



GIGGLESWICK  
JUNIOR SCHOOL

# Junior School Parents' Handbook



Curious  
Skilled  
Aware  
Passionate  
Creative  
Pro-active  
Resilient  
Assured



The  
Giggleswick  
Learner

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Our Learner Profile defines the character that  
we encourage in our Junior School pupils

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## WELCOME TO GIGGLESWICK JUNIOR SCHOOL

On behalf of the staff and pupils welcome to Giggleswick Junior School. We are looking forward to your child joining us and we take great pride knowing that you have entrusted us with the educational welfare of your child. We believe that the positive atmosphere at GJS will influence the effectiveness of their learning and development. We aim to have a happy, well-ordered school with a family atmosphere, where trust, respect and honesty are key characteristics.

We see the education of each child as a partnership between school and home and look forward to working with you for the benefit of your child. We hope that you will always feel able to visit whenever the occasion arises: you will always be most welcome.

This handbook is intended to assist parents and guardians, and contains much information, some of which you may not need immediately but which you may need to refer to in the future. I would encourage you to read it thoroughly, but please also feel free to contact the School office if you require any further information or have any questions.

James Mundell  
Head of Junior School

July 2018

## **AIMS AND ETHOS**

The aim of Giggleswick School is to provide a supportive and stimulating independent education that prepares confident young people for the opportunities of the adult world.

We do this through promoting our core values of:

**Participation**

**Respect**

**Ambition**

to develop pupils who are:

CURIOUS	Actively enquiring
SKILLED	Preparing for the next stage
AWARE	Caring and responsible
CREATIVE	Imaginative and original
PRO-ACTIVE	Becoming an independent learner
PASSIONATE	Enthusiastic and motivated
RESILIENT	Learning from mistakes
ASSURED	Confident and friendly

*Heather Hancock, Chairman of Governors  
Giggleswick School Strategic Plan 2017-21*

## STAFF LIST 2017 – 2018

### Senior Leadership Team

Head and Deputy Designated Safeguard Lead..... James Mundell  
Assistant Head (Pastoral), Head of Learning Support .....Gail Sismey  
Head's PA and Admissions Secretary ..... Sian Driver

### Staff List

Form tutors .....Ed Roe, Felicity Mundell,  
..... Fiona Davison, Gail Sismey, Deb Horsman, Amanda Western  
Early Years Practitioners..... Maureen Byrne  
Humanities (inc. RE) Year 3 ..... Gail Sismey  
Humanities (inc RE) Year 6, 5 and 4..... Pam Bagot  
Numeracy ..... Ed Roe, Felicity Mundell, Fiona Davison, Gail Sismey,  
..... Deb Horsman, Amanda Western  
Literacy ..... Ed Roe, Felicity Mundell, Fiona Davison,  
..... Gail Sismey, Deb Horsman, Amanda Western  
Computing (R to Year 6).....Ed Roe  
Head of PE and Games.....Fergus Ogilvie  
Girls' Games ..... Fiona Davison and Pam Bagot  
Boys' Games..... Fergus Ogilvie, Ed Roe, James Mundell  
Music..... Liobhan Boylan  
Art and Design..... Nicole McGoldrick  
Science..... Fiona Davidson  
Modern Languages ..... Jo Wulf  
Whole School SENCO ..... Jonathan Curry  
GJS Learning Support Co-ordinator ..... Gail Sismey  
Giggleswick School Chaplain ..... Alex Ladds  
GAP Assistants..... Matthew Standen, Courtney Powell

### CATTERAL HOUSE (Boarding House for children in Years 5 - 8)

Housemistress ..... Christine Gemmell  
Resident Matrons .....Jenny Baldock  
Day Matrons ..... Emma Allen  
Independent Listener for Giggleswick School ..... Ray and Catie Jones

A full staff list showing qualifications is given in the termly Red Book.

## OFFICE HOURS

When the office is closed the phone is diverted to answerphone. Messages will be checked regularly, for a prompt response please use email: [juniorschool@giggleswick.org.uk](mailto:juniorschool@giggleswick.org.uk)

### THE SCHOOL DAY: RECEPTION TO YEAR 6

#### Monday to Friday

08.00	School opens
08.20	Registration
10.40	Morning Break
12.05	Lunch
13.10	Afternoon Registration
<b>15.30</b>	<b>Reception and Key Stage 1: End of School Day</b>
15.30 – 17.30	Early Years and Key Stage 1: After-School Care ends 17.30 hours
17.30 – 18.15	Early Years and Key Stage 1: Extended After-School Care for bus departures at 18.15
<b>17.15 **</b>	<b>Years 3 – 6: End of School Day (collect from Partridge Library)</b>
17.20	Evening Registration for all pupils still in School
17.30	Tea
18.00	Bus Departures
18.00	After School Activities
<b>19.00</b>	<b>After School Activities finish; Day Pupils must go home</b> (collect from Partridge Library)

**\*\*Wednesday – Games Afternoon** - Pupils in Years 3-6 may be collected at 16.00 on Wednesday afternoon provided they are not involved in a fixture or another school commitment. Please ensure you sign them out when collecting.

## CODE OF CONDUCT 2018-2019

### PUPILS' CODE OF CONDUCT

#### **Towards Others:**

As a member of the community of Giggleswick Junior School, I will do my best:

- To make Giggleswick Junior School a happy place where everyone matters.
- To remember that I should be helpful, caring and responsible; a positive role model to others.
- To accept that, though I cannot like everyone, I should not be unkind or rude to anyone.
- To understand that we are not all the same and accept all our differences (beliefs, family background, physical appearance, abilities).
- To **respect** the right of others to work and play without interference.
- To **respect** other people's property and other people's personal space.
- To **respect** other people's opinions.
- To listen to others and not to ignore them.

#### **For Myself:**

I will try:

- To give my best effort, even when I do not like something or find it difficult
- To approach tasks with curiosity, enthusiasm and a motivation to learn, aiming for excellence
- To **participate** fully in all aspects of school life; where possible to join in out of class activities.
- To be resilient and admit to my mistakes, put them right and learn from them.
- To become a pro-active independent learner who is aware and passionate.
- To care for the environment and look to reduce, recycle and reuse.

#### **Towards each pupil:**

As a School we will do our best:

- To provide for you a happy and secure place in which to work and play.
- To listen to and respect your problems, whether work or personal ones, and try to help sort them out.
- To be patient when you find work difficult.
- To praise you when you have tried your best.
- To help you learn from your mistakes through guidance and understanding.
- To take seriously your views and respect your feelings.
- To provide you with many opportunities to develop, succeed, have responsibility and to prepare you for the next stage.
- To help you manage your learning.

**Towards parents:**

We will do our best:

- To care for your child as an important individual within the school community.
- To promote your child's self-confidence, social awareness and growing independence and maturity.
- To identify your child's strengths and weaknesses; to foster the former and improve the latter.
- To recognise and praise good work, good effort and good conduct from your child.
- To ensure that any punishment given to you child is fair, reasonable and worthwhile, and that the reason for it has been understood.
- To provide your child with opportunities for self-fulfilment and success.
- To be available when you have any problem you wish to discuss.
- To inform you promptly if a problem with your child occurs.
- To be professional at all times.

**WHAT WE WOULD LIKE OF PARENTS**

Your role in the education of your child remains is crucial. We believe the best learning is the result of home and school working together.

**We need your support:**

- To provide your child with the optimum conditions for learning by avoiding time out of term unless essential.
- To come and see us promptly if you are not happy with any school matter, rather than conveying your concern to your child.
- To support us on school policy and in the areas of behaviour and dress.
- To let us know immediately if anything happens at home that may affect your child at school.
- To try to help your child understand that we have to consider everybody's interests and to cope with any disappointment positively.

# Giggleswick Junior School: A to Z

## **ABSENCE**

If your child is ill or otherwise unable to get into school on time, it is essential that you **telephone** us and let us know as early as possible. Please contact the School Office and leave a message. It is also helpful for us to know the nature of the illness or reason for absence/late arrival.

Unexplained absence will be followed up by a phone call home to verify the whereabouts of an absent child.

## **AFTER-SCHOOL CARE & ACTIVITIES**

Reception & KS1: After-School Care is available from 3.30 to 5.30 pm Monday to Friday. This is bookable by the hour and charged per hour or part thereof. A cooked tea is served at 4:45pm and children staying for after-school care from 4.30 pm should be collected promptly from the school at 5.30 pm. There is an additional 45 minutes per hour of after school care solely for pupils waiting to depart on buses at 6:15 pm. Please book Extended After School Care via Mrs Western or Ms Horsman.

KS2 (Years 3 – 6): GJS arranges a weekly programme of activities that pupils may wish to participate in; alternatively they can use music rooms to practice instruments. There may be a charge for some activities, payable in arrears via the termly bill. KS2 children staying for after-school activities should be collected from, and signed out from the office at 7:00 pm. Any child not collected by 7:10 pm will be taken to the boarding house to await collection.

## **APP**

A key method for communication with parents and guardians is the School APP available to download from the App Store or Google Play. The APP contains information such as team sheets, contact information and calendars as well as links to the GJS Facebook and Twitter pages.

## **ARRIVING AND DEPARTING**

At the start of each school day the playground gates are opened so that parents and guardians may drive into the school grounds and drop off their children. Children in Years 1 – 6 must arrive in time for morning registration at 8.20 am. If you know you will be arriving late, please telephone the office and leave a message. Children arriving after the start of Period 1 (8.40 am) must report to the office and be signed in.

Cars must **not** park on the playground other than to drop off children in the morning. Please observe the one-way system. Do not leave or park your car in the areas either side of the school gates, which must be kept clear at all times.

**It is very important** that any changes to your normal collection routine are notified to the school; this is purely for your child's protection and safety. We will not allow children to leave school with unauthorised persons and wish to avoid embarrassment or offence. If you know you are going to arrive later than 5.30 pm, please contact the School office to confirm new arrangements.

Parents, guardians and visitors arriving during the day are asked to use the visitors' car park adjacent to the Ghyll Field and to come to the Tower entrance.

Children staying for tea and/or After-School Activities, or not collected by 5.30 pm, will go to tea under the care of duty staff. When you collect your child, please ensure you sign them out from form rooms.

### **BAD WEATHER POLICY**

Should severe weather conditions disrupt the road/transport system, you may feel it is appropriate to collect your child earlier than the stated end of School day time. Please contact the school to seek permission in the usual manner. In an emergency we will always endeavour to accommodate your child in the boarding house.

### **BEHAVIOUR**

Please read the Code of Conduct (pages 5 and 6) very carefully; this is very important to us and central to the smooth-running of the School community. Good behaviour is recognised and rewarded in many ways. Equally, however, sanctions are in place to address lapses in behaviour. Where it is deemed appropriate, detentions will be given. In all such cases, parents or guardians will be notified via a detention slip, which must be signed by parents or guardians and duly returned by the child. We will always give at least 24 hours notice of a detention, but please note that detentions can take place either at break time or lunchtime (see also Behaviour Policy and Rewards and Sanctions Policy available via the website). Your support in this matter is appreciated, as we strive to uphold our Code of Conduct.

### **BOARDING (YEAR 5 & 6)**

Boarders are under the care of Christine Gemmell at Catteral House. If you are interested in finding out more about boarding for your child, or would like to arrange for your child to flexi-board please contact Mrs Gemmell on 01729 893101 or email [cgemmell@giggleswick.org.uk](mailto:cgemmell@giggleswick.org.uk).

### **BREAKAGES**

Any accidental or deliberate damage to Giggleswick property which incurs charges for repair will be charged for.

### **BULLYING AND ABUSE**

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms, and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs and disability, or because a child is adopted or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences. It can occur directly or through cyber-technology (social websites, mobile phones, text messages, photographs and email). Stopping violence and ensuring immediate physical safety is the school's first priority but emotional bullying can equally be as damaging as physical (if not more); which will involve the school having to make our own judgement about each specific case. The school takes matters of bullying very seriously.

Our school will not tolerate any unkind or cruel actions or remarks. Any behaviour that makes other pupils feel uncomfortable or threatened can be described as bullying. This may take the form of physical or psychological violence by an individual or group against another.

All staff and pupils are encouraged to take the issue seriously and to be aware of possible danger signs. School staff will act proactively by gathering information about issues between pupils which might provoke conflict and develop strategies to prevent bullying occurring in the first place. This might involve talking to pupils about issues of difference, perhaps in lessons, in regular school assemblies, form time, and PSHCEe lessons from Reception to Year 6 (which occur weekly) as well as through dedicated events or projects. We also cover 'acceptable use' of information technology and use of social media in PSHCEe, as well as computing lessons, and discuss issues regarding e-safety and cyber-bullying. We work with external agencies, such as the Police, to ensure our pupils, parents and staff work in partnership and are informed about issues related to e-safety.

To help prevent incidences of cyber-bullying at the Junior School, internet use is restricted to school times only and is only used under the supervision of staff. The school uses access restrictions/filters to social media sites as well as other unsuitable websites in order to safeguard pupils. All pupils must sign our ESafety User Agreement and adhere to our Mobile Devices Policy.

Staff themselves will be able to determine what will work best for their pupils, depending on the particular issues they need to address. As a staff we continue to raise awareness of bullying via staff training, so principles of the school policy are understood and legal responsibilities known. Some staff will undertake further training in areas such as special educational needs and disabilities, or LGBT, to understand the needs of all pupils.

Early each new term the Head details specific staff to whom victims of bullying can turn, and urges them to tell **someone**. Pupils are also reminded that they have responsibilities towards one another and that if they witness bullying they should report it. The school has worry boxes situated both upstairs and downstairs for pupils to write concerns in confidence. We also display posters around the school of who pupils can talk to if they are unhappy. As well as our 'Independent Listeners', the telephone number of Childline is also given.

Our Playground Buddies and Student Leadership Team are given a role as extra eyes and ears to spot potential bullying behaviour and are identified as pupils who are there to listen.

To help provide an opportunity to report bullying, pupils from Year 3 upwards complete a questionnaire each term stating whether they feel they have been bullied, what form that bullying has taken and whether they reported the incident or need help with the situation. This also includes a section where pupils can identify areas where bullying may be prevalent.

The GJS SLT review the results of the questionnaire and follows up any problems they may highlight.

All instances and causes for concern should be raised in staff briefings/meetings, and with tutors concerned. A note about how this matter has been addressed is also added to a questionnaire if required.

If your child experiences bullying, please encourage them to talk to his/her Form Teacher or another adult at the school. Encourage your child to report incidents of bullying of other pupils.

If your child is being bullied, encourage them to talk about it, reassure them that something can be done to help. Contact the school. Serious abuse will always be dealt with promptly and in the strictest confidence, having first been reported to the head. Gail Sismey is the Designated Safeguard Lead. A full version of the Anti Bullying Policy is available on the school website.

### **BUS SERVICES**

Morning and evening bus services are available each day, subject to demand, from Skipton, Colne, Grassington, Kirkby Lonsdale, Clitheroe, Lancaster, Menwith Hill and Ilkley. All services arrive at school by 0815. For further information please contact Mrs Alison Harrison 01729 893001 or email [apharrison@giggleswick.org.uk](mailto:apharrison@giggleswick.org.uk).

### **CALENDAR**

A Junior School calendar is sent to all families at the start of term, with details of fixtures and planned events for the coming term. Updates and changes are detailed in the weekly Newsletter, via Bulletin and on the APP. See also 'Red Book' and 'APP'.

### **CCTV**

Please refer to the website for Giggleswick School's CCTV Code of Practice.

### **CHILD CARE VOUCHERS**

Under the Government's work-life balance campaign, all eligible working parents with children up to 16 years old can benefit from childcare vouchers, provided their employer offers the scheme. The scheme benefits both basic and higher rate tax-payers. Subject to meeting specific criteria, childcare vouchers can be used to pay for all types of registered childcare for children up to 16 years old, including day nurseries, nannies, au pairs, crèches, childminders, out of school clubs, holiday schemes, activity clubs and qualifying childcare offered by schools. For further information, visit [www.hmrc.gov.uk/childcare/](http://www.hmrc.gov.uk/childcare/).

### **CHILD PROTECTION AND SAFETY**

Other than at the normal end of day collection time, all parents, guardians and visitors to the school are requested to ring the doorbell in the tower and to wait for staff assistance before entering the building. (See Visitors Policy on the School Website)

Pupils are expected to remain within school grounds at all times during the school day, unless they have been signed out at the School Office by a responsible adult. Children returning to school having been previously signed out that day must report straight to the Office in order to be signed in; likewise, pupils arriving late for school should report to the office before joining their class, so that class registers can be updated.

Children leaving the school premises must always be signed out by the person collecting them; this includes at the end of each School day.

**No parents or guardians are allowed into the children's changing rooms.**

The school has a comprehensive Child Protection Policy that is available upon request, or can be found on our website.

**CLOTHING**

Please see under School Shop and refer to Appendix A for clothing lists.

**COMMUNICATIONS**

Contacting the School: At the beginning of this Handbook is a list of telephone numbers relating to the school. For general enquiries please contact Sian Driver in the School Office, who will redirect your call if she cannot answer your query. Most other enquiries relating to your child should in the first instance, be directed to your child's form tutor. Enquiries relating specifically to boarding issues should be directed to Mrs Gemmell.

Contacting your Child: Please feel welcome to leave a message for your child by phoning the Office. Boarders' post is distributed during morning break.

If necessary, children may phone from the school office during the day apart from during lesson times. Should the child feel they need to make a more confidential call, they may request permission to use the school office phone in private.

Please keep the Head fully informed of any problems or other relevant information that may affect your child; confidential information will be respected.

Information about Giggleswick Junior School: Weekly newsletters are emailed home. Day to day information, notices and announcements, including details of forthcoming sports fixtures and trips will be placed on Parents' Web, the APP and the notice boards in the Tower and around the school; parents and guardians are asked to check these regularly (refer also to Off-site Activities)

Please inform the Office straightaway if you or a child's guardian change address or telephone number.

See also 'Parent-Teacher Meetings', 'Red Book', 'Calendar' and 'APP'.

**COMPLAINTS AND CONCERNS**

We offer an Open Door Policy. Parents are welcome to come into school and speak to staff who are happy to deal with any concerns from parents as they may arise. Please see the school website for a copy of the School's Policy for Handling Complaints.

<http://www.giggleswick.org.uk/junior-school-policies>

**COUNSELLING**

All school staff including matrons, Chaplain and resident tutors are available to any pupil. In addition, Giggleswick School's Independent Listeners are Ray and Catie Jones. They visit the school regularly and are available should children wish to speak with them. There is also access to a Clinical Psychologist via the Medical Centre. (See also Medical Matter).

## DATA PROTECTION

Please see the school website for a copy of the School's Policy on Data Protection and Handling.

## EARLY EDUCATION FUNDING

Early Education Funding is available to all children for up to six terms from the child's 3<sup>rd</sup> birthday please visit the school website for more details. Giggleswick Junior School offers the 15 and 30 hours funding. More information is available from the office. To apply for the 30 hours funding please access the Child Care Choices website. <https://www.childcarechoices.gov.uk/>

## EMAIL

All staff and pupils in Years 3 to 6 have personal email addresses; these take the form of *initials&surname@giggleswick.org.uk*. If in doubt, please contact the office. **Action : Pupils and their parents must sign and return the eSafety Agreement Form in Appendix B.**

## PARENT PORTAL

Parents have access to pupil academic and assessment data via the internet, using a system called Parent Portal. A unique username, password and detailed instructions are sent to you via email. See 'Progress Reports'.

## EXAMS

Pupils in Year 1 and 3 will take INCAS (Interactive Computer Assessments) in September. Year 2, 4 and 6 pupils will take INCAS Assessments in May/June. Pupils in Years 2 to 6 will take end of year assessments in May/June. All new pupils will undertake INCAS assessments on arrival. See also 'Assessment and Reporting Policy' via the website.

## FIXTURES

Team lists and details of times and any travel arrangements are posted on the App and in the Tower in advance; we will always endeavour to give at least 24 hours notice. In the event of cancelled fixtures, an email Bulletin will be sent to parents and a notice placed on the App. Team members are expected to remain at school and to act as hosts to visiting teams, taking them to tea in the dining hall after both sides have showered and changed. Refreshments are also available for parents and guardians following matches.

## FOOD

Pupils are not permitted to bring food or sweets into school. Chewing gum is never allowed. Fruit snacks and drinks are provided for all children at break times, in addition to regular school meals. Exceptions will be made for birthday cakes, please contact the office in advance. All pupils should have two water bottle in school at all times one in school and one for sport. They have access to water from water fountains which are at various locations around the school.

## GOVERNORS

Giggleswick Junior School, including the Early Years, shares Board of Governors with the senior school. The Chairman of Governors is Mrs Heather Hancock. Members of the governing body are listed in the termly Red Book, on the website and on the Junior School calendar. The School's

Bursar is Clerk to the Governors. Correspondence addressed to the Chairman of Governors should be sent c/o M Hodge Esq, Clerk to the Governors, Giggleswick School, Settle, BD24 0DE.

## **HEALTH AND SAFETY**

The School has a comprehensive policy set out in a lengthy and detailed document stating the regulations, procedures and responsibilities to cover our legal and other obligations for the Health and Safety of employees and pupils. If parents and guardians wish, they may see this document by referring to Mrs Driver in the office.

## **HOLIDAYS, EXEATS & HALF TERMS**

Day parents and guardians are welcome to invite boarders home. Please contact Mrs Gemmell in plenty of time if you would like to make such an invitation, in order that he may liaise with the boarder's family.

Exeat Weekends: These are home-visiting weekends, normally two per term, when lessons for children in Reception to Year 6 finish at 1.30 pm on Friday afternoon and recommence at the normal time on Monday morning.

School holidays are generous and school activities continue up to the published end of session. Parents and guardians are respectfully requested to arrange for pupils to leave at the proper time, not before the term (or half term) finishes. On occasions when the Senior School finishes later than Junior School, boarders are always welcome to stay overnight to wait for older brothers and sisters.

Requests for children to be absent during term time, whether for family holidays or other reasons (including boarders' early departure for flights) should be made in writing to the Head, (with a copy to Mrs Gemmell where the request is on behalf of a boarder).

Please note: If a Junior School pupil has an older brother or sister at senior school, please ensure you send copies of requests for early departure or time away to both the Head of Junior School and the older child's Housemaster at senior school.

## **HOMEWORK**

All pupils in Reception to Year 6 will be provided with a Home School contact book which is an important method of communication between home and school. This book needs to be brought into school daily. Parents are encouraged to listen to their children read regularly. Pupils will be given weekly spellings and grammar task, maths activities (via an online area) and occasionally project work, as per our Homework Policy.

## **HOUSE SYSTEM**

The Junior School has three Houses: Whernside, Pen-y-Ghent and Ingleborough. Children and staff are placed in a House and various inter-house competitions take place throughout the year.

## **INFORMATION SYSTEMS FACILITIES AT GIGGLESWICK SCHOOL**

Giggleswick School requires that all those using ICT systems sign an E-Safety User agreement a copy of which can be found at the rear of this Handbook. Detailed regulations and guidelines are published on the Intranet, dealing with areas such as the transmission of defamatory material,

copyright infringement and misuse of ICT and it is very important that all users adhere to these basic rules. Games are not permitted on School I pads.

Pupils in Reception to Year 6 and their parents or guardians are asked to sign and return the agreement regarding use of the ICT systems, which can be found in Appendix B.

### **IPAD LEASING SCHEME YEAR 6**

Further information will be sent to Year 6 parents separately.

### **JEWELLERY AND MAKE-UP**

Jewellery and make-up are not permitted, except that girls may wear one pair of simple stud earrings. Hair must be kept tidy and in a sensible style without colouration, wax or gel, long hair must be tied up at all times.

### **KEY STAGES**

Primary education is divided into three stages:

- Early Years Foundation Stage comprises Nursery and Reception, children aged 3 - 5
- Key Stage One comprises Years 1 and 2, children aged 5 – 7.
- Key Stage Two comprises Years 3 to 6, children aged 7 – 11.

### **LEARNING SUPPORT**

Help with particular educational needs is available. While identification of requirements and general support is included within the fees, there may be an additional charge for individual lessons, published annually with the scale of fees for the academic year. If you have any concerns about your child please contact the Head.

### **MEDICAL MATTERS**

The Medical Centre is staffed 24 hours a day in term time by qualified medical personnel (all of whom are registered nurses with the Nursing and Midwifery Council). The Medical Centre is run by the Senior Sister, under the supervision of the School Doctors, and they are responsible to the Headmaster. The Senior Sister is assisted by three other qualified nurses. The Medical Centre personnel treat all students during term time. All pupils and staff, especially new pupils and employees, are made aware of the location of the Medical Centre. The Medical Centre for the School is situated at Huntsman's, opposite Brookside and next to the school shop. The telephone number of the Medical Centre is 3084 (external 01729 893084). Suitable accommodation is provided for the management and treatment of both in- and outpatients within the Medical Centre.

- a) Pupils in the Senior School must attend the Medical Centre for treatment for all illnesses and members of staff must seek to ensure that pupils do so wherever appropriate.
- b) The Medical Centre staff must examine all cases of sickness referred to them and record the examination and treatment (if any) given in a Treatment Book and on an individual pupil record card. Any further action taken or advised (e.g. to see a Doctor, or sent to Hospital), must also be recorded.
- c) Members of staff and pupils must follow any advice given by the Medical Centre staff.
- d) If a boarding pupil is kept overnight in the Medical Centre for treatment, the Medical Centre staff will notify the pupil's Housemaster/Housemistress. When pupils are

admitted to the Medical Centre for illness/injury the Medical Centre staff will contact parents or guardians as soon as is reasonable.

f) In the event of illness of a Senior School day pupil whilst at school the Medical Centre staff will inform parents as soon as possible, and wherever possible and practical, pupils should be taken home. In the event of illness of a Junior School day pupil whilst at school the Head of the Junior School's PA will inform parents as soon as possible, and wherever possible and practical, pupils should be taken home.

g) If a day pupil is unwell, they should not come into school and parents should contact their family General Practitioner if necessary.

h) A daily Medical Centre report is produced for the Headmaster and Deputies, copies of which are posted, where appropriate, on the staff room noticeboards. This report includes the names of all pupils who are designated 'off games' or activities. Visiting Sick Friends Pupils may visit a friend in the Medical Centre at the discretion of the Sister and the Doctor. Pupils must ask permission to visit and should accept that the answer may be 'no'. Discipline Pupils in the Medical Centre, either at a surgery as a visitor, or as an in-patient, must follow Sister's instructions.

### **THE SCHOOL DOCTOR**

Full boarders are registered through Townhead Surgery. Day pupils and Flexi Boarders should remain registered with their family General Practitioner. During their first year all pupils in Year 7 and above will have a medical examination carried out by the school doctor. Health care on a day-to-day basis is supervised by the Senior Sister, Miss Fiona Hamilton, and her staff. The School doctors attend the Medical Centre on a regular basis. Arrangements are made where necessary for pupils to visit the Townhead Surgery in Settle. If a pupil is ill and admitted to the Medical Centre, or injured in an accident then parents or guardians will be informed. A record of the height and weight of all pupils is made termly. In addition a check is made of visual acuity/colour blindness during their first year for all Junior School day pupils in Year 3 and above. During periods away from School if a boarder requires medical advice they may see another doctor on a temporary basis. Please make sure that boarding pupils only re-register as temporary residents – to avoid recall of the medical records. If parents have any queries about health, or medical inquiries about their children, they should get in touch directly with Sister at the Medical Centre: telephone 01729 893084.

### **Confidentiality**

Contact with a doctor is private and pupils do not have to explain to boarding or nursing staff their reason for making a medical appointment. In accordance with the school medical staff's professional code of conduct, medical information about pupils of all ages will remain confidential. However, there are occasions when the medical staff may need to liaise with the Headmaster and/or Safeguarding Lead and/or other staff; parents or guardians and some information may need to be passed on, ideally with the pupil's consent. School medical staff will only breach a pupil's confidentiality on the very rare occasion when they have failed to persuade that pupil to give consent to divulge information which the medical staff consider needs passing on to a relevant person in the pupil's best interests, or for the protection of the wider school community.

## **Contacting the School Medical Officers**

The School doctors can be contacted by parents (either by telephone or in person) about any specific problem that they have concerning their son or daughter. Appointments can be made to meet the Doctors and they are available by telephone on weekday mornings between 0830 and 0900 - Telephone number: + 00 44 (0)1729 822611.

## **Sister's Surgery Times**

For all routine matters pupils should attend Sister's Surgery at the following times:

Monday to Friday	Saturday	Sunday
0815 - 0840	0815 - 0900	0900 - 0930
1035 - 1105	1135 - 1330	1300 - 1330
1300 - 1430	1745 - 1900	1815 - 1845
1730 - 1900		

The Medical Centre closes at 2200. Any pupil requiring attention after this time must see House Staff, who will inform Sister.

## **Doctor's Surgery Times**

A Doctor's Surgery is held at the Medical Centre on Monday, Tuesday and Thursday at 1330. Senior School pupils, who have an appointment to see the doctor, receive an email at least 24 hours in advance. Occasionally an appointment slip will be put in their study bedroom by Sister. Appointments for Junior School boarders will be arranged by a Catteral Matron. They will be handed an appointment slip on the day of their appointment by a Catteral Matron. Pupils must be prompt for an appointment to see the Doctor. If they are unable to attend they should let Sister know as quickly as possible. Pupils must sit quietly in the waiting area until it is their turn to see the Doctor. Airedale, Wharfedale & Craven Clinical Commissioning Group are responsible for the provision of medical cover out of hours between 1830 and 0800 by dialing 111. At weekends this is from 1830 (Friday) until 0800 (Monday).

## **OTHER SERVICES**

### **Physiotherapy**

The school engages the services of Mrs L Middleton BSc (Hon) MCSP, ACPSEM, SR

Physiotherapist. She runs a clinic at the School Medical Centre once a week. For longer periods of ongoing private treatment a charge is made to parents. Psychologist

The school has engaged the services of a Consultant Clinical Psychologist, Dr. Fiona Randall, BSc, DClinPsy, AFBPsS, CPsychol. The range of psychological, emotional, behavioural and mental health difficulties that she may become involved with includes: early signs of eating disorders, troubled family backgrounds, OCD, self-harm, depression, low mood, anxiety and panic. She undertakes initial assessment of pupils to determine and advise appropriate forms of support and where appropriate provide therapeutic intervention in an ongoing way or identify the appropriate course of action and facilitate further referrals. Referrals for appointments can be made via Sarah Williamson, Deputy Head & DSL, or Dr Hilary Moakes, School Medical Officer.

Appointments are managed via the Senior Sister. There is no facility for pupils to self-refer, although pupils may wish to approach one of the Medical Centre Staff, or Dr Moakes, or the Deputy

Head with regard to seeing the Psychologist. In the majority of cases, permission for referral to the Psychologist will be sought from parents prior to the initial appointment. Where pupils have access to private health care insurance, the Psychologist will invoice insurance companies directly. In other cases, following initial assessment, if an ongoing course of intervention is felt to be appropriate, parents will be contacted by the school to advise them of the service available from Fiona Randall at school, or to suggest a referral via their family GP or the School Medical Officers to CAMHS etc.

Fiona Randall will communicate directly with parents about the progress of her sessions with their child. Further details can be seen on her website: [www.fcrconsultancy.co.uk](http://www.fcrconsultancy.co.uk)

### **Counselling**

The school has a wide and supportive pastoral team, and pupils will always have access to them as well as access to Medical Centre staff and the Independent Listeners. From September 2016, a part-time Counsellor will be available as an additional tier of support for all pupils. Appointments and referrals will be made via the Head of GJS, the Deputy Head or School Doctor and will take place in the Medical Centre.

### **Event Medical Services**

The school employs a private company, Event Medical Services, to provide emergency first aid treatment at most of the rugby and hockey fixtures and some other sporting events in the school calendar. The company provides an equipped vehicle with a paramedic and an emergency medicine nurse and they liaise with and assist the nurse on duty at the School Medical Centre.

### **Care of Teeth & Eyesight**

All pupils should register with a dentist at home and should visit the dentist during the holidays on a regular basis. Routine dental treatment cannot normally be arranged at school. If requested by parents, pupils from abroad can be registered privately with a local dentist. The local dentists will deal with dental emergencies but only on a private basis. Visual acuity is tested at the school medical examination which all new pupils have. Routine assessment of spectacles should be undertaken during the school holidays. The local optician will see boarding pupils who have an urgent problem with their eyesight or glasses.

### **Immunisation & Vaccinations**

a) Tetanus, Diphtheria, Polio and Meningitis ACWY: even with modern treatment tetanus is a very serious disease. Every term large numbers of children have accidents involving skin wounds. Therefore, every pupil should have received a complete anti-tetanus course and such immunity should be maintained by booster doses at approximately ten-year intervals. All pupils in Year 9 will be offered a combined vaccination for Tetanus, Diphtheria and Polio along with one against Meningitis ACWY. The vaccination programme is run by the North Yorkshire Childhood Immunisation Service and further information will be sent to those concerned as it becomes available during the school year. Any older day pupils or flexi boarders who need to catch up with vaccinations should do so at their family GP surgery, for full boarders this will be done via the School Medical Centre (see consent form).

b) The Human Papilloma Virus (HPV) vaccination against cervical cancer is currently being offered by the North Yorkshire Childhood Immunisation Service to all girls when they are in Year 8. An information leaflet and consent form will be sent to those concerned.

c) Immunisation against certain infectious diseases (e.g. Hepatitis A and B, Rabies, Typhoid, Yellow Fever) will be given routinely as health policies and travel arrangements dictate (see consent form). A fee is usually payable for such vaccines and this is added to the school account.

d) Immunisation against Influenza is carefully considered on an annual basis with particular reference to the Communicable Disease Surveillance Centre of the Public Health Laboratory Service. The Department of Health and NHS England continue to roll out a vaccination programme to eventually offer all school children from age 2-17 years a nasal flu vaccine. For the next school year 2016-2017 all 2, 3 & 4 year olds will continue to be eligible for the flu vaccination through their GP. School Years 1, 2 and 3 will now also be eligible for the vaccination. Delivery is likely to be mainly through schools but this will depend on local commissioning arrangements. More information will follow when available.

e) Malaria prophylaxis is supplied for pupils travelling to countries where this is recommended. This is not prescribed free under the NHS, and parents will therefore be charged accordingly on the school account. **INFORMATION REQUIRED FROM PARENTS/GUARDIANS**  
There are important documents that must be completed in full by parents and handed in on a pupil's first day.

All Senior School pupils and Junior School boarders and flexi boarders should hand the following forms to Senior House Staff on the first day of term:

- i) The Yellow School Medical History Card. (This card should be completed as fully as possible. Detailed medical history is essential for medical care)
- ii) Vaccination Programme Consent Form, including Pandemic Flu
- iii) Medical Consent Form for Treatment

Junior School day pupils should bring the following documents and hand them in to the Head of the Junior School's PA on the first day of term:

- i) Emergency Contact & Medical Data Form (this includes Medical Consent for Treatment)
- ii) Pandemic Flu Consent Form Infectious Diseases

The Headmaster's permission must be obtained before a pupil returns to school if he/she has been in contact with any infectious disease such as:

Chicken pox Diarrhoea German Measles Hepatitis

Influenza Measles Mumps SARS

Vomiting (e.g. Norovirus) Whooping Cough Ebola

This list is not exclusive; there may be other serious medical conditions that parents wish to discuss with the School Doctors. Following a bout of sickness or diarrhoea 36 hours should pass before a day pupil or flexi boarder returns to school and they should refrain from swimming in the school pool following a bout of diarrhoea. Parents must inform Sister if their child has had any medical treatment while away from School.

## **PROCEDURES FOR MANAGING MEDICATION**

### **Procedures for managing medication: Junior School (Year 1 - 6)**

- With the exception of asthma inhalers, Junior School pupils may not keep medication in their possession, whether prescribed or over the counter unless agreed with parents and medical centre (e.g. EpiPen).
- Pupils requiring the administration of any medication (whether prescribed, over the counter or homeopathic remedies) during the school day must bring the medicine in its original dispensing packaging; a form, available from the Head's PA must be completed by parents and returned along with the medicine. This will be kept and dispensed by Catteral Matrons, the Head's PA or Early Years Staff as appropriate.
- Parents sign consent forms for the administration of medication for 'aches and pains' 'coughs and colds' and 'upset stomachs' (see Emergency Contact & Medical Data Form, which includes Medical Consent for Treatment and is contained in the Junior School Parents' Handbook). The Head's PA will inform day parents of any administration of medicine to a Junior School pupil from Y1 – Y6. Early Years staff will administer medicine and will inform parents of Nursery and Reception children.
- If pupils require significant medical treatment via Catteral Matrons or the Medical Centre, contact with parents will be made by such parties. Minor bumps that do not need the attention of Matrons or the medical centre must be logged in the accident book as for any other accident/injury. The EYU staff will personally contact parents of pupils accessing the Unit by telephone or at collection times regarding any injuries.

### **Procedures for managing medication:**

#### **Self-Medication**

Self-medication is not normally appropriate for pupils in the Junior School. Senior School pupils may only have medication in their possession with the permission of the School Medical Centre staff and the agreement of the Senior House Staff (although there will be exceptions to this when confidentiality must be respected). Unauthorised medicine will be confiscated. A pupil's ability to self-medicate is assessed on their age and their competency. The School Medical Centre staff must assess each case individually and check that the pupil is able to understand in broad terms the nature and purpose of the treatment and to be able to weigh the risks and benefits involved and the alternatives. The member of staff must be satisfied that the pupil has retained the treatment information although the degree of understanding will vary with the nature of the treatment. The pupil must sign a self-medication form at the commencement of treatment.

## **PANDEMIC INFLUENZA**

In line with recommended practice the school has a contingency plan in place for a possible future flu pandemic. The plan is continually reviewed and updated in consultation with the Medical Officers. The main elements of the plan are as follows:

- During a flu pandemic all non-essential meetings, away sports fixtures etc will be cancelled.
- Pupils will be educated about ways to prevent the spread of viruses through PSHCEe/C4L lessons and other means.
- Wherever possible, infected pupils should be looked after at home to prevent transmission to other pupils.

- Pupils who have flu or those who have been in close contact with flu victims should not return to school after holidays or Exeats until they are advised that they are no longer infectious.
- Pupils at school with symptoms of flu will be separated from other pupils and may be sent home or to their guardians wherever possible.
- In rare cases infected pupils may need to be admitted to hospital.
- In exceptional circumstances the school may have to close (for example as a result of an Environmental Health Office Directive or widespread illness of staff).

It is worth noting that during the 1957 pandemic 90% of children at boarding schools in the UK developed flu but most schools still returned to normal within 4 weeks. The following advice is extracted from the UK Chief Medical Officer's Contingency Plan for Pandemic Flu and contains relevant information:

### **Personal and respiratory hygiene**

People can reduce but not eliminate the risk of catching or spreading influenza during a pandemic by:

- Covering their nose and mouth when coughing or sneezing, using a tissue when possible.
- Disposing of dirty tissues promptly and carefully – bagging and binning them.
- Avoiding non-essential travel and large crowds whenever possible.
- Maintaining good basic hygiene, for example washing their hands frequently with soap and water to reduce the spread of the virus from their hands to their face, or to other people.
- Cleaning hard surfaces (e.g. kitchen worktops, door handles) frequently, using a normal cleaning product.
- Making sure their children follow this advice.

If someone catches flu they should:

- Stay at home and rest.
- Take medicines such as aspirin, Ibuprofen or paracetamol to relieve the symptoms (following the instructions provided with these medicines). Children under 16 should not be given aspirin or ready-made flu remedies containing aspirin.
- Drink plenty of fluids.

Flu viruses change all the time. A vaccine closely matching the specific virus in a pandemic will not be available for the first wave of the pandemic. However, the School Medical Officers would like to be in a position to immunize as many pupils as possible as soon as it is made available by the Department of Health. As such we would request that prior consent is given for immunization of your child. Please see the vaccination consent form in the Parents' Handbook.

### **MOBILE PHONES AND DEVICES**

Day pupils should not bring mobile phones into school unless instructed to do so. Those travelling to and from school by bus may wish to use mobile devices during the journey, all devices must be handed in at the office on arrival at school, they can be collected from the office at the end of the day. Boarders must leave their phone in the care of Mrs Gemmell during the school day. All devices brought into school must be CLEARLY NAMED. All pupils and parents should sign and return the eSafety User Agreement.

## **MUSIC TUITION**

We are keen to discover and develop musical talent in our pupils. Practical lessons form part of the weekly timetable for all children and many also opt for individual tuition, music tuition is available in a wide range of instruments and in voice. If a pupil is undecided on an instrument, they may be offered an advisory lesson to determine suitability for a particular instrument, forms are available from Mrs Driver in the office. Please contact Mrs Wells in the Music Department (tel. 01729 893114). Fees are published annually along with the scale of fees for the coming year.

Trial lessons will be organised as soon as time becomes available in the appropriate teachers' timetable and do not attract a fee. Once a trial has been completed and, in the opinion of the relevant instrumental teacher, it would be appropriate for the pupil to have lessons, parents or guardians would be asked to complete an Individual Music Lesson form. This form authorises the school to make the appropriate charge on the termly bill and parents' attention is respectfully drawn to the Terms and Conditions on the reverse of this form before committing their child to lessons.

Once the completed Individual Music Lesson form has been received by the Head of Instrumental Music, lessons will commence as soon as a space can be found on the instrumental teacher's timetable. In the event that the teacher is already full, names will be added to a waiting list.

### **Taking on More than One Instrument**

We recommend a maximum of 2 instruments be studied in school from Year 5 and only 1 studied before Year 5. This recommendation is based on the following factors which parents and guardians are advised to think about when considering an additional instrument.

### **Time out of other lessons**

Individual music lessons require pupils to miss other timetabled lessons (1 single period per week per instrument). While every effort is made by the music department to ensure that no single other subject is missed regularly, inevitably pupils will miss classroom work. With speech and drama lessons and learning support lessons also operating in this way, pupils can end up missing a number of class lessons in a week and this can place them in a stressful position. The aim is to have a good balance between extra-curricular commitments and core academic work for each child individually.

### **Commitment to Practice**

We recommend that pupils should practise their instruments for around 15 minutes 3 times a week. This is per instrument. Each additional instrument will add a further 15 minute, 3 times a week commitment. Please take into consideration this time investment and whether it can realistically be fitted into your child's day.

### **Giving Notice**

A half-term's notice of the intention to discontinue lessons is required in writing to the Head of Instrumental Music. A half-term's fees in lieu of notice are payable where notice is not given. It is not necessary to reapply for lessons at the start of the new academic year; it will be assumed that lessons are still required until written notice is received.

## **NAME TAPES & NAMING CLOTHING**

Please ensure all clothes and shoes are clearly named – Day pupils and Boarders alike. We accumulate a lot of lost property during a term and without names it is impossible to reunite it with its rightful owner. Nametapes can be ordered from school by contacting Catteral matrons on 01729 893109. Clothing bought during term is to be named at once; name tapes should be sewn on flat and not in a looped position.

**Please ensure all clothes, shoes and personal belongings (including boarders' games and other possessions) are clearly named.** This is equally important for Day pupils and Boarders as un-named clothing can rarely be traced back to its owner.

The School Laundry washes over 2000 shirts, 2000 pairs of socks etc each week so ALL belongings must be clearly named. Use a permanent marker to put names in tracksuits as well as name tapes. A supply of spare nametapes should be sent to the Sewing Room.

## **OFF-SITE ACTIVITIES (INCLUDING FIXTURES AND SCHOOL TRIPS)**

Where possible, the dates for trips and sports fixtures are included in the termly Red Book and on the Junior School Calendar sent home each term. We will always endeavour to give at least 24 hours notice of teams and fixture arrangements and details will be placed on the App, Parents' Web and notice board in the Tower.

The nature of the school and its curriculum will inevitably involve your child travelling off campus, whether for sports fixtures, trips or visits. Transport may be provided by school minibus, chartered bus or, in some cases, staff vehicles. Where such activities fall within the normal curriculum, parental permission will be deemed to have been granted for all such activities upon receipt of the signed consent form given in Appendix B.

Where a trip is optional or voluntary, or involves an overnight stay/late return, or includes activities beyond the normal curriculum, or incurs a charge to individual pupils, parents and guardians will be asked to complete and sign a consent form, which must be returned to the staff in charge before the pupil can take part. A Year 6 residential trip is organized during the summer term and a Year 5 overnight trip is organised during the spring term. Parents are asked to contribute towards the cost of the trip. Further information is sent to Year 6 parents during the Autumn term.

In line with our Health & Safety Policy all School activities are risk assessed, regardless of whether or not trip-specific parental consent is requested.

## **OUTDOOR ACTIVITIES**

It is the policy of the School to encourage outdoor activities pupils are encouraged to keep a pair of wellies or trainers in school at all times. Every care is taken to ensure the pupils' safety and no children are allowed out of school grounds without adult supervision. Pupils going onto the local hills and fells will always be accompanied by an adult leader and given careful instructions about adequate dress, equipment, food, route, etc.

## **OVERNIGHT STAYS BY DAY PUPILS**

Occasional boarding for Day pupils is available, subject to space. Please contact Mrs Gemmell to enquire about availability. Please refer to the Bursar's Notes in Appendix A for information about the charges.

## **PARENTS' ASSOCIATION**

The Giggleswick School Parents' Association exists to promote closer links between families, the school and each other; events are advertised in the weekly Newsletter. All Junior School families, from Nursery to Year 6, are automatically members and a copy of the constitution is sent to all families when their child joins the school. A nominal subscription applies per family from Reception class upwards, although Nursery families are equally welcome to join all the Association's activities. The subscription is charged on the autumn term bill for the eldest child in each family.

## **PARENT/GUARDIAN -TEACHER MEETINGS**

Form Tutor meetings are usually held in the Autumn Term prior to half term. Parent/Teacher Meetings are usually arranged in the Spring term to coincide with the start of an exeat or half-term holiday. The dates are advertised in the Red Book and on the Junior School Calendar. If the published date is not convenient (in particular for boarders' parents/guardians), please contact your child's Form Tutor or the office to discuss alternative arrangements.

## **PASTORAL CARE**

The happiness, development and welfare of each individual child are of vital importance and is the responsibility of all members of staff, supported by codes of conduct and a formal pastoral structure. Communication with parents/guardians is central. Bullying and antisocial behaviour are not tolerated and there are explicit policies for dealing with inappropriate behaviour. School Policies are available for parents and guardians to see on request to the Office and via the website.

## **PHOTOGRAPHY AND MEDIA**

From time to time the School takes photographs of pupils (including video) for use in the prospectus and other promotional materials, including the School's website. Photographs of pupils participating in school activities, such as sports teams, or those who have achieved something newsworthy may be sent to newspapers or magazines. In line with the School's Pupil Data Protection policy, photographs of pupils appearing on the **School's website** will not, under any circumstances, be accompanied by their full names. All parents are required to complete and return the Photography Consent Form (in full) at the rear of this Handbook,

## **PHOTOGRAPHY AND RECORDING BY PARENTS/GUARDIANS**

During school events, fixtures and performances parents and guardians are usually welcome to take pictures of their children. Occasionally copyright issues may prevent us from permitting the filming or recording of some plays and concerts. In these instances an announcement will be made and a statement will be placed in the programme.

Flash photography is not permitted during productions.

Please note that any images taken are for individual family viewing and should not be posted or distributed in any way, for example on websites such as YouTube, Flickr, Facebook etc.

## **POLICIES**

School policy documents exist to assist the Governors, Head and Staff in the running of the school. At all levels we attempt to constantly review these documents to ensure that we are reflecting best practice, changes to regulatory requirements and advice given from a range of sources such as the North Yorkshire Safeguarding Children's Board, the Boarding Schools Association as well as the Department for Education.

There are documents relating to the Governing Body Board Policy, curriculum delivery and general operational matters. Some policies are related to the Junior School whilst others are shared with the senior School. Copies of most policies are available for parents from the office should you wish to see them. Policies are also available to read or download from the school's website. <http://www.giggleswick.org.uk/junior-school-policies>

Policies available include:

Most Able Policy

Admissions Policy

GJS Anti Bullying Policy

Assessment, Recording and Reporting Policy

Behaviour Policy

Curriculum Policy

Complaints Procedure

Data Protection Notice

eSafety Policy

First Aid

Medical Policy

First Aid Policy

Safeguarding Policy (Child Protection)

Special Educational Needs and Disability Policy (SEND)

English as Additional Language Policy

The School's Safer Recruitment Policy and Procedure is available on the vacancies section of the website. A copy of the school's comprehensive Health and Safety Policy is available from the Bursary.

## **PROGRESS REPORTS**

Parents and guardians are always welcome to get in contact with their child's form teacher at any time; you can speak with them at the start and end of the day or phone the office and leave a message for them to call you.

### Years Reception to 6:

Autumn Term:	Preliminary Parent-Form Teacher Meetings
	Pupil Development Report (half term)
	Pupil Progress Report (end of term)

Spring Term:	Full Parent-Subject Tutor Meetings Pupil Development Report (half term) Pupil Progress Report (end of term)
Summer Term:	Pupil Development Report (half term) Pupil Progress Report (end of term)

Reports will be available on the Parent Portal, hard copies available on request.

Nursery: For details of the reporting process for Nursery, please refer to the EY Handbook.

### **PUPIL VOICE**

There are opportunities for pupils to take on positions of responsibility within GJS, these include School Council, School Leaders, Librarians, Eco Committee, Sports Captains, Choir Captains etc.

### **READING BOOK BAG**

All pupils must have a reading book bag for carrying books and stationery between home and school. These are available from the School Shop.

### **RED BOOK**

A copy of the Giggleswick School 'Red Book' is issued to every family at the start of each term. The Red Book includes full staff and pupil lists, important telephone and contact details and a diary detailing both Junior and Senior School events for the coming term.

### **SCHOLARSHIPS AND AWARDS**

Pupils in Year 6 may be entered for 11+ scholarship awards which take place in the January prior to transfer. These awards are for pupils displaying an exceptional academic, musical, drama or sporting talent. If you would like to discuss the opportunities available for your child at Giggleswick senior school, please make an appointment to see Mr Mundell by telephoning the School office. A Scholarship Club for pupils in Year 6 is available during the Autumn Term. Further information about Senior School Scholarships is available from the Admissions department at Senior School.

### **SCHOOL SHOP**

Telephone 01729 824896 Email: [schoolshop@giggleswick.org.uk](mailto:schoolshop@giggleswick.org.uk)

School uniform should be bought from the School Shop, which is situated on the Giggleswick campus. The shop is run by Mrs Bellis. Items of School uniform and approved sportswear can be obtained only at the school shop, which also stocks other sportswear items at competitive prices.

During term time the shop is open daily for a short period on weekdays and at other times by prior appointment only with Mrs Bellis. Parents and guardians are kindly asked to contact them at the shop, leaving a voicemail message if necessary. Your call will be returned promptly.

A second-hand uniform shop is run by Mrs Turnbull. See Uniform Exchange.

### **SPEECH AND DRAMA**

In association with the English and Drama Departments, Mrs Susan Butler teaches Speech and Drama to private pupils. Lessons encourage pupils to develop confidence in speaking and performance skills and they are given the opportunity to study voice, movement, verse, literature

and theatre, including Shakespeare, mime and improvisation. Provision is made for pupils to take London College and LAMDA examinations, following both syllabi, although these are not compulsory. Fees, including exam fees, are published annually along with the scale of school fees for the coming year. A booking form is available from the Office.

### **SPORT - YEAR 3 - 6**

Games lessons commence on the first day of term. Parents and guardians are asked to note carefully the policy on Sports and Safety Equipment below and to make arrangements accordingly.

Girls in Year 3 and boys from Year 4 and above are involved in contact sports, in particular hockey and rugby. Due to their rigorous nature, these sports involve potential risk of injury. While it is school policy, through sound teaching and coaching methods, to reduce these risks, accidents do sometimes happen. Providing your child with the correct protective items for these sports can help reduce the effects of any contact injuries.

As with all personal property at school, please ensure each item of sports equipment and kit is clearly named.

- **Mouthguards (Year 3 to 6 girls and Year 4 to 6 boys)**

In accordance with guidelines set down by the major sporting bodies including the Rugby Football Union and English Hockey Association and clear directives from the British Dental Association (BDA) this school strongly recommends that a custom made mouthguard be worn in all practice sessions and games. Neither the school nor the BDA endorse the DIY 'boil and bite' style mouthguards.

- **Football/Rugby Boots**

All boys should return to school with a pair of boots that fits them. Football boots may suffice for playing Rugby, but the screw-in studs on football boots may not be legal for Rugby. It is wise to purchase studded boots, rather than the football 'blades' as they give more grip. Please ensure that any screw-in studs show the British Standard Kite Mark and that they are put in to replace the football screw-in studs before the start of term.

- **Hockey Boots**

For the Astroturf pitch, either proper 'astro' boots or clean trainers must be worn.

- **Shin Pads**

All pupils playing Football or Hockey must wear a pair of shin pads for both practice sessions and matches. Football's governing bodies made this recommendation some years ago and our school policy is to follow this advice and to carry it into our policy where Hockey is concerned.

- **Drinks Bottles**

Two personal drinks bottle are required by all children so that your child can take in fluids as necessary during lessons and on the games field.

Please note: Children are expected to take part in all sports and PE lessons. If your child needs to be excused for any reason, please let us know in **writing** stating the nature of injury/illness and predicted length of time off activities.

## **STATIONERY AND CLASSROOM EQUIPMENT YEAR 3 - 6**

All children should come to school equipped with the following items of stationery:

Pencil case (named)	30 cm Ruler
HB pencils	Basic calculator
Coloured pencils	Pencil Sharpener
Eraser	Water bottle
Berol Style Handwriting pen (NOT biro)	<b>Reading Book Bag</b>

Children must not have 'Tippex' in any form, nor assorted 'gel' pens (scented or otherwise), for which use is extremely limited.

### **TERM DATES**

Term dates are planned as far ahead as possible and are published on the School's website, the App and on the inside front cover of the termly Red Book and on the Junior School Calendar. Parents and guardians are asked to arrange for pupils to leave at the proper time, not before the term finishes. For boarders travelling overseas, please contact the Head if flight schedules are likely to require early departure or late return outside published dates.

On occasions when Junior School breaks up the evening before senior school, boarders are welcome to stay over at Catteral to wait for older brothers and sisters at senior school.

### **UNIFORM, HAIR AND JEWELLERY**

Uniform should always be clean, smart, tidy, and appropriate to the occasion. A comprehensive list of school clothing requirements is given in Appendix A. See also 'School Shop' and 'Uniform Exchange'. Hair should be tied up at all times if collar length or longer. Hair accessories should be simple and discrete (bow and ribbons should not be worn). Watches and plain stud earrings can be worn, no other jewellery is permitted.

### **UNIFORM EXCHANGE**

The Uniform Exchange is happy to receive items of uniform, clean and still in good condition, for sale. Parents or guardians receive 75% of the sale price and the rest is used for projects around the school. Opening hours are advertised in the Newsletter and on the noticeboards, or appointments can be made on 01729 893000.

### **VISITING SCHOOL**

Parents and guardians are always welcome at the School, for matches, concerts, plays, Chapel and other special events as listed in the Calendar and Red Book. On match days, refreshments are available for parents and guardians in the dining room. Parents and guardians are also invited to support our 'Away' teams; team lists with travel arrangements and times are published in advance, and posted on the notice board in the Tower, the App and on Parents' web.

### **WITHDRAWAL FROM THE SCHOOL**

Parents and guardians are reminded that, if a pupil is to leave the School at the end of term, notice must be given to the Head, in writing, by the first day of that term. It is assumed that pupils in Year 6 will move up to Giggleswick Senior School after the summer term unless a term's notice is given.



## A1: RECEPTION CLASS, YEAR 1 & YEAR 2

Most items of uniform may be purchased from any High Street retailer, however **items in bold** must be of the approved School pattern/colours and purchased at the School shop.

### RECEPTION CLASS, YEAR 1 & YEAR 2

GIRLS	BOYS
<b>School Kilt &amp; Black Tights</b> Plain white (collared) polo shirt <b>GJS Red jumper</b> Black shoes	<b>Charcoal Grey shorts or trousers</b> Plain white (collared) polo shirt <b>GJS Red jumper</b> Grey socks Black shoes
*Summer term: <b>Red School dress &amp; White Socks</b>	
<b>PE Shirt</b> <b>PE Shorts</b> <b>PE Socks</b> Black pumps Outdoor trainers <b>School Swimsuit</b>	<b>PE Shirt</b> <b>PE Shorts</b> <b>PE Socks</b> Black pumps Outdoor trainers <b>School Swimming Trunks</b>
<b>Red Coat</b> Black jogging bottoms Red sweatshirt Wellington Boots <b>Reading Book Bag</b> <b>Water bottle</b> <u>OPTIONAL ITEMS:</u> <b>School Scarf</b> <b>School Hat</b> <b>School 'Legionnaire' Sunhat</b> (summer)	

## A2: KS2 (YEAR 3 – 6) BOYS' UNIFORM

Quantities shown are required for all boarding pupils being set to accommodate the School's laundry routines. Parents and guardians of Day pupils may like to use these quantities as a guide when purchasing School uniform. All items/articles must be clearly named with woven name tapes, which may be re-ordered through the Sewing Room. **Items in bold must be of the approved School pattern/colours** and should be purchased at the School shop, where many other items are also available.

Qty	
<b>DAY WEAR</b>	
<b>1</b>	<b>Red School Coat</b>
1	Black <u>Flat</u> Shoes
3	<b>Pairs School Grey Shorts</b> and
6	Pairs Grey knee-length socks <b>OR</b>
3	<b>Pairs Long Charcoal Grey School Trousers</b> and
6	Pairs Grey ankle socks
<b>2</b>	<b>Red Pullovers</b>
8	White Shirts (short or long sleeved)
<b>2</b>	<b>School ties</b>
<b>SPORTS WEAR</b>	
<b>2</b>	<b>PE Shorts</b>
<b>2</b>	<b>PE Polo Shirts</b>
<b>2</b>	<b>Black Shorts</b>
<b>2</b>	<b>Rugby Shirts</b>
<b>2</b>	<b>Games Socks (Hoops)</b>
<b>2</b>	<b>White Ankle Socks</b>
<b>2</b>	<b>Swimming Trunks &amp; Swim Hat</b>
<b>1</b>	<b>Track Suit</b>
2	Bath Towels (not Bath Sheets)
1	Indoor Trainers
1	Outdoor Trainers
1	Running Shoes (optional)
1	Rugby/Football Boots (n.b. with kite-marked Studs, NOT blades)
1	Cricket Shoes (summer term) (optional)
1	Shin pads
1	Mouthguard (dentist-fitted or School fitted by Opro in September)
1	Water bottle for use during Games lessons
<b>1</b>	<b>Blue Net Games Bag – 60cm x 80cm</b>
<b>1</b>	<b>School Sports Holdall</b>
<b>GENERAL</b>	
<b>1</b>	<b>Pull-on Hat - School colours</b> (optional)
1	Black woollen gloves (optional)
<b>1</b>	<b>Scarf – school colours</b> (optional)
1	Pair of Wellingtons
<b>EQUIPMENT</b>	
Pencil case (named)	30 cm Ruler
HB pencils	Basic calculator
Coloured pencils	Pencil Sharpener
Eraser	<b>Reading Book Bag</b>
Berol Style Handwriting pen, Year 4 and above (NOT biro)	Classroom water bottle

<b>BOARDERS' CLOTHING</b>	
3	Vests (optional)
6	Pairs of Pants
	<i>n.b. Underwear must be suitable for mass laundry and repair.</i>
2	Pairs of Trousers
2	Jumpers
2	Tops
1	Anorak or similar
1	Pair casual Shoes
1	Smart outfit for special occasions
1	Dressing Gown (with belt sewn on)
3	Pairs of Pyjamas
1	Pair of sensible Bedroom Slippers
1	Duvet (standard single)
2	Duvet Covers
2	Bath towels (not Bath sheets, please!)
6	Handkerchiefs
1	Sponge Bag with Nail brush, Toothbrush & Toothpaste, Shampoo (x2), Deodorant (non-aerosol), Sun Block
2	Face flannels
1	Nail Clippers
1	Envelope with spare name tapes
1	Overnight bag
1	Lockable box for storage (please attach a label to spare keys and pass to matron)
	Shoe Polish
	Stationery/Postage stamps (optional)

**PLEASE DO NOT BRING EXTRA CLOTHING BESIDES THAT LISTED ABOVE.  
STORAGE SPACE IS LIMITED.**



### A3: KS2 (Y3-6) GIRLS' UNIFORM

Quantities shown are required for all boarding pupils being set to accommodate the School's laundry routines. Parents of Day pupils may like to use these quantities as a guide when purchasing School uniform. All items/articles must be clearly named with woven name tapes, which may be re-ordered through the Sewing Room. **Items in bold must be of the approved School pattern/colours** and should be purchased at the School shop, where many other items are also available.

Qty	
<b>DAY WEAR</b>	
<b>1</b>	<b>Red School Coat</b>
1	Black <u>Flat</u> Shoes (laced or with a bar)
<b>2</b>	<b>School Kilts</b>
<b>2</b>	<b>Red Pullovers</b>
<b>8</b>	<b>White Open-Neck Blouses</b>
<b>6</b>	<b>Black Tights and/or Black Knee-length Socks</b>
<b>2</b>	<b>School Dresses</b> (summer term) optional
6	White Ankle Socks – not trainer socks (summer term)
<b>SPORTS WEAR</b>	
<b>2</b>	<b>Polo Shirts</b>
<b>2</b>	<b>Black Cycle Shorts</b>
<b>2</b>	<b>Games Socks (Hoops)</b>
<b>2</b>	<b>White Socks</b>
<b>1</b>	<b>Black Hockey Skirt/Skort</b>
<b>1</b>	<b>Swim Suit &amp; Swim Hat</b>
<b>1</b>	<b>Track Suit</b>
2	Bath Towels (not Bath Sheets)
1	White Indoor Trainers
1	Outdoor Trainers
1	Running Shoes (optional)
1	Astro Boots & Gloves (optional)
1	Hockey Stick
1	Shin pads (with ankle guards)
1	Mouthguard (dentist-fitted or School fitted by Opro in September)
1	Water bottle for use during Games lessons
<b>1</b>	<b>Blue Net Games Bag – 60cm x 80cm</b>
<b>1</b>	<b>School Sports Holdall</b>
<b>GENERAL</b>	
<b>1</b>	<b>Pull-on Hat - School colours</b> (optional)
1	Black woollen gloves (optional)
<b>1</b>	<b>Scarf – school colours</b> (optional)
1	Pair of Wellingtons
<b>EQUIPMENT</b>	
Pencil case (named)	30 cm Ruler
HB pencils	Basic calculator
Coloured pencils	Pencil Sharpener
Eraser	<b>Reading Book Bag</b>
Berol Style Handwriting pen, Year 4 and above (NOT biro)	Classroom water bottle

<b>BOARDERS' CLOTHING</b>	
3	Vests (optional)
3	Bras (when needed)
6	Pairs Knickers
	<i>n.b. Underwear must be suitable for mass laundry and repair.</i>
2	Skirts or Pairs of Trousers
2	Jumpers
2	Tops
1	Anorak or similar
1	Pair casual Shoes
1	Smart outfit for special occasions
1	Dressing Gown (with belt sewn on)
3	Nightdresses or Pairs of Pyjamas
1	Pair of sensible Bedroom Slippers
1	Duvet (standard single)
2	Duvet Covers
2	Bath towels (not Bath sheets, please!)
6	Handkerchiefs
1	Sponge Bag with Nail brush, Toothbrush & Toothpaste, Shampoo x2, Deodorant (non-aerosol) Sun Block
2	Face flannels
1	Nail Clippers
1	Envelope with spare name tapes
1	Overnight bag
1	Lockable box for storage (please attach a label to spare keys and pass to matron)
	Shoe Polish
	Stationery/Postage stamps (optional)

**PLEASE DO NOT BRING EXTRA CLOTHING BESIDES THAT LISTED ABOVE.  
STORAGE SPACE IS LIMITED.**

## **A4: BURSAR'S NOTES FOR PARENTS AND GUARDIANS**

TO CONTACT THE BURSAR, PLEASE TELEPHONE HIS SECRETARY ON 01729 893015. OFFICE HOURS ARE 0900 – 1700.

### **PAYMENT OF ACCOUNTS**

Parents and guardians are reminded that payments of the account for School fees and expenses is due in full on or before the first day of the next term. Interest is automatically charged on a weekly basis at the rate of 2% per month or part thereof on all overdue accounts.

**Parents and guardians are advised that our preferred method of payment is by bank transfer. Please see our bank details below. We also accept payment by cheque, made payable to 'Giggleswick School' or direct debit.**

The School Bank details are as follows: -

<b>Bank Address</b>	Barclays Bank, Settle Branch P O Box no. 1, 49 High Street, Skipton, BD23 1DH
<b>Bank Sort Code</b>	20 78 42
<b>Bank Account Name</b>	Giggleswick School
<b>Bank Account Number</b>	30890340
<b>IBAN Number</b>	GB71 BARC 2078 4230 8903 40
<b>Swift Code</b>	BARCGB22

Please always quote either the pupil name (surname and initials) or the invoice number as the reference.

### **Payment by Direct Debit**

The Governors appreciate that parents and guardians are now so well accustomed to paying their household bills by direct debit (the mortgage, council tax, insurance premiums and utility bills for instance), that it seems only reasonable to make available similar arrangements for the payment of school fees.

The School has entered into an arrangement with School Fee Plan (SFP) to administer a direct debit collection scheme on our behalf. This scheme allows you to spread the cost of school fees, including extras, by monthly instalments.

A competitive service charge will be made for this facility. There is no long-term commitment, since you can revert to paying in full on the first day of each term at any time, if you so wish.

If you would like to avail yourself of the option to spread the payment of fees, we will send you information about the scheme.

### **Deposits**

If a place is offered a deposit is payable on acceptance. The deposit for overseas pupils resident outside the EU is half a full term's Senior School boarding fee per pupil; the deposit for all other pupils is £500. The deposit will be repaid by means of a credit without interest against the final payment of fee extras or other sums due to the School on leaving. Until credited, it will form part of the general funds of the School. Deposits should normally be paid by cheque or bankers draft made payable to '**Giggleswick School**'.

### **Queries on Account**

If there are any queries about any item, please contact the Bursary so that investigations and adjustments can be made.

### **Old Giggleswickian Club**

The subscription for full life membership of the Old Giggleswickian Club is incorporated into the school fees.

Currently, members of the OG Club receive, every year, two free copies of their newsletter – *Gigg:news* – which keeps them in touch with each other and with the School. A number of social events are held each year to which all OGs on the database are invited: for example OG Day (incorporating a Special Reunion) each summer, annual dinners in Yorkshire, Lancashire, and the House of Commons, plus informal receptions in various locations in the UK. There are also a number of sporting events, most notably the OG Golf Society and the OG Rugby XV, which are thriving. The OG Club is run by an enthusiastic committee, properly constituted, with a new President elected each year; any OG can be proposed for membership of the committee.

Currently, there are approximately 4,100 members and this number will grow each year as more leavers join. Not only does the database enable OGs to keep in touch with their contemporaries, thereby making it easy to organize informal get-togethers and groups for Test Matches, Rugby Internationals, skiing parties, or whatever else may seem appropriate; but it is also proving to be an invaluable tool for mutually beneficial business contacts with others who share the same educational heritage. It will also benefit current and future members of the School if they are able to call upon OGs for career advice and work experience.

### **Pupil's Personal Expenses**

Parents and guardians are asked not to request that items of personal expenditure be 'put on the end of term bill'. The necessary cash for such items as general travelling expenses (including university visits), voluntary extra-curricular activities, such as theatre and art trips, and visits to sporting events, should be lodged with their son's or daughter's Housemaster or Housemistress. This is particularly important when a pupil is due to leave the School at the end of Summer Term.

### **INSURANCES**

I would like to draw the attention of parents and guardians to the position regarding certain insurances which the School holds, as follows:

#### **Public Legal Liability**

The Governors have, in their opinion, made adequate provision against their own and the School's legal liability for negligent acts of the Governors, staff and employees, or pupils, whilst on official School duty, causing injury or damage to third parties. This cover does not extend to the legal liability of pupils not on School duty for injury or damage sustained by third parties. Parents and guardians are advised, if they have not already done so, to arrange private cover in respect of any negligence on the part of their children involving injury or damage to third parties. Most household policies offer this type of cover at relatively low cost.

#### **Personal Effects**

The School's own insurance arrangements make no specific provision for insuring pupils' personal effects whilst at the School, though they do afford some limited contingency cover against loss or damage by fire and special perils (but not for accidental damage or theft), up to a maximum of £500 per pupil, in the event of no other (private) cover being provided. Any claims would be subject to the policy excess which depends on the type of the claim. **There is no cover for personal effects, both on and off School premises**, particularly for such "high value" items as cameras, stereo systems, bicycles, computers and the like.

However, the School **will provisionally charge £10 per term** (including Insurance Premium Tax) to cover Pupils' Personal Effects for loss, theft or damage under a scheme administered by the school's insurance broker, Marsh. This sum will be added to the bill unless the Marsh Pupils' Personal Effects Insurance form is returned to the Bursary by the beginning of term. This form withdraws the pupil from the scheme. It can be found at the end of this booklet. Cover is for a maximum of £4,000, which is subject to an excess of £25 each and every claim. Please note that a £100 excess applies to all claims for laptop computers. All personal items, including personal computers/laptops and bicycles are covered, but **mobile telephones are excluded**. Cover is effective during term time and on the pupils' direct journey to and from school at the beginning and end of each term and is automatically extended to include worldwide protection when pupils are travelling on an official school trip.

In the event of needing to make a **claim**, parents or guardians should contact the Bursary. They will arrange for Marsh to send a claim form. Thereafter parents and guardians should deal with Marsh direct.

*For items that are less than one year old, subject to provision of proof of ownership and the original purchase receipt, claims will be paid on a 'new for old' basis.*

### **Pupils' Absence Insurance**

The absence of a relatively small number of pupils from the School does not materially reduce the School's operating costs. Consequently, the Governors cannot refund fees if your child is absent from School during term time due to accident or illness.

We have, therefore, arranged with the school's brokers, Marsh, to provide insurance cover which, if your child is absent from School due to accident, quarantine or illness, will entitle you to claim a fees refund during the absence. A claim can be made after 8 continuous days or more absence.

The School will provisionally charge 0.6% per term of the relevant boarding or day fee. This sum will be added to the bill unless the Marsh Pupils' Absence Insurance form is returned to the Bursary by the beginning of term. This form withdraws the pupil from the scheme. It can be found at the end of this booklet.

### **Personal Accident Insurance**

The Governors have taken out Personal Accident Insurance cover for all pupils in respect of accidents occurring whilst on authorised School activities, including travel abroad. The policy provides for a death benefit of £10,000 and permanent injury/disablement benefits of up to £1,000,000, depending on the degree of injury/disablement sustained. It does not provide for the payment of a lump sum, or weekly sums, in respect of 'loss of school fees', during periods of temporary injury/disablement. It does not cover pupils for private health care or legal expenses and parents and guardians who require this cover for their children should make arrangements with their own insurers.

Parents and guardians are asked to note that the School only arranges a group insurance policy, of which it is the "legal" policyholder and parents/guardians are "member" policyholders. It does not act as an intermediary by way of business and does not receive reimbursement over and above actual costs. In the event of a claim arising under the Personal Accident or Personal Effects Insurance policies noted above, the member policyholder(s) will be responsible for dealing with all aspects of the claim, and the school will not be involved at all.

### **Notice of Withdrawal from the School**

Parents and guardians are reminded that, if a pupil is to leave at the end of term, notice must be given to the Headmaster in writing by the first day of that term. Naturally, if asked, a week to ten days' grace will be allowed so that discussions can take place with us. Unless such notice is given, a full term's fees are payable. It will, however, normally be assumed that pupils in the Upper Sixth Form will leave at the end of their Summer Term.



