

Forres Sandle Manor (Non-Academic) Policy

Policy Title	International Pupils - Parents' Guide
Policy Lead (Appointment & Initials)	Deputy Head (Academic) (WP)
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PARENTS' GUIDE FOR INTERNATIONAL PUPILS TO FSM

The 'ABC Parents Guide for International Pupils to FSM has been compiled by staff to help parents and guardians understand how FSM works. It is a practical guide outlining all aspects of life at the School. It is not intended to be an exhaustive and totally comprehensive guide to all aspects of the school. Nor should its contents be relied upon with absolute certainty: good schools are constantly changing and evolving in order to keep pace with new developments and changing circumstances. There will be information in this guide which becomes out of date, so please treat the contents as guidelines rather than absolute truths! As ever, we welcome feedback and so if there is something missing or you feel could be improved, the office will always welcome your comments. The guide is updated on an annual basis and is available to download from the parent portal.

Some of what follows may not be entirely relevant to all our overseas children, but it is all probably worth reading!

ABSENCE

When a boarder needs to be out overnight, please write to the Headmaster no later than 48 hours in advance of the intended absence. When a child needs to leave early to catch a flight or similar, please write to the Headmaster with at least two weeks' notice.

Please note that information regarding absence should always be passed to the School Office

ACTIVITIES

Activities is another word for hobbies and the school offers a varied programme which take place primarily between 5.00 p.m. and 6.00 p.m. Activities on offer will vary according to the season and to which teachers are available in any given term and it is obviously not always possible for a child to do everything at once. Some activities are chargeable but this is made clear in the Activities information released during the holiday prior to each term.

The choice of activity should not necessarily depend on a parent's own talent or interest! Activities will be sent electronically to parents approximately 2/3 weeks before the start of each term in order to give **all** pupils the same amount of time to get their preferred choices(s)

ADDRESSES

It is essential that we are kept advised of all changes of address and, where necessary, of additional addresses and parents are asked to write to the School Office with such

information. We also need up to date telephone numbers. We should be able to contact a parent or guardian at any time of the day, so daytime contact numbers are important as are contact numbers should parents be away for any period of time. E- Mail addresses are compulsory. **Parents who do not wish their numbers to be disclosed upon request to other parents should inform us in writing.**

ARRIVAL

Our term usually starts in the early evening. This can make it difficult to coordinate with flights to the UK. ***Unfortunately it is not possible to arrive earlier than the stated time (often 5.30pm) because staff are not available until that time*** or are involved in last minute preparations. If this makes your arrangements difficult, it is perfectly acceptable to arrange to arrive the following day at your convenience.

ASSESSMENTS

Regular assessments are used to direct our teaching to children's individual needs and so give parents an insight into progress. Apart from detailed reports in December and July, your child will receive a short mid-term progress report in the Autumn and Spring Terms. These reports/assessments are sent to parents who are encouraged to discuss its contents with their child. Should parents wish to do so, they are quite at liberty to telephone the school to request further information or clarification. Reports and assessments often contain grades for effort and achievement. Should a child only be with us for one term, reports will be adapted accordingly.

AUTHORISATION

When a child arrives at the school, parents will be asked to sign an authorisation slip which is kept on file for the duration of a child's time at the school. The slip gives the Headmaster discretion in allowing the child to undertake activities which might, under certain circumstances, be hazardous.

BOARDING

A large proportion of children are boarders and we do all we can to make them feel as comfortable and as relaxed as they do at home: Pastoral care in the boarding houses is underpinned by the philosophy that each and every child should be parented every day. Bedrooms are cheerful and staff relaxed and friendly. It is usually the case that our overseas children share a bedroom with both English and children of other nationalities. Most boarders at Forres Sandle Manor are full boarders and we go to some lengths to ensure that weekends are fun, but a proportion of children are weekly boarders. We do ask that all boarders (weekly and full) stay in school on the first weekend at the start of each term. A full, detailed and fun programme is put in place and is aimed to start the term in style.

BOARDING –GUARDIANS

For all overseas children it is compulsory for them to have a Guardian who is resident in the UK. We would ask for names, addresses and contact numbers to be supplied upon registration. We would expect the Guardian to act as first contact for the parents in times of emergencies and to host the child at sleep-outs/half terms etc. (if not returning home).

BOARDING - HOME CLOTHES

Pupils may wear home clothes in the evenings and at weekends after school commitments. Home clothes should be respectable, clean, and in a good state of repair. ***Boarders should have no more than 4 sets of home clothes and these should be clearly marked.*** Whilst Matrons will do their best, washing and mending vast quantities of home clothes can cause logistical difficulties! We would suggest that expensive clothes are not brought and please check that all clothes can be washed in the washing machine.

BOARDING – LETTERS

Those boarding on a weekend usually write a letter each non sleep-out weekend. Please ensure your child has appropriate writing material, paper, envelopes and stamps and that they know their address. We check that letters have been written, but do not feel that we should read the content. Spelling is not checked: a letter home should not be used by us as though it is a lesson!

BOARDING - HOUSEPARENTS

The House parents are resident in the main building and each have a remit for overseeing specific groups of children either via gender or age. They will be your first point of contact in the boarding house.

BOARDING – RESIDENT ASSISTANT

There is a Resident Assistant in the boarding house (in addition to the Matrons, Graduate Sports Assistants and gap volunteers), who shares responsibility for the boarders and for general boarding routine. They work closely with the Head, Head of Boarding, House parents and the Matrons.

BOARDING: TRUNKS

Boarders' trunks remain at school throughout the Christmas and Easter holidays and Matrons will sort out routine mending and washing. Parents who require specific items to be sent home with children should give the Matrons as much notice as possible. Trunks are sent home with all children (other than those living overseas) during the summer holiday.

BOARDING: WEEKEND ACTIVITIES

Most weekends the boarders have a trip out somewhere. Activities range from bowling, visiting places such as Beaulieu and the more traditional e.g. walk in the woods. We have a structure to our weekends which usually includes the following: -

Saturday pm

- Games matches
- The Art & IT rooms are usually opened for different activities
- A fun swim time
- Free time
- After supper there may be a DHH or time on the fields followed by a DVD with an edible treat

- Some Saturday evenings have quizzes or discos

Sunday

- Breakfast at 8.30 a.m.
- Letter writing
- 10 o'clock meeting
- A boarders' trip or other activity
- Year 8s are allowed into Fordingbridge
- Sunday Roast for supper

To get a flavour of what we do please check our website as every week updates are posted. Duty staff are always familiar faces. One set of House parents, teaching staff and GAP students assist with the Sunday daytime activities.

BURSAR

The school Bursar is responsible to the Headmaster and Governors for the financial management of the school. You should approach the Bursar on all matters regarding accounts, other than initial discussions over financial problems or suggestions, in which case the Headmaster should be contacted.

CARS

Regrettably, legislation requires us to forbid children who are at the time in the care of the school to travel in cars with anyone other than a school employee or a relative unless an authorisation form has been signed.

CHROMEBOOKS

Children is Year 6 and above are required to have a Chromebook in school to carry out work in class and for prep. The purchase of the school approved device, together with accidental insurance cover is managed each year through an online purchase scheme. Insurance claims need to be notified to the school. The school owns a small number of spare devices and, for a fee, these can be hired by our international pupils. However, in our experience many pupils staying longer than a term purchase their own device.

COACHING

Academic, not sport! All children have individual needs and many of these respond to individual help. We do our utmost to cater for specific needs as they arise (see LEARNING SUPPORT) and individual subject teachers and tutors will make time to offer specific help whenever possible. But we are unable to offer formal, structured coaching on demand. The Deputy Head Academic is also on hand to provide extra help or guidance where required. Special care is taken to ensure that our overseas children receive the support they require, especially in the first few weeks of their visit.

COMMUNICATION

Without close communication between home and school, we cannot do our job properly. Gone are the days when parents were seen (very occasionally) but not listened to! Whilst

we feel that our training gives us skills required to provide your child with the best possible education, your knowledge of your child is essential to us. It is our hope that we provide sufficient assessments and reports to keep you firmly in the picture regarding your child's progress. Please contact the School Office or your child's Form Tutor who will be able to sort out trivial problems or refer you to someone who can help. . If the person you need is unavailable, please tell the School Office or your child's Form Tutor the nature of your query: he or she will keep what you have to say entirely confidential, but it often helps us to respond more quickly if we have had some time to consider how best to approach a given problem. Please keep in touch with us and we will do the same with you. Our email address office@fsm.school.com and telephone number 00 44 1425 653181

COMPLAINTS

All FSM pupils are made aware of the Worries and Complaints Procedure which offers advice as well as explaining the procedures which may be followed in the event of a child wishing to make a complaint. There is also a Complaints Procedure for parents to follow in the event that they are dissatisfied with the school's decision on disciplinary matters, or anything else that they may be unhappy about. A copy of the procedure can be obtained from the School Office and on our website.

CURRICULUM

The Deputy Head (Academic) co-ordinates the curriculum at FSM. We deliver the National Curriculum as an essential framework and our curriculum therefore contains a progression from 3 to 13. We do believe that examinations should be faced as an integral part of the curriculum and normal teaching does not give way to cramming. We feel that we should be looking at the development of the whole child: academic development is only a part of education. Children need to develop physically, emotionally, spiritually: they need to gain an insight into their environment, an understanding of relationships and an appreciation of self. In lessons, we also develop children's generic skills as learners which they illustrate to senior schools through the PSB scheme of assessment. In addition to traditional subjects, we have a Lifeskills course which incorporates anything from sex education to study skills.

CURRICULUM - LEARNING POWERS:

Learning Powers - we believe the process of learning is as important as the product of learning. In addition to passing knowledge-based exams, children also need to learn how to learn and to develop the character values, skills, attitudes and behaviours required for them to flourish in an increasingly complex and uncertain world. Thus, as children learn academically throughout the school, there is a simultaneous, active and monitored development of their character traits of communication, collaboration, risk-taking, GRIT, reflection and independence - which we sell as 'learning powers'.

CURRICULUM - PRE SENIOR BACCALAUREATE (PSB)

Complementing our focus on developing children's 'learning powers' throughout the school, we assess these character traits in Years 7 and 8 through PSB - an organisation which promotes the skills of learning in education: <http://www.psbacc.org>).

DAMAGE

Sometimes things get damaged. This might be through a pure accident or because of a degree of carelessness. Sometimes children are quick to report damage, occasionally it is difficult to get to the heart of the matter! When there has been an element of carelessness, those responsible will be charged for the damage, with an appropriate amount appearing on the school bill. Just occasionally, the cost of the damage might need to be shared amongst a group in the event that it becomes difficult to apportion responsibility. This might apply, for example, to damage done to a dormitory. We hope that parents will support us in this policy.

DEADLINES

You will receive communication from us via electronic mail, SchoolBase Online and, at times, through the post. Please read it. Some of it will concern trips, events and tickets and such information often requires a response by a given deadline. Such deadlines are essential if we are to make suitable arrangements and there are occasions when missed deadlines mean missed opportunities for children. We will try to help whenever we can, but no guarantees can be given.

DENTIST

Whilst we can usually arrange for emergency treatment, our local dentists' lists are usually full. We have to ask parents of boarders, therefore, to make their own arrangements for both children's routine and more specialist dental work. Overseas parents are asked to discuss the matter with the Matrons' department who will help if at all possible, although we are in the hands of others.

DIETARY NEEDS

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

DISCIPLINE

The school has a clear philosophy on discipline. We believe that children require clear guidelines within which to develop. These guidelines, which need constantly to be reinforced, should be applied not through fear and rigid sanctions but through explanation and example. Expected standards of behaviour should be reinforced again and again, firmly, consistently, but with a smile if at all possible. This does not mean that we are against punishment - merely against fear. We have a range of sanctions available to us to respond appropriately to any given incident and, for more serious offences, parents are often contacted. Parental support on such occasions is vital. Violence is never tolerated, no matter what the provocation. We might understand such behaviour, but we will never condone it.

Your child's form tutor might be the best point of first contact in the event of a disciplinary problem, but the Deputy Head Academic is responsible for school discipline. He will always discuss issues with the Head, who will always be involved when the most serious rules are contravened.

DOCTOR

The school doctor visits the school once a week when he will see boarders referred to him by the Matrons. He will also see any boarder who wishes to see him privately. Parents of boarders can ask the Matrons to arrange for the doctor to see their child. The doctor will also visit the school at other times when necessary.

DVDs, GAMES & MUSIC VIDEOS

Children are not encouraged to bring in DVDs and similar items. Certainly material classified '15' or '18' is NOT permitted under any circumstances. Items classified '12' may be brought in by Year 8. Otherwise, items should be classified 'U' or, if staff authorisation is sought, 'PG.'

E-MAIL

Each child in Year 3 and above has their own e-mail address and opportunities to check their incoming messages as well as to send messages. The address begins with your child's initial and surname (jbloggs) followed by @fsm.school.com. In addition to individual chrome books, laptops and the suite of computers, there is a PC in the library which is available for use by boarders each evening so that they can use the e mail facility. We also have laptops in the Boarding House for Skype conversations with parents, though most pupils now use Facetime.

EXTRAS

You will agree that the Forres Sandle Manor fees are high enough without a huge volume of extras! We therefore have only one compulsory extra - insurance - and this is currently £5.20 per term. However, there are plenty of extras available, especially in the field of activities and minor games. You will be informed about such charges before they appear on your bill should they exceed £5. There are also quite frequent outings which occasionally carry a small charge. Other extras might include items of uniform or sports equipment requested by parents, instrumental music lessons and other tuition not offered within the mainstream curriculum.

FEES

The school is a business and late payment of fees inevitably causes not only cash flow problems but also considerable extra work for the Bursarial staff. If there is some delay, the school is invariably sympathetic, but only if trouble is taken to ensure that we are kept informed as to the problem and the likely date of payment. A system of interest charges will apply to late payers. All parents will be aware of the need to give one full term's notice of intention to withdraw a child from the school. Fees normally increase only once a year – from September.

Friends of Forres Sandle Manor (FOSM)

FOSM was created to bring the parents and school together. The committee of volunteers work hard to put on events throughout the year to raise money for new school equipment and charities chosen by the school and the children. From cake sales and picnics to fireworks and festivals the events organised all aim to give parents and children the

opportunity to meet old friends and make new ones. All parents are very welcome on the committee and help and support is always very much appreciated.

FORDINGBRIDGE

Children in Year 8 are permitted to visit the local town under certain conditions on Sundays. Regrettably, this privilege cannot be extended to children in Year 7.

GUARDIANS

For all overseas students it is compulsory for them to have a Guardian who is resident in the UK. We would ask for names, addresses and contact numbers to be supplied upon registration. We would expect the Guardian to act as first contact for the parents in times of emergencies and to host the child and sleep-outs/half terms etc. (if not returning home).

GOING OUT

Parents wishing to take children out must telephone the School Office beforehand so that the necessary information can be circulated. Should parents wish to take boarders out overnight during the week, parents are asked to contact the Headmaster in writing. ***Should parents wish to take boarders out at weekends, parents should inform the Office by the preceding Wednesday.***

GOVERNORS

Forres Sandle Manor is a Charitable Trust administered by a Board of Governors. There are usually about ten Governors at any one time presided over by the Chairman. There is a meeting each term attended by the Headmaster and Bursar. It is at these meetings that policy is formed and major decisions taken. The Governors make an active effort to attend a number of formal school events through the year as well as more informal occasions such as school fixtures. In the event of a major problem or disagreement, parents can write to the Chairman of Governors, c/o Forres Sandle Manor, Fordingbridge, SP6 1NS

HAIR

Hair must be kept tidy and above the collar for boys. Girls with long hair must tie it back with a hair band, grips or some other device coloured green, navy or black! Hair must be its natural colour. The Head of Boarding reserves the right to arrange haircuts within the school after friendly warnings have been issued!

HOUSES

All pupils are placed in one of four Houses (named after New Forest Enclosures) when they join the School and will have the opportunity to represent their House in a number of school events. If your child has an older sibling, they will be placed in the same House. Each House has a member of staff at its helm who encourages them to aim high! Each House has its own colour: Broomy – Blue, Hasley – Red, Pittswood – Yellow and Sloden - Green.

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

HOUSE POINTS

Children are naturally competitive and we do not believe that such competition is necessarily a bad thing but children know whether they are able or not and we do not have to reinforce this knowledge as a matter of course. We feel that it is better to encourage children to compete on equal terms, so our main competition is based on house points awarded in and out of lessons for “observable effort”, making progress or demonstrating our ‘learning powers’ Certificates are awarded to those children who achieve 25, 50, 75 and 100 etc. house points. Exceptional work will also be commended and children receiving a commendation are asked to show their work to the Headmaster, which may also be displayed in the Front Hall.

ILLNESS

Any child who is ill during the school day is taken or sent to Matrons in the Surgery. If the Matron is not there for any reason, then the child should use the red phone on the wall opposite Surgery.

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

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

INDEPENDENCE

One of the tasks of a preparatory school is to ‘prepare’ children for the next stage of their education. Part of this process involves encouraging children to become more independent. It is difficult to specify at what pace independence should develop because all children are different. But by the time they reach the age of nine or ten, many children should be beginning to try to think how to solve minor problems without necessarily asking their parents to do so on their behalf. This is a sensitive and individual issue and your child’s form tutor – or any member of staff – would be pleased to offer advice if asked.

JEWELLERY

No jewellery is to be worn at any time with school uniform. This includes studs. Ears should therefore be pierced only when studs, or sleepers, do not have to be worn at school (and having ears taped up is also considered inappropriate) – so the start of the summer holidays is the best time for piercing! Watches are permitted, but should be durably named. Smart watches may be worn but must be handed in, in line with our ‘Guidelines for the safe and appropriate use of digital communications.’

LEARNING SUPPORT

Forres Sandle Manor offers support to a *limited* number of children with mild specific learning difficulties provided that such difficulties do not prevent them from participating

successfully in main stream education. Details are available from the Head of Learning Support, to whom concerns should be addressed initially. Regrettably, places in the Learning Centre are usually fully subscribed for many terms in advance.

LESSONS

In Years 3 - 4 (Lower School) the vast majority of lessons are taught by the form teacher. Pupils have 35 lessons each week. In the Upper school (Years 5 – 8) there are currently 32 lessons from Monday – Friday with an additional 4 Saturday Enrichment sessions. Lessons last for fifty minutes, though in the Lower School there will be greater flexibility with these timings as decided by the form teacher. Most lessons from Year 6 upwards are taught in specialist subject rooms and cross-curricular links are fostered.

LIFESKILLS

Lifeskills form an important part of our curriculum. Incorporating aspects of social education, health education and sex education, the programme has been carefully designed to provide the information and skills which children require and which are not covered in full elsewhere within the curriculum. We are fully aware of the potential problems of such a course and parents are invited to get in touch with the school should they have any queries.

LOST PROPERTY

Lost property is collected and named items are returned to pupils by the Matrons. Lost property bins are also located in the boys' and girls' changing rooms. Unnamed or unclaimed lost property is displayed for parents at the end of each term.

LUGGAGE

It is essential that all luggage is very clearly and durably named. This applies especially to large suitcases and trunks which are stored in our attic and which need to be found quickly and easily. Large lettering on the outside is best.

MAKE UP

Make-up and hair colourings are not allowed to be used at school.

MATRONS

Matrons fulfil a vital pastoral role for all children in the school in the school. Under the supervision of the Head of Boarding, this team act as nurses, mothers, teachers, chauffeurs and most things in-between and are on call at any time of the day or night, whether it be for emergency medical care or simply for a cuddle! They therefore have a crucial role, let alone the washing, cleaning, mending and sorting which represents the rather more menial side of the job. It is the matrons who liaise with the school doctor. They are often the best placed to answer parental queries on health, diet or clothing matters and should be the first point of contact for parents of boarders regarding such matters. All of our Matrons have an up to date First Aid qualification but are not qualified nurses. We have a clear policy describing procedures to be followed in the event of illness or accident and where there is any doubt whatsoever about action to be taken, a child is referred immediately either to our

school doctor/local health centre or the Accident and Emergency department in Salisbury. The relevant policy is available to parents on request.

MEALS

We do not have a cafeteria system, preferring to eat as a large family. This facilitates encouraging children to develop good manners and eating habits. Both these are reinforced constantly in a firm but friendly fashion by all staff, who sit with the children at mealtimes. Children are allowed to have small helpings if they wish, but they are expected to try everything as we believe that, amongst other things, this is a necessary part of benefiting from a balanced diet. If a parent wishes their child to follow a special diet, School Office should be informed in writing. We try to be as accommodating as possible to our international visitors who can find our food a little strange initially!

MEDICATION

It is a legal requirement for us to hold all medication on behalf of children – whether these are ‘over-the-counter’ medicines or remedies or not. Please ensure that all medication is handed to matrons on arrival back at school, with clear instructions regarding their use.

MINIBUSES

The school owns five minibuses which are regularly serviced, carefully maintained and have fitted seat belts. They are used for any number of purposes from transporting school teams, to taking classes on outings.

MOBILE PHONES

Mobile phones are not allowed in school. If pupils need to speak to their parents during the school day, permission must be sought from a House Parent or Matron. Boarders may have mobile phones in the boarding house and these are kept securely and released at set periods through the week.

MUSIC

Every child is taught class music throughout their time at Forres Sandle Manor. In addition, a large number of children have individual instrumental music lessons taught by music specialists, on a wide variety of instruments. Lessons are timetabled during normal school time using a rota system which is displayed in the foyer of the music department. Inevitably, instrumental music lessons sometimes involve missing timetabled academic lessons, but great care is taken to avoid disrupting a child’s academic progress. Lessons are charged as extra and appear on the end of term bill. Costs for lessons are published in the annual schedule of fees. Please note if a child misses lessons through illness or through some other reason outside the control of the teacher or the school, the parent will still be liable for the cost of those lessons.

Music books are supplied by the instrumental teachers and the cost is added to the end of term account. All instrumentalists receive a practice diary which records the progress made and work to be covered each week.

Parents who wish their child to start playing an instrument should contact the Head of Performing Arts (Mrs Clare Rowntree. If a child wishes to stop receiving instrumental tuition, a half term's notice must be given in writing. The Head of Performing Arts produces details for parents of new children and she can be contacted through the School Office.

MUSIC CONCERTS:

All children take part in concerts from Nursery – Year 8. Informal Concerts take place on selected Friday evenings at 5pm in the Music Room and parents will be contacted by the Head of Performing Arts in advance if their child has been signed up to perform. There are a large number of concerts throughout the year including FOSM Night (which features all children in Years 5 – 8) and 'Music for a Summer's Evening'. All concerts are listed in the termly calendar and family and friends are invited to attend all musical performances.

MUSIC PRACTICE

We are very keen that those pupils who learn a musical instrument, practise on a regular basis in order to make good progress. Boarders take advantage of music practices three mornings a week before breakfast and it is also possible for all pupils to sign up for music practice during break times. Pupils are expected and encouraged to use these times to their best advantage.

OUTINGS

Forres Sandle Manor children are fortunate to be taken on a large number of outings of various kinds. These outings are always well supervised and the school has a clear policy on safety matters in connection with trips and outings.

PARENT PORTAL

FSM uses two School Management systems, called School Base and Fixtures Pro which both include a parent portal. Through School Base you will be able to access information about your child's timetable as well as school reports. Fixtures Pro details Sports fixtures as well as up to date team lists and venue information.

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

POCKET MONEY

The school operates a bank which enables a child to withdraw money as she or he needs it. We do not believe that children should be prevented from having pocket money at school, despite the occasional problems it creates. Indeed, learning to deal with money is an essential lesson to be learnt. However, we do place restrictions both on spending and on the amount a child is permitted to have on his or her person at any one time. Those in the top three years are permitted a maximum of £1.00. Most children have money deposited in the school bank at the beginning of term (cheques should be made payable to the Forres Sandle Manor). £100 is the recommended amount for overseas children. Should your child run out then he or she will have to convince you that expenditure to date has been fully

justified and that more funds are really necessary! **MONEY SHOULD NOT CHANGE HANDS BETWEEN CHILDREN.**

POLICIES

The school has a huge number of policies! Most of these are for the guidance of staff but a number are available to parents. They can be acquired on request from the School Office but they are available on the website. Parents are encouraged to read these. Amongst them you will find our Child Protection, Safeguarding & Welfare Policies, ABC Parents' Guide, Health and Welfare Policy, First Aid Policy, Behaviour Policy and our Relationship and Anti-Bullying Policies.

PREFECTS

When a child enters Year 8, they may be made a Prefect. Prefects are nominated by members of staff and appointed by the Headmaster. They will assist the staff in the day-to-day running of the school. They should be setting a good example to younger children in the type of behaviour that the School expects. Prefects do not have the power of punishment over any other child, but are expected to refer matters of concern to the duty staff as necessary. They will be supervised by the Deputy Headmaster. Each House (Broomy, Hasley, Pittswood and Sloden) will select a small number of senior children who have shown themselves to be responsible and trustworthy to become House Captains. Pupils complete an application form to be considered for a position of responsibility and potential Heads of School undertake an interview process.

A number of our international pupils achieve these positions through the course of their stay.

PREP

Children in Year 6 – 8 receive Prep three times a week: Monday, Tuesday and Thursday. Children in Year 6 have three, thirty minute prep slots. Those in Years 7 and 8 have three preps, with slots between 40 and 60 minutes long each evening. A very limited amount of formal prep is introduced to children in Year 5 during the spring and summer terms as preparation for Year 6 and younger children are occasionally set informal tasks. Senior children can also expect some work to be set at weekends. Boarders' prep runs from 6.30 p.m. and is supervised by a member of staff. There is no prep on Wednesday or Friday evenings, when boarders often have activities or theme nights organised.

PRIZE GIVING

Prize giving takes place at the end of the summer term. The School has an informal Prize giving the day before the end of term (not normally attended by parents). The Lower School have their own Prize giving ceremony (to which parents are invited) but all parents (including Lower School) are invited to attend the main Prize giving and End of Year Service on the last day of term. Prizes are won by children of every age range. The occasion is a special one and lasts no more than one hour!

PROPERTY

Children are notoriously slow at learning to respect other people's property but is a lesson

we take very seriously indeed at Forres Sandle Manor. Simply, children should not touch property of any kind unless they have had clear cut permission from the owner and, in the case of other children, from a member of staff. Should they disregard this principle they are liable to make good all and any damage which the article in question has sustained, as well as being severely sanctioned. **PLEASE ENSURE THAT ALL YOUR CHILD'S PROPERTY IS CLEARLY NAMED.** Stick on tape is rarely effective and permanent markers are rarely permanent! There is no substitute for old fashioned name tapes sewn on with loving care! Please note that the school cannot accept responsibility for the loss or disappearance of children's belongings

PROTECTIVE EQUIPMENT

Various sports and activities are hazardous. In many of them the wearing of safety equipment is compulsory and children will not be able to participate unless they have the correct equipment. In others, equipment is strongly recommended but not compulsory. For example, whilst we recommend that all boys and girls should wear mouth guards (much more effective when fitted by a dentist) when playing rugby and hockey, and whilst we will issue reminders, it is ultimately the responsibility of the child to ensure that he/she does so. The wearing of cricket helmets whilst batting or keeping wicket during a hard ball game is now compulsory.

REPORTS

Full written reports are sent to parents at the end of the Autumn and Summer Terms. There will also be a short mid-term assessment in the Autumn and Spring Terms, depending on the placement of Parent Teacher Meetings.

RESPONSIBILITY

The school accepts no responsibility whatsoever for property which is damaged, lost or stolen at school.

ROUTINE

The Forres Sandle Manor day is packed full of various things and any attempt to define the routine would be virtually impossible!

SAFEGUARDING CHILDREN/CHILD PROTECTION

FSM recognises its moral and statutory responsibility to safeguard and promote the welfare of all its pupils, both day and boarding. FSM makes every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are being listened to.

The Designated Safeguarding Lead for Child Protection for the Whole School is Mrs Judy Cochand. Her deputies are Jody Wells (Headmaster), Mrs Tracy Spottiswood (Head of Lower School) and Mrs Robina Upton.

For more information see 'Safeguarding and Child Protection Policy' on the School website.

SATURDAYS

FSM works to a 6 day week in order to provide all the opportunities that we believe are necessary to deliver a well-rounded and superb education. On Saturdays we run an enrichment programme. This enrichment programme is optional for pupils in Years 3 – 5 and mandatory for Years 6 – 8.

Pupils in Year 3 – 5 are alerted to the Saturday activities for the term and opt in or out for the term, though this can be changed on a week by week basis. Junior Boarders are able to go home on a Friday if they wish.

Pupils in Year 6 – 8 will have a choice of enrichment activities to enhance and extend both the academic curriculum alongside personal and creative development.

Our programme runs as four 50 minute sessions, starting at 9.00am and running until 12.30pm. All children have the option to go home at 12.30pm if they are not required for a sports fixture. Lunch will be provided from 12.30pm for children staying for sport coaching or school matches. If remaining at school for the afternoon, children are able to sign out at 3.45pm after our sports activity or on the conclusion of their school fixture.

SECURITY

We have security code-operated locks on our front door which operate at all times. In addition there are other code-operated locks on other key entrances in the main house.

SIGN OUT – BOARDERS

For calendared holidays, end of terms, half terms and sleep-outs, boarding pupils are required to sign out with the Matrons in the Front Hall. On all other occasions, such as weekends or to attend medical appointments, as well as the School Office having been informed in advance, parents are also required to complete the 'Boarders' Signing Out Register' on both departure and return. This is located in the Front Hall. Boarders being collected by taxi will sign out with the School Office

SLEEP OUTS

Sleep outs are non-optional. All children are away from the school and parents are responsible for making arrangements for their children. We ask that a UK guardian is listed on the registration form as a contact should parents experience problems with arrangements. There may be an occasion when a sleep-out will begin on a Saturday at lunch time and children will return on Monday night or Tuesday morning, therefore, we ask parents to check the Term Dates, the calendar or our website. Therefore, when completing the Travel Arrangements form, please supply us with the details of who will be collecting your child, returning them back to school and timings.

SPORT– GAMES LESSONS

Forres Sandle Manor competes with other schools in all major sports and takes sport and physical education very seriously. We believe, simply, that we should be preparing children for what is to follow at their senior schools and beyond. We concentrate, therefore, on

developing basic skills and an enthusiasm and aptitude for physical fitness and activity. A document describing our policy is available from the School Office.

FIXTURES

During their time at Forres Sandle Manor most children will represent the school at some sport. Inter-school fixtures are played on Tuesdays (Year 3 & 4), Wednesdays (Year 5 – 8) and Saturdays (all) and these are detailed in the calendar with team sheets posted on the Parent Portal. Parents are very welcome at all matches. The tea afterwards is excellent! If you intend to watch a fixture it is a good idea to check the website (www.fsmschool.com) or telephone the School Office on the morning of the match to check that all the details in the Calendar are correct.

All teams are selected according to ability, although it is the school's policy to try to ensure that any child who is keen to do so will represent the school each year. The rationale for this policy can be obtained from the Head of Sport. Children are expected to play in any fixture for which they have been selected.

SPORT: OFF GAMES

OFF GAMES

We believe that physical activity is an essential part of growing up and that minor ailments will often be improved by taking appropriate physical activity. Minor colds, for example, are rarely made worse and are often improved by taking some fresh air! But there are obviously occasions when a child should be "off games" and, for boarders, this decision will be taken by a matron.

Selection for sports teams following illness:

- Those who are absent from school through illness on the day prior to a fixture will be ineligible for selection.
- Those who are off games on the day prior to a fixture, but back again at games on the day of the fixture may be considered ineligible by the coach, but may be selected in certain circumstances.

SUPERVISION

The school operates according to the principle that a good school should provide the level of supervision likely to be afforded by a responsible parent. In many respects, of course, the supervision at school exceeds this guideline. But children do need some measure of freedom and it is our hope that as children proceed up the school, they will require less and less supervision. So whilst our youngest children in the Lower School are supervised for every minute of the day, those in Year 8 are encouraged to make their own decisions and take responsibility for their actions. Of course, accidents can still happen when children are being supervised.

SWEETS

This is an area sometimes forgotten by our overseas pupils! **Children up to and including Year 7 are not permitted to bring any type of food to school without permission.**

Parents are asked specifically not to give their children sweets when in the school, or when on school trips such as away fixtures. There is a tuck shop which is open for boarders at weekends and Wednesday evenings. Children are permitted to buy a limited quantity which must be consumed within a set period of time. Year 8 are permitted to bring snack items to school but these must be kept and consumed in their common room.

TALES FROM SCHOOL

Many of us have children who are infuriatingly reluctant to talk about their good experiences at school, but many children do recount some of the less pleasant incidents, although not necessarily entirely accurately. Parents are urged to remember that any incident can be related from a number of different angles, that children are often selective in what they say and that they can easily misinterpret exactly what happened. This is not to say that children are dishonest, merely that they are often insufficiently mature to take a rational view from a wide perspective. If you are concerned, please contact us.

TENNIS LESSONS

Victoria Park Tennis provides tennis coaching throughout the year. There is a charge for this coaching which is in addition to the coaching which is offered as a routine part of the summer term games sessions. Application forms are available from the Head of Sport or from the School Office.

TELEPHONES

There are three telephones for boarders' use (01425 651808, 01425 651809 and 01425 657824). However, it is important that children do not make and receive calls when they are otherwise engaged – especially after 8.45pm. Please avoid telephoning after 8.15pm in the evening.

TRAVEL

The School Office is pleased to assist parents with their travel arrangements but the purchase of airline tickets must remain the responsibility of parents. Please do not ask the Office to arrange flights. ***Last minute changes to arrangements inevitably cause problems: in particular it is not always possible to arrange taxis or other transport with only a few hours' notice.*** Parents are responsible, when booking flights, to mention the child's age as airline rules vary regarding unaccompanied minors travelling with them. All this information must be sent to the School Office two weeks in advance, together with the E-Ticket and the UM form if applicable. From time to time we may have more than one overseas pupil with us and it may be that parents may like to contact each other and arrange for their children to travel together. Once these arrangements have been finalised, please contact the School Office with the final details. Please also note that coach companies do not allow children under the age of 14 to travel to airports by bus. Similarly, we are reluctant to allow children to travel on their own by train. All of this means that it is important to return the Travel Arrangements form and to make arrangements as far in advance as possible.

TUCKBOX

An old and established item of boarding school equipment. Originally for the storage of cakes etc., these small wooden boxes often contain all the private possessions of a boarder. They are lockable and we can buy them for you for £50 or lend you a plastic model. Please contact the Matrons Department.

TUTORS

Your child's form teacher/tutor will monitor your child's progress and will be the person who will collate views on performance and attitude and who, with the Deputy Head (Academic), will co-ordinate any tactical approach which might become necessary. Parents should feel free to contact the form teacher/tutor at any time on any subject.

UNIFORM

Mrs Rowntree, Head of Boarding, oversees all our uniform and new uniform is supplied by Perry Uniform. They are happy to deal direct with parents or else parents might like the school to make the necessary arrangements for the supply of replacement items. Any queries about uniform, should be emailed to uniform@fsmsschool.com

We do stress the importance of children looking neat and tidy and we do ask parents to acquire the exact uniform rather than items which approximate to it! All children should wear their jacket or blazer with tie or jersey when travelling to and from school. During the winter terms, boys should wear a tie or a jersey with their checked shirts.

VALUABLES

Precious and expensive items are at risk at school and pupils should be discouraged from bringing in any item which might be easily broken or lost. Toys, electric or otherwise, are not to be brought in by day pupils. Boarders are welcome to bring in toys and personal possessions, but please remember that storage is strictly limited. Generally, boarders should bring only items which fit into their tuck boxes. Certainly the school accepts no responsibility whatsoever for toys which are damaged at school - whether they be skateboards, models or remote controlled cars! Similarly, toys of great value or which are ostentatious are not always helpful.

All items of property, including watches and calculators, must be clearly marked and ideally engraved. Parents are encouraged to ensure that pupils' belongings are covered by their household insurance.

WEBSITE

The school's website (www.fsmsschool.com) contains news stories, copies of our most important policies and forms and is also an important means of communication. Parents are encouraged to pay regular visits! FSM also has pages on Facebook, Twitter and LinkedIn to keep parents and staff up to date with events.

WORRIES

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

WORSHIP

The school is nominally CofE but all other denominations are welcome. All children attend Services twice each week as well as singing practice. Main school children and Form 3 also attend a weekly Assembly. All our Services involve the children in some way or another and the overriding aim is for the children to be encouraged to make the world a better place. Enjoyment, interest and involvement are key elements in our approach to worship. Should parents of Forres Sandle Manor children wish their children to attend other churches, this is usually perfectly acceptable, so long as the matter is discussed with the Headmaster.