



We are delighted to welcome your child to a new year in the Upper School and we hope that the following information will be useful to you.

Morning and Evening Routine

The school day begins with registration and a short session with form teachers at 8.30 a.m. This may be the only time that form teachers see the class together and it is therefore essential for children to be here in good time for registration so that there is no delay. Classrooms are open from 8.15 a.m, although children may, if necessary, be dropped off in the Oak Room from 8.00 a.m. However, if, in exceptional circumstances, you need to bring children in before this, please seek permission as supervision is not usually available before this time.

Morning break will be from 10.45 a.m. to 11.15 a.m. and morning lessons will end at 12.45 p.m. Year 5, 6 and 7 will then have lunch, followed by a break, and Year 8 will have a break, followed by lunch at about 1.20 p.m. On Wednesdays, there will be a mixture of sittings for Year 7 & 8, with preference for the earlier time given to those going away to matches.

Please note that lessons will end at 12.45 p.m. on Saturdays for those who are here (Years 6, 7 & 8) and this is the collection time for children not needed for afternoon matches. Where children are involved in afternoon matches, they will be given lunch.

Upper School children do not 'sign out' with a member of staff at the end of the day. It is important, however, that we know who is collecting each child and at what time. Please fill in and return the form attached to the clubs list and ensure that we are notified of any changes. For the first week of term, please let Mrs Nobes (01367 870700) know if you wish your children to stay for tea and prep or are planning to collect them after 4.30 p.m. for any other reason.

Day children may be collected at 4.30 p.m. or at 5.30 p.m. after clubs. They are also welcome to stay for tea and prep. Prep, for children in Year 5, takes place in the library and finishes at 7.00 p.m. Any Year 5 children staying later than this would be looked after by the matrons until 7.30 p.m. in company with the younger boarders. Prep for older children finishes at 7.30 p.m. or slightly later on certain days for Year 8.

Whatever time children are collected, or whichever car park you are using, their waiting point is the porch of the Manor House: after dark or in bad weather they will be expected to wait inside the building, in the hall or Oak Room. Please do not ask them to wait for you in other places.

Bags and Belongings

In the Upper School, the children move to the subject classrooms for most of their lessons. They have a locker in their form room and we encourage them not to carry more than is strictly necessary. It would also be beneficial if you could help to keep the weight down by dissuading your child from carrying unnecessary items! Sometimes this is easier said than done and their bags can become quite heavy. We now have a regulation school rucksack

which is a 'backpack' style bag favoured by French schoolchildren and it is designed to reduce the effects of carrying heavy loads.

The peripatetic lifestyle of the Upper School often results in items being left behind in the classrooms. Please would you ensure that all your child's belongings are clearly named so that stray items can be more easily reunited with their owners.

Your child will need pencils, rubber, ruler, maths set, crayons and a fountain pen with **blue** ink.

Contact between Parents and Staff

During the course of the year there are normally two parents' evenings which give you an opportunity to discuss your child's progress with the staff. These are marked on the school calendar which you will receive with the mailing at the end of each term and you will also receive a letter beforehand with your appointments for the evening. At other times please feel free to come and discuss any issues which arise with your child's form teacher. The children should also feel that they can come to us and we like to encourage them to deal with general queries and minor issues themselves as a further step towards independence.

Each child has a prep diary which should be filled in each day. It would be helpful if you could check this daily and initial it to show that you have overseen the work and are happy that it caused no problems. This may also be used as a means of communication with subject teachers. There is no formal prep set on Wednesday evenings but all children are expected to read for at least 30 minutes, in line with the routine of the boarders.

If you have any concerns or queries which are not covered by the above, do feel free to contact us.

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