



HARRODIAN

PARENT HANDBOOK
2023 - 2024

September 2023


Dear Parents

Welcome to the new academic year. I hope you will find our updated Parent Handbook a useful source of 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 2023/2024 academic year ahead.

Yours faithfully

A handwritten signature in black ink that reads "J.R. Hooke". The signature is written in a cursive style with a large initial 'J' and a prominent 'H'.

J.R. Hooke
Headmaster

INDEX

| | |
|---|----|
| The Ethos of the School | 5 |
| Term Dates | 6 |
| Staff List | 7 |
| Times of the School Day | 9 |
| Absence | 10 |
| • Absence through sickness | |
| • Absence - requests to attend an appointment - all other requests | |
| • Missed Work due to Absence | |
| Admissions Policy | 12 |
| • Conditions of Entry | |
| After-School Supervision (please see End of School Day - page 24) | |
| Arrival, Registration and Attendance | 12 |
| Assemblies | 13 |
| Awards | 13 |
| Beyad Shield | 13 |
| Bullying Incidents | 13 |
| Bursary Scheme | 13 |
| Café | 14 |
| Car Engines | 14 |
| Car Park | 14 |
| CCTV | 15 |
| Class Co-Ordinators | 15 |
| Class Structure and Size | 15 |
| Clubs | 15 |
| Communication between Parents and School | 15 |
| Community Work and Charities | 16 |
| Complaints Policy | 18 |
| Curriculum Handbooks | 18 |
| Cycling | 19 |
| Data Privacy | 19 |
| Detentions After School | 19 |
| Dogs | 19 |

| | |
|---|----|
| Dress Code | 20 |
| • Pre-Prep: Reception - PP3 (Year 3) | |
| • Prep: 8s (Year 4) - 12s (Year 8) | |
| • Seniors 13s (Year 9) - 15s (Year 11) | |
| • Sixth Form | |
| Emergency Procedures/Lockdown | 24 |
| End of School Day / After-School Supervision | 24 |
| Examinations and Assessment | 25 |
| Fees (please see Admissions Policy/Conditions of Entry - page 12) | |
| Fire Alarm Procedure | 25 |
| Homework Policy and Timetable | 25 |
| Houses | 26 |
| Jewellery, Hair and Make-Up | 27 |
| Learning Enrichment | 27 |
| Leaving the School Premises | 28 |
| Lockers | 28 |
| Lost Property | 28 |
| Lunch | 28 |
| Medical Matters | 29 |
| • Emergency Medical Treatment | |
| • Head Lice | |
| • Medication | |
| • Adrenaline Auto-Injectors | |
| • Stomach Bugs | |
| • Nuts and Sesame | |
| • Dietary Requirements | |
| • Infectious Diseases | |
| Messages for Pupils | 30 |
| Mobile Phones / Smartwatches | 30 |
| Morning Break | 31 |
| Mufti Days | 31 |
| Music | 31 |
| Nuts and Sesame | 31 |
| Off-Site Activities for Pre-Prep, Prep and Senior pupils | 31 |
| Parent Briefings | 32 |
| Parental Absence from home | 32 |
| Parents' Evenings | 32 |
| Parents Visiting School during School Hours | 32 |
| Personal Accident Insurance Scheme | 33 |

| | |
|--|----|
| Personal Music Devices | 33 |
| Personal Property | 33 |
| Photographs / Video Recordings | 33 |
| Policies | 34 |
| Prep Room | 34 |
| Pupil Behaviour: Harrodian Principles and Expectations | 34 |
| Pupils Transferring Schools | 36 |
| Reports to Parents | 37 |
| Rewards, Sanctions and Exclusions | 37 |
| School Guidance Counsellors | 38 |
| School Planner | 38 |
| Scopay | 38 |
| Sports | 38 |
| • Sports Fixtures | |
| • Sportswear | |
| • Pre-Prep: Reception - PP3 (Year 3) | |
| • Prep: 8s (Year 4) - 12s (Year 8) | |
| • Seniors 13s (Year 9)– 15s (Year 11) | |
| • Sixth Form | |
| Stationery | 58 |
| Student Leadership | 59 |
| • Head Boy and Head Girl | |
| • Prefects | |
| • Mentoring | |
| • Subject Leaders and Community Leaders | |
| • Sports Leaders | |
| • Student Council | |
| The Friends of Harrodian | 61 |
| Toilets | 62 |
| Travel to Harrodian | 62 |
| Trips, Educational Visits and Workshops | 63 |
| • Trip Consent Form | |
| • Code of Conduct Form | |
| • Passports / Vaccinations | |
| • Payment Deadlines | |
| • Withdrawing a Pupil from a Trip | |
| • Cancellation or Amendment to Travel Arrangements | |
| Visitors | 64 |
| Water Bottles | 64 |

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.'

'The school's values of good manners, consideration and respect flow through Harroddian. One pupil's view that "this is a place where you can 100% be yourself" echoed the view of others. Parents and carers are highly positive about the school. They emphasise the quality of pastoral care and support provided by staff.'

'Leaders have high expectations for their pupils, including for their behaviour and academic achievement. Pupils respond to these expectations. They behave extremely well and achieve highly.'

Ofsted Reports

'[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

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 2023

Monday 4 September to Friday 8 December 2023

Half Term

Friday 13 October to Monday 23 October 2023

Staff Inset Day: Thursday 12 October 2023 (School closed to pupils)

Spring Term 2024

Thursday 4 January to Tuesday 26 March 2024

Half Term

Monday 12 February to Friday 16 February 2024

Summer Term 2024

Monday 15 April to Friday 5 July 2024

Half Term

Monday 27 May to Friday 31 May 2024

Bank Holiday: Monday 6 May 2024

The Harroddian School, Lonsdale Road, London SW13 9QN
Admin Office tel: 020 8748 6117 email: admin@harroddian.com
Admissions Office tel: 020 8762 6321 email: admissions@harroddian.com

Staff List 2023 - 2024

Chairman/Proprietor

Sir Alford Houstoun-Boswall, Bart (chairman@harroddian.com)

Educational Consultant

Mr John Gough

Headmaster

Mr James Hooke

Principal of Senior School

Sir Andrew Parmley

Head of Seniors/Head of Careers

Capt Rob Stewart

Head of Senior School

Mr Andrew Woodward

Deputy Head of Senior School (Pastoral)

Ms Bryn McNaught

Head of Sixth Form

Ms Alison Heller

Deputy Head of Sixth Form

Ms Martha Kinsella

Head of Upper Prep

Rev Peter Hardie

Head of Lower Prep

Ms Clair Foster

Head of Pre-Prep

Mrs Fiona Walker

Head of Teaching and Learning (Upper)

Ms Taryn Oldacre

Head of Curriculum, Assessment and Monitoring (Upper)

Mr David Sanders

Head of Studies (Lower)

Mr Warren Rodricks

Safeguarding Governor

Mrs Heather Locke

Deputy Safeguarding Governor

Mrs Rachael Snaith

Safeguarding Lead

Ms Alison Heller

Designated Safeguarding Lead - Seniors

Ms Bryn McNaught

Designated Safeguarding Lead - Prep

Mr Joe O'Shea

Designated Safeguarding Lead - Pre-Prep

Mrs Victoria Allwood

Head of 15s (Yr 11)

Mr Bryn Davies

Head of 14s (Yr 10)

Ms Kate Ward

Head of 13s (Yr 9)

Ms Cristina Obispo Navarro

Head of 12s (Yr 8)

Mr Joey Greenberg

Head of 11s (Yr 7)

Ms Emma Gregorie

Head of 10s (Yr 6)

Mr Joe O'Shea

Head of 9s (Yr 5)

Ms Kerry Sampson

Head of 8s (Yr 4)

Mr James Almond

Please refer to the website for Departmental staff listings.

TIMES OF THE SCHOOL DAY

2023 - 2024

Pre-Prep Department

| | |
|--------------------------------|---------------------------------------|
| A.M. Registration/ Assembly | 8.30 - 8.55 |
| 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/ Form Time/Assembly | 8.30 - 8.55 |
| Period 1 | 8.55 |
| Period 2 | 9.50 |
| Break | 10.45 - 11.10 |
| 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/ Form Time/Assembly | 8.30 - 8.55 |
| Period 1 | 8.55 |
| Period 2 | 9.50 |
| Break | 10.45 - 11.10 |
| Period 3 | 11.10 |
| Period 4 | 12.05 |
| Lunch | 13.00 |
| Period 6 | 14.10 |
| Period 7 | 15.05 |
| End of school day | 16.00 |

Sixth Form

| | |
|---|---------------|
| A.M. Registration Form Time/Assembly | 8.30 - 8.55 |
| Period 1 | 8.55 |
| Period 2 | 9.50 |
| Break | 10.45 - 11.10 |
| 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 email absence@harrodian.com (for pupils in Pre-Prep to 15s) as soon as possible and before 8.30am if a child is to be absent through sickness. For any Sixth Form students, please email sixthformabsence@harrodian.com

Absence: *leaving the school premises during or before the end of the day for an appointment*

For pupils in Reception to 15s: Should a pupil need to leave school during or before the end of the day to attend an appointment, please email absence@harrodian.com well in advance, rather than on the day, to request permission.

For Sixth Form students, please email absence requests to sixthformabsence@harrodian.com.

Please note that for all pupils, permission for all absences must be requested rather than parents informing us.

Once permission has been granted, please remind your child of their appointment before they leave for school in the morning.

- Prep pupils (8s-12s) must sign out in Reception
- Senior pupils (13s-15s) and Sixth Form students must sign out in the Senior Office

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

All other requests for absence should be made in writing to the Headmaster well in advance (headmaster@harrodian.com)

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 fully throughout term time. Holiday dates are published well in advance and we expect parents to plan their holidays and other family commitments 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 granted. 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

If a pupil or Sixth Form student is absent due to sickness, it is their responsibility to liaise with subject teachers via email, or on their 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.

If a pupil knows in advance that they will be missing a day or more of school, they must collect the work from the subject teachers prior to the absence.

Admissions Policy

Please refer to our website for our Admissions Policy (<https://www.harrodian.com/Key-Information/Policies>)

Conditions of Entry

- Fees are due for payment on or before the first day of each term. A direct debit system is available for fee payment (for further information please email fees enquiry@harrodian.com).
- The School reserves the right to exclude a pupil on three days' written notice if the fees are overdue for payment. If an item on the bill is under query, the balance of the bill must be paid.
- Annual fees are averaged out across the three terms. There is no reduction in the Summer Term for GCSE pupils /A Level students on study leave.
- A mandatory Personal Accident Insurance (please refer the website under Policies / Insurance Schemes) will also be added to the invoice as well as mandatory charges for lunches and books, workshops, PSHRE and trips where relevant. Some Senior and Sixth Form courses will incur a charge to cover materials.
- One full term's notice in writing to the Headmaster is required before removal of a pupil or one term's fees in lieu thereof.
- The Headmaster reserves the right to resign the charge of any pupil. Where a pupil or parent's behaviour is not consistent with the School's code of conduct and expectations, the School will consider, with parents, whether an alternative educational establishment may be better suited to the pupil's needs.
- The School reserves the right to apply fee, insurance and lunch increases from time to time.

Arrival, Registration and Attendance

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

Pupils attending pre-school Music clubs must sign in on arrival at their club. If attending a peripatetic Music lesson, pupils must sign in on the sheet on the door of the teaching room.

If a Prep or Senior pupil arrives late to school after registration (i.e. after 8.55am), they should sign in either in Reception (8s to 12s) or in the Senior 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.

Sixth Form students may leave school from 12 noon if they do not have lessons. This privilege may be rescinded at the discretion of the Head or Deputy Head of Sixth Form. Students must sign out and sign back in again if they return to the school site.

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/Marquee at 8.35am 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. 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

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

The Harroddian currently offers academic awards at both 13+ and 16+ for Harroddians moving into our 13s (Yr 9) or our Sixth Form. Scholarships and 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.

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.

Bursary Scheme

Harroddian has a bursary scheme available to new applicants looking to join

the school via 11+/13+. For further details, please contact Mrs Rachael Snaith, our Bursary and Development Officer.

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. **Parents must not take food and drink purchased in the café into our Pre-Prep, Prep and Senior assemblies**, 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 promptly 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 idling.

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 is often not possible to park on the school site, including longer periods when building and maintenance projects may affect capacity in the car park. There is, however, plenty of free 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 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 etc.

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 Friends of Harrodian encourages inter-parental communication via designated class co-ordinators using classlist.com, a dedicated parent-to-parent communication platform. If you would like to be a class co-ordinator, please email classreps@harrodian.com.

Class Structure and Size

The school reserves the right to alter the structure and size 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 before or 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. Sign up for clubs is via the online system SOCS Co-curricular. Parents are provided with login details on joining the school. Once a pupil is committed to a club, we expect them to attend regularly.

Communication between Parents and School

Harrodian encourages strong links between staff and parents. If parents have any concerns about their child at school, they should first contact their Form Teacher. Informal meetings can usually take place at the beginning or end of the school day, but occasionally, due to time constraints, it may be necessary to make an appointment, or it may be more convenient to conduct the meeting by telephone or online.

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, Head of Studies (Lower), Head of Curriculum, Assessment and Monitoring (Upper), or the Headmaster.

Parents' emails to staff should be short, concise and constructive and should not be sent after 6.30pm unless urgent, due to an emergency.

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.

Parents are asked to notify the School Office immediately in writing or via EduLink (the Parent Portal) of any change of address, email address or telephone number.

Community Work and Charities

Harrodian 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. Their acts of kindness create a ripple that brings mutual benefit to the school as it does to those who are helped.

All pupils are actively encouraged to engage with the wider community and to support charities through a range of avenues available to them. The school, in conjunction with The Friends of Harrodian, has donated approximately £900,000 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 Harroddian fundraising;

- *Cancer Research UK*
- *Castelnau Community Centre*
- *Charity Water*
- *Chelsea and Westminster Hospital*
- *City Harvest*
- *DKMS Blood Cancer*
- *Dusty Yak Foundation*
- *Greenpeace*
- *Guide Dogs for the Blind*
- *Jeans for Genes Day*
- *International Book Aid*
- *Kingston Hospital*
- *Knives Not Lives*
- *LB of Richmond Food Bank*
- *Mind (Hammersmith and Fulham)*
- *November*
- *Mulberry Centre*
- *Pancreatic Cancer Action*
- *React*
- *Refugees Welcome*
- *Resurgo Spear*
- *Restore the Music*
- *Riding for the Disabled*
- *Royal British Legion Poppy Appeal*
- *Rugby Portobello Trust*
- *Save the Children*
- *SSAFA*
- *Thames 21*
- *The Flying Seagull Project*
- *The Snowflake School*
- *Viera Gray House*
- *West London Action for Children*

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 for the second year, which raised money for *The Royal Marsden Cancer Charity*.

Our Sixth Formers have established strong links with Rugby Portobello Trust (RPT) and continue their dedicated assistance to the White City and Acton communities. In previous years this has seen our first musical instrument amnesty, which rescued over 60 unwanted instruments. This gift of music was then followed by our first Christmas single, *'Holding Hands at Christmas'*, and our more recent release, *'Christmas is Coming Back'*, which was released digitally to wide public acclaim at our Christmas Concert, with proceeds going to mental health charity *Shout UK*. More recently, together with *Restore the Music UK*, we have supported a new Music Department at Kensington Aldridge Academy.

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 returning after an enforced break. This raised record sums, over £18,000, of which the main beneficiaries were *A Spoonful of Sugar*, *British Heart Foundation* and *Royal Trinity Hospice*.

Individual efforts have been similarly impressive. Senior Prefect and Head Mentor teams organised themselves for the Shine Walk. Their valiant efforts raised the

amazing sum of over £100,000 for *Cancer Research UK*. Also hugely notable has been the work of our 14s and 15s pupils who every Christmas raise money for women and children supported by refugees.

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 25 different local charities, fundraise in and out of school and help build caring communities. Last academic year, due to the coronavirus pandemic, work was unfortunately delayed. HYPI keeps giving and many pupils continue to fundraise for their charities long after the 13s.

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 Policy

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 their 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 Policy 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 Head of Studies (Lower), Mr Rodricks, or Head of Curriculum, Assessment and Monitoring (Upper), Mr Sanders.

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. Lights are mandatory for the winter months. 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.

Rental bikes/e-bikes and e-scooters must be left outside school, parked on the pavement sensibly, without obstructing pedestrians.

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, amend your personal data, or obtain a copy, please make your request verbally or 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 (Years 7 and 8) or Seniors is issued with a Friday after-school or Saturday morning detention, their parents will be notified 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 at any time, including when picking pupils up at the end of the school day.

Dogs are strictly forbidden from entering any of 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/ password: lonsdale)

(Art overalls will be provided by school)

Prep Dress Code: 8s to 12s (Years 4 – 8)

Skirts and trousers

- Smart trousers/tailored shorts
 - trousers must be loose fitting
- Smart, loose fitting skirt, which must rest just above the knee, or longer

Not permitted:

- Faded trousers
- Jeans - no denim allowed at all
- Cargo pants
- Leggings or jeggings of any type
- Skinny fit trousers, even if flared at the bottom
- Skirts that hug and ride up

Shirts and blouses

- Shirt or blouse with collar and sleeves which must
 - cover entire midriff
 - always be buttoned up to the second top button
 - be loose fitting
- White shirt with collar for special occasions (e.g. school photo/Carol Concert)
- House polo shirt

Not permitted:

- Shirts that are see-through
- Shirts that are short (by this we mean when raising your hand no skin should be showing)
- Shirts that are tied-up

Jumpers, cardigans and coats

- Smart jumper or cardigan – discreet logos only
- Zip-up collared tops may be worn but a shirt/blouse needs to be worn underneath
- Turtlenecks are allowed without a shirt or blouse
- School hooded top (optional)
- Coats may only be worn outdoors (before or after school, during break and lunchtimes)

Not permitted:

- No other hooded tops permitted. This also includes hoodies with a zip.
- Sports wear style zipped top
- Hoodies cannot be used as a jacket
- Sports kit is not classroom wear

Footwear, tights and socks

- Shoes – dark leather or suede shoes or ankle boots only. The visible sole of the shoe must likewise be dark
- Tights can be any colour as long as they are smart (no patterns)
- Socks must be worn if not wearing tights

Not permitted:

- Heels
- Uggs or similar style boots
- Canvas shoes e.g. Vans, Converse
- Boots (except ankle boots)
- Trainers e.g. Nike Airforce shoes, or any black trainer or sport branded trainer crossover hybrid
- 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.

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: 13s to 15s (Years 9 – 11)

- Buttoned shirt, polo shirt or blouse with collar and sleeves, to cover entire midriff
- White shirt with collar for special occasions (eg school photo, Carol Concert)
- Smart sweater to be worn over a collared top – no pictures or print, aside from a discreet logo of no more than 2cm x 2cm
- A school-branded top may be worn – no other hooded tops permitted
School hooded tops are available from Serious Stuff (www.serious-stuff.com password: lonsdale)
- Suitable jackets, including those with hoods, may be worn outdoors before/ after school and during break and lunchtimes. These should be removed in lessons.
- Smart dark (ie not faded) plain trousers or tailored shorts of only one colour (no stripe of a different colour permitted). Cargo trousers are not permitted.
- Smart plain skirt, no shorter than mid-thigh in length
- No leggings permitted
- Navy, grey or black tights without patterns, ladders or tears

- Pupils should not arrive at school or attend lessons wearing sports kit. Sports kit should only be worn for Sports lessons, fixtures and clubs.

Footwear

- Smart dark leather or suede shoes, ankle boots or entirely black trainers – including the logo - in good condition (ie not scruffy or faded) are permitted. Shoes should have a low heel only and the visible sole of any shoe should likewise be dark.

General

Bookbag / rucksack - no restriction on colour or design

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, holes or oversized

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 3.15pm Monday to Friday. There is the option for Reception children to be collected at 1.00pm 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 Mrs Walker.

Children in Pre-Prep 1 to Pre-Prep 3 finish school at 3.25pm from Monday to Thursday and at 3.15pm on Fridays.

Pre-Prep pupils who wish to play outdoors after school must be fully supervised by a parent/carer. Many lessons continue in school until 5.00pm and younger pupils must be made aware of their responsibility not to disturb our older pupils. The school expects good, respectful and polite behaviour from our pupils during our supervised Pre-Prep break times and we pass this duty of care to parents/carers at pick-up time. We therefore ask for your support in ensuring pupils play and behave within our normal school rules.

Prep pupils may remain in school at the end of the school day either to take part in an after-school activity or to complete work in the Prep Room (8s – 12s). Please note the Prep Room closes promptly at 5.00pm (please see section 'Prep Room').

Pupils in the 8s to 10s will not be released unless collected by a parent/carer/nanny or older sibling. If a pupil in the 8s to 10s is to make their own way home independently, parents must email their child's Form Teacher and Ms Foster with instructions.

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.

Parents/carers waiting for pupils must please sit quietly in the Main Hall.

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

Senior pupils in the 13s and above may complete work in the Senior Library.

Pupils are not permitted to wait in the car park to be collected.

All pupils must be collected/leave the school site by 5.00pm unless in an after-school activity/rehearsal or sports fixture.

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 end-of-year examinations and assessments are introduced in the 10s (Year 6) in the Prep School and beyond.

In the Senior School, these 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.

Fees

Please refer to section Admissions Policy/Conditions of Entry

Fire Alarm Procedure

In the event of a suspected fire emergency, the alarm will sound and pupils, parents, staff and visitors 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.

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 by Prep and Senior pupils/Sixth Form students.

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

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

All Pre-Prep children are expected to read 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 Harrodian House system does not have a sibling policy as we believe this creates 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.

Jewellery, Hair and Make-Up

In the Prep School, pupils may wear one pair of small earrings, only one earring in each ear. No other jewellery is allowed.

Make-up and nail varnish are not permitted in the Prep School.

Discreet jewellery and make-up are allowed in the Senior School.

For health and safety reasons, nails should be kept short.

Body piercing is not allowed, ie eyebrow ring, nose ring, navel stud etc.

Hair must not be extreme in style or length (no shorter than a number 3/no razor cut patterns). Hair may not be dyed an unnatural colour and only plain, functional hair accessories are allowed.

Learning Enrichment

Harrodian is proud to embrace the diversity of our student body, which includes children with a range of mild learning differences within our community of high academic ability. The SENCOs engage all teaching staff in supportive learning for those children with specific learning differences. We monitor and support our pupils' progress and provide the relevant access arrangements for their public examinations. The Learning Enrichment Department offers specialist, bespoke one-to-one lessons in a positive nurturing environment.

For further information on any of the above please contact:

Mrs Ruth Andrews – Head of Learning Enrichment

Support Lessons – Tutoring in the Learning Enrichment Department

For current rates for individual lessons or small groups, please contact Mrs Andrews directly. Lessons are billed in advance, based on the number of weeks per term.

Assessment

The Learning Enrichment Department advises on assessment for pupils of all ages and offers a variety of assessments, including observation, initial screenings and examination access arrangements.

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

Senior School (Years 10 – 13) SENCO and Exam Access Co-ordinator: Rachel Kimber

Upper Prep (Years 7 – 9) SENCO: Johanna Ainsworth

Pre-Prep School and Lower Prep (Years 4 – 6) SENCO: Ruth Andrews

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 they leave the school premises in breach of school rules or regulations. Students 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 Reception or the Senior Office. A deposit is required, refundable when a pupil vacates their 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 lost property bins in the Main Hall or outside the PE block.

Lost property is put out on a regular basis, usually on Fridays in the Prep courtyard, 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 11.40am to 2.05pm. Year groups are allocated specific times for their lunch to allow all pupils ample time to eat prior to resuming afternoon lessons. Pupils participating in a lunchtime club are given time for lunch either before or after their activity. 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, yoghurt/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, imposed isolation/quarantine etc. GCSE and A Level students are, however, welcome to come in for lunch during their study leave.

Medical Matters

The school employs nurses who are in attendance throughout the school day. If a pupil feels unwell, they should visit the nurses' office and the nurse will assess the pupil and make a decision whether they are 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 themselves 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***

Parents are required to sign their child's medical form (issued on joining the school) to give consent, or otherwise, for the Headmaster/teacher in charge to act on their behalf and allow medical treatment to be administered to their child 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.

- ***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 a Medication Consent Form has been completed (available on the website under Practical Info/Nurses), 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 requiring AAIs, must ensure they have two in school at all times, within expiry date, and clearly labelled with their name and administration details. Parents are required to complete a school Care Plan, which they will receive via email from the nurses.

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

Children in the Pre-Prep will have one AAI (with Care Plan) held in the Medical Office and a second held in the Pre-Prep Department.

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, sesame or nut and sesame products 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.

- ***Dietary Requirements***

If there are any changes to your child's dietary requirements, please email the nurses directly on nurses@harrodian.com.

- ***Infectious Diseases***

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

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

Harrodian 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 Prep and Senior pupils during school hours from 8.15am-4.00/4.10pm unless permission is granted to Senior pupils 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.

If a pupil needs to make an urgent phone call during the school day, they must go to Reception, the main Admin Office or Senior Office. If phone calls pertain to sports fixtures or any sports related matters, pupils must go to the Sports Department.

Sixth Form students may only use mobile phones in the Sixth Form Suite, the Senior Library and in the Café and phones may only be used in lessons with the express permission of the teacher.

The taking of photographs or video recordings via a mobile phone is banned at all times - unless supervised by a member of staff as part of a legitimate school purpose.

Parents are responsible for the insurance of their children's mobile phones/devices.

Morning Break

Morning break runs from 10.20am to 10.40am for Pre-Prep children and from 10.45am to 11.10am 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.

Pupils must bring healthy breacktime 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 Harrodian 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, pupils must sign in on the sheet on the door of the teaching room. Pupils and parents are advised that if they have any queries about lessons or any other music activity, they should contact our Director of Music.

Nuts and Sesame

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

Pupils with severe food allergies are reminded at the start of each academic year the importance of not accepting/eating any snacks their friends may offer them and not buying cakes at school charity cakes sales. When cake sales are held, they must bring in their own 'safe' cakes and are, of course, still welcome to donate to the chosen charity.

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 Leg O'Mutton reservoir, wetlands and other local amenities etc. 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 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, and are strongly encouraged to attend Parent Briefings.

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 twice a year either on site or online. Dates of Parents' Evenings are available in the Parent Bulletin at the beginning of each term. When held on site, parents are asked to note that children may not be in school after 5.00pm as we are unable to offer supervision. 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. They 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 in the school's main 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.

Prep, Senior and Sixth Form parents who come into school for any other reason outside of normal drop-off / pick-up times, must also sign in/out at Main Reception. Parents must vacate the school premises between the hours of 9.30am and 3.00pm unless they are attending a meeting or by prior arrangement with a member of staff. These procedures exclude parents coming in to watch sports fixtures.

Personal Accident Insurance Scheme

The School has a mandatory Personal Accident Insurance Scheme – premiums are added to pupils’ termly invoices and a copy of the policy can be accessed on the school website (Practical Info/Policies).

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, theft 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, bicycles, scooters etc. 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, on occasion, be taken by parents and family members, either on the School site or when pupils are involved in organised off-site activities. Parents will be advised, either beforehand or at the event, whether photographs or video can be captured. If in doubt, please ask a member of staff before proceeding. 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, such as Facebook, YouTube, Instagram 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/nanny or older sibling 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

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

All pupils in the 8s to Upper Sixth receive, sign and are expected to comply with a code of Harroddian Principles and Expectations which can also be found in their School Planners.

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 - their own and that of others
- Be positive role models
- Work hard and aim for excellence
- Understand the importance of punctuality and attendance at all times

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

Harrodian 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**
- **Behaviour or language that is racist, homophobic or otherwise discriminatory**
- **Inappropriate IT use – including online bullying, accessing or sharing of inappropriate content or images, any behaviour endangering student wellbeing or impacting upon the reputation of the school**
- **Bullying – physical, verbal and online - or coercive behaviour**
- **Misconduct of a sexual nature**
- **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.

Harrodian 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 unless permission is granted to use them in lessons
- 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 School Planner as instructed

- If you need to leave a lesson, eg. to see the nurse, you must have a note from your teacher in your School Planner

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. The top astroturf is for use by Senior pupils only - the bottom astroturf may be used by Lower Prep pupils.
- Do not run in the school buildings/cloisters. 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 School cannot accept responsibility for the loss or damage of any sums of money or valuables, including mobile phones, smart watches, air pods, expensive items of clothing 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 an £80 charge to cover the costs for each set of examinations.

Reports to Parents

Parents of pupils in the Pre-Prep will receive one written report during the year.

Parents of pupils in the Prep School to Sixth Form will receive a series of academic and pastoral reports during 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 several 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 Harrodian and for each case in which an exclusion (temporary or permanent) might be considered, the decision will be made by the relevant Section Head and/or the Headmaster after reviewing all the facts.

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

School Guidance Counsellors

The School has three experienced counsellors offering counselling sessions to our pupils, from Reception to Upper Sixth. There is a self-referral system for pupils in the 11s to Upper Sixth. Parents and/or teachers can also refer pupils. Pupils in the Pre-Prep and Lower Prep (8s-10s) need to be referred by a parent/guardian as consent is required.

Sessions are 'confidential' except when there are safeguarding concerns which are passed on to the Designated Safeguarding Lead.

Appointments are made initially via email. For further information on counselling in school, please contact Ana Vedrenne-Suffolk.

School Planner

Each pupil in the 8s and above is issued with their own School Planner at the beginning of the Autumn Term. The School 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 School Planner regularly and to sign it on a weekly basis, as requested. Please note that replacement planners will cost £10.00 each.

Scopay

Harroddian has introduced an online payment system for the payment of tickets for events/productions, clubs, music examinations etc. Parents are provided with login details on joining the School.

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

Swimming Netball

Cross-Country

Spring Term

Dance Hockey

Health Related Fitness Football

Gym Run Rugby

Cross-Country

Summer Term

Swimming Tennis

Athletics Cricket

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 School Planners). By accepting a place at Harrodian, you hereby give consent for your child to travel to and from away fixtures in the school minibus or a coach, unless you inform us otherwise, in writing, at the start of the academic year.

Pupils are issued with a Fixtures Protocol which they are required to sign and adhere to.

Parents are always very welcome to attend sport fixtures, home and away. Fixture lists and teamsheets are available on the website www.harrodiansports.com. 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. Spectators should confirm details by referring to www.harrodiansports.com, as changes to the fixture lists are inevitable.

Sportswear

Please refer to the School website:

www.harrodian.com > Key Information > Parent Information > Downloads - Sports Kit List

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 track pants under the crest.

Pre-Prep Sportswear

Reception to PP3:

The following items of clothing must be purchased from Serious Stuff

(www.serious-stuff.com / password: lonsdale):

- PE white polo shirt
- Polar fleece
- PE white games shorts or multi-sport skort
- track pants
- cagoule
- white cap

Additional compulsory sportswear which can be purchased from any supplier:

- trainers with velcro
- white sports socks
- black swimming costume / trunks
- towel and robe
- black swimming hat and goggles
- Crocs / sliders / flip flops

PP3

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

- multi-sport skort (girls) or black PE/Games shorts (boys)
- black games shirt (boys)
- girls' Hockey/Football socks (thin stripe)
- boys' games socks (thick stripe)

Also compulsory for PP3 boys and girls:

- shin pads (for Hockey and Football – Autumn Term for boys / Spring Term for girls)
- gum shield (for Hockey and Rugby – Spring Term only)
- Football boots - rubber moulded studs are strongly recommended (for Football and Rugby – Autumn and Spring Terms)

Prep PE Kit: 8s (Year 4) - 12s (Year 8)

All clothing and PE kit should be clearly named.

Padlocks on sports bags are strongly recommended.

All lesson and match kit must be purchased from:

Serious Stuff, Mortlake Court, 28 Sheen Lane, London SW14 8LW
Tel: 020 8876 7668 www.serious-stuff.com (password: lonsdale)

Autumn Term

Lower Prep Boys 8s-10s

Compulsory

Black games shirt (Sport lessons)
White polo shirt (PE lessons)
Black PE/Games shorts
Games socks (thick stripe)
Polar fleece (warm wear for lessons and travelling kit for matches)
Harrodian track pants (warm wear for lessons and travelling kit for matches)

Optional

Baselayer (optional but recommended top and leggings)
Harrodian mesh lined jacket

Upper Prep Boys 11s-12s

Compulsory

Football shirt (Sport lessons)
White polo shirt (PE lessons)
Black PE/Games shorts
Games socks (thick stripe)
Polar fleece (warm wear for lessons and travelling kit for matches)
Harrodian track pants (warm wear for lessons and travelling kit for matches)

Optional

Black games shirt (to provide second option for Sport lessons)
Baselayer (optional but recommended top and leggings)
Harrodian mesh lined jacket

Lower Prep Girls 8s-10s

Compulsory

White polo shirt (PE and Sport lessons)
Multi-sport skort
White ankle length sports socks
Hockey/Football socks (thin stripe)
Polar fleece (warm wear for lessons and travelling kit for matches)
Harrodian track pants (warm wear for lessons and travelling kit for matches)

Optional

Baselayer (optional but recommended top and leggings)
Softshell waterproof jacket

Upper Prep Girls 11s-12s

Compulsory

Multi-sport shirt (Sport lessons and fixtures)
White polo shirt (PE lessons)
Multi-sport skort / Football shorts / black PE/ Games shorts
Hockey/Football socks (thin stripe)
Polar fleece (warm wear for lessons and travelling kit for matches)
Harrodian track pants (warm wear for lessons and travelling kit for matches)

Optional

Baselayer (optional but recommended top and leggings)
Softshell waterproof jacket

Autumn Term

| | | |
|---|---|---|
| Swimming Kit (Lower Prep lessons 8s-10s) | | Competitive Mixed Swim Teams (8s-12s) |
| <p>Boys</p> <p>Black swimming shorts (above knee)</p> <p>Black swim hat (compulsory if hair shoulder length)</p> <p>Swimming goggles</p> <p>Towel and/or robe, flipflops</p> | <p>Girls</p> <p>Black swim suit</p> <p>Black swim hat (compulsory if hair shoulder length)</p> <p>Swimming goggles</p> <p>Towel and/or robe, flipflops</p> | <p>Meshed swim top (purchased from PE Department for squad)</p> <p>Purple swim hat for squad (purchased from PE Department)</p> |

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| Miscellaneous |
| <p>Available from Serious Stuff:</p> <p>Sports Bag - compulsory</p> <p>Available from Reception: Combination padlock - strongly recommended</p> <p>Name tags suggested supplier wovenlabelsuk.com</p> |

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|--|
| 8s-12s Cross-Country/Athletics |
| <p>Lesson kit</p> <p>Athletics vest (optional) for squad</p> |

| |
|--|
| Footwear/Equipment: |
| <p>All pupils will require a pair of sports trainers with ankle support (or astroturf shoes), shin-pads and Football boots. We recommend a pair of boots with moulded rubber studs for dry/hard field conditions and a separate pair of boots with screw-in studs for wet/soft conditions. This is to protect and support pupils in the optimum way to avoid injury as well as to aid performance.</p> <p>** Pre-season Rugby and Hockey activities begin in the final two weeks of term so pupils will require a gum-shield at this time.</p> |

Spring Term

Lower Prep Boys 8s-10s

Compulsory

Black games shirt (Sport lessons)
White polo shirt (PE lessons)
Black PE/Games shorts
Games socks (thick stripe)
Polar fleece (warm wear for lessons and travelling kit for matches)
Harrodian track pants (warm wear for lessons and travelling kit for matches)

Optional

Baselayer (optional but recommended top and leggings)
Harrodian mesh lined jacket

Upper Prep Boys 11s-12s

Compulsory

Rugby shirt (Sport lessons)
White polo shirt (PE lessons)
Black PE/Games shorts
Games socks (thick stripe)
Polar fleece (warm wear for lessons and travelling kit for matches)
Harrodian track pants (warm wear for lessons and travelling kit for matches)

Optional

Black games shirt (to provide second option for Sport lessons, not to be worn for fixtures)
Baselayer (optional but recommended top and leggings)
Harrodian mesh lined jacket

Lower Prep Girls 8s-10s

Compulsory

White polo shirt (PE and Sport lessons)
Multi-sport skort
White ankle length sports socks
Hockey/Football socks (thin stripe)
Polar fleece (warm wear for lessons and travelling kit for matches)
Harrodian track pants (warm wear for lessons and travelling kit for matches)

Optional

Baselayer (optional but recommended top and leggings)
Gloves with grips on palms (optional but recommended for warmth and safety)
Softshell waterproof jacket

Upper Prep Girls 11s-12s

Compulsory

Multi-sport shirt (Sport lessons and fixtures)
White polo shirt (PE lessons)
Multi-sport skort / Football shorts
Hockey/Football socks (thin stripe)
Polar fleece (warm wear for lessons and travelling kit for matches)
Harrodian track pants (warm wear for lessons and travelling kit for matches)

Optional

Baselayer (optional but recommended top and leggings)
Softshell waterproof jacket

Spring Term

Competitive Mixed Swim Teams (8s-12s)

Meshed swim top (purchased from PE Department)
Purple swim hat
(purchased from PE Department)

8s-12s Cross-Country/Athletics

Lesson kit
Athletics vest (optional) for squad

Miscellaneous

Available from Serious Stuff: **Sports Bag - compulsory**

Available from Reception:

Combination padlock - strongly recommended

Name tags

suggested supplier wovenlabelsuk.com

Footwear/Equipment:

All pupils will require a pair of sports trainers with ankle support (or astroturf shoes), shin-pads and boots with either moulded or safety studs. We recommend a pair of boots with moulded rubber studs for dry/hard field conditions and a separate pair of boots with screw-in safety Rugby studs for wet/soft conditions. This is to protect and support pupils in the optimum way to avoid injury as well as to aid performance and follow RFU guidelines.

** Rugby and Hockey activities require all pupils to wear a gum-shield for lessons and fixtures.

Summer Term

Lower Prep Boys 8s-10s

Compulsory

White polo shirt (PE lessons)

White PE shorts

White PE socks

Polar fleece (warm wear for lessons and travelling kit for matches)

Harrodian track pants (warm wear for lessons and travelling kit for matches)

Optional

Baselayer (optional but recommended top and leggings)

Harrodian mesh lined jacket

Cricket trousers

Upper Prep Boys 11s-12s

Compulsory

White polo shirt (for PE and Sport lessons)

White PE shorts

White PE socks

Polar fleece (warm wear for lessons and travelling kit for matches)

Harrodian track pants (warm wear for lessons and travelling kit for matches)

Optional

For those playing regular Cricket fixtures:

Cricket shirt

Cricket trousers

Cricket spikes

Baselayer (optional but recommended top and leggings)

Harrodian mesh lined jacket

Lower Prep Girls 8s-10s

Compulsory

White polo shirt (PE and Sport lessons)

Multi-sport skort/white or black PE shorts

White ankle length sports socks

Polar fleece (warm wear for lessons and travelling kit for matches)

Harrodian track pants (warm wear for lessons and travelling kit for matches)

Optional

Baselayer (optional but recommended top and leggings)

Cricket trousers

Softshell waterproof jacket

Upper Prep Girls 11s-12s

Compulsory

White polo shirt (PE lessons and Cricket fixtures)

Multi-sport skort / white or black PE shorts

White ankle socks

Polar fleece (warm wear for lessons and travelling kit for matches)

Harrodian track pants (warm wear for lessons and travelling kit for matches)

Optional

Baselayer (optional but recommended top and leggings)

Cricket trousers (for those playing regular Cricket fixtures)

Softshell waterproof jacket

Summer Term

| Swimming Kit (Lower Prep lessons 8s-10s) | | Competitive Mixed Swim Teams (8s-12s) |
|---|---|---|
| <p>Boys</p> <p>Black swimming shorts (above knee)</p> <p>Black swim hat (compulsory if hair shoulder length)</p> <p>Swimming goggles</p> <p>Towel and/or robe, flipflops</p> | <p>Girls</p> <p>Black swim suit</p> <p>Black swim hat (compulsory if hair shoulder length)</p> <p>Swimming goggles</p> <p>Towel and/or robe, flipflops</p> | <p>Meshed swim top (purchased from PE Department for squad)</p> <p>Purple swim hat for squad (purchased from PE Department)</p> |

| 8-12s Tennis | 8s-12s Athletics | Miscellaneous |
|---|--|--|
| <p>Same as lesson kit</p> <p>Optional for fixtures</p> <p>Tennis shoes</p> <p>Tennis racquet</p> | <p>Same as lesson kit</p> <p>Optional for fixtures</p> <p>-for boys and girls</p> <p>Athletics vest</p> <p>Athletics spikes</p> <p>-for girls only</p> <p>Black Lycra / Nick shorts</p> | <p>Available from Serious Stuff:</p> <p>Sports Bag - compulsory</p> <p>Available from Reception:</p> <p>Combination padlock - strongly recommended</p> <p>Name tags</p> <p>suggested supplier wovenlabelsuk.com</p> |

| Footwear/Equipment: |
|--|
| <p>All boys will require a pair of sports trainers with ankle support (or astroturf shoes). We recommend Cricket spikes, thigh pads and protective boxes for those competing regularly in hard ball Cricket fixtures. The school can provide all other Cricket kit, although pupils are welcome to bring in their own bats, helmets, pads and gloves. For those in Athletics fixtures we recommend spikes. This is to protect and support pupils in the optimum way to avoid injury as well as to aid performance.</p> <p>All girls will require a pair of sports trainers with ankle support (no plimsolls or slippers). We recommend Cricket spikes and thigh pads for those competing regularly in hard ball Cricket fixtures. The school can provide all other Cricket kit, although pupils are welcome to bring in their own bats, helmets, pads and gloves. For those in Athletics fixtures we recommend spikes. This is to protect and support pupils in the optimum way to avoid injury as well as to aid performance.</p> |

Senior PE Kit: 13s (Year 9) - 15s (Year 11)

All clothing and PE kit should be clearly named.

Padlocks on sports bags are strongly recommended.

All lesson and match kit must be purchased from:
Serious Stuff, Mortlake Court, 28 Sheen Lane, London SW14 8LW
Tel: 020 8876 7668 www.serious-stuff.com (password: lonsdale)

Autumn Term

| | |
|--|---|
| <p>Senior Boys</p> <p>Compulsory Football shirt (Sport lessons) White polo shirt (PE lessons) Black PE shorts / Football shorts Games socks (thick stripe) Polar fleece (warm wear for lessons and travelling kit for matches) Harrodian track pants (warm wear for lessons and travelling kit for matches)</p> <p>Optional Black games shirt (to provide second option for Sport lessons) Football shorts for those playing competitive fixtures Baselayer (optional but recommended top and leggings) Harrodian mesh lined jacket</p> | <p>Senior Girls</p> <p>Compulsory Multi-sport shirt (Sport lessons and fixtures) White polo shirt (PE lessons) Multi-sport skort / Football shorts White ankle socks for Netball Polar fleece and / or Harrodian mesh lined jacket (warm wear for lessons and travelling kit for matches) Harrodian track pants (warm wear for lessons and travelling kit for matches)</p> <p>Optional Baselayer (optional but recommended top and leggings) Harrodian softshell jacket</p> |
| <p>Miscellaneous</p> <p>Available from Serious Stuff: Sports Bag - compulsory Available from Reception: Combination padlock - strongly recommended Name tags suggested supplier wovenlabelsuk.com</p> | <p>Footwear/Equipment:</p> <p>All boys will require a pair of sports trainers with ankle support (or astroturf shoes), shin-pads and Football boots. We recommend a pair of boots with moulded rubber studs for dry/hard field conditions and a separate pair of boots with screw-in studs for wet/soft conditions. This is to protect and support pupils in the optimum way to avoid injury as well as to aid performance.</p> <p>All girls will require a pair of trainers with ankle support (no plimsolls or slip-ons), shin-pads and Football boots (moulded rubber studs recommended).</p> <p>** Pre-season Rugby and Hockey activities begin preparing during the Autumn Term so all pupils will require a gum-shield at this time.</p> |
| <p>Cross-Country running</p> <p>Lesson Kit</p> <p><u>Optional</u> Athletics vest</p> | |

Spring Term

| | |
|--|---|
| <p>Senior Boys</p> <p>Compulsory Rugby shirt (Sport lessons) White polo shirt (PE lessons) Black PE shorts Games socks (thick stripe) Polar fleece (warm wear for lessons and travelling kit for matches). Harrodian track pants (warm wear for lessons and travelling kit for matches)</p> <p>Optional Black games shirt (to provide second option for Sport lessons, not to be worn in fixtures) Baselayer (optional but recommended top and leggings) Harrodian mesh lined jacket</p> | <p>Senior Girls</p> <p>Compulsory Multi-sport shirt (Sport lessons and fixtures) White polo shirt (PE lessons) Multi-sport skort Hockey/Football socks (thin stripe) Polar fleece and / or Harrodian mesh lined jacket (warm wear for lessons and travelling kit for matches) Harrodian track pants (warm wear for lessons and travelling kit for matches)</p> <p>Optional Baselayer (optional but recommended top and leggings) Senior Hockey shirt for squad players 15s + Harrodian softshell jacket</p> |
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|---|--|
| <p>Miscellaneous</p> <p>Available from Serious Stuff: Sports Bag - compulsory</p> <p>Available from Reception: Combination padlock - strongly recommended</p> <p>Name tags suggested supplier wovenlabelsuk.com</p> | <p>Footwear/Equipment:</p> <p>All boys will require a pair of sports trainers with ankle support (or astroturf shoes) and boots with either moulded or safety studs. We recommend a pair of boots with moulded rubber studs for dry/hard field conditions and a separate pair of boots with screw-in safety Rugby studs for wet/soft conditions. This is to protect and support pupils in the optimum way to avoid injury as well as to aid performance and follow RFU guidelines.</p> <p>All girls will require a pair of trainers with ankle support (no plimsolls or slip-ons).</p> <p>Hockey stick – optional but recommended.</p> <p>Compulsory: Shin pads (Hockey) Mouthguards (Hockey and Rugby) – required for lessons and fixtures, recommended through OPRO school fitting</p> |
| <p>Cross-Country running</p> <p>Lesson Kit</p> <p>Optional Athletics vest</p> | |

Summer Term

| Senior Boys | Senior Girls |
|--|---|
| <p>Compulsory White polo shirt (for PE and Sport lessons) White PE shorts White PE socks Polar fleece (warm wear for lessons and travelling kit for matches) Harrodian track pants (warm wear for lessons and travelling kit for matches)</p> <p>Optional For those playing regular Cricket fixtures: Cricket shirt Cricket trousers Cricket spikes Baselayer (optional but recommended top and leggings) Harrodian mesh lined jacket</p> | <p>Compulsory White polo shirt (PE lessons and Cricket fixtures) Multi-sport skort and / or white/ black PE shorts White ankle socks Polar fleece and / or Harrodian mesh lined jacket (warm wear for lessons and travelling kit for matches) Harrodian track pants (warm wear for lessons and travelling kit for matches)</p> <p>Optional Baselayer (optional but recommended top and leggings) White Cricket trousers (for those playing regular Cricket fixtures) Harrodian softshell jacket</p> |

| | | |
|---|--|---|
| <p>Miscellaneous</p> <p>Available from Serious Staff: Sports Bag - compulsory</p> <p>Available from Reception: Combination padlock - strongly recommended</p> <p>Name tags suggested supplier wovenlabelsuk.com</p> | <p>Tennis Fixture</p> <p>Same as lesson kit</p> <p>Optional for fixtures Tennis shoes Tennis racquet</p> | <p>Athletics - Fixtures only</p> <p>Same as lesson kit</p> <p>Optional for fixtures -for all Athletics vest Athletics spikes -for girls only Black Lycra / Nick shorts</p> |
|---|--|---|

| |
|---|
| <p>Footwear/Equipment:</p> <p>All boys will require a pair of sports trainers with ankle support (or astroturf shoes). We recommend Cricket spikes, thigh pads and protective boxes for those competing regularly in hard ball Cricket fixtures. The school can provide all other Cricket kit, although pupils are welcome to bring in their own bats, helmets, pads and gloves. For those in Athletics fixtures we recommend spikes. This is to protect and support pupils in the optimum way to avoid injury as well as to aid performance.</p> <p>All girls will require a pair of trainers with ankle support (no plimsolls or slip-ons). We recommend Cricket spikes and thigh pads for those competing regularly in hard ball Cricket fixtures. The school can provide all other Cricket kit, although pupils are welcome to bring in their own bats, helmets, pads and gloves. For those in Athletics fixtures we recommend spikes. This is to protect and support pupils in the optimum way to avoid injury as well as to aid performance.</p> |
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Sixth Form PE Kit

Sixth Form PE 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 track pants
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 plimsolls 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:

Black PE/Games shorts
Games socks (thick stripe)
Dark coloured sports top (blue/black)*
Harrodian track pants
Polar fleece
Boots / rugby studs*
Gum shields / shin pads*

Girls Squads:

Multi-sport skort
White polo shirt/multi-sport shirt
Harrodian track pants
Polar fleece
Gum shields/shin pads*

All clothing and PE 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 track pants under the crest.

Padlocks on sports bags are strongly recommended.

All match/squad kit (with the exception of the * items) must be purchased from:
Serious Stuff, Mortlake Court, 28 Sheen Lane, London SW14 8LW
Tel: 020 8876 7668 www.serious-stuff.com (password: lonsdale)

Autumn Term

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|---|--|
| <p>Sixth Form Boys For those in school-based lessons and representative teams</p> <p>Compulsory <u>For lessons e.g. Strength & Conditioning, Yoga etc:</u> White polo shirt Black games shorts / Football shorts White ankle socks</p> <p><u>For Football teams: training and matches -</u> Football shirt Black Football shorts Games socks (thick stripe) Polar fleece (warm wear for lessons and travelling kit for matches) Harroddian track pants (warm wear for lessons and travelling kit for matches)</p> <p>Optional Baselayer (optional but recommended top and leggings) Harroddian mesh lined jacket</p> | <p>Sixth Form Girls For those in school-based lessons and representative teams</p> <p>Compulsory <u>For lessons e.g. Strength & Conditioning, Yoga etc:</u> White polo shirt Multi-sport skort White ankle socks</p> <p><u>For Netball teams: training and matches -</u> Multi-sport shirt Multi-sport skort White socks for Netball Polar fleece and / or Harroddian softshell jacket (warm wear for lessons and travelling kit for matches) Harroddian track pants (warm wear for lessons and travelling kit for matches)</p> <p>Optional Baselayer (optional but recommended top and leggings)</p> |
| <p>Miscellaneous</p> <p>Available from Serious Stuff: Sports Bag - compulsory</p> <p>Available from Reception: Combination padlock - strongly recommended</p> <p>Name tags suggested supplier wovenlabelsuk.com</p> | <p>Footwear/Equipment:</p> <p>All boys will require a pair of sports trainers with ankle support (or astroturf shoes), shin-pads and Football boots. We recommend a pair of boots with moulded rubber studs for dry/hard field conditions and a separate pair of boots with screw-in studs for wet/soft conditions. This is to protect and support students in the optimum way to avoid injury as well as to aid performance.</p> <p>All girls will require a pair of trainers with ankle support (no plimsolls or slip-ons).</p> <p>** Pre-season Rugby and Hockey activities begin preparing in the Autumn Term so all students wishing to trial for these sports will require a gum-shield and shin-pads at this time.</p> |
| <p>Cross-Country running</p> <p>Lesson kit</p> <p>Optional Athletics vest</p> | |

Spring Term

Sixth Form Boys

For those in school-based lessons and representative teams

Compulsory

For lessons e.g. Strength & Conditioning, Yoga etc:

White polo shirt

Black games shorts / Football shorts

White ankle socks

For Football and Rugby teams: training and matches -

Rugby: -

Football: -

Rugby shirt

Football shirt

Black PE shorts

Football shorts

Games socks (thick stripe)

Polar fleece (warm wear for lessons and travelling kit for matches)

Harroddian track pants (warm wear for lessons and travelling kit for matches)

Optional

Black games shirt (to provide second option for Sport lessons)

Games/Rugby shorts (recommended for those playing competitive fixtures)

Baselayer (optional but recommended top and leggings)

Harroddian mesh lined jacket

Sixth Form Girls

For those in school-based lessons and representative teams

Compulsory

For lessons e.g. Strength & Conditioning, Yoga etc:

White polo shirt

Multi-sport skort

White ankle socks

For Hockey and Netball teams: training and matches -

Multi-sport shirt

Multi-sport skort

Hockey/Football socks (thin stripe)

Polar fleece and / or Harroddian softshell jacket (warm wear for lessons and travelling kit for matches)

Harroddian track pants (warm wear for lessons and travelling kit for matches)

Optional

Baselayer (optional but recommended top and leggings)

Miscellaneous

Available from Serious Stuff: **Sports Bag - compulsory**

Available from Reception: **Combination padlock** - strongly recommended

Name tags

suggested supplier wovenlabelsuk.com

Cross-Country running

Lesson kit

Optional

Athletics vest

Footwear/Equipment:

All boys will require a pair of sports trainers with ankle support (or astroturf shoes) and boots with either moulded or safety studs. We recommend a pair of boots with moulded rubber studs for dry/hard field conditions and a separate pair of boots with screw-in safety Rugby studs for wet/soft conditions. This is to protect and support students in the optimum way to avoid injury as well as to aid performance and follow RFU guidelines.

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

Hockey stick – optional but recommended.

Compulsory:

Shin pads (Hockey)

Mouthguards (Hockey and Rugby) – for all lessons and fixtures, recommended through OPRO school fitting

Summer Term

Lower Sixth sport lessons are compulsory for all students and are conducted on the school site for the duration of the Summer Term. Upper Sixth lessons are optional but highly recommended in the lead up to and during study leave.

Sixth Form Boys

Compulsory

White polo shirt (for Sport lessons and fixtures)

White PE shorts

White PE socks

Polar fleece (warm wear for lessons and travelling kit for matches)

Harrodian track pants(warm wear for lessons and travelling kit for matches)

Optional

For those playing regular Cricket fixtures:

Cricket shirt

Cricket trousers

Cricket vest

Cricket spikes

Baselayer (optional but recommended top and leggings)

Harrodian mesh lined jacket

Sixth Form Girls

Compulsory

White polo shirt (PE lessons and Cricket fixtures)

Multi-sport skort and / or white PE shorts

White ankle socks

Polar fleece and / or Harrodian softshell jacket (warm wear for lessons and travelling kit for matches)

Harrodian track pants (warm wear for lessons and travelling kit for matches)

Optional

Baselayer (optional but recommended top and leggings)

Cricket trousers (for those playing regular Cricket fixtures)

| Miscellaneous | Tennis Fixture | Athletics - Fixtures only |
|--|---|---|
| <p>Available from Serious Stuff: Sports Bag - compulsory Available from Reception: Combination padlock - strongly recommended Name tags suggested supplier wovenclothesuk.com</p> | <p>Same as lesson kit</p> <p>Optional for fixtures Tennis shoes Tennis racquet</p> | <p>Same as lesson kit</p> <p>Optional for fixtures -for all Athletics vest Athletics spikes -for girls only Black Lycra / Nick shorts</p> |

| Footwear/Equipment: |
|---|
| <p>All boys will require a pair of sports trainers with ankle support (or astroturf shoes). We recommend Cricket spikes, thigh pads and protective boxes for those competing regularly in hard ball Cricket fixtures. The school can provide all other Cricket kit, although students are welcome to bring in their own bats, helmets, pads and gloves. For those in Athletics fixtures we recommend spikes. This is to protect and support students in the optimum way to avoid injury as well as to aid performance.</p> <p>All girls will require a pair of trainers with ankle support (no plimsolls or slip-ons). We recommend Cricket spikes and thigh pads for those competing regularly in hard ball Cricket fixtures. The school can provide all other Cricket kit, although students are welcome to bring in their own bats, helmets, pads and gloves. For those in Athletics fixtures we recommend spikes. This is to protect and support students in the optimum way to avoid injury as well as to aid performance.</p> |

Stationery

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

- pencil case (clearly marked with pupil's name)
- pen
- pencil
- rubber
- sharpener
- 30cm ruler
- glue stick
- scissors
- colouring pencils
- highlighter (multiple colours)
- calculator
- whiteboard marker pen (for all 8s-12s pupils)
- every pupil in the 8s to Upper Sixth must also have their own purple pen with fine nib

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 must be small/compact containing only the necessary listed equipment. Stationery must be plain/functional, no novelty items.

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.

*Casio FX-991EX (CLASSWIZ) calculator **recommended** for GCSE pupils and **required** for A Level students.

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
- Pastoral Team
- External Liaison

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. Pupils are selected in the 15s and trained to provide one-to-one mentoring and coaching. This specially designed mentor training takes place in the Summer Term ahead of pupils beginning mentoring in the Autumn Term. The mentoring programme runs throughout the year, often before lessons begin, and is tailored to individual pupils. 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 team of Head Mentors who are selected alongside the Senior Prefects and are responsible for the day-to-day management of the programme. The full Mentoring Team is under the direction of a Mentoring Coordinator 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 9s through to students in the Upper Sixth who are elected by their peers to represent them. The Heads or Deputy Heads chair the Senior Council and report back their work to the Senior Prefect Committee. The Prep Council, chaired by a Senior Prefect, similarly meets once a week to discuss immediate pupil issues and take forward any initiatives.

The Friends of Harrodian - formerly known as Harrodian School Parents' Association (HSPA)

The Friends of Harrodian 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 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 Friends of Harrodian 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 Friends of Harrodian Current Committee

| | | |
|------------------|-----------------------------|----------------------|
| Rachael Snaith | <i>Events' Co-ordinator</i> | Emma Hughes |
| Amanda Murphy | <i>Treasurer</i> | Lucy Peasley |
| Sherry McCrystal | <i>Secretary</i> | Sian Jiryes |
| Gill Priest | | Leigh Jenkins |
| Jacey Topham | | Kathryn Ling-Walduck |
| Nicola Cawley | | Sue Mapstone |
| | | Melissa Perera |

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 The Friends of Harrodian communications to parents online via Classlist.com.
- 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 The Friends of Harrodian fund-raising events, such as the Summer and Christmas Fairs.

Charities and Good Causes

Over the years The Friends of Harrodian has supported many national and international charities, including more recently the following:

Charity Water

React

Castelnau Community Centre

Viera Gray House, Barnes

DKMS Blood Cancer

The Barnes Food Bank

Resurgo Spear

Save the Children

Refugees Welcome

Dusty Yak Foundation

Pancreatic Cancer Action

LB of Richmond Food Bank

Kingston Hospital

Restore the Music

International Book Aid

The Flying Seagull Project

The Snowflake School

Trees for Cities

Toilets

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

Travel to 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 8.15am and 8.40am in order to keep cars moving. Pupils should exit quickly on the kerbside only. Parents are asked not to park here under any circumstances, 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 driver or taxi service, it is their responsibility/duty to inform them of the above in order for them to comply with our regulations.

The school offers a minibus/coach pick-up and drop-off service for pupils. For further information, please email transport@harrodian.com.

Please note that public hire bikes, e-bikes and e-scooters must be left outside the school grounds, parked safely and considerately on the pavement without obstructing pedestrians. They may not be left on the school site.

Electric scooters may not be charged on 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, or parents will be asked to use Scopay, the school's online payment system.

Whilst on trips, pupils are required to adhere strictly 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 may 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 either parent signs a form consenting to their child/children attending day trips, excursions, field trips, participating in workshops etc which are priced at £50 and under. Additional consent will, however, be sought for any trips costing more than £50.

Prior to each day trip, parents will be sent a letter/email outlining the cost and details of the trip. Likewise, with UK residential trips/trips abroad, both parents will be provided with the trip information. Please note that there are limited places on most international trips which will be offered and confirmed on a first come, first served basis on receipt of the requisite deposit. Parents should be aware that, on occasion, the price of a trip may need to be adjusted.

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 parent 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 of the trip.

Code of Conduct Form

Prep, Senior and Sixth Form pupils are issued with an online Code of Conduct form which must be read by both parent and pupil and consent given. This form will be used for all school trips for the duration of each pupil's education at Harrodian, a template of which is available to view on the website or via the Admin Office.

Passports / Vaccinations

It is the responsibility of parents to ensure their child's passport is 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 their passport and/or visa. The same will apply where entry vaccinations are required.

Payment Deadlines

Please note that an administration fee of £50 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 all monies paid, including the full deposit.

Withdrawing a Pupil From a Trip

If parents withdraw their child from a trip once they have committed their participation, they will still be liable for the cost of the trip incurred at the time of withdrawal. Deposits are non-refundable.

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 poor attendance, behavioural reasons, the health and safety of the rest of the party etc. In such a situation, the school would discuss the financial implications with the parent/s. Poor behaviour whilst on a trip may also result in a pupil being excluded from participating in any future trips.

If a parent withdraws their child from Harrodian after they have committed their participation on a future trip, any monies paid would be forfeited (no refund would be due) and their child would be unable to attend as they would no longer be on the school roll. If an instalment is due to an agent/airline outside of the cancellation terms, the parent would still be liable to pay this.

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, pandemics, 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, including an early return, even once it has departed, any additional necessary costs 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.

