system of Instrumental lessons

- Instrumental lessons take place during the school day and although we try to arrange these at break times some do take the place of curriculum lessons. Instrumental lessons are 30 minutes long.
- Pupils wishing to learn more than one instrument should discuss this with the Head of Performing Arts and the Director of Studies.
- The timetables give times for the whole term and are copied and distributed to each pupil. It is then the pupil's responsibility to ensure that they come to their lessons at the appropriate time and make up any work they miss.

### **k) Games**

The programme of study for PE and games uses the National Curriculum Guidelines in order that a balanced programme of activities is completed at each stage of your child's development. Much emphasis is placed on healthy living and exercising is encouraged whenever possible. Many pupils achieve very good skills and sporting success while at Fonthill and often go on to be awarded sports scholarships at senior schools.

Matches in the majority of our sports are arranged throughout the year. These usually take place on Wednesdays, with most home matches starting at 2.30pm.

Parents are encouraged to come and support their child whenever possible.

If your child is unable to take part in PE or games for health reasons, please send a note to their class teacher and to Mrs. Westwood. Under these circumstances your child will be supervised and asked to read, catch up with other work, or revise.

### **l) French Exchange**

In the Spring, Years 5 and 6 pupils participate in a school exchange visit for 3-4 days in Lille, with a group of children from a French primary school. They stay with the French host families and an exciting programme of activities is planned for their stay.

In the Summer, the French children come to stay in England and this is looked forward to by both French and English alike. The English families in turn host the French children.

This is a very valuable experience and is greatly enjoyed each year by the participants.

### **m) The Library & Learning Resource Centre**

The school has an excellent library which is well stocked, maintained and carefully planned to cater for the learning and recreational needs of the children and staff. The children are encouraged to make use of the library as often as possible and books may be borrowed. Pupils also have specific library lessons.

Parents are most welcome to contribute suitable books to the library if they so wish.

### **n) School Outings & Trips**

During his/her time at Fonthill, your child will enjoy many educational outings. You will be provided with plenty of notice about these and the cost will normally be added to your fee bill. Should any family have difficulty funding these outings, please have a word with the Head.

The staff member in charge will do a risk assessment before each outing. She/he will always carry parent contact details in case of emergency. Every effort is made to ensure your child's safety at the same time as allowing them to have an enjoyable and educational experience.

Children in the Junior School have the opportunity to go on an outward bound residential visit. The children stay together and engage in a range of activities such as archery, abseiling, rock-climbing and team building. Further information will be made available as the date approaches.

### **o) Discovery Week**

Every year the children are given a week of additional enrichment experiences in Discovery Week. Traditionally this is a cross curricular programme of activities, augmented by specialists in the community, designed to supplement the existing curriculum and give the children further insights into a variety of skills and concepts as well as experiences of different cultures and physical and aesthetic aspects of learning. It is very much a "hands on" week and the children learn alongside their friends in other year groups as well as their own. In recent years topics have included Hollywood Dancing, African Drumming, and the challenges of town planning and the skills of Chinese calligraphy.

### p) **Extra Curricular Activities & Clubs**

A wide variety of these are on offer each year according to the staff's expertise and their willingness to stay after school to organise them. They are timetabled both during the school day (at lunch and break times) and after school, and include football, rugby, cricket, netball, rounders, hockey, chess, art, Latin, French/German/Italian, drama, tennis, golf, ball skills, squash and others.

Each child is encouraged to participate in at least one of these activities in order to develop other skills and gain in self confidence and esteem. All children, no matter what their ability, are encouraged to take part and have a go! Children are also encouraged to participate in clubs and activities outside of school.

These normally start within the first two weeks of the Autumn term.

**Chess:** At Fonthill, chess is a unique part of our curriculum. This is a game which greatly encourages pupils to think, concentrate and plan ahead. It provides them with invaluable skills and much enjoyment. The school has an excellent reputation in chess. Pupils win many matches and compete both regionally and nationally. We are proud of the fact that we have produced a number of players of national and international standard over recent years.

**Drama:** School plays are a very important aspect of life at Fonthill Lodge. For many years the school has had an exceptionally good reputation for excelling at drama and our productions have to be seen to be believed. The majority of pupils have the opportunity to participate in some capacity or other and this enables them to develop skills in leadership, teamwork and good communication. It also helps boost their self confidence.

## MISCELLANEOUS

### HOUSE SYSTEMS & PREFECTS

When joining the school, pupils (and staff) are allocated to one of three houses:

- Wakehurst
- Standen
- Nymans

House meetings are held once a fortnight. House captains are elected. Each house has its own board for news and displays. A number of inter house competitions are held during the year and a house picnic day is enjoyed towards the end of the summer term. Each house competes for the house point shield on a fortnightly basis.

Year 6 students are all prefects. They have a prefect's charter, are invested at the beginning of the Autumn term and wear a prefect badge and tie. They have a rota of duties, including working with the younger children, office duties, energy supervision and taking care of the library.

### FRIENDS OF FONTHILL

Friends of Fonthill (FOF) is our parents' association. The aim of the association is to advance the education of the pupils of the school by extending the relationship between parents and staff and by organising activities and fund raising events both within the year groups and across the whole school.

Members of FOF welcome new parents to the school at well organised social events each term. All parents are automatically members of FOF and a small voluntary subscription is included in the fee bills.

The FOF committee particularly welcomes any parent who would like to help organize functions.

Chair: Mrs. Frances Lawler  
Treasurer: Mrs. Sammarco

## UNIFORM

A comprehensive school uniform list is available from the school shop (First Stage, 4a High Street, East Grinstead, RH19 3AS, telephone 01342 313903) or the school office or on the website.

The school's nearly new uniform shop is run at the school by Mrs. Dawn Lewis, who is a parent at the school. Opening times: Thursday mornings from 9.00 – 10.00am  
During school holidays: by appointment with Mrs. Lewis (Tel: 01342 327245)

All uniform and games kit, as well as boots and shoes, need to be marked clearly and permanently with the owner's name. Please ensure that footwear has non marking soles.

It is very helpful if children can tie their shoelaces and tie before they arrive at school.

### a) **Personal Appearance**

Pupils at Fonthill Lodge are expected to take pride in their appearance and we appreciate your support in ensuring that your son or daughter looks smart.

Please do not allow your child to wear jewellery in school (the only exception being small discreet studs for pierced ears and jewellery of religious significance). Studs should be removed or covered with surgical tape (available from the school office). for P.E lessons. Hair should be tidy and tied back in plaits, bunches or ponytails. Extreme hair styles, including colour, "tram lines" and excessive use of gel, are not permitted. Shoes should be sensible, allowing children to run and play actively at breaktime. Fashion shoes are not acceptable.

### b) **Personal Possessions**

#### **Books & Stationery:**

From Year 3, pupils should have a fully equipped, named, pencil case which includes:

- HB pencil
- Eraser
- Enclosed pencil sharpener
- 30cm ruler
- Pair of compasses (Years 5-6 only)
- Protractor

- Safe pair of scissors (rounded edges)
- Glue stick

Plus:

- A set of colouring pencils (in a named case)

Do not allow your child to bring Tippex into school.

We provide all books.

*Pupils must always have games kit – in school!*

Full uniform lists are available from the office.

It is extremely important that all games kit is clearly named. Names on shirts should be sewn on the front left hand side and also on the front of shorts/skirts/tracksuits. Unnamed lost property is disposed of at the end of each term. Please label trainers and boots carefully remembering that they may become caked in mud! We ask that all kit is taken home on Friday evening, washed over the weekend and brought back into school on Monday morning.

Gum shields are required for hockey and rugby (named!)

Shin pads are required for hockey and football (named!)

Football boots, rugby boots and hockey boots must all have studs conforming to British Safety Standards and should bear the “kite” mark. “Blades” are not allowed.

### **Valuable Items:**

Valuable items should not be brought to school as the school cannot accept any responsibility for their safety. Musical instruments are an exception, however, they must be insured and stored in the designated place.

Pupils may not bring mobile phones, personal stereos, MP3 players, ipods, cameras, or any other valuable equipment to school or on any school outing.

Any such item will be confiscated and taken to the school office and parents will be informed.

Parents are strongly advised to insure children’s possessions against loss or damage. You may well have such cover within your home contents policy, but if not or you are at all in doubt, then we recommend you participate in the optional Pupil’s Personal Possessions insurance policy that is available through the school, The termly premium for this will automatically be

included in the fee bill of new pupils however, parents who initially opt out can join at any time. Please contact the office for details.

Borrowing other pupils' kit without permission is not allowed.

### **Lost Property:**

Please ensure that all property and clothing, including games kit that is brought to school is permanently named. We aim to return lost items to their owners swiftly, although if they are unnamed this may prove very difficult.

At some stage your child may come home with one or more items of sports kit that does not belong to him/her. We would be very grateful if you would make sure it is returned to the rightful owner as soon as possible, either directly or via the school office.

### **CATERING**

Breakfast Club is available as an optional extra from 7.45am – 8.00am in the Dining Room. Children are given the choice of a healthy cereal, bread/toast and fruit.

Parents are asked to ensure that their child/children are supplied with a healthy snack to be eaten at morning break. Please ensure that things like chocolate, sweets and crisps are avoided and that fruit or savouries are encouraged.

Studies have shown that levels of hydration make a very real difference to a pupils' concentration levels and learning ability, so we also ask that parents ensure that pupils are supplied with their own water bottle for them to keep with them at all times. The school has a number of water fountains and a filtered water dispenser in the dining hall at which the bottles can be refilled.

The school has a Healthy Eating Policy. The kitchen is managed by fully qualified staff. All our food is prepared at school using locally sourced fresh ingredients whenever possible. We provide a varied and balanced menu, which is low in fat and low in salt. Children sit in mixed age groups at lunch and we encourage the children to try each dish. Vegetarian options and salads are available. The kitchen staff are happy to cater for any special dietary requirements or allergies.

Children staying for prep after 4.00 p.m. will be a light snack. Sandwiches are provided from 5.15 p.m. onwards for children staying to late prep.

A detailed menu is displayed every week in the dining hall, in the front entrance and on the website.

### FEES

Fees are charged termly in advance and are payable by the first day of term. All fees are payable in advance on or before the first day of the term for which they are due. A 2% surcharge per month or part thereof will be charged on unpaid fees. Unless a whole term's notice of withdrawal of a child is given, a term's full tuition fees for the form the child would have attended will be charged.

Every effort will be made to give a term's notice of any change of fees, but the Governors reserve the right to change the fees without such notice.

Optional extra tuition is available in; recorder, piano (from age 6), violin (from Year 1), flute (from Year 3), clarinet (from Year 4), drama, guitar, saxophone, voice and drums. Additional extracurricular activities are also on offer, including the following; football, rugby, hockey, netball, rounders, cricket (summer term only), tennis (summer months only), golf (summer term only), chess, art, drama, gym, and Language clubs. All details and costs are available from the school office. All optional extras, for which there is a charge, are currently charged in arrears and are charged in the following term's fee account. Once a child starts a chargeable optional extra, a whole term's written notice of withdrawal is required, otherwise fees will be charged in lieu. This does not apply to seasonal extras such as golf, tennis, etc.

A scheme whereby payment for fees may be made monthly is available. Details are available from the School office. A small premium is charged for this service.

In the case of a child's absence for all or part of a term, the full term's fees are payable. An optional fees remission insurance scheme, enabling refund of an appropriate proportion of the fees for absence due to illness of more than 5 days, should automatically be included in the fee accounts of new pupils attending 5 days per week and may be excluded if not required.

The School regrets that it is unable to accept responsibility for the loss or damage to personal property of pupils. An optional personal effects insurance scheme, covering a child's property on an "all risks" basis is automatically included in the fee accounts of all new pupils. This can be excluded on request.

We recommend that children participate in the student's personal accident insurance scheme. The small premium is automatically included in the fee account and parents who do not wish their children to participate must notify the School in writing to this effect.

Fees and charges, excluding Registration and Confirmation of Entry fees, are per term unless otherwise stated.

## Scholarships & Bursaries

The school offers a number of scholarships.

The Sealy scholarships are taken in Year 3 .

Shallis Exhibitions including Academic, Sports, Performing Arts, Chess and All Rounder are also available from Year 2.

Scholarship examinations and assessments take place during the Spring Term. A limited number of means tested hardship bursaries are also available.

Details can be obtained from the office.

## WITHDRAWAL OF PUPILS

We would like to remind parents that if a pupil is withdrawn from Fonthill Lodge, for whatever reason, then a full term's notice of withdrawal must be given in writing, addressed to the Head personally. Parents who withdraw pupil(s) without a full term's notice, or before the requisite term elapses, will be liable to pay the full term's fees in lieu of such notice.

## PARKING

We have a large car park with plenty of room for normal, safe, every day use, as long as the following requests to drivers are met:

- *Please* drive with extreme care within the school campus
- *Please* give plenty of room to pedestrians on the drive
- *Please* adhere to the 5 mph speed limit
- *Please* follow the one way system
- *Please* park within the marked bays
- *Please* accompany your child/children to the front door of the school.
- *Please* do not allow your child/children to cross the car park without an adult

Please note that the speed humps are slightly higher in the main area of the car park. If your car is particularly low, or you are concerned about high speed bumps, please park in the first area of the car, i.e. before the gate.

## TRANSPORT

School minibuses are used to transport pupils to a number of different venues for matches, trips and outings. Relevant staff receive regular training and are in possession of appropriate licences. Strict safety procedures and checks are adhered to and pupils are taught the importance and necessity of good and safe behaviour when travelling in a minibus. We would appreciate it if you would reinforce the following with your child/children.

- Always sit quietly in the minibus
- Do not undo your seat belt until instructed to do so by a teacher
- Listen carefully to what your teacher says
- Do not touch the doors or windows unless instructed to do so by a teacher
- Never throw anything, anywhere, while in the minibus
- Do not get into or out of the minibus until you are told to do so by a teacher
- Pay careful attention to what your teacher says you should do when you get out of the minibus

There is a minibus service to provide transport to the school in the mornings. If you feel you would make use of this facility, please indicate this on the return slip also giving your address.

## FURTHER INFORMATION

Available from the school office:

Health & Safety Policy

Behaviour Policy

Child Protection Policy

Discipline & Exclusions Policy

School Trips Policy

Sex Education Policy

Uniform List



**PLEASE COMPLETE THIS FORM AND RETURN TO THE SCHOOL OFFICE**

I/ we have read and understand the Fonthill Lodge School Parents' Handbook for 2009/2010

I/we give/do not give our permission for our child/children to be photographed and filmed on behalf of the school and for those images to be used publicly by the school.

Where possible, both parents should sign please

Signed .....

Print Name: .....

Date .....

Signed .....

Print Name: .....

Date .....

Names of children at the school:

.....  
.....  
.....

Suggestions for future additions to this handbook: