

September 2019

Dear Parents

Welcome to the new academic year. In order to assist you, we have updated our Parent Handbook which has been designed to provide useful information to help you navigate your way through our various procedures and protocols.

In addition to this, we also publish half-termly bulletins full of helpful information, including key dates to assist your diary planning.

The staff and I wish you and your family a happy, productive and successful 2019/2020 academic year ahead.

Yours faithfully

A handwritten signature in black ink that reads "J.R. Hooke." The signature is written in a cursive style.

J R Hooke  
Headmaster

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## THE ETHOS OF THE SCHOOL

*'The Harroddian School ... produces a warm and friendly environment where hard work and very good behaviour are the norm. The pupils enjoy the well-designed buildings, excellent accommodation and good facilities and they show great respect and care for the school environment.'* Ofsted Report, January 2005

*'[The Harroddian School] ... a dream – a co-ed school run according to civilised values in a civilised environment to produce relaxed, happy children.'* The Good Schools Guide

### **School Ethos and Aims**

The Harroddian is a happy and outward-looking community which encourages pupils to develop confidence and independent thinking and to strive for excellence across all facets of school.

The school delivers a broad and balanced curriculum through dynamic and engaging teaching, in which innovation and creativity support high academic standards and help to inspire a lifelong love of learning.

## TERM DATES

### **Autumn Term 2019**

Monday 2 September 2019 to Friday 13 December 2019

#### **Half Term**

Friday 18 October to Monday 28 October 2019

School will be closed on Thursday 17 October for a staff INSET day.

### **Spring Term 2020**

Tuesday 7 January 2020 to Friday 27 March 2020

#### **Half Term**

Monday 17 February to Friday 21 February 2020

### **Summer Term 2020**

Monday 20 April 2020 to Friday 3 July 2020

#### **Half Term**

Monday 25 May to Friday 29 May 2020

## DATES FOR ENTRY TO THE HARRODIAN SCHOOL

Entry at 4+	
Reception morning for entry at 4+	Saturday 21 September 2019
Entry at 8+	
Closing date for registrations for entry at 8+	Friday 8 November 2019
8+ Assessments	Monday 6 January 2020
Entry at 11+	
11+ Open Mornings	Tuesday 24 September 2019
(Please contact the Admissions Office at the start of the Autumn Term for further details)	Tuesday 8 October 2019
Closing date for registrations for entry at 11+	Friday 8 November 2019
11+ Entrance Examinations	Saturday 4 January 2020 Monday 6 January 2020
Entry at 13+	
Closing date for registrations for entry via Common Entrance at 13+ (September 2020 and 2021)	Friday 4 October 2019
13+ Pre-assessment morning	Saturday 2 November 2019
Closing date for registrations for entry at 13+ via school's own examinations (September 2020)	Friday 17 January 2020
13+ Entrance Examinations (non Common Entrance)	Wednesday 12 February 2020
Sixth Form Open Evening	Tuesday 1 October 2019
Entry at Sixth Form	
Closing date for registrations	Wednesday 9 October 2019
Sixth Form Assessments	Saturday 2 November 2019
Entry Years 1, 2 and 3 (occasional places only)	
Closing date for registrations	Friday 3 February 2020
Years 1, 2 and 3 Assessments	Tuesday 3 March 2020
Entry at 9+, 10+ and 14+ (occasional places only)	Friday 17 January 2020
Closing date for registrations for entry at 9+, 10+ and 14+	
9+, 10+ and 14+ Entrance Examinations	Wednesday 12 February 2020

Please contact the Admissions Office if you require further information

## TIMES OF THE SCHOOL DAY

**2019 - 2020**

### **Pre-Prep Department**

A.M. Registration	8.35 - 9.00
Morning	
Lessons	
Break	10.20 - 10.40
Morning	
Lessons	
Lunch	from 11.40
P.M. Registration	
Afternoon	
Lessons	
Reception finish	15.15
PP1 to PP3 finish	15.25 (and at 15.15 on Fridays)

### **Prep School (8s - 12s)**

A.M. Registration	8.35 - 9.00
Period 1	9.00
Period 2	9.55
Break	10.50 - 10.10
Period 3	11.10
Lunch	12.05
Form Time	13.15 - 13.20
Period 5	13.20
Period 6	14.10
Period 7	15.05
Form Time	16.00 - 16.10

### **Senior School (13s - 15s)**

A.M. Registration	8.35 - 9.00
Period 1	9.00
Period 2	9.55
Break	10.50 - 10.10
Period 3	11.10
Period 4	12.05
Lunch	13.00
Period 6	14.10
Period 7	15.05
*End of school day (Mondays-Thursdays) Form Time (Fridays Only)	16.00 16.00 - 16.10

### **Sixth Form**

A.M. Registration	8.35 - 9.00
Period 1	9.00
Period 2	9.55
Break	10.50 - 10.10
Period 3	11.10
Period 4	12.05
Lunch	13.00
Period 6	14.10
Period 7	15.05
Period 8	16.00



***Absence: through Sickness***

Parents are asked to telephone (020 8748 6117) or email the school office (absence@harrodian.com for pupils in Pre-Prep to 15s) as soon as possible and before 8.30 a.m. if a child is to be absent through sickness. For any Sixth Form absences, please email sixthformabsence@harrodian.com

Please note that if your child is sick for a continuous period of five days or more (including weekends) you are eligible to apply for a refund of school fees through our Fees Refund Scheme. Claim forms are available from the Admin Office.

***Absence: Leaving the School Premises***

Should a pupil need to leave school during or before the end of the day to attend an appointment, please email absence@harrodian.com to request permission.

Once permission has been granted:

Prep pupils (8s to 12s) must sign out in Reception

Senior pupils (13s to 15s) and Sixth Form students must sign out in the Senior School Secretary's Office.

When this has been done, they will be free to leave the school.

***All other requests for absence should be made in writing to the Headmaster well in advance.***

***As absence from school is disruptive not only to the learning of the individual, but also to the class as a whole, pupils are expected to attend school throughout term time. Holiday dates are published well in advance and we expect parents to plan their holidays to fall within these dates.***

***Requests for absence during term time for non-urgent reasons – for example, cheaper flights, co-ordinating holidays with siblings at other schools – will not be accepted. Parents must also ensure that sufficient time is factored into arrangements to travel to the airport / station etc. to check in on time.***

***Parents are asked to book non-urgent medical and dental appointments for their children outside of school hours or during half-term and end-of-term holidays to prevent disruption to the school day.***

***Missed Work due to Absence (Prep and Senior Pupils)***

***- Absence due to sickness***

If a pupil is absent due to sickness, it is his/her responsibility to liaise with subject teachers via email, or on his/her return to school, to catch up on any missed work. For pupils in the Lower Prep, parents/guardians may contact the relevant subject teachers directly via email to request missed work.

***- All other absences***

If a pupil knows that he/she will be missing a day or more of school, he/she must collect his/her work from the subject teachers prior to the absence.

***Missed Work due to Absence (Sixth Form)***

If a Sixth Form student misses school due to sickness or for any other reason, it is the student's responsibility to liaise with relevant subject teachers to catch up on missed work.

### **Admissions Policy**

The school's ethos is that children should be encouraged to reach their full potential - academically, physically and socially - in a happy atmosphere. Good manners and consideration for others are expected.

The school aims to take an individual and equitable approach to all applicants.

The school aims to provide a challenging academic education for girls and boys. The school also aims to provide a full and rounded education which helps to develop pupils morally, spiritually and socially, as well as intellectually.

The school is an independent fee-paying school. The principal points of admission are at 4+, 8+, 11+, 13+ and 16+, with pupils occasionally being admitted at other times when vacancies arise.

Admission to the Pre-Prep School is by interview.

Admission to the Prep and Senior Schools is by assessments and interview.

Admission to the Sixth Form is by assessment, interview and high attainment at GCSE.

The Harrodian also seeks references from any prospective pupil's school to assist in determining whether the child is ready to join the school.

The school currently operates a sibling policy, where possible, for children entering Reception, where offers of places are made in order of date of registration

The school is non-denominational and within its student body has a tradition of religious, ethnic and social diversity, which it seeks to preserve as far as possible. The school offers support to children of ability who prove to have mild specific learning difficulties.

### ***- Conditions of Entry***

- Fees are due for payment on or before the first day of each term.
- A mandatory Personal Accident Insurance and premiums for a mandatory School Fees Protection Insurance will also be added to the invoice as well as mandatory charges for lunches and books, workshops, PSHE and trips where relevant. Some Senior and Sixth Form courses will incur a charge to cover materials.
- One term's notice in writing is required before removal of a pupil or one term's fees in lieu thereof.
- The school reserves the right to apply increases from time to time.

Parents must notify the school if their children have been in contact with any infectious diseases.

### **Arrival, Registration and Attendance**

Prep and Senior pupils may not arrive in school before 8.00 a.m. unless attending a supervised club, trip or event. Pre-Prep children are asked to wait quietly outside their classrooms until 8.30 a.m. so that they are in time for registration at 8.35 a.m. All Prep and Senior pupils should be in their Form Rooms by 8.30 a.m. for morning registration at 8.35 a.m.

Pupils attending pre-school Music clubs must sign in on arrival in the Auditorium foyer.

If a Prep or Senior pupil arrives late to school after registration (i.e. after 9.00 a.m.), he/she should sign the Signing In/Out Book either in Reception (8s to 12s) or sign in in the Senior School secretary's office (13s to Sixth Form). If a pupil has arrived late and not signed in, parents will be called by a member of the administrative staff as part of our registration procedure in order to verify and authorise school absence. Such a phone call could cause unnecessary anxiety to parents if they believe their child is in school. We therefore stress the importance of all pupils signing in if they arrive after morning registration.

Pre-Prep children who arrive late should go to their classroom immediately.

Some Sixth Form students have permission to leave school from 12 noon if they do not have lessons. A record of these students is held by the Senior School secretary. All other pupils are required to remain in school until the end of their respective school days.

Under no circumstances should pupils leave the premises without permission. Pupils leaving the premises without permission may face immediate suspension.

### **Assemblies**

Assemblies are held in the Theatre at 8.40 a.m. for the Pre-Prep, Prep and Seniors. Assemblies are broad in theme and may involve music, drama, guest speakers, sports news and a celebration of pupils' achievements. Parents are welcome to attend. We rotate assemblies around the week between Pre-Prep, Prep and Seniors/Sixth Form as follows:

Monday - Pre-Prep  
Tuesday - Prep  
Wednesday - Senior  
Thursday - Pre-Prep  
Friday - Upper Prep / Lower Prep rotation

On other days, pupils are involved in class or year assemblies or in form periods with their Heads of Year.

Please note that no food or drink may be taken into assemblies in the mornings (even if it is from our wonderful café . . .).

### **Awards and Scholarships**

The Harrodian currently offers awards at both 13+ and 16+ for Harroddians moving into our 13s (Yr 9) or our Sixth Form. Scholarships or Exhibitions are awarded based upon outstanding performance either at 13+ (including bespoke Scholarship papers) or at GCSE and are at the sole discretion of the Headmaster.

The Dreyfus Award is also awarded annually in the Summer Term to a member of a long-standing Harrodian family in the 12s graduating into our Senior School, who has contributed widely throughout the Prep School and excelled across the 12s (Year 8) curriculum. A good record of behaviour and contributions to the Harrodian community are also essential.

### **Beyad Shield**

Donated by the founder of our Parents' Association, the Beyad Shield is awarded once a term to a pupil who has demonstrated a high level of citizenship. This award rotates around the Pre-Prep, Prep and Senior Schools.

### **Bullying Incidents**

Should you have any concerns regarding a bullying incident, please contact your child's Form Teacher who will investigate without delay.

### **Café**

The café is open from 8.00am to 5.30pm. Pupils, with the exception of prefects, Student Council members wearing their badges and Sixth Formers, may only use the

café before or after school for take-aways. **Food and drink purchased in the café must not be taken into our Pre-Prep, Prep and Senior assemblies in the Theatre / Auditorium**, nor may breakable crockery and glasses be removed from the café. Please do not bring food into the Reception area and Main Hall. Eating in these areas is not permitted

Dogs are not allowed in the café.

**Parents are requested to leave the café by 9.30am daily.**

### **Car Engines**

Parents/drivers must please turn their engines off whilst waiting to collect children. They may not leave their engines running.

### **Car Park**

The school is fortunate to have a large car park and we ask everyone to be considerate to others when parking. Staff on duty in the car park have the authority to ask drivers to park in allocated areas for Health and Safety reasons and to ease the flow of traffic. Please comply with any such instructions and be respectful to staff on duty. Parents do not have the automatic right to park on site and this privilege can be withdrawn. Parents are asked to avoid parking to the left of the car park (Lonsdale Road side), as members of staff park one behind the other in this area. In the rest of the car park, we have two lanes of parking in the middle section. This is only possible if parents park as far forward as possible to allow another car to park behind, without restricting the flow of cars around the car park. Please note that parking is banned in the gravel driveway alongside the Senior Building.

Sixth Form students may not park on the school site unless prior permission is granted by the Head of Sixth Form for special reasons.

Parking on the school site is at the driver's own risk.

During busy times it may not be possible to park on the school site. There is, however, plenty of parking in adjacent streets, only a short walk from school. Please park considerately and display respect and courtesy to our neighbours and to each other at all times. It is unacceptable to block our neighbours' driveways.

If parents employ a regular driver or taxi service, it is their responsibility/duty to inform them of the above in order for them to comply with our car park regulations.

Parents may not leave their cars in the school car park whilst they go for a run, walk their dogs etcetera.

## **CCTV**

Many areas of our school are covered by CCTV. For further details, please request a copy of our CCTV policy.

## **Class Co-Ordinators**

The HSPA encourages inter-parental communication via designated class co-ordinators using classist.com, a dedicated parent-to-parent communication platform.

## **Class Structure**

The school reserves the right to alter the structure of any classes at any time.

Pupils joining Reception classes are likely to be regrouped after two years (changing from Pre-Prep 1 to Pre-Prep 2). This process is repeated when children graduate from Pre-Prep 3 to the 8s (Year 4) and thereafter on the advice of the Head of Year and Heads of Prep and Senior Schools.

The school reserves the right to move a child from one class to another on educational, behavioural or pastoral grounds. The school also reserves the right to move a pupil from one set to another, in those subjects that are setted, without prior consultation with a parent. Parents will then be notified in writing of the change.

## **Clubs**

Most clubs take place during lunch break (with the exception of some that take place after school) allowing pupils sufficient time to partake in clubs and enjoy their lunch. Pupils receive a list of clubs that are available each term, most of which are free of charge. Pupils may, however, be charged when specialist tutors or equipment are employed. Once a pupil is committed to a club, we expect him/her to attend regularly.

## **Communication between Parents and School**

The Harrodian prides itself on its open-door policy and encourages strong links between staff and parents. If parents have any concerns about their child at school, they should first speak to their Form Teacher. Informal meetings can usually take place at the beginning or end of the school day, but occasionally, due to time constraints and other commitments, it may be necessary to make an appointment.

For more formal meetings, parents are asked to arrange them directly with the Form Teacher, Head of Year or Head of Department (for academic matters). Should the matter need to go any further, it is brought to the attention of the Head of Pre-Prep, Head of Lower or Upper Prep, Head of Seniors, Head of Sixth Form, Deputy Headmistress/Director of Studies or the Headmaster.

Parents may also be contacted from time to time by subject teachers, Form Teachers, Heads of Year, etc. if the need arises.

At the beginning of each half term, the school produces a Parent Bulletin which contains details of forthcoming events, changes in staff and any general information regarding the school.

Letters and notices are sent home to parents via children (please check bags regularly to ensure all correspondence has reached you), post or email.

Parents are asked to notify the School Office immediately in writing of any change of address, email address or telephone number.

Please note that it is the responsibility of parents to inform their class co-ordinators of any changes to their current details.

### **Community Work and Charities**

The school is proud of its tradition and commitment to supporting the local community and instilling in our pupils a thoughtful and considerate attitude towards other people. Harrodians are expected to treat each other with courtesy, respect and dignity and these values form the cornerstone of the school's ethos.

All pupils have the opportunity to engage with the community and to support charities through a range of avenues available to them. The school, in conjunction with the HSPA, has donated approximately £800,000 over the last twelve years to various local, national and international charities.

Over the period, the following organisations and causes, amongst others, have benefitted from Harrodian fundraising;

- *Cancer Research UK*
- *Castelnau Community Centre*
- *Chelsea and Westminster Hospital*
- *City Harvest*
- *Help for Heroes*
- *Jeans for Genes Day*
- *Mind (Hammersmith and Fulham)*
- *Movember*
- *Mulberry Centre*
- *Restore the Music*
- *Royal British Legion Poppy Appeal*
- *Rugby Portobello Trust*



- *Together for Short Lives*
- *Viera Gray House*
- *West London Action for Children*
- *Guide Dogs for the Blind*
- *SSAFA*

Every year our pupils, either individually or in teams, choose to support a wide range of charities. They are keen to make a difference and fundraise through an amazing range of activities. Recent highlights include a whole school swimathon that swam the distance of a marathon in the pool and raised £850 for the Chelsea and Westminster Neonatal Unit.

Our Sixth Formers have established strong links with Rugby Portobello Trust (RPT) and continue their dedicated assistance to the White City and Acton communities. Last year they succeeded in running our first ever musical instrument amnesty, which rescued over 60 unwanted instruments. This gift of music was then followed by our first ever Christmas single ('Holding Hands at Christmas'), which was released digitally to wide public acclaim at our Christmas Concert.

Our Pre-Prep may be small, but they have big hearts and have raised money for several charities over the year, including the Princess Alice Hospice. Another valiant collective effort this year has been the annual Sixth Form Charity Dinner. This raised records sums, over £22,000, of which the main beneficiaries were London's Air Ambulance, Prospect Burma and Life in Full Trust.

Individual efforts have been similarly impressive. One of our Lower Sixth students organised a large team of Harrodians and parents for the Shine Walk. Her valiant efforts raised the amazing sum of over £100,000 for Cancer Research UK. Also hugely notable has been the work of the 14s and 15s pupils who every Christmas raise money to buy and wrap presents for all the children supported by the Sutton Women's Centre.

In the Senior School, the 13s flagship charity project, the Harrodian Youth Philanthropy Initiative (HYPI), a programme unique to the school, has gone from strength to strength. Pupils have continued to investigate social issues, interact with over 20 different local charities, fundraise in and out of school and help build caring communities. This year the quality of presentations given to a judging panel of VIPs was outstanding. The outright winner this year was Riding for the Disabled, who received a grant of £3,000. Not content with their win of last year, our now 14s team of girls continued to fundraise for Guide Dogs for the Blind. As a result, we have just sponsored our first puppy. It will be a true addition to the ways our pupils' have funded to help others.

Out in the community, Senior pupils are actively engaged across the local area as part of the work they commit to under the Duke of Edinburgh Award scheme. This includes neighbourhood schools, rest homes and community centres, in particular; Viera Gray House, the Castelnau Community Centre and Thomson House School. Local projects are supported through the school's charity work, including several good causes such as the East Sheen Christ Church Community Hall Appeal, the Barnes Charity Fashion Show, Food Fair and the Barnes Trail.

Our pupils learn many important lessons from their philanthropic endeavours. Not least, that as a caring community they can make a tangible difference to those in need.

### **Complaints Procedure**

Since its founding, the school has prided itself on the quality of its teaching and pastoral care. It works hard to ensure each pupil makes good academic and social progress throughout his/her time with us.

All schools, however, receive complaints from time to time. We are, of course, open to expressions of genuine dissatisfaction and believe that all complaints we receive should be treated seriously and investigated fully and fairly.

The school will always try to resolve complaints informally and in an amicable fashion. The school's Complaints Procedure is divided into Informal and Formal Stages, and it is expected that the majority of complaints will be resolved quickly at the Informal Stage.

Should you wish for more information, then please request a copy of the school's Complaints Procedure from the School Office.

### **Curriculum Handbooks**

Curriculum Handbooks for each year group can be accessed / downloaded from the school website. In addition, parents are welcome to discuss any aspect of their child's curriculum with our Director of Studies, Mrs Heather Locke.

### **Cycling**

We encourage pupils to cycle to school, especially in fine weather and while the afternoons are light. We urge all cyclists to wear helmets and reflective clothing for their own safety. Cyclists must dismount once they are within the school grounds and must walk their bikes in/out of school. All bikes must be stored and locked in the racks provided.

### **Data Privacy**

Harrodian respects your privacy and is committed to protecting the personal

information that you share with us. You have the right under Data Protection Law to access and be aware of the data we hold about you and, in some cases, for it to be erased or amended. Full details on our Privacy Policy can be found on our website under Practical Information / Policies.

If you would wish to access or amend your personal data, including transferring it to another organisation, please make your request in writing to the school. We will aim to respond to such requests within the statutory time limits, which is one month in the case of requests for access to information.

### **Detentions After School**

If a pupil in the 11s, 12s or Seniors is issued with a Friday after-school detention, his/her parents will be notified in writing in advance.

### **Dogs**

Please note that dogs must be kept on a leash whilst in the school grounds and parents/carers are responsible for cleaning up any mess. Dogs may not be tied up and left unattended.

**Dogs are strictly forbidden from entering the school buildings and café.**

### **Dress Code**

It is important that pupils register in correct clothing at the start of morning and afternoon school, and parents are asked to assist us in ensuring that pupils adhere to the dress code. All items of clothing must be clearly labelled.

### ***Pre-Prep: Reception to PP3 (Yr 3)***

#### **Boys**

##### **Winter**

Grey trousers  
Shirt with collar (check/plain)  
Navy blue jumper  
Grey socks  
Black shoes - Velcro

##### **Summer**

Grey shorts  
Short-sleeved shirt with collar (check/plain)  
Navy blue jumper  
Grey socks  
Black sandals or black shoes - Velcro

#### **Girls**

##### **Winter**

Grey skirt or dress  
Blouse with collar (check/plain)  
Navy blue jumper  
Navy or black socks or tights  
Black or navy shoes - Velcro

##### **Summer**

Short-sleeved navy blue/white checked dress or navy blue/grey skirt  
Short-sleeved blouse with collar (check/plain)  
Navy blue cardigan/jumper  
White socks  
Navy or black sandals - Velcro

The above items of clothing may be purchased from any supplier/shop.

## **General**

Rucksack – to be purchased from Serious Stuff  
([www.serious-stuff.com/](http://www.serious-stuff.com/) password: lonsdale)

(Art overalls will be provided by school)

## ***Prep Dress Code (Years 4 – 8)***

### **Clothing List**

Smart dark trousers/tailored shorts.

- dark trousers must be loose fitting, tailored school trousers.

Smart dark skirt, **which must rest at an appropriate length above the knee, or longer.**

Shirt or blouse **with collar and sleeves**, to cover entire midriff (not see-through or short, nor tied-up). Only white T-shirts may be worn underneath shirts/blouses (no base layers); shirts must be buttoned up.

White shirt with collar for special occasions (e.g. school photo).

House polo shirt - to be purchased from Serious Stuff.

Smart plain jumper or cardigan – no pictures/print. Discreet logos only.

School hooded top (optional) – no other hooded tops permitted.

Coats may only be worn outdoors i.e. before or after school, during break and lunchtimes.

No denim allowed.

Navy, grey or black tights (no patterns). Socks **must** be worn if not wearing tights.

Shoes – dark leather or suede shoes or ankle boots only. The visible sole of the shoe must likewise be dark.

Only in medical circumstances will alternative footwear be considered. If your child attends the Foot Health Service and requires a specific shoe type/fitting, please supply a letter from them to support your request for your child to wear alternative footwear.

**Not permitted:**

Faded trousers  
Jeans  
Cargo pants  
Leggings or jeggings of any type  
Skinny fit trousers  
Uggs or similar style boots  
Canvas shoes e.g. Vans, Converse  
Boots (except ankle boots)  
Trainers e.g. Nike Airforce shoes  
Heels

All items of clothing must be **clearly labelled**. This makes it much easier for pupils to recover lost property. Any unnamed items will be given to charity on a regular basis.

**Any pupils not deemed to be smart and tidy, or adhering to the ethos of the dress code policy, will be issued a detention.**

**General**

Bookbag / rucksack - no restriction on colour or design

***Senior Dress Code (Years 9 – 11)*****Clothing List**

Shirt, polo shirt or blouse **with collar and sleeves**, to cover entire midriff.

White shirt with collar for special occasions (eg school photo).

Smart sweater to be worn over a collared top – no pictures or print, including on the sleeves or back, aside from a discrete logo of no more than 2cm x 2cm.

A school-branded hooded top may be worn – no other hooded tops permitted.

Suitable jackets, including those with hoods, may be worn outdoors before/after school and during break and lunchtimes.

Smart dark (ie not faded) trousers or tailored shorts of only one colour (no stripe of a different colour is permitted down the sides).

No leggings/jeggings are permitted.

Smart plain skirt which must not rest more than 7cm above the knee.

Navy, grey or black tights (no patterns).

Smart dark leather or suede shoes or ankle boots (no Uggs or similar style boots) – only a low heel permitted. The visible sole of the shoe must likewise be dark. **Brands or logos should not be visible.**

Please note that trainers, creepers and canvas shoes are thus not permitted (aside from as a change of shoes for break or lunchtime). This includes all shoes by Vans, Converse, Adidas, Lacoste, Superga, Nike or **any** such manufacturer of casual footwear.

School hooded tops available from Serious Stuff, Rosslyn Park FC, Priory Lane, London SW15 5JH Tel: 020 8876 7668 ([www.serious-stuff.com](http://www.serious-stuff.com) password: lonsdale)

### **General**

Bookbag / rucksack - no restriction on colour or design

See **Sports** for sportswear kit list.

### ***Sixth Form***

The Sixth Form is a professional working environment and students are expected to dress appropriately.

The following clothing or accessories are **unacceptable**:

Jeans with rips or holes

Tracksuit bottoms

Leggings

Excessively revealing clothing, e.g. see-through tops, bare midriffs

Excessively short skirts or low cut tops

Any top with garish or offensive designs

Shorts for the beach or sport

Trainers with holes and laces untied

Flip-flops

Excessive body jewellery

Students in the Sixth Form are the ambassadors for the school. The example they set is followed by younger pupils and they are therefore encouraged to dress smartly. Immediate response to changes in fashion may require staff to apply their judgement to ensure appearances are acceptable and reasonable.

### **Emergency Procedures/Lockdown**

In the event of an emergency evacuation of the school buildings, the fire alarm will sound and pupils will be led quickly and in silence to the field behind the Dining Room, where a register will be taken. The school has a shared agreement with St Paul's Boys School to evacuate to their school site.

In the event of a lockdown, the intruder alarm will be set off and staff follow practiced procedures.

### **End of School Day / After-School Supervision**

All Reception children finish at 3.15 p.m. Monday to Friday. There is the option for Reception children to be collected at 1.00 p.m. on Fridays directly from their classroom. This is on a termly basis only and such arrangements should be discussed with the class teacher and confirmed by letter to Ms Lucy Horan. All other Pre-Prep children finish school at 3.25 p.m. from Monday to Thursday and 3.15 p.m. on Fridays.

Pre-Prep pupils who wish to play in the French garden or on the putting green must be fully supervised by a parent/carer. During the school's supervised Pre-Prep break times, we do not allow pupils to climb trees or the cloister walls, trample over the fountain and decorative stones, flay our trees with large sticks, let football games degenerate into a free-for-all and annoy and upset our neighbours by shrieking and screaming by the adjoining fence. We pass our duty of care to parents/carers at pick-up time and therefore ask for your support in ensuring pupils play nicely and within our normal school rules.

At the end of the school day Prep and Senior pupils can remain at school either to take part in an after-school activity or to complete homework in the Prep Room (8s - 12s). The Prep Room is open daily until 5.00 p.m. Senior pupils can complete their homework in the Senior Library

Staff make a point of getting to know parents and helpers who regularly bring and collect children to and from school and are asked to challenge anyone unknown. Please give details to your child's Form Teacher of any new collection arrangements.

Pupils in the 8s to 10s (Years 4 - 6) will not be released from their classrooms unless collected by an adult / carer / nanny or older sibling. If a pupil in the 8s to 10s is to make his/her own way home independently, parents must please email their child's Form Teacher and Mrs O'Neill with instructions.

No child may be outside in the school grounds unsupervised, unless they are being collected straight after school ends from the pick-up zone outside the main building,

where they may briefly wait, in safety, on the pavement until no later than 4.30pm.

Children in the 8s to 12s waiting to be collected after school are supervised in the Prep Room, so please do not ask your child to wait for you in the car park. This is not permitted. Please note that pupils in the 8s to 10s will not be released from the Prep Room unless a parent/carer collects them directly from the Prep Room. They may not leave unaccompanied.

The Prep Room is staffed until 5.00pm and parents must allow ample time to ensure their children are collected punctually. Lateness creates an unfair and unacceptable burden for our staff who are reluctant to leave pupils unsupervised for safety and security reasons.

All pupils must be collected by 5.00 p.m. Parents/carers waiting for pupils must please sit quietly in the Main Hall.

Please note that the school cannot accept any liability for any collection arrangements made privately and outside the school's jurisdiction.

### **Examinations and Assessment**

Informal continual assessment starts in the Pre-Prep and formal end-of-year examinations are introduced in the 10s (Year 6) in the Prep School and beyond.

In the Senior School, examinations and assessments become more frequent and formal as pupils approach GCSEs in the 15s (Yr 11). Tests are often half-termly and parents receive constant feedback on progress.

### **Fire Alarm Procedure**

In the event of a suspected fire emergency, the alarm will sound and pupils will be led quickly and in silence to the field behind the Dining Room, where a register will be taken.

Fire notices / exit routes are posted up in all classrooms. The school aims to practise fire drills 2-3 times per year.

### **Harrodian School Parents' Association (HSPA)**

The HSPA is a voluntary body whose stated aims are:

- to develop and sustain a cordial and mutually beneficial relationship between parents and the school
- to support the Headmaster and Senior Leadership Team at specific school events, when required
- to help maintain the founding ethos, principles and culture of the school



- to provide feedback and advice to school management where necessary
- to help enrich the children's social and educational experience at the school by providing funds for projects and materials that would otherwise be beyond the remit or resources of the school
- to engage in activities that help support the local community as well as other charities and good causes
- to provide all areas of support to the Events' Committee

The HSPA is an invaluable link between parents and the school and holds termly meetings with the Headmaster, as well as termly meetings with the class co-ordinators.

### ***The Current HSPA Committee***

Mrs Sonya Salmon	Parent Co-ordinator and Secretary
Mrs Gill Priest	Treasurer
Mrs Rachael Snaith	Events' Co-ordinator

### ***Class Co-ordinators***

Each form in the school is encouraged to have at least one class co-ordinator. Parents are asked to volunteer for this role at the start of each academic year and responsibilities include:

- Acting as a social contact for new and existing parents.
- Distributing Parents' Association communications to parents.
- Feeding back any issues or queries from parents at the termly class co-ordinators' meeting.
- Providing support to the Events' Committee through co-ordinating volunteer parents for HSPA fund raising events, such as the Summer and Christmas Fairs.

### ***Charities and Good Causes***

Over the years the HSPA have supported many national and international charities, including more recently the following:

*Charity Water*

*React*

*Castelnau Community Centre*

*Viera Gray House, Barnes*

*DKMS*

*The Barnes Food Bank*

*Resurgo Spear*

*Save the Children*

*Refugees Welcome*

*Dusty Yak Foundation*

### **Homework Policy and Timetable**

We believe that undertaking homework on a regular basis helps pupils develop important skills. By becoming more independent in their learning, they will benefit more from their time in school.

The school will:

- ensure that pupils are given homework on a regular basis and in manageable amounts;
- set tasks which are suitable and achievable within the time available;
- provide homework which relates to work being done in school;
- mark homework and give feedback to pupils;
- ensure that homework is at an appropriate level of difficulty for the pupils;
- provide suitable facilities for homework tasks to be carried out at school

Pre-Prep children are set the following amounts of homework:

Reception	weekly activities and key words
PP1 (Yr 1)	weekly spellings
PP2 (Yr 2)	A total of one hour of Maths, English and spellings per week
PP3 (Yr 3)	A total of one hour and 20 minutes of spellings, times tables, Maths and English per week

In addition, all Pre-Prep children are expected to read 10 to 15 minutes each day.

For pupils in the 8s and above, the amount of homework set daily will be approximately as follows:

8s (Yr 4)	1 piece of homework which should take 20 minutes and a further 20 minutes to include 10 minutes of Maths and 10 minutes' reading and spelling.
9s (Yr 5)	1 piece of homework which should take 25 minutes and a further 20 minutes to include 10 minutes of Maths and 10 minutes' reading and spelling.
10s (Yr 6)	1 piece of homework which should take 30 minutes and a further 20 minutes to include 10 minutes of Maths and 10 minutes' reading and spelling.
11s (Yr 7)	1-2 pieces of homework which should take 30-35 minutes each and 20 minutes' reading. However, when there are exams/tests, pupils will be expected to spend longer working at home.
12s (Yr 8)	1-2 pieces of homework which should take 30-35 minutes each and 20 minutes' reading. However, when there are exams/tests,

	pupils will be expected to spend longer working at home.
13s (Yr 9)	2-3 pieces of homework which should take 40 minutes each
14s (Yr 10)	2-3 pieces of homework which should take 45 minutes each
15s (Yr 11)	2-3 pieces of homework which should take 45 minutes each
Sixth Form	1 hour per subject studied that day

Pupils should write the homework set into their School Planner. If there are any difficulties/issues with homework, parents are asked to write a note to the subject teacher.

The school considers homework to be a vital part of a pupil's learning and thus will not tolerate homework that is not handed in or that is inadequate and not completed to the best of a pupil's ability.

### **Houses**

The Harroddian House system does not have a sibling policy as we believe this creates a more balanced and fairer competition between the houses.

House points are awarded for high standards of academic achievement, both in class and for homework. Participation points are also awarded for numerous events e.g. pumpkin carving, as well as a large range of House group competitions held throughout the year.

Every Prep pupil is required to have a House polo shirt to wear at House events, as directed by the Heads of Houses. House polo shirts are available to purchase from Serious Stuff.

Please note: the House polo shirt may not be worn as part of pupils' day-to-day dress code, nor for sports lessons (unless instructed to do so for a House tournament).

### **Jewellery, Hair and Make-Up**

Discreet jewellery is permitted, at the discretion of the Head of Year. Pupils may wear one pair of small earrings (only one earring in each ear). No body piercing, i.e. eyebrow ring, nose ring, navel stud, etc. is allowed.

Hair must not be extreme in style or length. Hair may not be dyed and only plain, functional hair accessories are allowed. Facial hair is only permitted in the Sixth Form.

Make-up and nail varnish are not permitted.

### **Learning Support**

The Harroddian School is a selective school for boys and girls of average to high academic ability. Consequently, the school does not accommodate the full spectrum of ability nor the full range of Special Educational Needs, although the school does admit some pupils who have mild Specific Learning Difficulties and/or health problems, and for whom English is an Additional Language. These pupils are monitored by the Learning Support Department and often supported with one-to-one lessons.

For further information on any of the above please contact:

Mrs Sarah Codacci – Head of Learning Support ([scodacci@harroddian.com](mailto:scodacci@harroddian.com))

### ***Teaching in the Learning Support Department***

- One-to-one support lessons: £52 per 40 minute lesson. Billed in advance, based on the number of weeks per term.

### ***Assessment***

The Learning Support Department advises on assessment for pupils of all ages and offers a variety of assessments, including observation and initial screening.

For more detailed information on assessments, with the respective charges, please contact Mrs Codacci or the SENCo for your child's part of the school as follows:

Prep and Senior School SENCo: Sarah Codacci ([scodacci@harroddian.com](mailto:scodacci@harroddian.com))

Pre-Prep School and 8s (Year 4) SENCo: Ruth Andrews ([randrews@harroddian.com](mailto:randrews@harroddian.com))

### **Leaving the School Premises**

The school will do all that is reasonable to ensure that pupils remain in the care of the school during school hours, but cannot accept responsibility for a pupil if he/she leaves the school premises in breach of school rules or regulations. Pupils in the Sixth Form are allowed to sign out from 12noon. All other pupils are required to remain in school until the end of their respective school days.

**Lockers**

Lockers are available and parents/carers are asked to fill in a request form available from the Admin Office. A deposit is required, refundable when a pupil vacates his/her locker and returns the key.

**Lost Property**

All items brought to school should be clearly named, including bags / sports bags (which must be clearly named on the outside).

To collect any lost items, please look in the yellow bin in the Main Hall.

Lost property is put out on a regular basis, usually on Fridays, for parents/pupils to claim. Any items which remain unclaimed for one term will be sold and the funds given to charity.

**Lunch**

Lunch is served from 11.40 a.m. to 2.05 p.m. Year groups are allocated specific times for their lunch to allow all pupils ample time to eat prior to resuming afternoon lessons. A substantial choice of fresh, good quality food is available and typically includes a hot meat/fish or vegetarian option, soup, baked potatoes, extensive salad bar, dessert and fruit. Pupils are expected to show good manners and courtesy at all times in the Dining Room.

The school aims to provide a nut and sesame free environment, but cannot guarantee this.

Please note that school lunches are mandatory, except in the cases of serious medical conditions. Lunches form part of a carefully costed exercise and are predicated upon a 100% take up of all pupils over three full terms. Parents should be aware, therefore, that the full cost of termly lunches will be invoiced regardless of any absences due to school trips, pupil illness, GCSE/A Level study leave etcetera. GCSE and A Level students are, however, welcome to come in for lunch during their study leave.

**Medical Matters**

The school employs three nurses, one of whom is in attendance throughout the school day. If a pupil feels unwell he/she should visit the nurses' office and she will assess the pupil and make a decision whether he/she is well enough to return to class, requires treatment, rest or needs to go home. Parents will be telephoned if their child has to be collected. No pupil should contact home him/herself requesting to be collected: this decision will always be made by the nurse and in some cases in conjunction with the child's Head of Year.

- ***Emergency Medical Treatment***

Where deemed necessary by medical staff, and in the event that the school is unable to contact a pupil's parents or the emergency contact provided to the school, parents consent to the Headmaster/teacher in charge to act on their behalf and allow medical treatment to be administered to their child.

- ***Head Lice***

Parents are asked to check their children's heads on a weekly basis for evidence of head lice and treat accordingly. If pupils are found to have head lice, parents will be telephoned and asked to collect their children from school. The nurses are happy to discuss methods of treatment with parents.

- ***Medication***

The nurses are only able to give prescribed medicines if they are in the original packaging, clearly labelled by the pharmacy and with the child's name and details for administration. When providing the nurses with medication, please make a note of expiry dates, particularly if your child has an adrenaline-auto injector or asthma inhaler, to allow you sufficient time to supply the nurses with new medication prior to this date.

- ***Adrenaline auto-injectors (AAIs i.e. Epipens, Emerades and Jext)***

***Pupils in the Prep and Senior Schools who have serious allergies and have AAI's prescribed should carry them with them at all times. They should be kept in a regulatory AAI bag and clipped to their school bag or sports bag. A second device will be kept in the Medical Office.***

***Children in the Pre-Prep will have their AAI and care plan held in the Medical Office.***

***If pupils are playing in away matches, they must be responsible for making sure they have their device with them.***

- ***Stomach Bugs***

Pupils must remain home for 48 hours after the last episode of vomiting/diarrhoea, as per local and school policy.

- ***Nuts and Sesame***

It is vitally important that no nuts, nut products or sesame are brought into school. We have pupils with life threatening allergies so all snacks, food, birthday cakes etc must be rigorously checked at home before being brought into school.

Please be aware that nut and sesame allergies may also be airborne.

### **Messages for Pupils**

Parents are requested to keep messages to a minimum. If it is essential to get a

message to your child, please phone the school before noon to enable staff to pass messages on. Except in an emergency, please do not call with messages after this time.

### **Mobile Phones/Smartwatches**

The school recognises the usefulness of mobile telephones/smartwatches as an effective means of communication and as an added personal security measure. However, mobile telephones/smartwatches may not be used by pupils during school hours from 8.35am-4.00/4.10pm unless permission is granted to use them in lessons. There are no exceptions to this stipulation and telephones/smartwatches will be confiscated if they are used during the working day without permission. The taking of photographs or video recordings via a mobile phone is banned at all times - unless supervised by an adult as part of a legitimate school purpose. If a pupil needs to make an urgent phone call during the school day, he/she must go to Reception, the main Admin Office or Senior School Secretary's Office.

### **Morning Break**

Morning break runs from 10.20 a.m. to 10.40 a.m. for Pre-Prep children and from 10.50 a.m. to 11.10 a.m. for Prep and Senior pupils. All pupils are expected to be outside when the weather is fine. Pre-Prep children have designated play areas close to the Pre-Prep Department where they can play under supervision. Pupils in the Prep and Senior schools are encouraged to use the space in the lower field. Only Senior pupils have access to the top astro turf (the bottom astro turf may be used by both Prep and Senior pupils).

Pupils must bring healthy breaktime snacks to school, for example, fruit, cheese, carrot sticks, rice cakes and sandwiches. Crisps, sweets, fizzy drinks, cakes, biscuits etc (with the exception of birthdays or other special occasions) are not permitted.

### **Mufti Days**

On Mufti Days, including national charity fundraising days supported by the school eg. Jeans for Genes day, pupils are permitted to wear casual clothing (non-revealing) and casual footwear.

### **Music**

The Music Department at the school is busy and productive. There is a wide range of orchestras, choirs and musical groups offered to pupils of all abilities. Private music lessons for pupils are arranged on a rota system during academic teaching periods, lunch breaks and before or after school. Before attending a peripatetic music lesson, all pupils must sign in in the Auditorium foyer. Pupils and parents are advised that if they have any queries about lessons or any other music activity, they should contact Mrs Ashe, Director of Music, on [hashe@harrodian.com](mailto:hashe@harrodian.com).

### **New Parents' Welcome Evening**

All new parents are invited at the beginning of each academic year to an informal gathering, where they can meet school staff, members of the HSPA and other new parents.

### **Nuts and Sesame**

**The school aims to provide a nut and sesame free environment, but cannot guarantee this. All food, breaktime snacks, cakes and biscuits for fund-raising sales, birthdays and sports teas must not contain any nuts/sesame or nut/ sesame ingredients.**

### **Off-Site Activities for Pre-Prep, Prep and Senior Pupils**

During their attendance at school, pupils may be involved in a range of activities off-site, which take place near the school. Examples of such activities are: running club, House running competitions, excursions to Barnes village, the reservoir, wetlands and other local amenities etcetera. Unless you inform the Headmaster in writing to the contrary, we assume parents give consent for their children to participate in these local activities, under staff supervision.

### **Parent Briefings**

Parents are invited to attend meetings organised by Form Teachers and Heads of Year on an ad hoc basis. These briefings are designed to inform parents about day-to-day matters relating to our younger Harrodians and ensure parents are able to support their children and the school as fully as possible.

Higher up the school, parent briefings are normally hosted by year group heads and focus on supporting our older pupils with revision and examination stress, weekend socialising and other pastoral matters. Parents are invited to lend their support across all aspects of their children's welfare, both in and out of school.

### **Parental Absence from Home**

When parent/s are away overnight or for a 24 hour period or longer, the Headmaster must be notified in writing with the name, address and telephone number of the adult who will have care of the pupil/s.

### **Parents' Evenings**

Parents' Evenings for each year group are held once or twice a year. Dates of Parents' Evenings are available in the Parent Bulletin at the beginning of each term.

Parents are asked to note that children may not be in school after 5.00 p.m. as we are unable to offer supervision.



Children may not play or run around outdoors and parents must therefore make alternative arrangements for their children's care. The only exception is if your child is returning late from a sports fixture / after-school club. He / she may sit quietly reading or doing homework, but if disruptive, you will be asked to take your child home.

### **Parents Visiting School during School Hours**

#### ***In the Pre-Prep –***

Any Pre-Prep parents who need to come into school outside of when the Pre-Prep gate is open (i.e. after 9.00am and before 3.00pm) must sign in/out with Rachelle in Reception on arrival/departure.

#### ***In the Prep/Senior Schools and Sixth Form -***

For all pre-arranged 1:1 parent/teacher meetings taking place at any time before, during or after the school day, parents must sign in/out in Main Reception or the Senior School Office.

Prep, Senior and Sixth Form parents who come into school for any other reason outside of normal drop-off / pick-up times, must please also sign in/out in Main Reception or the Senior School Office (these procedures exclude parents coming in to watch sports fixtures).

### **Personal Music Devices**

Members of the Sixth Form may use them in the Senior Library/Study Area during private study periods (as long as there is no noise leakage from the ear pieces). The Headmaster does not wish for personal music devices to be generally visible during the working day. Therefore they may not be used:

- in the lunch room
- between lessons
- during lessons (including Art)

The school does not, however, take any responsibility for the loss or damage of such items.

### **Personal Property**

Pupils are responsible for the security and safe keeping of all their personal property, including money, mobile phones, locker keys, watches, computers, musical instruments, sports equipment etcetera. Parents are responsible for the insurance of their children's personal property. Please note that the school's insurance does not cover the loss or theft of pupils' personal property.

### **Photographs / Video Recordings**

Photographs, digital images and videos of pupils may be taken by parents and family members, either on the School site or when pupils are involved in organised off-site

activities. Parents and family members are welcome to take photographs or videos of school events which may include images of other pupils. To respect the privacy of others and, in some cases, for protection purposes, these images must not be circulated or made publicly available on social networking sites or on other public areas of the internet (e.g. by email, on social networking sites e.g. Facebook, on YouTube etc.). Parents may not take photographs of their children or fellow pupils in the swimming pool.

Pupils are made aware of their responsibilities in this regard and on no account are they permitted to photograph/video other pupils or staff unless supervised by a member of staff.

From time to time the school will use photos of pupils for bona fide promotional purposes, e.g. newsletters, prospectus etc. Likewise, photos, video clips, children's work will be published on our school website. Parents are issued with a consent form allowing them to opt into various permissions.

### **Policies**

For a full list of school policies, please see the Admin Office or refer to the school website.

### **Prep Room**

Children in the 8s to 12s waiting to be collected after school are supervised in the Prep Room, so please do not ask your child to wait for you in the car park. This is not permitted. Please note that pupils in the 8s to 10s will not be released from the Prep Room unless a parent/carer collects them directly from the Prep Room. They may not leave unaccompanied.

The Prep Room is staffed until 5.00pm and parents must allow ample time to ensure their children are collected punctually. Lateness creates an unfair and unacceptable burden for our staff who are reluctant to leave pupils unsupervised for safety and security reasons.

### **Pupil Behaviour: Harroddian Principles and Expectations**

The Harroddian believes that all its pupils have a right to learn and thrive in a safe, respectful, warm and happy environment.

#### ***Harroddian Behavioural Principles:***

*All our members should conduct themselves according to the following principles:*

- Behave with good manners at all times
- Show tolerance and respect for each other
- Be supportive and considerate of others

- Be helpful and cooperative
- Take care of property - your own and that of others
- Be a positive role model
- Work hard and aim for excellence

The following examples of behaviour and good manners are expected as the norm:

- Listen to and understand others, be aware of their needs and feelings
- Speak to all adults with politeness and respect
- Move around school with an awareness of others - greet people you know, open doors, walk on the right hand side of corridors, staircases and doorways and avoid barging into others
- Be aware of visitors and recognise that they may need assistance
- Be aware that you are always an example for younger members of our community

**The Harroddian does not tolerate any form of intimidation or disruption to the fostering of a positive environment.**

Therefore, we will not tolerate:

- **Violent and threatening behaviour, racism, extortion, blackmail**
- **Inappropriate IT use – computer hacking, cyber-bullying, endangering student wellbeing or impacting upon the reputation of the school**
- **Bullying – physical, verbal or online**
- **Misconduct of a sexual nature**
- **Supply or possession of pornography**
- **Theft or taking others' property without consent**
- **Damage to property, including graffiti**
- **Use or carrying of drugs and illegal substances or associated activity**
- **Use or carrying of weapons, including knives of any kind**
- **Use or carrying of tobacco, tobacco products, e-cigarettes or e-cigarette products. Smoking and vaping are prohibited on site.**
- **Use or carrying of alcohol**
- **Anti-social behaviour, including rudeness, swearing, barging and running indoors**

**All of the above should apply at all times, including on trips, when coming and going from school and at any other time when pupils can be identifiable as members of the school community. Pupils must accept that if they cannot keep to these principles and expectations, there will be consequences to their actions.**

## ***Harroddian Behavioural Expectations:***

### **Around school:**

- Follow teachers' instructions at all times
- Be aware of others and ensure that you conduct yourself in a controlled and thoughtful manner
- Respect and take care of property
- Adhere to the school's dress code
- Ensure that mobile phones/smartwatches are not used during the school day
- Chewing gum is not permitted at any time of the day whilst on the school premises – the school is 'gum-free'

### **In lessons:**

- Arrive on time
- Bring appropriate equipment
- Be focused and on task
- Do not consume food or drink (except water)
- Write all homework in your Planner as instructed

### **Break/Lunchtimes:**

- In fine weather, all pupils must be outside (unless attending an indoor club).
- Red flag: Pupils are not allowed on the field.
- Orange flag: Pupils are allowed on the field in trainers.
- Green flag: Pupils are allowed on the field in any footwear.
- Use the Harroddian Lower Field, but always keep within sight of duty staff. Prep pupils may use the bottom astroturf (the top astroturf is for use by Senior pupils only).
- Do not run in the school buildings/cloisters as this can be very dangerous. Only enter the enclosed swimming pool area if supervised by a member of staff.
- Stay well clear of all car parks and driveways.
- During wet break remain indoors and act in a quiet, sensible manner.
- In the Dining Room you should conduct yourself in a thoughtful, sensible and courteous manner. After eating, you should clear away dirty plates, glasses etc.
- You are expected to sign up for a minimum of two activities and attendance is compulsory throughout the term.

### **Care of Property:**

- You must accept your share of responsibility in keeping form rooms and classrooms tidy.
- Bags, shoes and coats should be left neatly at the back of form rooms or in lockers provided.
- Valuable personal items or more than £5 in cash must not be brought into school.

Please be aware that The Harrodian cannot accept responsibility for the loss or damage of any sums of money or valuables, including mobile phones/iPods/iWatches etc.

- You may not take other people's property without their expressed consent.
- We strongly recommend you have a padlock on your sports bag.

Prep and Senior pupils are asked to read and sign a code of expectations which is kept on their school files.

Pupils whose academic performance or behaviour becomes cause for concern, will be issued with a monitoring card and monitored on a daily basis.

### **Pupils Transferring Schools**

If parents consider moving their child to another school on either a temporary or permanent basis, please ensure you have discussed this with the Headmaster well in advance of any potential transfer.

If parents require the school to invigilate external examinations for another school, there will be a £50 charge.

### **Reports to Parents**

Parents of pupils in Reception to the Sixth Form will receive one written report during the year.

Parents of pupils in the 11s, 12s, 13s, 14s, 15s and Sixth Form will receive Progress Reports at intervals throughout the year.

Pupils who have performed unsatisfactorily in several subjects are placed on a Monitoring Programme. These pupils must carry a report card, which is completed by subject teachers and monitored by the Form Teacher, Head of Year and parents.

If a Sixth Form student appears to be underperforming in many areas, the Head of Sixth Form will contact the parents and strategies for improving academic performance will be discussed and targets formulated.

### **Rewards, Sanctions and Exclusions**

#### ***Rewards***

The school seeks to encourage and reward positive behaviour.

Our focus will be on rewarding appropriate behaviour by giving tangible and intangible rewards. Examples of tangible rewards might include:

- a note in the School Planner;
- letter or telephone call home;

- display of good work;
- commendation;
- Golden Book (Pre-Prep only);
- class treats;
- Student of the Week award

### ***Sanctions***

- should be as light as possible;
- should be as objective as possible;
- should happen quickly;
- should be clearly understood;
- should be fair and consistent

### ***Exclusions***

Exclusions are very rare at Harroddian and for each case in which an exclusion (temporary or permanent) might be considered, the decision will be made by the relevant Section Head or the Headmaster after reviewing all the facts.

Further information on the school's policy can be requested from the School Office.

### **School Guidance Counsellor**

The school has a guidance counsellor who offers a self-referral system which allows pupils in the 11s through to Upper Sixth to “drop in” for sessions. Pupils in the Lower Prep (8s - 10s) and Pre-Prep will require consent from a parent/guardian. Appointments are made via email to: [adele@monsef.com](mailto:adele@monsef.com). The school guidance counsellor is available on Tuesdays.

For more information on counselling in school, please contact the Admin Office.

### **School Planner**

Each pupil in the 8s and above is issued with his/her own School Planner at the beginning of the Autumn Term. The Planner contains standard information on timings of the school day, expected behaviour, dress code, rules for internet use etc and for daily reminders and notes. It is also a useful tool for communication between parents and school. Parents are asked to check their child's Planner regularly and parents of 8-11s pupils to sign it on a weekly basis. Please note that replacement planners will cost £5.00 each.

### **Sports (including Sportswear List)**

All pupils are taught by specialist PE teachers. In order to provide a comprehensive range of activities, the various sports are split across the year as follows:

### ***Autumn Term***

Health Related Fitness      Football - boys and girls  
Swimming – boys and girls      Netball - girls

### ***Spring Term***

Dance      Hockey - boys and girls  
Health Related Fitness      Football - boys and girls  
Gym      Rugby - boys and girls

### ***Summer Term***

Swimming - boys and girls      Tennis - boys and girls  
Athletics - boys and girls      Cricket - boys and girls

The Sports Department also offers an extensive range of extra-curricular activities and works hard to organise a full and varied timetable of fixtures against other schools.

Pupils are given the opportunity to represent either their House or the school throughout the year. The department operates a policy of inclusion for all those who wish to participate, as long as they attend training and are well-organised.

Pupils who are ill or unable to participate in Sport will be excused from practical activities and will be allowed to work indoors. Pupils who are able to remain outdoors must still bring in their PE kit as they will be involved as non-participants, assisting the teacher, learning valuable IPAD analysis and officiating/leadership skills, taking warm-ups and drills, as well as providing feedback to performers. No pupils are permitted to leave school due to being off sport.

### ***Sports Fixtures***

We are delighted that pupils have the opportunity to play inter-school fixtures both home and away. All pupils are expected to play in fixtures once selected (please refer to our Fixtures Protocol in our Student Planners). By accepting a place at the school, you hereby give consent for your son/daughter to travel to and from away fixtures in the school minibus, a coach or a teacher's car, unless you inform us otherwise, in writing, at the start of the academic year.

Pupils are required to sign and adhere to a fixtures protocol which is issued at the start of each academic year.

Parents are always very welcome to attend sport fixtures, home and away. Fixture lists and teamsheets are available on the website [www.harrodiansports.com](http://www.harrodiansports.com) and can also be checked on the sports noticeboards. No login is required for the website for fixture information, except for accessing team lists which require a password. The password is issued in the Autumn Term bulletin or via emailing Mr Lydon on [alydon@harrodian.com](mailto:alydon@harrodian.com). Spectators should confirm details by referring to [www.harrodiansports.com](http://www.harrodiansports.com), as changes to the fixture lists are inevitable.

### ***Sportswear***

Please refer to the School website:

[www.harrodian.com](http://www.harrodian.com) > Practical Information > Parent Information > Sports Kit Lists for Pre-Prep, Prep, Senior and Sixth Form lesson kit storyboards.

All items of clothing, including socks, are to be labelled with name tags. They are to be sewn on the outside of the garment, on the front right hand side, near the hem of shirts, shorts and skorts and on tracksuit bottoms under the crest.

### ***Pre-Prep Sportswear***

#### ***Reception to PP3:***

The following items of clothing must be purchased from Serious Stuff ([www.serious-stuff.com](http://www.serious-stuff.com) / password: lonsdale):

- PE white polo shirt
- Polar fleece
- PE white shorts or skort
- Tracksuit bottoms

Additional sportswear which can be purchased from any supplier:

- Trainers with velcro
- White sport socks
- Black swimming costume/trunks
- Towel or robe
- Black swimming hat and goggles
- Crocs / flip flops

In addition, PP3 pupils will need the following items from Serious Stuff:

- Girls' skort
- Girls' hockey socks (thin stripe)
- Boys' black games top
- Boys' football/rugby socks (thick stripe)

Plus (for both boys and girls):

- Gum shield (for hockey and rugby - Spring Term only)
- Shin pads (for hockey and football - Autumn Term for boys/Spring Term for girls)
- Football boots (boys only) - (for football and rugby - Autumn and Spring Terms)



***Prep P.E. Kit: 8s (Year 4) - 12s (Year 8)***

All clothing and P.E. kit should be clearly named.

Padlocks on sports bags are strongly recommended.

All lesson and match kit must be purchased from:  
Serious Stuff, Rosslyn Park FC, Priory Lane, London SW15 5JH  
Tel: 020 8876 7668 [www.serious-stuff.com](http://www.serious-stuff.com) (password: lonsdale)

## Autumn Term

All Prep pupils must have the following kit:

Pupils in the 11s and 12s selected for playing competitive matches must also have the following kit:  
(all other teams to play in lesson kit)

### **Boys Lesson Kit**

Black games shirt (Sport lessons)  
White polo shirt (PE lessons)  
Black sports shorts  
Multi-sport socks (thick stripe)  
Polar fleece (travelling kit for matches)  
Harrodian tracksuit trousers  
(travelling kit for matches)  
Baselayer (optional but recommended)

### **Girls Lesson Kit**

White polo shirt (PE and Sport)  
Multi-sport skort  
White ankle length sports socks  
Multi-sport socks (thin stripe)  
Polar fleece (travelling kit for matches)  
Harrodian tracksuit trousers  
(travelling kit for matches)  
Baselayer (optional but recommended)

### **Girls Swimming Kit**

Black swim suit  
Black swim hat - compulsory if hair is longer than shoulder length  
Swimming goggles  
Towel and/or robe, flipflops

### **Boys Swimming Kit**

Black swimming shorts  
Black swim hat - compulsory if hair is longer than shoulder length  
Swimming goggles  
Towel and/or robe, flipflops

### **Boys Match Kit**

#### **FOOTBALL (A Team only)**

A team football shirt  
A team football shorts

#### **Girls Match kit**

#### **NETBALL A&B Teams**

A&B team multi-sport match shirt

#### **8s-12s Boys and Girls**

#### **MIXED SWIM Teams**

Mesh swim top  
(purchased from the PE department)

#### **8s-12s Boys and Girls**

#### **CROSS-COUNTRY RUNNING**

Lesson kit  
Athletics vest (optional) for squad

### **Footwear / Equipment:**

All boys will require a pair of sports trainers with ankle support (or astroturf shoes), shinpads and football boots. We recommend a pair of moulded rubber studs for dry/hard field conditions and a separate pair of boots with screw-in studs for wet/soft field conditions.

All girls will require a pair of trainers with ankle support (no plimsoles or slip-ons), shinpads and football boots (rubber moulded studs recommended).

## Spring Term

All Prep pupils must have the following kit:

Pupils in the 11s and 12s selected for playing competitive matches must also have the following kit:  
(all other teams to play in lesson kit)

### **Boys Lesson Kit**

Black games shirt (Sport lessons)  
White polo shirt (PE lessons)  
Black sports shorts  
Multi-sport socks (thick stripe)  
Polar fleece (travelling kit to matches)  
Harrodian tracksuit trousers  
(travelling kit to matches)  
Baselayer (optional but recommended)

### **Girls Lesson Kit**

White polo shirt (PE and Sport)  
Multi-sport skort  
White ankle length sports socks  
Multi-sport socks (thin stripe)  
Polar fleece (travelling kit for matches)  
Harrodian tracksuit trousers  
(travelling kit for matches)  
Baselayer (optional but recommended)  
Gloves with grips on palms  
(optional but recommended)

### **Boys Match Kit**

#### **RUGBY A Team**

A team rugby shirt  
A team rugby shorts

#### **Girls Match kit**

#### **HOCKEY A Team**

Multi-sport match shirt  
Multi-sport socks (thin stripe)

### **8s-12s Boys and Girls**

#### **CROSS-COUNTRY RUNNING**

Lesson kit  
Athletics vest (optional) for squad

### **Footwear / Equipment:**

All boys will require a pair of sports trainers with ankle support / astroturf shoes and boots. Mouthguards and safety studs are **COMPULSORY** for rugby.

All girls require a pair of sports trainers with ankle support / astroturf shoes, shinpads and boots (rubber moulded studs recommended).

Mouthguards and shinpads are **COMPULSORY** for hockey.

Mouthguards recommended through OPRO school fitting

Hockey stick (optional).

## Summer Term

All Prep pupils must have the following kit:

Prep pupils in the selected for playing competitive matches must also have the following kit:  
(all other teams to play in lesson kit)

### **Boys Lesson Kit**

White polo shirt  
White PE shorts  
White sports socks  
Polar fleece (travelling kit to matches)  
Harroddian tracksuit trousers  
(travelling kit to matches)  
Baselayer (optional but recommended)

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### **Girls Lesson Kit**

White polo shirt  
Multi-sport skort  
White sports socks  
Polar fleece (travelling kit for matches)  
Harroddian tracksuit trousers  
(travelling kit for matches)  
Baselayer (optional but recommended)

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### **Boys Swimming Kit**

Black swimming shorts  
Black swim hat - compulsory if hair  
is longer than shoulder length  
Swimming goggles  
Towel and/or robe, flipflops

### **Boys Match Kit**

#### **CRICKET A Team**

Cricket shirt  
Cricket trousers  
Cricket vest  
Cricket spikes

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### **Boys and Girls**

#### **MIXED SWIM SQUADS**

Mesh swim top  
(purchased from PE Department)

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### **Boys and Girls**

#### **TENNIS (same as lesson kit)**

White polo shirt  
White PE shorts (pockets) for boys  
Multi-sport skort for girls  
White sports socks  
White training shoes

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### **Boys and Girls**

#### **ATHLETICS (same as lesson kit)**

White polo shirt  
White PE shorts for boys  
Multi-sport skort OR Black Nick  
shorts (optional) - for girls  
Athletics vest (optional) for squad  
White sports socks  
White training shoes

**Girls Swimming Kit**

Black swim suit  
Black swim hat - compulsory if hair  
is longer than shoulder length  
Swimming goggles  
Towel and/or robe, flipflops

**Girls CRICKET/ROUNDERS**

White polo shirt  
Multi-sport skort  
White sports socks  
White training shoes

**Footwear / Equipment:**

All pupils require a pair of trainers with ankle support (no plimsoles or slip-ons).  
Cricket A Team members will require footwear with spikes. Thigh pads, protective  
boxes are to be bought by the pupils.  
The school can provide all other kit, although pupils are welcome to bring in their  
own bats, helmets, pads and gloves for cricket.  
Tennis racquet (optional).

**Miscellaneous**

Available from Serious Stuff:  
Sports bag  
Waterproof jacket (optional)

Available from Reception:  
Small combination padlock  
Black swim hat

***Senior P.E. Kit: 13s (Year 9) - 15s (Year 11)***

All clothing and P.E. kit should be clearly named.

Padlocks on sports bags are strongly recommended.

All lesson and match kit must be purchased from:

Serious Stuff, Rosslyn Park FC, Priory Lane, London SW15 5JH

Tel: 020 8876 7668 [www.serious-stuff.com](http://www.serious-stuff.com) (password: lonsdale)

### Autumn Term

All Senior pupils must have the following lesson kit:

Senior pupils selected for playing competitive matches must also have the following kit:  
(all other teams to play in lesson kit)

#### **Boys Lesson Kit**

Black games shirt (Sport lessons)  
White polo shirt (PE lessons)  
Black sports shorts  
Multi-sport socks (thick stripe)  
Polar fleece (travelling kit for matches)  
Harrodian tracksuit trousers  
(travelling kit for matches)  
Baselayer (optional but recommended)

#### **Girls Lesson Kit**

White polo shirt (PE and Sport)  
Multi-sport skort  
White ankle length sports socks  
Multi-sport socks (thin stripe)  
Polar fleece (travelling kit for matches)  
Harrodian tracksuit trousers  
(travelling kit for matches)  
Baselayer (optional but recommended)

#### **Boys Match Kit**

##### **FOOTBALL (A Team only)**

A team football shirt  
A team football shorts

#### **Girls Match kit**

##### **NETBALL A&B Teams**

A&B team multi-sport match shirt

#### **8s-12s Boys and Girls**

##### **CROSS-COUNTRY RUNNING**

Lesson kit  
Athletics vest (optional) for squad

#### **Footwear / Equipment:**

All boys will require a pair of sports trainers with ankle support (or astroturf shoes), shinpads and football boots. We recommend a pair of moulded rubber studs for dry/hard field conditions and a separate pair of boots with screw-in studs for wet/soft field conditions.

All girls will require a pair of trainers with ankle support (no plimsoles or slip-ons), shinpads and football boots (rubber moulded studs recommended).

## Spring Term

All Senior pupils must have the following lesson kit:

Senior pupils selected for playing competitive matches must also have the following kit:  
(all other teams to play in lesson kit)

### **Boys Lesson Kit**

Black games shirt (Sport lessons)  
White polo shirt (PE lessons)  
Black sports shorts  
Multi-sport socks (thick stripe)  
Polar fleece (travelling kit to matches)  
Harrodian tracksuit trousers  
(travelling kit to matches)  
Baselayer (optional but recommended)

### **Girls Lesson Kit**

White polo shirt (PE and Sport)  
Multi-sport skort  
White ankle length sports socks  
Multi-sport socks (thin stripe)  
Polar fleece (travelling kit for matches)  
Harrodian tracksuit trousers  
(travelling kit for matches)  
Baselayer (optional but recommended)  
Gloves with grips on palms  
(optional but recommended)

### **Boys Match Kit**

#### **RUGBY A Team**

A team rugby shirt  
A team rugby shorts

#### **Girls Match kit**

#### **HOCKEY A Team**

Multi-sport match shirt  
Multi-sport socks (thin stripe)

### **Boys and Girls**

#### **CROSS-COUNTRY RUNNING**

Lesson kit  
Athletics vest (optional) for squad

### **Footwear / Equipment:**

All boys will require a pair of sports trainers with ankle support / astroturf shoes and boots. Mouthguards and safety studs are **COMPULSORY** for rugby.

All girls require a pair of sports trainers with ankle support / astroturf shoes, shinpads and boots (rubber moulded studs recommended).

Mouthguard and shinpads are **COMPULSORY** for hockey.

Mouthguards recommended through OPRO school fitting

Hockey stick (optional).



## Summer Term

All Senior pupils must have the following lesson kit:

Senior pupils selected for playing competitive matches must also have the following kit:  
(all other teams to play in lesson kit)

### **Boys Lesson Kit**

White polo shirt  
White PE shorts  
White sports socks  
Polar fleece (travelling kit to matches)  
Harroddian tracksuit trousers  
(travelling kit to matches)  
Baselayer (optional but recommended)

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### **Girls Lesson Kit**

White polo shirt  
Multi-sport skort  
White sports socks  
Polar fleece (travelling kit for matches)  
Harroddian tracksuit trousers  
(travelling kit for matches)  
Baselayer (optional but recommended)

### **Boys Match Kit**

#### **CRICKET A Team**

Cricket shirt  
Cricket trousers  
Cricket vest  
Cricket spikes

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### **Boys and Girls**

#### **TENNIS (same as lesson kit)**

White polo shirt  
White PE shorts (pockets) for boys  
Multi-sport skort for girls  
White sports socks  
White training shoes

### **Boys and Girls ATHLETICS (same as lesson kit)**

White polo shirt  
White PE shorts for boys  
Multi-sport skort OR Black Nick shorts (optional) - for girls  
Athletics vest (optional) for squad  
White sports socks  
White training shoes

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### **Girls CRICKET/ROUNDERS**

White polo shirt  
Multi-sport skort  
White sports socks  
White training shoes

**Footwear / Equipment:**

All pupils require a pair of trainers with ankle support (no plimsoles or slip-ons).  
Cricket A Team members will require footwear with spikes. Thigh pads, protective boxes are to be bought by the pupils.  
The school can provide all other kit, although pupils are welcome to bring in their own bats, helmets, pads and gloves for cricket.  
Tennis racquet (optional).

**Miscellaneous**

Available from Serious Stuff:  
Sports bag  
Waterproof jacket (optional)

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Available from Reception:  
Small combination padlock  
Black swim hat

## *Sixth Form P.E. Kit*

### **Sixth Form P.E. Kit**

For all activities, Harrodian Sixth Form students are expected to present a professional appearance.

### **Timetabled/Weekly Sports Lessons**

All students are required to have the following lesson kit (Wednesday sport is compulsory for all students):

Dark coloured sports top (blue/black)  
Black tracksuit trousers  
Black/Blue shorts

Clothes must be plain with the exception of a small logo.

The following are unacceptable:

- Team colours e.g. Chelsea shirt
- Excessively revealing clothing e.g. bare midriff
- Shorts for the beach
- Fashion plimsoles offering no support
- Clothing that is not recognised to be suitable for sporting activities

### **Representative Players**

Students selected for playing competitive matches, must have the following kit:  
(Please see separate kit lists for 1st/2nd Squad members)

#### **Boys Squads:**

Harrodian black shorts  
Harrodian long socks  
Dark coloured sports top (blue/black)  
Harrodian tracksuit trousers  
Polar fleece  
Boots / rugby studs  
Shin pads

#### **Girls Squads:**

Harrodian skort  
Harrodian (white) polo shirt/multi-sport shirt  
Harrodian tracksuit trousers  
Polar fleece  
Gum shields/shin pads

All clothing and P.E. kit should be clearly named.

All items of clothing, including socks, are to be labelled with name tags. They are to be sewn on the outside of the garment, on the front right hand side, near the hem of shirts, shorts and skorts and on tracksuit bottoms under the crest.

Padlocks on sports bags are strongly recommended.

All match/squad kit must be purchased from:

Serious Stuff, Rosslyn Park FC, Priory Lane, London SW15 5JH  
Tel: 020 8876 7668 [www.serious-stuff.com](http://www.serious-stuff.com) (password: lonsdale)

## Autumn Term

Sixth Form representative players:

**Boys Sixth Form Squad Members  
FOOTBALL 1st XI Squad only**

A team football shirt  
A team football shorts  
Multi-sport socks (thick stripe)  
Harrodian tracksuit trousers  
(travelling kit for matches)  
Polar fleece (travelling kit for matches)

**Girls Sixth Form Squad Members  
NETBALL 1st and 2nd Squads**

Multi-sport shirt  
Multi-sport skort  
White ankle socks  
Harrodian tracksuit trousers  
(travelling kit for matches)  
Polar fleece (travelling kit for matches)

**Footwear / Equipment:**

All boys will require a pair of sports trainers with ankle support (or astroturf shoes), shinpads and football boots. We recommend a pair of moulded rubber studs for dry/hard field conditions and a separate pair of boots with screw-in studs for wet/soft field conditions.

All girls will require a pair of trainers with ankle support (no plimsoles or slip-ons).

## Spring Term

Sixth Form representative players:

### **Boys Sixth Form Squad Members**

#### **RUGBY 1st XV Squad only**

A team rugby shirt

A team rugby shorts

Multi-sport socks (thin stripe)

Harroddian tracksuit trousers

(travelling kit for matches)

Polar fleece (travelling kit for matches)

### **Girls Sixth Form Squad Members**

#### **HOCKEY 1st XI Squad only**

Multi-sport shirt

Multi-sport skort

Multi-sport socks (thin stripe)

Harroddian tracksuit trousers

(travelling kit for matches)

Polar fleece (travelling kit for matches)

Gloves with grips on palms

(optional but recommended)

### **Footwear / Equipment:**

All boys will require a pair of sports trainers with ankle support / astroturf shoes and boots. Mouthguards and safety studs are **COMPULSORY** for rugby.

All girls require a pair of sports trainers with ankle support / astroturf shoes and shinpads.

Mouthguards and shinpads are **COMPULSORY** for hockey.

Mouthguards recommended through OPRO school fitting

Hockey stick (optional).

## Summer Term

Students selected for playing competitive matches must have the following kit:

### **Boys Sixth Form Match Kit**

#### **CRICKET 1st XI Squad**

Cricket shirt  
Cricket trousers  
Cricket vest  
Cricket spikes

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#### **Boys and Girls TENNIS Squad**

White polo shirt  
White PE shorts (pockets) for boys  
Multi-sport skort for girls  
White sports socks  
White training shoes

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#### **Girls ROUNDERS**

White polo shirt  
Multi-sport skort  
White sports socks  
White training shoes

#### **Miscellaneous**

Available from Serious Stuff:  
Sports bag  
Waterproof jacket (optional)

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Available from Reception:  
Small combination padlock

#### **Footwear / Equipment:**

All pupils require a pair of trainers with ankle support (no plimsoles or slip-ons).  
Cricket A Team members will require footwear with spikes. Thigh pads, protective boxes are to be bought by the pupils.

The school can provide all other kit, although pupils are welcome to bring in their own bats, helmets, pads and gloves for cricket.

Tennis racquet (optional)

## Stationery for Prep and Senior Pupils

All Prep and Senior pupils should be equipped with the following items of stationery:

- pen
- every pupil in the 8s to Upper Sixth must also have his/her own purple pen (for the 8s to 10s please ensure the nib is suitable for writing rather than a broad nib for colouring)
- pencil
- rubber
- sharpener
- 30cm ruler
- glue stick
- scissors
- colouring pencils
- highlighter (multiple colours)
- calculator

8s pupils will be issued with a handwriting pen by the school once they have achieved their pen licence (if pupils lose their handwriting pens, they must replace them with the same type of pen).

Pencil cases for the 8s-10s to be small/compact with only the necessary equipment.

In addition, below are subject specific stationery items pupils require:

8s-10s English	Blue handwriting pens with thin or medium nib e.g. Staedtler handwriting pen, Edding Fineliner, Pilot Frixion (biros, gel pens, felt tips are not permitted)
Geography	pair of compasses and protractor
Maths	pencils – permanent lead pencils preferred For pupils in 8s and above: protractor For pupils in 10s and above: protractor and pair of compasses For pupils in 11s and above: blue or black ink pen (fountain or gel pen, not biro) and scientific calculator*
Science	All pupils in the 11s to 15s require a scientific calculator
Sixth Form students	will require files and file dividers.

\* recommended calculator: Casio – suitable up to GCSE (for example: the FX 85 ES Calculator or Casio FX-991ESPLUS Scientific Calculator)

Should pupils require any other items of stationery, relevant subject teachers will advise them accordingly at the start of term.

It is advisable for pupils not to bring in highly valuable pens in case they get lost.

## Student Leadership

The school places a premium on providing pupils with the opportunity to develop the important life skills of leadership and teamwork so they can become successful

young adults in their future occupations. There are a number of opportunities for our Senior pupils to take up key positions and provide support and assistance across the school.

### ***Leadership Roles and Responsibilities***

Pupils are chosen for the following positions by submitting an application and then going through an interview and reference process.

- ***Head Boy and Head Girl***

The Head Boy and Head Girl are Upper Sixth students who head the student body, lead the Senior Prefect Committee, direct the other Prefects and act as the primary representatives of Harrodian at major school events.

- ***Prefects***

Senior Prefects are selected in the Spring Term from the Lower Sixth and fill a functional portfolio of roles that support all areas of school life. They are gathered together under the Senior Prefect Committee and are empowered to manage their areas, devise and conduct events, support school activities and engage with the local community. Additionally, they provide guidance to the Student Council on the execution of its duties and provide a conduit for pupil feedback to Senior Management. The roles include:

- Deputy Heads of the Prefect Committee
- Environment Team
- Sports Captains
- Charities Team
- Admissions Team
- Prep Council Chairperson
- Arts and Media Team
- Events Group

15s Prefects provide the largest proportion of peer mentors who are assigned to a form, from Reception to the 12s. They assist Form Teachers and support general class activity



- ***Mentoring***

Mentoring is an important part of the school's pastoral care system and the wellbeing of our pupils. Senior School students are selected and trained to provide one-to-one mentoring, coaching and inductions for our Prep pupils. This programme runs throughout the year, often before lessons begin, and is tailored to individual pupils. The specially designed induction for our 11s takes place in the Summer and Autumn Terms. Mentoring is mutually beneficial to both the mentors and mentees and succeeds in building self-confidence, assisting integration and improving learning. The programme is led by a specially selected team of Head Mentors under the direction of a mentoring co-ordinator and the Head of Seniors.

- ***Subject Leaders and Community Leaders***

These positions are available to those students who wish to be considered for and are able to meet the commitment required for these roles.

Subject Leaders are Sixth Form students who provide support to staff within their individual departments.

Community Leaders are Sixth Form students who perform voluntary work within the local community as well as being Reading and Mathematics buddies for our younger pupils.

- ***Sports Leaders***

The 15s are invited to apply for a place on the Sports Leader course. This qualification uses the medium of sport to help people learn to lead. Pupils discover the essential skills of leadership: communication, organisation and motivation. Throughout the year, pupils selected for the course will learn how to lead sessions for the Pre-Prep, as well as assist in the organisation of whole school events for the Prep School.

The Sports Leader Level 2 in the Community runs in the Lower Sixth for successful Level 1 candidates. The Level 2 course builds on the content learned in Level 1 and students use their skills to volunteer in the community for 10 hours.

- ***Student Council***

The Student Council is composed of two pupils from each year group from the 11s through to students in the Upper Sixth who are elected by their peers to represent them. The Heads or Deputy Heads chair the Council and report back their work to the Senior Prefect Committee. The Upper Prep Council similarly meets once a week to discuss immediate pupil issues and take forward any initiatives.

## **Toilets**

Parents and visitors may not use pupils' toilets. They must use the visitors' toilets located either in the Main Building or Senior School foyer.

## **Travel to The Harrodian**

Many of our pupils arrive at school by car. Safety around the school is of paramount importance. We kindly request that all car drivers give absolute priority to pedestrians and cyclists and drive with utmost care and consideration at all times.

The school operates a Drop-Off Zone in front of the school and in the loop close to the exit gate. This is designed to allow drivers to drop off children quickly without parking. It is staffed between 8.15 a.m. and 8.40 a.m. in order to keep cars moving. Pupils should exit quickly on the kerbside only. Parents are asked not to park here, even for a couple of minutes, as this can quickly disrupt the flow of traffic in the morning and create problems for others.

At busy times, we also require drivers to turn left on exiting the school as gridlock on Lonsdale Road and the school site can quickly occur. Those wishing to head in the direction of Hammersmith Bridge can then turn first left into Suffolk Road, at the top turn left into Ferry Road, which leads into Verdun Road, where you can rejoin and turn right into Lonsdale Road. This short diversion greatly speeds up the traffic flow in and out of school as cars are not blocking the school's exit as they wait to cross Lonsdale Road.

If parents employ a regular driver or taxi service, it is their responsibility/duty to inform them of the above in order for them to comply with our car park regulations.

Please note that public hire bikes must be left outside the school grounds, parked safely on the pavement. They may not be left on the school site.

## **Trips, Educational Visits and Workshops**

A variety of school trips and workshops will be provided for your child each academic year. The cost of school trips and workshops will automatically be charged as an extra and added to your termly invoice, unless cheque payment is specifically requested.

Whilst on trips, pupils are required to adhere to the school's Code of Conduct and Behavioural Expectations and the usual in-school sanctions can be applied.

Sixth Form and some Senior School trips will require pupils to make their own way to and from the venue.

The school's policy regarding Educational Visits is available on request.

## ***Trip Consent Form***

The school operates a system whereby parents (mother or father) sign a form consenting to their child/children attending day trips, excursions, field trips, participating in workshops etc which are priced under £35. Consent will, however,

be sought for any trips costing more than £35.

Prior to each day trip, both parents will be sent a letter/email outlining the cost and details of the trip.

Likewise, with UK residential style trips/trips abroad, both parents will be furnished with information as and when published.

Where parents are divorced/separated it is for the parents to liaise together as to whether or not they give consent for their child to attend. Attendance on any such trips will then be confirmed by either the mother or father signing the relevant form – we do not require signatures from both parents. Likewise, it is for the parents to liaise between themselves as to who will be responsible for payment for the trip.

### ***Code of Conduct and Behaviour Forms***

Prep, Senior and Sixth Form pupils are issued with a Code of Conduct form which must be read, signed by both parent and pupil and returned to the Admin Office. This form will be used for all school trips for the duration of pupils' education at Harrodian

### ***Passports***

To fulfil Home Office requirements, the school holds a copy of every pupil's passport on file. The onus is on parents to inform school if their child's passport is reissued or renewed. This also applies to visas, where required.

When passport details are required for school trips, the school will use the details held on file. It is therefore parents' responsibility to ensure their son/daughter uses the same passport for travel and ensures the said passport is current, valid and that any necessary visas are in place. The school will not be responsible if a pupil is denied travel in the event of irregularities with his/her passport and/or visa.

### ***Payment Deadlines***

Please note that an administration fee will be incurred if a deadline for payment is missed. Should a situation of non-payment persist, the school reserves the right to remove the pupil from the trip and parents would automatically forfeit any monies paid, including the deposit.

### ***Withdrawing a Pupil From a Trip***

If parents withdraw their son/daughter from a trip once they have committed his/her participation, a fee, as per the terms and conditions of the airline/hotel/agent may be incurred and the initial deposit payment will be forfeited.

Please note, however, that the school reserves the right to withdraw a pupil ahead of or during a trip if deemed necessary by the school for behavioural reasons, the health and safety of the rest of the party etc. In such a situation, the Headmaster would discuss the financial implications with the parent/s.

### ***Cancellation or Amendment to Travel Arrangements***

In the light of today's current political climate, or other local, national or global conditions that may prevail at the time of a school trip (e.g. natural disasters, airline strikes etc), the school has the right to cancel or postpone a trip or amend any aspect of the trip, including accommodation, travel plans etc, as deemed necessary.

In the event of cancellation, we, the school would do our best to recover from the agent as large a refund as possible, if any. Should the school deem it necessary to postpone a trip or amend any aspect of the trip, even once it has departed, the cost would be passed on to parents on their return or at a later stage.

Likewise, we recognise the right of each parent to cancel their child's participation in light of the above, provided they accept the full financial implications of doing so.

### **Visitors**

All visitors must report to the Security Lodge on arrival. They will then be directed to Reception to sign in/out.

### **Water Bottles**

Every pupil is expected to bring a recyclable water bottle to school daily.

## NOTES

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