



SAINT FELIX SCHOOL
SOUTHWOLD

**PARENTS'
HANDBOOK
2020-2021**

**PREPARATORY
DEPARTMENT**

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SAINT FELIX SCHOOL

SOUTHWOLD

Dear Parents,

The aim of this booklet is to give a detailed insight into the routines which exist in the Preparatory Department, so that you will have a good idea of what to expect when your child first starts here.

The Preparatory Department is part of a friendly and caring co-educational school with fully qualified staff. Our aim is to ensure that your child feels happy and confident in her/his new surroundings and, given that basis, will work hard to achieve her/his full potential.

If you have any queries or concerns, members of staff are always happy to meet you and to discuss the problem. An appointment is not always necessary; staff are usually available first thing in the morning and at the end of school each day.

Yours sincerely,

Miss Jade Wong
Head of Preparatory Department

THE FIRST DAY

The first day at a new school is an exciting time. Our aim is to make this occasion a happy and stress free one. Hopefully your child will have already had an opportunity to visit the school and meet their new teacher and other teaching staff.

On the first morning, parents are asked to bring the children to Clough House where they will be shown when and where to collect them at the end of the day.

Children spend the first part of the morning in their classrooms with their class teacher. Outside coats, P.E. clothes and shoes should be left as directed.

Please will parents ensure that ALL articles of clothing and equipment are clearly labelled.

All new children will have a 'buddy' assigned to them for the first few days who will stay with them to see them through the initial routines and to dispel undue worries and concerns.

We hope that when the children arrive home they will feel that they have had a really good start to their career at Saint Felix.

If you have any concerns regarding arrangements, please do not hesitate to speak to us.

TERM DATES 2020/21

AUTUMN TERM 2020

Staff INSET	Tuesday 1 st September 2020
Staff INSET	Wednesday 2 nd September 2020
Staff INSET	Thursday 3 rd September 2020
Staff INSET	Friday 4 th September 2020
New Senior Pupil Induction	Friday 4 th September 2020
New Overseas Boarders	Friday 4 th September 2020 by 12.00pm**
All Other Boarders	Sunday 6 th September 2020
School Term Commences	Monday 7th September 2020
<u>Autumn Open Morning</u>	<u>Saturday 3rd October 2020</u>
Half Term	Friday 16 October to Sunday 1 st November 2020
Carol Services	Friday 11 th December 2020
School Term Finishes	Friday 11th December 2020

SPRING TERM 2021

Boarders Return	Sunday 3 rd January 2021
School Term Commences	Monday 4th January 2021
Half Term	Friday 12 th February to Sunday 21 st February 2021
<u>Spring Open Morning</u>	<u>Saturday 20th March 2021</u>
School Term Finishes	Friday 26 th March 2021

SUMMER TERM 2021

Boarders Return	Sunday 11 th April 2021
School Term Commences	Monday 12th April 2021
Early May Bank Holiday	Monday 3 rd May 2021
Half Term	Friday 28 th May to Sunday 6 th June 2021
<u>Parents' Day</u>	<u>Saturday 3rd July 2021</u>
School Term Finishes	Saturday 3rd July 2021

**Half Term and Closed Weekends start at 4.00pm on Friday.
Boarders should return to School between 6.00pm and 8.00pm on Sunday.**

PREPARATORY DEPARTMENT SCHOOL DAY

8.20am	Front door opened
8.35am	Registration, Monday Assembly, Tuesday Choir, Friday Chapel
9.00am	Period 1
9.35am	Period 2
10.10am	Morning Break (20 mins)
10.30am	Period 3
11.00am	Period 4
11.30am	Period 5
12.00 noon	Period 6
12.25pm - 1.30pm	Lunchtime (60 mins)
1.30pm	Afternoon Registration
1.30pm	Period 7
2.00pm	Period 8
2.35pm	Period 9
3.10pm	Period 10
3.40pm	Break (Little Tea 20 mins)
4.00pm	Prep (45 mins)
4.00pm	School finishes (Friday)
4.10pm	School buses depart (Friday)
4.45pm	School finishes (Monday – Thursday)
5.00pm	School buses depart

The timetable is subject to change in September 2020 depending on the Department of Education guidelines in relation to Covid-19.

WHO'S WHO

Head of Preparatory Department: Miss Jade Wong

Form Teachers

Mrs J Heal	Year 3
Mrs L Barker-Harrison	Year 4
Mrs A Nunn and Miss C Oldman	Year 5
Mrs N Fisher	Year 6

Preparatory Department Teaching Staff

Miss J Wong	Head of Prep, PE and Games, ICT, Performing Arts
Mrs K Bland	DSL, SENCo, Year 6 Maths
Mr M Chapman	Learning Support Assistant
Mrs A Horne	Learning Support Assistant
Miss C Payne	Learning Support Assistant
Mrs J Proctor	Learning Support Assistant
Madame S Bray	Modern Foreign Languages Year 3 to Year 5
Mr J Harrison	Headmaster, Year 6 Latin
Madame S Moyle	Year 6 French
Mrs L Barker-Harrison	English, Mathematics, Science
Mrs N Fisher	English, Science, Humanities, Performing Arts
Mrs J Heal	English, Science, Humanities, ICT
Miss E Rushmere	Science
Mrs A Nunn	Mathematics, Art
Ms C Phelps	Director of Sport, PE and Games
Mr P Currie	Games
Mrs C Gallagher	PE and Games
Ms S Purchase	Swimming
Mr N Thompson	Swimming
Mr P Duckett	Director of Drama, Speech & Drama (LAMDA)
Miss C Oldman	Director of Music, Performing Arts
Mrs H Meldrum	Lay Chaplain

SAINT FELIX UNIFORM

At Saint Felix School we expect our pupils to look smart and business-like in their school uniform. Taking pride in their appearance is important for them and for us as a school and this not only includes whilst they are at school, but also whilst travelling to and from school and at school functions and on school trips.

Pupils are required to wear the school uniform as supplied by **Coes of Ipswich** and **listed on their website**. Please ensure that **all** items are clearly named, preferably with sew-in name tape.

All sports kit should be stored in the regulation school games bag. There may be further sports kit requirements dependent on any additional teams for which your child may be selected (e.g. equestrian, cricket or tennis).

Coes of Ipswich is the official supplier of uniform for the school. Coes are based in Ipswich – their postal address is;

20-28 Norwich Road, Ipswich, Suffolk, IP1 2NH

T*1: 01476 256061

Email: customerservices@coes.co.uk

Coes Back to School Information Message – Summer 2020

Due to the current Covid 19 Regulations, we are limited in the number of people we are allowed in our store, therefore for this year we will be running an appointment only system in our Ipswich Schoolwear department.

Should you not feel comfortable in ordering uniform online and would prefer to come in store, then please remember to book your appointment as soon as possible.

Appointments are now open through to the first week of September.

To book an appointment, Please visit **COES.CO.UK/BACKTOSCHOOL**

As a guide we would recommend an appointment time should take

Day Uniform only 30 minutes

Day and Sports Uniform 60 minutes

Should you have any questions, please do not hesitate to contact us on:

Email: customerservice@coes.co.uk

Telephone: 01473 256061

<https://www.coes.co.uk/schoolwear-schools/saint-felix-school>

All orders over the value of £50.00 are shipped free of charge within the UK.

During term time there will be the option of a click and collect service from the School. All orders placed online by 9.00am Wednesday morning, where stock is available, will be delivered to Saint Felix on Thursday for collection from Reception.

Prep Department - Boys Uniform

Garment	Description	Winter		Spring		Summer	
Blazer*	Bottle with school crest	C	C	C	C	C	C
School Tie*		C	C	C	C	C	C
Shirt	White	C	C	C	C	C	C
Jumper*	Navy with gold trim	C	C	C	C	C	C
Shorts or	Charcoal	C	C	C	C	C	C
Trousers	Charcoal	C	C	C	C	C	C
Socks* ^	Grey with TOT Band **	C	C	C	C	C	C
Rucksack*	Bottle with school crest	C	C	C	C	C	C
Coat*	Navy or Bench Coat	C	C	C	C		
Fleece Scarf*	Bottle	C	C	C	C		
Hat*	Bottle	C	C	C	C		
Gloves	Bottle - fleece	C	C	C	C		
Sun Hat*	Bottle					C	C
Art Overall	Bottle	C	C	C	C	C	C
Midlayer*	Bottle/Gold with school crest	C	C	C	C	C	C
Tracksuit Trouser*	Bottle with school crest	C	C	C	C	C	C
Polo Shirt*	Bottle/gold	C	C	C	C	C	C
Games Shorts*	Bottle/gold	C	C	C	C	C	C
Games Socks*	Bottle/gold	C	C	C	C		
PE Socks	White	C	C	C	C	C	C
Rugby Shirt*	School Design	C	C	C	C		
Baselayer – Top	Navy	O	O	O	O		
Baselayer – Short	Navy	O	O	O	O	O	O
Sports Bag*	Bottle	C	C	C	C	C	C
Swim wear	Navy	C	C	C	C	C	C
Swimming Hat*	Gold	C	C	C	C	C	C
Swimming Bag*	Bottle with School Crest	C	C	C	C	C	C
Goggles		O	O	O	O	O	O
Cricket Top*	Design to be confirmed					C	C
Cricket Trousers						P	P

C = Compulsory

P = Preferable

O = Optional

Prep Department - Girls Uniform

Garment	Description	Winter		Spring		Summer	
Blazer*	Bottle with school crest	C	C	C	C	C	C
Blouse	White –¾ sleeve revere	C	C	C	C	C	C
Jumper*	Navy with gold trim	C	C	C	C	C	C
Tunic *	School design	C	C	C	C		
Skirt – Yr 6 only*	School design	C	C	C	C	C	C
Tights	Navy	C	C	C	C		
Socks	Navy	C	C	C	C		
Summer Dress*	School design/cloth					C	C
Socks	White – ankle					C	C
Rucksack*	Bottle with school crest	C	C	C	C	C	C
Coat*	Navy or Bench Coat	C	C	C	C		
Fleece Scarf*	Bottle with school crest	C	C	C	C		
Hat*	Bottle with school crest	C	C	C	C		
Gloves	Bottle - fleece	C	C	C	C		
Sun Hat*	Bottle with school crest					C	C
Art Overall	Bottle	C	C	C	C	C	C
Midlayer*	Bottle/Gold with school crest	C	C	C	C	C	C
Tracksuit Trouser*	Bottle with school crest	C	C	C	C	C	C
Polo Shirt*	Bottle/gold	C	C	C	C		
Polo Shirt*	White/Bottle					C	C
Games Short *	Bottle	C	C	C	C	C	C
Games Socks*	Bottle/gold	C	C	C	C	C	C
PE Socks	White	C	C	C	C	C	C
Baselayer - Top	Navy	O	O	O	O		
Sports Bag*	Bottle	C	C	C	C	C	C
Swim wear	Navy	C	C	C	C	C	C
Swimming Hat*	Gold	C	C	C	C	C	C
Swimming Bag*	Bottle with School Crest	C	C	C	C	C	C
Goggles		O	O	O	O	O	O
Cricket Trousers						P	P

C = Compulsory

P = Preferable

O = Optional

UNIFORM DRESS CODE

School uniform should be worn by all pupils during lessons time and at official School functions – Chapel, concerts etc. Blazers must be worn to Assembly, Chapel and lunch, when moving around school and for travel to and from school.

Girls' skirts must be **no more than 5cm** above the knee. Pupils in breach of this will be asked to resolve the matter.

Shirts must be tucked in or, if fitted, must be hidden by the school jumper. Vests should be white and not be visible in any way.

Boys must have their top buttons fastened and ties pulled up to the collar and reaching down to almost waist level.

Short Sleeve Order

During warmer weather pupils may be allowed to be in short sleeve order, as authorised by the Head. Blazers (or jumpers) may be removed and sleeves should be rolled above the elbow. It is not appropriate for jumpers to be rolled at the elbow. Girls may wear white ankle socks.

Dining Hall Dress

Pupils are not allowed to wear games kit in the Dining Hall unless specifically told to do so by the PE Department, in which case tracksuit bottoms should be worn.

School blazers may be removed in the Dining Hall while eating.

Hair, Make-up and Jewellery

Hair should be neat and tidy at all times. Hair should not be shaved short, nor should lines or designs be shaved into the hairstyle.

Girls' hair should be tied back fully and off the shoulders if shoulder length or longer. Shorter hair should be clipped or pinned back from the face. Alice bands, clips and hair bands should be green or navy.

Boys' hair must be cut so that it is neat and no longer than the collar (longer hair should be tied back fully).

The dyeing of hair is very strongly discouraged. Hair must be of a single natural looking colour, which does not differ significantly from the pupil's own hair colouring.

Make-up and nail polish are not permitted to be worn by any pupil.

No jewellery is permitted other than a single pair of discreet sleepers or studs for pupils with pierced ears or a religious symbol worn inside the uniform. However, they will have to be removed by the child themselves or taped over for all sports and swimming lessons. No other form of facial piercing is permitted for either sex. Watches, if worn, must be clearly named.

CONTACT AND COMMUNICATION

The points of contact between home and school are numerous but the following are important to note:

Head of the Preparatory Department

Miss Wong is always happy to discuss issues or concerns with parents and is usually available before and after school. If a longer discussion is required, please telephone the School Office on (01502) 722175 to make an appointment or email Miss Wong direct at jwong@stfelix.co.uk.

The Form Teacher

The role of the Form Teacher is an important one as he/she will get to know the children in the class very well. Letters from parents regarding illness, appointments and planned absences etc., should always be sent to the class teacher. Daily communication is encouraged between parents and school using the children's diaries. Please sign this on a weekly basis.

Reception

The receptionists are on duty daily, during term time, between 8.00am to 5.00pm Monday to Thursday and 8.00am to 4.00pm on Friday. For all enquiries please contact the School Office on (01502) 722175 or by email at schooladmin@stfelix.co.uk.

Digital Signage

The screen in the hallway of the Prep Department details forthcoming events and updates on achievement. Sport team sheets for fixtures and music timetables can be found on the notice board in the entrance hall.

Letters

Regular letters are sent to parents giving information on forthcoming events and visits, P.T.A. activities and other current affairs. These are sent home in diaries to ensure parents receive them. A weekly newsletter is also sent out to all parents every Friday via Clarion Call. All news items are available to view on the school website at www.stfelix.co.uk.

Please check emails and diaries regularly to ensure mailings are not missed.

Parent Contact Details

It is important that the school holds the most up-to-date information for pupils at all times so that we can contact parents quickly should the need arise. A 'Parent Contact Details' form must be completed and returned when pupils join the school. The form is also sent out to all parents at the end of each summer term to update. If there are any changes to your contact details at any time during the academic year, please email these to the Registrar, at registrar@stfelix.co.uk
NB Please see the school's privacy notice for details on how your personal details are held.

Bursary

All enquiries concerning fees and charges are handled by the Financial Administrator. Cheques should be made payable to 'Saint Felix School' unless otherwise requested.

PREP (HOMEWORK), REPORTS AND PARENTS' MEETINGS

Prep (Homework)

Supervised Prep takes place after Little Tea. Prep is a valuable and integral part of the school day as children are encouraged to be well organised and responsible and to complete the work set. It is establishing 'good practice' for the future.

The pupils are given homework for English, mathematics and science. It is hoped that this homework is completed during supervised prep time at school. However, if the prep is unfinished, it must be taken home on a Friday and returned to school completed on a Monday morning. Prep should support class work and, if the child experiences difficulty completing it, the Form Teacher should be made aware (a note in the home diary is sufficient).

If homework is completed by Friday then please encourage reading, spelling and multiplication practice.

Reports

The Autumn Term report covers the core and some co-curricular subjects. In the Spring Term the report will focus on the results of the Single Word Spelling and Reading Tests and English and Mathematics NFER assessments, and an end of unit Science test. The Summer Term report will include comments from subjects across the curriculum. All reports will be published on ISAMs and accessed through the Parent Portal.

Programme of Study

At the beginning of each term the Preparatory Department provide the programme of study for that term. This outlines the topics that the children will be learning in all subjects for all year groups.

Parents' Evenings and Parent Meetings

There is a designated Parents' Curriculum Meeting for each class in the Preparatory Department in the first few weeks of the Autumn Term. We expect all parents/guardians to attend these meetings as this give important information and guidance for the year ahead.

Parents' Evenings take place in the Autumn and Spring Terms to discuss your child's personal and academic progress. Your child's Form Teacher will send you the details for these meetings in advance.

A good partnership with parents is essential and the school recognises, actively encourages and values the participation of parents in the schooling and education of their child. Parents are encouraged to feel that they can approach the School with any concerns that they might have about their child's progress.

The children should be encouraged to be pleased with their achievements but not down hearted if there are areas that may need more practice and effort, as naturally they will all have an area of focus and targets.

The teaching staff meet regularly and keep in touch with the Head of Preparatory. All subject teachers assess and track each child's progress. Feedback is given so that pupils can act on it to make progress over time. It is important to keep an open dialogue between staff and parents to reinforce the support and targets for the child.

Zoom Parent Meetings

It is possible that some parent meetings may take place via **Zoom**. Your child's Form Teacher will contact you to arrange a convenient appointment. Once this has been confirmed, a **Zoom** link will be emailed to you with instructions on how to access the meeting.

'Canvas' Learning Platform

Each pupil has access to 'Canvas', the School's Virtual Learning Platform. This is an excellent tool for the children to access work remotely. Classwork is uploaded on a daily basis and includes lesson instructions, worksheets, website links and Prep based on the curriculum and Programme of Study. Predominantly Canvas will be used for 'remote learning', however the Prep Department is developing the use of Canvas in some lessons at school.

SPORTS AND GAMES

It is hoped that all children will have a chance to represent the school during their time in the Preparatory Department. Matches are usually arranged during term time on Monday, Wednesday and some Friday afternoons. Sports played during the year are:

TERM	BOYS	GIRLS
*Autumn	Rugby, Football, Cross-Country, Hockey (tbc)	Hockey, Cross-Country, Football, Rugby (tbc)
*Spring	Rugby, Football, Cross-Country, Hockey (tbc)	Netball, Cross-Country, Football (tbc)
Summer	Cricket, Athletics, Tennis	Cricket, Athletics, Tennis

* Some sports are subject to change depending on guidance from various sporting bodies.

All children participate in Cross-Country running as part of the Fitness Training Programme. Swimming is part of the curriculum throughout the year in the indoor pool on site.

If a child is unable to participate in games, P.E. or swimming, a note must be sent to the Form Teacher. Pupils who do not have a letter will be expected to participate in the lesson.

Sports Day

Sports Day is held in the Summer Term. All children are expected to attend and parents are very welcome to come along and support. A full schedule is provided on the day.

Swimming Gala

Every child participates in the annual inter-house swimming gala in the Summer Term. Parents are also invited to attend this event and cheer the children on. The gala is held in the school's swimming pool.

Spectators

Parental support at all matches and sporting events is very much appreciated.

Parents' Code of Conduct

Please remember that the children are developing their sports skills and be reminded to support the children. Parents should demonstrate good sportsmanship to the children by encouraging and clapping for all teams.

LEARNING SUPPORT

Aims

At Saint Felix we firmly believe that all pupils should enjoy equal access to the curriculum and should be given the appropriate support to reach their full potential. It is acknowledged that all contributions from all pupils should be valued.

“Provision for children with special educational needs is a matter for the school as a whole. In addition to the Governing Body, the Headmaster, the Special Educational Needs Co-ordinator (SENCo) and all other members of staff have important day to day responsibility”.

Saint Felix SENCo

The aim of the Enhanced Learning department is to provide support to staff, pupils and parents in order to identify each pupil’s strengths and needs and address them appropriately. Children who are working academically above their year group and those who have English as an Additional Language (EAL) requirements are equally supported.

Children are assessed regularly at Saint Felix to ensure that they are performing to a high standard and are developing to their full potential each term.

If members of staff have concerns regarding a pupil, then the teacher will try to resolve the issue in conjunction with the SENCo. Parents are also consulted at this stage. If problems persist the services of an Educational Psychologist may be sought.

The Enhanced Learning Department works closely with class teachers to advise on whole class and individual assessment. Input regarding learning and teaching styles is also valuable to both teachers and pupils.

If parents have any concerns at any stage they are most welcome to discuss their child’s progress at any time with the class teacher, SENCO or the Head of the Prep Department.

GENERAL INFORMATION

Activities

A varied selection of activities take place on a carousel one day each week. The activities include; gardening, sport skills, drama, cookery, board games, arts and crafts and current affairs.

Assemblies and Chapel

A short assembly is held on Monday morning in the Preparatory Department. There will be a Chapel assembly every Friday morning where a collection is taken for a designated school charity. Class-led Assemblies take place on specific Friday mornings during the Michaelmas term in the Chapel and parents are invited to attend on these occasions. The termly calendar lists the dates and classes involved.

Hymn practice takes place on Tuesday mornings.

The Chapel service includes a Christian hymn from the school's hymn book and prayers (the Lord's Prayer and a further prayer read by the Lay Chaplain). A moral matter may be discussed, news is exchanged, a child may play an instrument and announcements are made. If a child completes an award this is presented during the Chapel service, and parents will be informed in advance.

All parents and family friends are cordially invited to the End of Term services at Christmas, Easter and to Parents' Day in July at the end of the school year.

Attendance

Parents will appreciate that attendance at school is mandatory. However, if a child needs to be absent for an unavoidable reason, parents should seek permission in advance from the Headmaster, Mr James Harrison. The Head of Preparatory Department must also be contacted in order to liaise with various staff.

If your child is unwell, please telephone or email the school office. Please contact the School Office on (01502) 722175 or by email at schooladmin@stfelix.co.uk. Children should only be at school if they are well enough to participate in all usual activities including PE, swimming, and outside breaks in the playground.

For more information about medicine procedures please see The Medical Centre part of the Handbook.

Bedtime

The earlier the better! Experience shows that children who have a decent sleeping pattern are the most ready to take on the busy school day. The less tired children are the more they can take on and most importantly they are much more cheerful and happy!

Behaviour (Classroom Conduct)

Core principles for learning behaviour are as follows:

- Pupils are expected to be punctual; if late they should apologise and explain.
- Pupils should bring all necessary equipment to the lessons.
- Pupils should wait to be invited into a classroom.
- Pupil Planners should be used to record work and home/school communication.
- Pupils who need to miss lessons should ask permission of the teachers concerned. Pupils must catch-up with any relevant work under the guidance of the teacher.

Books and Equipment

Children are encouraged to take reading books home and it is important that they learn to respect and care for these valuable 'tools'. A school back pack is available for purchase, but children in Year 6 may use their own bags if they wish.

Children are asked to provide their own pencil cases (clearly labelled) containing the following items:

- Pencils
- Fountain pen
- Rubber
- Pencil sharpener
- Ruler (30 cm)
- Colouring pencils
- Glue stick

The older children will be advised when geometry sets, calculators and dictionaries are required.

Please do not encourage children to bring expensive 'toys' to school, or items for 'swapping'. Much distress occurs when items are damaged or lost.

Break Times

Children are usually given squash, fresh fruit, sandwiches, cake or a biscuit during the morning break. Soup or hot chocolate is sometimes substituted if the weather is very cold and wet.

At the end of afternoon lessons, a healthy snack is provided before the beginning of prep during Little Tea break.

Calendar

The key dates calendar is available to view on the school website www.stfelix.co.uk. Children are strongly encouraged to represent their school if picked for a team but parents should note that some tournaments are held on Saturdays.

Please note that all children are expected to attend the following school events:

- **Christmas Carol Service** in the Autumn Term
- **Open Morning** in the Autumn and Spring Terms
- **Sports Day and Swimming Gala** in the Summer Term
- **Parents' Day** which takes place at the end of the Summer Term.

Curriculum

Our aim is to develop the range and breadth of every child. We provide a broad syllabus and ensure that all children achieve a high standard of work across the curriculum. Children at Saint Felix develop self-confidence and self-esteem in a caring and happy environment. All of our pupils represent the school at sport, they all sing in the Choir, they all perform in concerts and all pupils have a role in the annual Preparatory Department productions. We try to instil a sense of individual pride in all school and personal activities.

Pupils are developed as independent learners, although there is a high level of individual academic and pastoral care in order to ensure that each individual reaches their potential. The curriculum is designed to allow breadth and balance so that pupils are well prepared for the future, and to aid their studies throughout their time at Saint Felix and beyond.

‘The Curriculum Model’ – There are 50 periods every week and each period is usually between 30-35 minutes depending of certain parts of the day. Lessons begin at 9.00am and end at 3.40pm, with a full range of co-curricular activities on offer on various days. Prep is set Monday to Thursday from 4.00pm until 4.45pm.

Differentiation

Understanding individual differences and meeting the needs of all our pupils is our major responsibility. In order to manage this diversity, each teacher must constantly analyse their own teaching styles, focus on their pupils’ individual learning styles and differentiate their curriculum planning.

Educational Visits

The teaching staff are encouraged to arrange visits to sites and places of interest that support the curriculum. Lead subject staff prepare a schedule of trips and visits and parents are notified by letters and email. Plans are made well in advance and discussed with the Head of Preparatory and the School Bursar to comply with safety. Any necessary pupil medication is taken on the trip.

Electronic Devices

Mobile phones and electronic devices are not permitted at school. Should the need arise for a child to bring one in, prior arrangement must be made with the Head of Preparatory Department. The device should be handed in to Clough House upon arrival and collected at the end of the school day.

Email and E-Safety

‘Email’ – The use of email is an essential means of communication for both staff and pupils. In the context of Saint Felix School, email should not be considered private. Educationally, email can offer significant benefits. All users need to understand how to style an email in relation to good network etiquette. The school gives all staff and pupils their own email account to use for all school business as a work-based tool. It is the responsibility of each account holder to keep their password secure. All mail is monitored and if necessary email histories can be traced. The children are encouraged to write and check carefully before sending any emails, as they would a letter. We would also encourage parents to support their child and oversee their emails. Pupils are not to give out their school email address.

Email and E-Safety cont'd

'Social Media' – The way in which children use social media has change significantly in the past few years. It is far more common for primary school children to have access to devices with Wi-Fi allowing them to dip their toe into the social media at a much earlier age. Every parent will have different views on what is appropriate for their child and when they are happy for their children to start using social media. The benefits of introducing it from a young age are that it allows parents to have more involvement in teaching children how to use social media and provides opportunities to discuss any potential problems.

'Parents and Social Media' – We are all very aware of how important it is to make sure children are protected online. However, it is very easy to forget about the importance of keeping personal accounts private. The most important thing is to ensure that images of your child/children that you post are, as much as they can be, private and that you do consider the type of images that you post on any social network.

End of the School Day

All pupils in the Preparatory Department are expected to stay until 4.45pm Monday to Thursday to complete their homework whilst being supervised. On Friday, pupils in the Preparatory Department finish school at 4.00pm. If your child is involved in an activity after school which requires them to leave earlier, then please request dispensation from the Head of Preparatory Department.

Examinations

Assessments are ongoing throughout the year with formal English, Mathematics and Science assessments in the Spring Term.

In January, the Year 6 children have an examination week in the Senior Department. The exams focus on English Comprehension, Creative Writing, Maths and the Performance Indicators in Primary Schools (PIPS) test. The children are prepared for all of this throughout Year 5 and 6, with a specific practice during the Autumn Term.

Extra-Curricular Activities

If your child would like to take part in an extra-curricular activity, such as a sports club, Speech and Drama lessons or an individual instrument, then please complete the Extra-Curricular Lessons Form, which can be obtained from the main school office. This must be returned to the school office before the start of each term. A term's notice must be given in writing before an extra-curricular lesson is dropped.

Fire Drills

Fire practices are carried out once a term so that pupils are made aware of what is required of them in an emergency situation. To comply with the requirements of the Health and Safety Regulations, an annual inspection is made of the building and detailed reports are kept.

Form Captains and School Council

Each class elects a Form Captain and a Vice Form Captain termly. These prefects form part of the school council and they are required to attend several important meetings to discuss and bring up potential ideas and/or problems to improve the school. They represent the views of their respective classes.

Form Captains and School Council cont'd

The School Council is chaired by the Heads of School (Senior Department Head Boy and Head Girl) as well as the Head Boy and Head Girl of the Preparatory Department. The meetings are also supported by the Head of Preparatory. There are occasions when the Headmaster hosts the school council meetings in his office.

In addition to this, there is also a Year 6 leadership system in the Preparatory Department with pupils selected for their strengths and contribution to school life. A Head Boy and Head Girl is selected by the staff and this is determined by a range of personal qualities.

Other Year 6 roles include: Head Prefect, House Captains, Vice House Captains, Games Captain, Music prefect, Art prefect and librarians. We encourage all children to put themselves forward and participate fully in school life.

Gifts

Parents may at times be kind enough to give presents to the staff. Sometimes one parent may collect on behalf of the whole class. Giving – or not – is a totally personal choice and it goes without saying that a homemade gift will give great pleasure to the recipient as will a thoughtful letter or card.

Handwriting

Saint Felix has a school handwriting method with a common approved formation of letters. Joined up script is generally started in the Prep-Preparatory Department (Bronte House). In Year 3 the children work towards achieving their 'pen license', once this has been accomplished we encourage the children to use ink roller ball, fountain pens or handwriting pens for their work.

If work is untidy children may be asked to redo a piece of work whilst being encouraged to deliver their best efforts at all times.

House Groups

When pupils join Saint Felix they are placed in one of the house groups Pemberton (red), Kay (yellow), Rowell (green) and Edmund (blue) each with its own House Captain (Year 6). Siblings are generally in the same house. There are a number of inter-house competitions: inter-house quizzes, house scramble, inter-house cross country, inter-house games afternoons, inter-house swimming gala and sports day. House Captains and Vice House Captains are usually selected from the children in Year 6 at the beginning of each school year.

'Gold Stars' - Rewards

'Gold Stars' – are awarded for particularly good work, effort and behaviour, consideration and helpfulness. The stars are placed in the pupil's diary and, on completion, Bronze, Silver, Gold, Platinum, Double Platinum and Diamond certificates are awarded. When a child has achieved an Award, this is celebrated and presented to them during the Chapel service that week.

The gold stars are also converted into house points which total up across the whole school. There is keen competition between the House Groups and a House Cup is awarded at the end of each school year.

Lunch

Lunch is eaten in the Dining Room. Teachers sit with the children to supervise the meals. Children are not forced to eat food they dislike and there is a range of options available every day. It is the expectation that all pupils are able to use a knife and fork correctly.

Parent Teacher Association (PTA)

The School's Parent Teacher Association was established many years ago with the aim of organising fund raising for the school and to promote a positive social programme, enabling parents to meet together more informally.

The PTA has been involved in many projects including the purchase of school minibuses and the provision of the adventure playground equipment in the Pre-Prep Department.

There are organised activities every term. Some are specifically for the children only and some are for 'the family'.

Parents who are willing to assist will always be most welcome. The PTA can be contacted by telephone via the School Office on (01502) 722175 or by email at schooladmin@stfelix.co.uk.

Photographs

We always very much welcome and encourage parental support at school events and inevitably this will of course include parents taking photographs and videos. Nonetheless, we would like to remind parents that if they take photographs which include a child/children other than their own, that these should not be uploaded/circulated on social media.

NB: All parents are asked to complete a disclosure, explaining whether or not their child may be photographed. This form is available from the school office and needs to be signed and returned to school.

Reading

Learning to read is one of the most important skills your child will learn at school. Reading from any book is pointless unless one understands what one is reading; your child is not just reading words from a page for the sake of it! Fundamental skills are acquired through practice in the process of decoding (understanding how the words are assembled) and, increasingly, taking in the structure of the whole sentence. It is not important how many books a child manages to read in the course of a term or their level of reading; the only matter of real significance is whether they can understand the content.

'Reading Comprehension' - Comprehension is the key. Reading is about inference, understanding, comprehension, critical appreciation and learning. Reading with a parent or teacher is not about just reading the text, it is a time – 10 or 15 minutes – when an adult has a crucial dialogue with a child: what is going to happen, why did the dog bark, what would happen if Jane dropped the eggs, why are modern tankers double skinned? Why is the word skin used in that context? A 'bolt from the blue' what does that mean? What other kinds of bolts are there (doors, horses, lightning)? 'What is a spaniel?' leads on to how to categorise. What does 'fed up' mean? - how do we get to this expression? We are building a crucial understanding of nuance that will serve your child lifelong quite apart from helping them to succeed through the Preparatory and Senior Departments and beyond. Teacher and parental/carer communication and support over reading is vital both at school and home.

‘Routine at School’ - Reading is built into the school day and the children are heard individually in both Year 3 and Year 4. All children are encouraged to read every day. Any child experiencing specific difficulties is given extra help with the SEN. When children are reading to a teacher, the focus is on quality reading time. As they develop, they are heard for slightly longer.

‘Reading Record’ – All school reading is recorded in the child’s reading record book, which goes between school and home. Parents / carers are encouraged to use this book to communicate any important observations or queries resulting from home reading. The book becomes an important record of progress at school and home.

‘Reading at Home’ – Paired reading with your child is known to have a high success rate. It is particularly useful when you read a ‘home’ book or library book with your child. Paired reading also provides a different approach that can relieve the perception of boredom from either the child or the parent! All children are expected to read to their parents on a daily basis for 10-15 minutes. This time should include discussion, questioning and shared enjoyment of the book which can be either from the school or one of their own choice. Regular practice improves and reinforces vocabulary and enables children to accumulate banks of words that become familiar. Establishing a daily routine, either before or after school, makes it easier for all concerned. Children like structure: they feel comfortable when they have a clear understanding of what is expected. The best time for reading a book together or reading aloud to your child is often just before bedtime; this is not, however, the moment for structured, supervised reading.

‘The Library’ – Children use the school library which contains both fiction and non-fiction to develop their reading range and stamina. Each year group has a weekly timetabled session in the library. Children can take out one or two books (recorded by the teacher), which can be changed during the week as necessary.

‘The Reluctant Reader’ – It is not unusual for children to lose interest in reading from time to time. Please do not panic, because the surest way to exacerbate the problem is to make an issue out of it. There may be many reasons why a child may be unwilling to read, ranging from stubbornness to a lack of confidence. The most important first step is for you to alert your child’s teacher if you are experiencing problems at home. There are various strategies which can be used to encourage reluctant readers, but remember that children learn best when they are given an enjoyable and meaningful process. We can work together to achieve this.

Practical Points to encourage your child to read:

- Read aloud to your child on a regular basis.
- Encourage your child to use the public as well as the school library.
- Children love new books and enjoy being taken to bookshops and allowed to choose.
- Audio books can be very helpful for reluctant readers and for all on long journeys. They can also be an excellent means for a child to enjoy and benefit from a more advanced book.

‘Quantity/Quality’ – We would encourage parents to focus upon the quality of what their child is reading rather than the quantity. Far better than rushing through a text, is for your child to read a few pages, with an adult checking their understanding of the storyline and raising their awareness of vocabulary and plot recall.

We would strongly recommend that parents keep a close eye on what their child is reading. It is all too easy to click and buy books online, from bookshops or Kindle. Most children in the Preparatory Department are too young to appreciate or gain from the adult classics such as Charles Dickens, Emily Bronte or Jane Austen. Your child will genuinely gain far more intellectually from something that could be deemed as ‘childish’ than from reading overly mature content.

Finally, each child is an individual with their own strengths and weaknesses. Avoid comparisons, which are not helpful, but do praise – frequently! Learning to read is a highly complex task and progress at every stage should be acknowledged and valued.

Supervision

Children are supervised during their break times. During ‘wet breaks’ pupils will be supervised in the building.

Children are supervised when changing for PE and Games lessons. A male member of staff for boys and a female member of staff for girls.

Timetable

A copy of the timetable is given out to all pupils at the start of the academic year. The timetable is also available on the school website and Canvas platform. The Preparatory Department timetable is subject to change depending on circumstances in September 2020. Any new updates will be sent to families via email and Clarion Call.

Transport

Saint Felix operates a fleet of six school minibuses which cover the following routes:

Wickham Market Service (covering Wickham Market, Saxmundham, Peasenhall, Yoxford & Darsham)

Bungay/Beccles Service (covering Bungay, Shipmeadow, Beccles & Worlingham)

Halesworth Service (covering Halesworth, Holton and Harleston)

Oulton Broad (covering Oulton Board, Deepdale, Carlton Colville, Oulton and Kessingland)

Lowestoft North (covering Corton Long Lane, Belle Vue, Lowestoft High Street)

Lowestoft South/Wrentham (covering Wangford, Uggeshall, Wrentham, Pakefield, Kessingland and London Road South Lowestoft)

For information on any aspect of school transport, please get in touch by email to transport@stfelix.co.uk or telephone 01502 722175.

Visits

During the year, classes may go on occasional school visits for which a contribution towards transport, tickets etc. may be required. Parents will always receive an information letter and permission slip beforehand. The school provides packed lunches if the visit occurs over lunchtime.

SAFEGUARDING

Statement to Parents

Staff are required by law to follow the procedures laid down in the statutory guidance published by the Department for Education: Keeping Children Safe in Education. Saint Felix School is committed to promoting the health and welfare of all pupils and, if staff see signs which suggest that one of its pupils may have been the victim of abuse, or a disclosure is made by a pupil, staff will (as required by law) follow such procedures.

N.B. Such action in no way implies that any Parent/Guardian or other individual is being accused of wrongdoing. In most cases parents will be informed immediately unless the safety of the child would be compromised by doing so. An extract from the School's Safeguarding Policy follows, a full version of which is available upon request.

EXTRACT FROM THE SCHOOL'S SAFEGUARDING POLICY

Statement of Intent

The safety and well-being of all our pupils is our highest priority. Our business is to know everyone as an individual and to provide a secure and caring environment, so that every pupil can learn in safety. We expect respect, good manners and fair play to be shown by everyone so that every pupil can develop his/her full potential and feel positive about him/herself as an individual. All pupils should care for and support each other.

Saint Felix School fully recognises the contribution it can make to protect and support the pupils in its care. There are three main elements to Saint Felix School's child protection policy:

- 1. Prevention** – positive school atmosphere, careful and vigilant teaching, pastoral care, support to pupils, providing good adult role models.
- 2. Protection** – by making sure we are:
 - i. operating safe recruitment procedures (including Criminal Records checks (DBS checks and compliance with ISSR.)
 - ii. following agreed procedures, ensuring staff and volunteers are trained and supported to respond appropriately and sensitively to safeguarding concerns
 - iii. teaching pupils how to keep safe, including online.
- 3. Support** – to pupils and school staff and to children who may have been abused or are at risk of being abused and to children in need.

Policy Aim

The School is committed to safeguarding and promoting the welfare of children and requires everyone who comes into contact with children and families to share this commitment. KCSIE defines safeguarding and promoting the welfare of children as protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

This includes areas of pastoral care both during the school day and during out-of-school activities including trips during the holidays.

Checking procedures are laid down in the ISSR and KCSIE for the appointment of all staff, teaching and support, permanent or temporary, volunteers, full or part-time, as well as staff employed by other organisations and working with pupils on site. Where Disclosure and Barring Service (DBS) checks are not practical in off-site activities, a member of Saint Felix School staff will accompany pupils at all times. The member of staff organizing the activity will obtain assurance that the appropriate child protection checks and procedures have been applied by the organization carrying out the activity. The School makes every effort to ensure that only reputable companies, which have been vetted, are used for on or off-site activities.

The School has put in place safe recruitment procedures for all staff and has updated these as necessary in light of legislative requirements. All members of staff are checked for their suitability to work with children through the DBS at Enhanced level. See the School's Recruitment Policy for further information. The Designated Safeguarding Lead will work closely with the Financial Administrator to ensure that the Single Central Register meets the regulatory requirements for recruitment checks.

The School's safeguarding practices are agreed with the local agencies, and specifically with the **Suffolk Safeguarding Children Board**, who can be reached on the Customer First number: **0808 800 4005**. The guidance of the Suffolk Safeguarding Children Board can be found at

<http://www.suffolkscb.org.uk>

Roles & Responsibilities at Saint Felix School

All adults working with or on behalf of Saint Felix School, whether employee or volunteer have a responsibility to protect children and to:

- be aware of the School's child protection procedures and to follow them
- know how to access and implement the School's child protection procedures, independently if necessary
- keep a sufficient record of any concerns, discussions and decisions in accordance with this policy and
- to report any matters of concern in accordance with this policy.

Staff connected to the School's Early Years and Later Years provisions are under an ongoing duty to inform the School if their circumstances change which would mean they meet any of the criteria for disqualification under the Childcare Act 2006. Staff should refer to the School's Recruitment Policy for further information about this duty.

The Governing Body ensures that:

- there are appropriate policies and procedures in place in order for appropriate action to be taken in a timely manner to safeguard and promote children's welfare;
- the School's safeguarding arrangements take into account the procedures and practice of the Suffolk Safeguarding Children Board, including understanding and reflecting local protocols for assessment and the referral threshold document; and
- the School contributes to inter-agency working, including providing a co-ordinated offer of early help when additional needs of children are identified and support to children subject to child protection plans.

Within Saint Felix School the following individuals have special duties:

Designated Safeguarding Lead

The Governing Body has appointed **Mrs Kelly Bland, (SENCO and a member of the School's leadership team)**, to be the Designated Safeguarding Lead for the whole school. Her role is to take lead responsibility for safeguarding and child protection in the School.

The Designated Safeguarding Lead shall be given the time, funding, training, resources and support to enable her to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings - and / or to support other staff to do so - and to contribute to the assessment of children.

If **Mrs Bland** is unavailable, the activities of the Designated Safeguarding Lead will be carried out by the Deputy Designated Safeguarding Lead.

Deputy Designated Safeguarding Lead

James Harrison
Headmaster

In addition, the Governing Body has appointed the following as Designated Teachers who also have responsibility for child protection matters and welfare in their respective parts of the School and who are deputies to the Designated Safeguarding Lead:

Pre-Prep and EYFS

Pippa Kinsella – Head of Pre-Prep Department, Year 2 Teacher (with special responsibility for EYFS pupils).

Prep

Kelly Bland - Designated Safeguarding Lead

Dr John Kelly is the Chair of Governors and has been nominated by the Governing Body to take leadership responsibility for the School's safeguarding arrangements. He can be contacted via the Clerk to the Governors (ctansley@stfelix.co.uk, T: 01502 722175). Dr Kelly will liaise with the Designated Safeguarding Lead on matters relating to child protection issues.

The Headmaster will ensure that the policies and procedures adopted by the Governing Body, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff.

CONCERNS AND COMPLAINTS

Saint Felix School has always placed great emphasis on the quality of the teaching and pastoral care provided to its pupils. It is hoped that any concerns and complaints can be resolved quickly and informally.

However, if parents do have a complaint, they can expect it to be treated by the School in accordance with its Complaints Procedure. A copy of this document may be requested from the School Office or can be found on the school website at www.stfelix.co.uk.

CODE OF BEHAVIOUR

All members of the school community have the right to be treated with respect and to work in a clean, calm and safe environment.

All members of the school community should:

- Treat each other with respect and consideration.
- Show respect for others by working sensibly in lessons and not disrupt the learning of others.
- Show consideration for others by moving around the building quietly and carefully.
- Be kind, loyal and honest and forgive others.
- Always include others.
- Not say or do anything to encourage bullying.
- If they think they are being bullied talk to their class teacher or another member of staff. Remember, silence is the bully's greatest weapon.
- Be clean, tidy and smart.
- Come equipped for the day wearing the right clothes and bringing everything needed for lessons.
- Look after all belongings.
- Listen, learn and laugh.
- Ask interesting questions and not be afraid of making mistakes.
- Attend school regularly and arrive in plenty of time for the start of lessons.

For more information please refer to the [Behaviour Policy - Preparatory Department \(including COVID-19 guidance\)](#).

THE MEDICAL CENTRE

Telephone: +44 (0) 1502 727042

Email: sansister@stfelix.co.uk

Sister Paula Canham RGN / Sister Nicole Linkin RGN
School Medical Officer - Julie Buckner (Nurse Practitioner)

Our Medical Centre is attached to the Bursary and School Shop so is at the heart of the School. The Medical Centre has three registered nurses who take care of all the children from breakfast until supper and are on call at all times during term time. Apart from general health and first aid we are also involved in the pastoral care of the pupils. For those pupils who wish to talk to somebody who is separate from the school there is an independent listener available.

We work closely with the local doctors' surgery and the Nurse Practitioner has a clinic for boarders, at the Surgery, once a week. We recommend that all boarders are registered with the local doctor's surgery.

It is most important that the **Health Record Form** is completed for all pupils (day and boarding) as fully as possible before the beginning of term. This ensures that the medical staff have all relevant information and are able to give your child the appropriate care. We would be unable to give simple analgesia or first aid without first contacting you if you have not signed the form to give your permission. If there are any changes to your child's health at any time or you have any queries or concerns about their wellbeing, please do not hesitate to come and see us or contact us by telephone or e-mail.

Boarders

Boarders who are unwell are treated in the Medical Centre and may remain for any portion of the school day. If the nursing staff think it is necessary, a boarder may also remain in the Medical Centre overnight and a member of the nursing staff will remain with them. Parents will always be informed if this is going to happen.

Information for Overseas Boarders - Implementation of Immigration Health Surcharge (IHS)

From 6 April 2015 all nationals coming from outside the EEA for longer than 6 months are required to pay a 'health surcharge' must be paid by migrants applying for leave to enter or remain in the UK under Tier 4. Applicants will need to pay the surcharge at the same time they make their immigration application to come to the UK, or to extend their stay, as part of a two stage online process.

Failure to pay the correct surcharge will delay the application and may lead to a prospective student's application being refused or rejected. Please ensure prospective students are reminded to pay the fee through the IHS portal: <https://www.immigration-health-surcharge.service.gov.uk/payment/start>

This facility is not currently integrated into the online immigration application process

Day Pupils

Day pupils who are unwell should remain at home until they are fit enough to complete the school day. If a day pupil is taken ill or has an accident during the school day they will be given the appropriate treatment in the Medical Centre; they may also rest for a while or, if unable to continue in school, will be sent home. Pupils must not ring home to be collected without first seeing the Sister in the Medical Centre. If your child has an injury or illness outside of school, then you should arrange to see your child's doctor rather than the school nurse.

Medication

If a child requires medication it should be clearly labelled with the child's name and the dosage required. There will be a form to complete and sign - available from the Medical Centre – giving permission for the medical staff to administer the stated medication.

If your child is asthmatic it is advisable to keep a spare, named, inhaler in the Medical Centre for use in an emergency. If your child has an adrenalin pen for an allergy then they should keep a spare one in the Medical Centre. Plans outlining any care required will be completed for children with ongoing health issues.

NB Please see the school's privacy notice for details on how your personal data is held.

Vaccinations

It is important that the vaccination history is completed, in full, on the Health Form (your doctor should be able to help if you are unsure of dates). From time to time during your child's school life the medical staff will contact you with information/consent forms for further vaccination plans as recommended by the government. Prompt return of forms giving or refusing consent will be appreciated. These vaccinations will be given by the NHS School Nursing team at the school or doctor's surgery

Head Lice

Head Lice infestation is a recurring problem in all schools and therefore should not be viewed with shame but should be dealt with as soon as they are spotted and checked for on a regular basis. If live lice are spotted on the head you are advised to treat with a recommended head lice lotion from the chemist; it is not necessary to treat if egg cases only are seen lower down the hair shaft. Brushing the hair vigorously morning and evening is also useful as lice with damaged legs are unable to fix onto the hair and are therefore unable to lay eggs. Using the conditioner and combing method is also a good, if time consuming, way to deal with head lice.

Viruses

Viruses, such as flu or diarrhoea and vomiting, are easily transmitted between infected and non-infected people, particularly in semi closed environments such as schools. Obviously, we have boarders who may not have the option of remaining at home and children with long term medical conditions who would be at risk if exposed to these viruses and it is with these children in mind that we ask you to keep your child isolated at home for **48 hours** after the symptoms cease **and** ensure they are well enough to complete the school day.

