



ADMISSIONS AND INFORMATION HANDBOOK FOR PARENTS

Bickley Park School

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INTRODUCTION

Welcome to Bickley Park School. The purpose of this booklet is to introduce you to the ways in which B.P.S. operates and to how we aim to support your child as he progresses through the school. Should you have any further questions, at any time, please do not hesitate to contact any of us at school for further information. Contact details, and who you ideally need to speak to, can be found below.

SCHOOL VISION, AIMS AND VALUES

We are proud of our school and believe its future health will be built on a strong core purpose which we believe all within the community should subscribe to and support. Below is our vision, our key aims and the values we aspire to live by.

Vision:

- To be a world class preparatory school for boys

Aims

- To deliver a balanced, challenging and quality curriculum that arms pupils with the skills and attributes to thrive in their later lives.
- To provide an education tailored to how boys learn and aimed at motivating them to achieve.
- To enable boys to stand out from the crowd in a globally inter-connected world.

Values

The Bickley Park Way

Prep Department Values:

We believe that we should...

- **Share**
- **Be honest**
- **Be kind and helpful**
- **Treat others as we would be treated**
- **Listen to one another** and try to understand other people's points of view.
- **Forgive** - recognise that everyone, including ourselves, makes mistakes.
- **Respect others**, recognising that they are important too.
- **Be resilient**, learning from things that go wrong and aiming for better next time.
- **Work hard to do your best to be your *best self*.**

Pre-Prep Department Values:

We believe that we should...

- **Share**
- **Be honest**
- **Be kind and helpful**
- **Treat others as we would be treated**
- **Listen to one another**
- **Forgive** - recognise that everyone, including ourselves, makes mistakes
- **Work hard to do our best to be our *best self***

THE SCHOOL AND ITS ORGANISATION

Bickley Park is a charitable trust which is organised as a non-profit-making limited company. The day-to-day running and management of the school is the responsibility of the Headmaster and senior leadership team, but the wider aspects of the school's responsibilities as a charity and its conduct of affairs fall to the Board of Governors and its Chairman. The Governors are all non-paid volunteers chosen for the various skills they bring to the Board. Several are educationalists, while others are drawn from the world of industry and commerce. Several governors are former parents who have a desire to continue to support the school that has helped their sons. There are three full governors' meetings each year, but many governors also sit on one or more of various committees, which meet much more frequently. A long tradition at Bickley Park of a committed, supportive governing body has been a decisive factor in the school's growth and success.

The Governors

Chairman Mr Mandeep Hansra

Mrs Claire Almond
Mrs Jane Carpenter B.A.
Mrs Angela Drew B.A., M.B.A.
Mr Bruce Grindlay M.A. (Cantab), Mus. B., F.R.C.O., C.H.M.
Mr Tim Haynes B.A.
Mrs Geraldine Nuijens B.A.
Mrs Karen Perry F.C.C.A.
Mr Ian Sturgess BEng (Hons)
Mr John S. Tiley F.C.A.

The Chair of Governors may be contacted via the school: Bickley Park School, 14/24 Page Heath Lane, Bickley, Bromley, Kent, BR1 2DS

The Senior Leadership Team

Headmaster	Mr P. Wenham	M.A. Cantab, P.G.C.E.
Assistant Head (Achievement): Prep	Mr R. Cobb	M.A., P.G.C.E.
Assistant Head (Personal Development): Prep	Mrs S. Marriott	B.Com (Hons), QTS
Assistant Head (Achievement): Pre- Prep	Mrs A. Wenham	B. Ed (Hons)
Assistant Head (Personal Development): Pre-Prep	Mr J. Poole	B. Ed (Hons), QTS
Assistant Head: Director of School Development	Mr S. Patel	B.A. (Hons), QTS

THE SCHOOL FACILITIES

Bickley Park School occupies two sites: the Pre-Prep Department (2 ½-7 year olds) is at No. 14 Page Heath Lane and the Prep Department (7-13 year olds) is at No. 24. The Pre-Prep site includes spacious classrooms, a soft-pore playground, an adventure playground, a hall/gymnasium, a Food Technology room, a Music/Drama Room and an Art/Design Technology Room. A new nursery was opened in the Autumn Term 2015 and new Reception block and dining space in September 2017. Forest School takes place in local private woodland.

The buildings on the Prep site cater for its broader and more specialised curriculum and include classroom blocks, a sports hall (with climbing wall), a theatre, a dining hall and a specialist music school. There is an all-weather Astro Turf and timber trail, both opened in September 2016, and a separate playground. Games lessons and school matches take place on the grounds of Bickley Park Cricket Club, two minutes walk away from the school site, which have been leased on a long-term agreement which gives BPS exclusive access in term time. The school also has its own heated enclosed swimming pool. A new science block will be completed in 2019 and Performing Arts Centre in 2020.

Structure of the School

The school comprises four departments and children move through these departments according to age.

Pre-Prep Department

EYFS – Boys and girls (Nursery) Ages 2½ - 5.

Boys only from Reception

Year 1 ages 5 – 6

Year 2 ages 6 – 7

Prep Department

Year 3 ages 7 – 8

Year 4 ages 8 – 9

Year 5 ages 9 - 10

Year 6 ages 10 - 11

Year 7 ages 11 - 12

Year 8 ages 12 - 13

Usually, children are kept in their chronological year group

Bickley Park Pre-Prep Department

The Pre-Prep Department is situated within 3 minutes walking distance of the Prep Department. Although the two sites are separate, they are under one management.

The EYFS caters for boys and girls from 2½ years. Girls may only join the nursery if they have a brother at the school. The setting enjoys an excellent staff/pupil ratio. The Early Years' Department was judged to be outstanding in all areas when inspected in May 2015.

Boys enter Reception in the September following their fourth birthday. The majority of boys are already part of our EYFS and will usually remain at Bickley Park until they are 13. A small number leave at 11.

The Reception-Year 2 classes each have a class teacher with an assistant.

Year 2 boys have some lessons each week at the Prep Department. The boys get to learn the layout of the Prep site and meet some of the teachers they will have in Year 3. The transition from Pre-Prep to Prep comes therefore as a natural and easy progression. Boys join the school House System in Reception.

Bickley Park Prep Department

Introduction

The progress and development of your son is of the utmost importance to the teachers in the Prep Department. Everything possible will be done to ensure that he achieves his full potential and that he moves on from Bickley Park to a senior school in which he will continue to thrive and succeed.

Year Three

Boys join Year 3 after their seventh birthday. For this year group, the pupils are taught most academic subjects by one teacher, but the number of specialist lessons increases. There are specialist teachers for Science, Music, World Culture lessons, Design Technology, Information Technology, Art, Wilderness School and P.E. Boys are usually set for Mathematics and English part way through Year 3. When boys join Year 3, they are assigned a mentor from one of the older year groups. Boys attend weekly 'House Meetings' for the first time: these, and other House activities, provide numbers of opportunities for boys of different ages to mix.

Year 4-8

In the Prep Department, from Year 4, all lessons are taught by subject specialists in their own classroom. The number of setted subjects increases as boys progress through the school.

Structure of the Day and Timings

DAILY TIMINGS: Early Years Foundation Stage

Timetable		
Time		Event
7.00 a.m.	- 8.00 a.m.	Breakfast Club (Age 3 ½ and above)
8.00 a.m.	- 8.15 a.m.	Reception drop off in the hall for Pre-School care
8.00 a.m.	- 8.15 a.m.	Little, Busy and Bumble Bees drop off in class
8.15 a.m.	- 8.30 a.m.	Reception drop off in the Playground for Pre School care
8.15 a.m.	- 8.45 a.m.	Little Bees, Busy Bees and Bumble Bees drop off in class
8.30 a.m.	- 8.35 a.m.	Reception registration
8.40 a.m.	-	Reception assembly/ phonics lessons/ class time
8.50 a.m.	- 8.55 a.m.	Registration for nursery classes followed by morning session
11.45 a.m.	- 12.10 p.m.	Reception lunch
12.10 p.m.	- 12.35 p.m.	Y1 lunch
12.35 p.m.	- 1.00 p.m.	Y2 lunch
12.45 p.m.	- 1.00 p.m.	Reception registration
1.00 p.m.	- 1.25 p.m.	Nursery lunch
1.00 p.m.	- 3.00 p.m.	Reception afternoon lessons
1.25 p.m.	- 3.00 p.m.	Nursery afternoon session
3.00 p.m.	- 3.40 p.m.	Reception clubs (Summer Term only)
3.00 p.m.	- 6.00 p.m.	After School Care (age 3 and above)

DAILY TIMINGS: Pre-Prep (KS1)

Timetable – KS1			
Time			Event
7.00 a.m.	-	8.00 a.m.	Breakfast Club
8.00 a.m.	-	8.30 a.m.	School Opens for before school care in the hall and on the playground from 8.15am
8.30 a.m.	-	8.40 a.m.	Form Period & Registration
8.40 a.m.	-	9.00 a.m.	Assembly/ Phonics/ Lessons begin
9.00 a.m.	-	10.20 a.m.	Lessons
10.20 a.m.	-	10.40 a.m.	Break
10.40 a.m.	-	12.00 p.m.	Lessons
12.00 p.m.	-	1.00 p.m.	Lunch / Playground
1.00 p.m.	-		Lessons (including Registration)
3.10 p.m.	-		Year 1 leave
3.20 p.m.	-		Year 2 Leave
3.20 p.m..	-	4.10 p.m.	K.S. 1 Clubs (Outside providers finish at 4.20pm)
3.00 p.m..	-	6.00 p.m.	Pre-Prep After School Club

DAILY TIMINGS: Prep

Please note that most lessons are allocated as doubles (40 minutes) or triples (60 minutes)

Timetable	
Time	Event
7.00 a.m. - 8.00 a.m.	Breakfast Club
7.50 a.m. - 8.20 a.m.	School Opens
8.20 a.m. - 8.35 a.m.	Registration
8.40 a.m. - 9.00 a.m.	Lesson 1 (Assembly on Friday)
9.00 a.m. - 9.20 a.m.	Lesson 2
9.20 a.m. - 9.40 a.m.	Lesson 3
9.40 a.m. - 10.00 a.m.	Lesson 4
10.00 a.m. - 10.20 a.m.	Lesson 5
10.20 a.m. - 10.40 a.m.	Lesson 6
10.40 a.m. - 11.00 a.m.	Break
11.00 a.m. - 11.20 a.m.	Assembly/Form Time (Monday-Thursday)
11.20 a.m. - 11.40 a.m.	Lesson 7
11.40 a.m. - 12.00 p.m.	Lesson 8
12.00 p.m. - 12.20 p.m.	Lesson 9
12.20 p.m. - 12.40 p.m.	Lesson 10
12.40 p.m. - 1.40 p.m.	Lunch
1.40 p.m. - 2.00 p.m.	Lesson 11
2.00 p.m. - 2.20 p.m.	Lesson 12
2.20 p.m. - 2.40 p.m.	Lesson 13
2.40 p.m. - 3.00 p.m.	Lesson 14
3.00 p.m. - 3.20 p.m.	Lesson 15
3.20 p.m. - 3.40 p.m.	Lesson 16 ((Y3 day ends at 3.30pm)
3.40 p.m. - 4.20 p.m.	Homework Club/Extra-Curricular Clubs
4.20 p.m. - 6.30pm	After School Care available

Saturdays - There is no Saturday school, but there are occasionally practices for teams and also morning matches. All boys are expected to attend House rugby when it takes place on a Saturday.

If a boy is selected for a match, he is expected to play in the team. Fixtures are advertised in the school calendar and as much notice as possible is given of who is to be in the team. Information about who has been selected to play is posted on the school website and on the parents' notice board in the Prep Department car park.

It is not compulsory for other boys to attend matches, but spectators (boys and their parents), are most welcome. After a match, any boy in the team must remain at school until dismissed. This is not normally until the guests from the visiting team have departed and the clearing up has been done.

Prep Department Homework Club

We operate a daily Homework Club for Y3 to Y8 boys from 3.40pm to 4.20pm each day, on the first floor of Woodlawn. Homework Club provides a supervised space where boys may go who have not yet been collected to go home and are not participating in any activities or clubs. There is no charge for Homework Club. Boys attending are expected to complete homework or read quietly. At 4.20pm, Homework Club ends – boys then should either go home or attend After School Club, for which there is an additional charge.

Lunches

All pupils eat school lunches. Vegetarians, children with special diets and those with particular religious affiliations are all catered for. Our policy is that each child should try a little of everything provided. Nursery – Year 2 children have their lunch in the Pre-Prep dining hall and are supervised and helped by members of staff.

In the Prep Department, boys collect their food from a server system and are supervised by members of staff.

All food is prepared on the premises and there is awareness of the risks posed by food allergies, particularly nuts.

Good table manners are expected and encouraged at all times.

House Structure

- From Year 1 upward, the school is divided into Houses.
- There are four Houses, all named after previous Headmasters: Brandram (blue), Childs (green), Herbert (red) and Hunt (yellow)
- Brothers are kept in the same House.
- Each House is run and organised by a House Teacher who will appoint a House Captain, a Charity Rep. and two House Monitors.
- Every Friday, there is a Prep Department ‘House Meeting’ between 11.00 and 11.20am.

Throughout the year, Houses compete against each other in many different areas. Each term, there are competitions to determine the House with the highest Plus total, the highest total in assessments, as well as seasonal sporting and non-sporting events. For each event, points are awarded which contribute to a running total. This total determines the eventual winner of the Senior and Junior House trophies awarded at the end of the academic year.

PASTORAL CARE AND PERSONAL GROWTH

During their time at Bickley Park School, we aim to develop boys who can go forward into their senior schools and their future lives armed with the right sort of confidence. We also hope to develop an outward looking, positive mindset that enables boys to recognise and embrace opportunities. We hope that Bickley boys will stand out from the crowd in whichever communities they belong.

Boys at Bickley Park consistently say they love coming to school and most of the time they happily go about their business and enjoy good relationships. Part of growing up involves learning to understand how successful relationships work and how to be an effective member of a community.

Whilst all staff, in partnership with parents, work to support pupils as they learn about good relationships, certain staff have a particularly important role to play:

- Class teachers in Year 3 and below and form tutors in Year 4 and above play a central part in each child's personal growth. It is to them that pupils and parents usually turn in the first instance when a pastoral concern is raised.
- Assistant Heads (Personal Development) monitor pupils' well-being closely: help will usually be sought from them if pastoral concerns persist.
- On occasions, intervention may be needed by the Assistant Heads (Personal Development) or the Headmaster, who work in close collaboration with class teachers/form tutors.
- On rare occasions, the intervention of the Head, in his role as Designated Safeguarding Lead (DSL), or Designated Safeguarding Officers (DSO) is sought. DSO in the Prep Department is Mrs Marriott; in Year 1 and 2: Miss Showell and in the Early Years (Nursery and Reception): Mrs Read.
- Boys develop social skills and the ability to form relationships at different rates. Those who need support with any aspect of managing relationships, in or out of school, may seek the support of any member of staff, or those with specific pastoral roles. Three members of staff fulfil the role of 'Listening Ears' (Mrs French, Mrs James and Miss Johnson), if a child has a particular concern they wish to share. Sometimes, a particular member of staff and/or senior boy is given the role of mentoring a pupil who is struggling with relationship(s). Boys new to the school are given a buddy to look after them, whilst older boys mentor younger boys in a variety of situations.
- In some cases, boys may be referred to the school counsellor, Miss Joyce. This will only take place by agreement between the school and parents/carers.
- An understanding of how to develop good relationships is promoted in a variety of other ways, such as through P.S.H.E lessons and assemblies.

BEHAVIOUR POLICY

Part of what underpins personal growth is developing a strong moral core. Boys are at their happiest when they know where they stand and are clear about boundaries. Bickley Park School aims to support that clarity through its rewards and sanctions system. Whilst no system is perfect, we aim to try and deliver our policy as fairly and consistently as possible. It is important that staff, parents and boys understand and adhere to the policy outlined below.

Boys are taught right from wrong, but will inevitably make mistakes. The important thing is that they learn from their mistakes. In helping boys understand when they have done something wrong, we reference the core school values ('The Bickley Park Way') and the school rules. Moral behavior is also taught through the curriculum and assemblies programme.

Ultimately, we want boys to develop self-discipline and regulate their own behavior through a well-developed sense that good, positive behavior brings rewards to themselves and others.

REWARDS

Stars and Stickers

In the **EYFS**, stars and stickers are given for good work, behaviour and effort. Certificates are awarded for charts completed for 20, 40, 60, 80 stickers for children from the Busy Bees upwards. These charts continue throughout the year. Reception receive Gold Awards in assembly.

Year 1 and 2: Stars are given throughout the week for good work and effort. Certificates (40, 60 and 100 stars) are then awarded in weekly assemblies for the accumulation of stars. Boys are awarded raffle tickets for good behaviour and manners and each week a draw is made during rewards assembly. Twenty minutes of Privilege Time on a Friday is also used as a reward for sustained effort and good behaviour. Merit badges are awarded on a weekly basis to an individual from each class, for achievement in a particular curriculum area. The 'Class of the Week' trophy is awarded to Year 1 and 2 every Thursday to encourage a collaborative approach to behaviour.

Years 3 & 4: Stars are given for classwork and homework. A formulae is applied so stars link into the weekly House Plus cup

Prep Department:

Academic Pluses are awarded for

- high standards of effort and attainment
- achieving academic targets

Non-Academic Pluses are awarded for

- modelling the school's values in positive behaviour and manners
- smart appearance and well managed Contact Book (once a week, usually in Form Period)

A maximum of 2 Pluses can be given at a time for any individual displaying these standards.

Headmaster's Plus

A pupil can be sent with his work or a reference note and the Plus awarded by the teacher can be doubled by the Headmaster.

Plus Certificates

Bronze and Silver certificates are awarded in the weekly House Meeting and Gold certificates are awarded in the Headmaster's Achievements Assembly.

Certificates for accumulated Pluses are awarded as follows:

Bronze	Junior 35	Senior 30
Silver	Junior 60	Senior 50
Gold	Junior 75	Senior 60

The Senior Certificate total is set lower as, for the most part, they are harder to gain as boys move through the school.

Platinum certificates are awarded on a termly basis for the boy receiving the most Pluses in Year 3/4, 5/6 and 7/8. A cup is awarded at the end of the year to the boy with the most pluses.

Merit Badges & Certificates

In KS1, Merit / Star Certificates, along with any Merit Badges, are awarded by the Headmaster, at a weekly Commendation Assembly.

These rewards focus strongly on the school values as well as recognising the efforts made across the four quadrants of learning: Academic, Arts, Community and Sport/Outdoor Education.

In the Prep Department, rewards for Achievement, Effort and Endeavour are nominated by subject and class teachers and presented by the Assistant Heads during Half-Termly Achievement Assemblies.

Weekly Plus Cup

The team ethic is celebrated when the winning House is rewarded with the weekly cup and this is collected by that House's top plus earner for the week.

Termly House Shield

The House Shield is awarded for collective effort to the House achieving the highest average of Pluses. This motivates individuals and develops a strong team ethic.

Extra Curricular Achievements

Achievements across the four quadrants of learning are recognised in the weekly Headmaster's Achievements Assembly, via the weekly news-letter 'The Beehive' and in The Quadrant, a magazine that is produced twice yearly.

Prize Giving Celebrations

At the end of each term the Prep Department recognises endeavour and achievement across the four Quadrants of Learning in a prize giving assembly.

An end of year Y1-8 Speech Day & Prize Giving recognises endeavour and achievement across all four Quadrants of Learning.

SANCTIONS

Rationale

The School's discipline is firm and caring with a strong emphasis on helping pupils learn from their mistakes. Incidents of poor behaviour do not occur often. Usually, any problems are checked by a word quietly administered and every effort is made to maintain the generally excellent relationships between staff and students and between the students themselves.

Students are expected always to aspire to live by the school values. Teachers regularly promote understanding of what good behaviour is, for instance through PSHE lessons and assemblies, so that pupils are clear what are right and wrong choices in the way they behave.

Sanctions can be applied for unacceptable behaviour and, when used, the school aims to apply them fairly and consistently, according to the seriousness of the offence. The school employs a scale of sanctions linked to those whose responsibility it is to apply them.

Sanctions should enable pupils to recognise that actions have consequences and that self-discipline and learning to take responsibility are the intended outcomes. Staff will help boys understand what lesson they must learn from their sanction in order to minimise the chance of a similar sanction being incurred in the future.

Sanctions awarded are intended to be age appropriate.

Pre-Prep

The EYFS uses a variety of ways to encourage good behaviour and a happy learning environment. Sanctions are age appropriate and unique to each situation. Parents are communicated with and informed of any inappropriate behaviour.

'Time out' is used for a variety of situations both inside and out of the classroom. Children are given the opportunity to reflect on their behaviour following incidents. Should unwanted behaviour persist, parents are invited in to meet with the class teacher or room leader and a manager may attend too.

Individual children's behaviour is highlighted during weekly meetings, so staff in the department are aware and able to report if they witness any further inappropriate behaviour. Privilege time is used in Reception. Privilege time is a 20 minute session where the pupils can choose what they want to do. Pupils lose a minute of their Privilege time for poor behaviour.

Key Stage 1 employs a number of sanctions, in line with the School rules, to help ensure a safe and positive learning environment. Sanctions are applied appropriately to each individual situation.

- We expect pupils to listen carefully to instructions in lessons. If they do not do so, we ask them either to move to a place nearer to the teacher, or to sit on their own.
- We expect pupils to try their best in all activities. If they do not do so, we may ask them to redo a task. This is at the teacher's discretion, and is administered in respect of the clear objectives given and the pupil's individual ability.
- If a pupil is disruptive in class, or outside the classroom, the teacher in charge reprimands him. If the behavior persists a warning will be given that the pupil will have a minute of Privilege time removed. If that warning is not adhered to, then the pupil will be asked to add a minute next to their name, showing they have lost a minute of Privilege Time. At the end of the week, when Privilege Time begins, those pupils with minutes removed will sit and wait for the amount of time they have lost to lapse. Once a minute of Privilege Time has been lost, it cannot be won back.
- If a pupil misbehaves repeatedly, we isolate the pupil from the rest of the class until he is ready to behave and join in with an activity. Boys are not stood outside classrooms as a punishment.

The safety of the pupil is paramount in all situations. If there is a case where a pupil's behaviour endangers the safety of others, the Class Teacher stops the activity and prevents the pupil from taking part for the rest of that session.

Examples of Sanctions

- Removal from an activity
- Kept in at lunchtime
- Letters of apology to be written
- Miss a playtime session– either stay indoors or stay with the teacher on duty/midday supervisor during play
- In certain circumstances, parents are called in to discuss persistent difficulties with a view to a collaborative strategy. The Year Lead and/or Assistant Head (Personal Development) may be involved at this stage.

Prep Department sanctions:

Staff will use positive strategies to help boys avoid sanctions, for instance by speaking about good behaviour and referencing the school values. Full parental collaboration is expected in helping any pupil who is sanctioned remedy instances of poor behaviour.

Level 1:

A pupil in Year 3 will be given two verbal Warnings whilst Year 4-8 pupils will be given one verbal Warning before any written sanction is given. The reasons for the Warning will clearly explained and the pupil concerned will be clear about what the next sanction is likely to be: a Demerit. If a pupil continues to behave poorly, he will be warned that a further Demerit will be awarded.

Level 2:

Each week, Form Tutors will track rewards and sanctions. If three Demerits have been awarded in a half term, the pupil concerned will receive a Signature. Parents will be notified by the Form Tutor via a phone call, with an explanation about how the school intends to help the pupil improve his behaviour. A Signature results in a Detention between 4.20 and 4.45pm and the boy taking a report card to lessons for one week with the area(s) for improvement clearly stated on the card. If the boy has been awarded '1' grades for every lesson in the first three days, they will come off report card. The card must be signed at the end of each day by Form Tutor and parent. All staff will be informed. The Form Tutor will support efforts by the pupil concerned to improve and address any issues that persist. What task is undertaken in the Detention will be determined by the Form Tutor, but may take the form of some sort of service to the community. At the beginning of every new half term, any Demerits from the previous half-term will not be carried over, so boys have a chance to wipe the slate clean.

Level 3:

If the pupil receives poor feedback through the week they are on report, they will receive a further Signature. The Assistant Head (pastoral) will phone parents to arrange a meeting between the pupil, parents and themselves to address the matter. The pupil concerned will serve a further Detention, which will be supervised by the Assistant Head (pastoral) between 4.20 and 4.45pm. What task is undertaken in the Detention will be determined by the Assistant Head (pastoral), but is likely to involve writing a letter of apology. The pupil will also be on report card for a further week. All staff will be informed.

Level 4:

If the pupil receives poor feedback through the second week they are on report, a meeting will be arranged between the Headmaster, and the pupil and his parents to address the matter. The possibility of suspension, leading to permanent exclusion may be discussed.

If, at any stage, a pupil potentially warrants acceleration to a higher level of sanction, the member of staff concerned will consult with the Assistant Head (pastoral) before a decision is made as to what is appropriate. All staff will be informed. The Chair of Governors is advised of any Suspensions or Exclusions.

Suspension of a pupil. A pupil may be suspended for between one day and up to three weeks for a serious breach of school discipline where expulsion is not deemed appropriate.

Recommendation to Leave. For an extremely serious breach of school discipline, falling short of one which is necessary for expulsion, but such that the pupil cannot expect to remain a member of the school community, the pupil may be required to leave permanently. This decision can only be taken by the Headmaster. Subject to payment of all outstanding fees (the deposit being returned or credited to the account) the pupil will be given reasonable assistance in making a fresh start at another school.

Permanent exclusion. The boy is expelled from Bickley Park School. This decision can only be taken by the Headmaster, in consultation with the Chair of Governors. A pupil is liable to expulsion for a grave breach of school discipline, for example a serious criminal offence or a wilful act calculated to cause serious damage to the school, its community or any of its members. The facts and circumstances of the exclusion will be made in response to future requests for a reference. All outstanding fees up to and including the term of exclusion shall be payable and any deposit shall be retained by the school.

At any stage in the sanctions process, a referral might be made to the School Counsellor, to the Family GP or to other external agencies. This will be done in full consultation with parents.

This policy will also be applied for the conduct of pupils when they are away from school premises, for example at weekends or during holidays. Improper use of computers, online or offline, may also lead to sanctions being taken. This will normally be where the conduct in question affects the welfare of a member or members of the School Community or which brings the School into disrepute.

Corporal punishment is not used at Bickley Park School.

BICKLEY PARK SCHOOL POLICY ON BULLYING

Bickley Park staff are aware that bullying behaviour can occur in any school and that it is always wholly unacceptable. Part of growing up is understanding that some people feel the urge to say and do unkind things which can cause hurt and damage to others. The school aims to deal swiftly with this type of behaviour and use instances when bullying behaviour occurs to educate both the victim and perpetrator. Our goal is to promote a community in which tolerance of others is the norm and all are to develop into confident, outward looking individuals with a strong sense of service towards others.

The BPS anti-bullying policy can be viewed on the school website, or obtained from the school office.

EDUCATIONAL PROVISION

Bickley Park School aims to deliver a balanced, challenging and quality curriculum that arms pupils with the skills and attributes to thrive in their later lives. We aspire to provide an education tailored to how boys learn and aimed at motivating them to achieve. We hope this will enable boys to stand out from the crowd in a globally inter-connected world.

In order deliver these aims, we deliver the curriculum through four Quadrants of Learning:

The Academic Quadrant: This quadrant aims to deliver a rigorous education that enables boys to maximize their academic potential helping them to achieve places at senior schools in which they will thrive due to the attitude and knowledge, understand and skills they demonstrate in their learning. The school aims to act upon the best research into how boys learn and what motivates them to achieve. Furthermore, we aim to deliver teaching and learning in a way that engages interest and inspires a desire to learn for learning's sake.

The Arts Quadrant: The Arts Quadrant aims to develop key life skills of confidence and communication. There is a strong emphasis on the performing arts, with opportunities to engage with an audience in a variety of ways from a young age. This might be through dramatic productions, concerts, public speaking, debating or pitching a business idea as part of young enterprise projects. The expressive arts also form an important part of the arts quadrant, be it through Art, Dance, Design Technology or Food Technology.

The Community Quadrant: This quadrant builds upon the research that says that an important contributory factor to a long, fulfilling life is belonging to and actively serving a community. Through the Community Quadrant, we help boys understand what a community is and how it can actively be served, be it a family, a class, a school, the local community, or wider community. Through this quadrant, boys are encouraged to show initiative and come up with ideas of how they can serve. They are given more positions of responsibility than is the norm, from a young age.

The Sport and Outdoor Education Quadrant: This quadrant recognises the positive benefits of sport and outdoor learning. Through engagement in a variety of sports, boys gain from healthy competition, learning to win and lose well. They learn the skill of working together as a team and to understand what skills they need to develop in order to be an effective leader. Through the outdoor education programme, boys learn to manage risk, develop team and leadership skills and develop resilience and independence.

CURRICULUM OVERVIEW

The aim of our school is to produce a broad and balanced curriculum that ensures your son leaves Bickley Park at 13+ with a solid base from which to move to GCSE and A Level or International Baccalaureate.

The emphasis from Year 1 to Year 3 is weighted towards English and Maths with setting usually introduced in Year 3. Until the end of Year 3, the foundation subjects are taught through topic work. As children move up through the year groups, increasingly, lessons are led by specialist teachers. Additional lessons are taught in some form based year groups, such as Food Technology and Forest School (Year 1 and 2) and World Culture lessons (Year 3).

By the time a boy reaches Year 4, he will be studying:- Art, Drama, Design Technology, English, French, Games, Geography, History, Information and Communication Technology, Maths, Music, Physical Education, PSHE (Personal, Social and Health Education), Reasoning, Religious Studies, Science and Swimming. The teaching of Spanish starts in Year 6.

The curriculum is constantly under review. The Common Entrance Board also monitors at a national level what private independent schools should cover and issues its own syllabuses, which very much fall in line with the National Curriculum.

Setting Policy

Up to the end of Y3, boys are usually taught in mixed ability groups. Year 4 is set in English, Maths and Science. Year 5 is set in English, Maths, Science and French. Year 6-8 boys are set in English, Maths, Science, French and Spanish.

ASSESSING AND REPORTING PROGRESS

Marking Policy

We believe that the process of marking work is a vital tool to be used in helping individuals to learn and make progress. Marking should both give an indication of the level of achievement and, by using encouragement and insight, motivate the pupil and enable him to correct mistakes and strengthen weaknesses, leading to on-going skill development.

Half-Termly Endeavour and Achievement Grades (Prep only)

These are awarded as per the Calendar and chart the boys' endeavour and achievement in subjects over a half-term period. Marks might fluctuate on a regular basis, depending on the understanding of a topic and staff, boys and parents should feel free to discuss the results on a regular basis.

Reports and Parents' Evenings

Full reports are written on each boy at the end of the academic year and, twice a year, parents are invited to talk to the teachers during consultation evenings. Parents are more than welcome to discuss the progress of their son at any time, with any teacher, subject to an appointment being made, ideally after school.

Annual Assessment, School Examinations and NFER

All children, throughout the school, are assessed to ensure appropriate progress is being made. A profile of each boy is gradually developed as he works his way through the school which ensures, ultimately, that appropriate senior school recommendations can be made.

School examinations for all boys from Year 3 to Year 7 take place twice a year, in the Autumn and Summer Terms, over a two or three day period. The school regards examinations as an important indicator of the progress of each child, although we are aware that it is possible for him to perform badly on a particular day. Confidence in undertaking examinations is built up throughout the Prep. Department. Marking is completed as soon as possible afterwards, the papers reviewed with the boys and the results then sent to parents. Parents are most welcome to view the papers with teachers at school.

Year 8 sits mock examinations in the Spring Term to prepare the boys for their senior school Common Entrance Examination or Scholarship exams. In the Summer Term, candidates sit Common Entrance. Scholarship examinations start as early as February or as late as May, depending on the senior school, and are conducted and marked at the senior school.

NFER testing takes place in the autumn term from Year 3-8. This comprises reasoning tests.

The Common Entrance Examination

Those boys seeking entrance to a senior school sit this examination in June every year. The examinations take three days and require a French Oral Examination and a Geography Fieldwork Project to be completed prior to the examination period. It is a standard examination, common to all entrants in numbers of Prep

Schools, and is set by the Common Entrance Board. It is likely to be the first public examination sat by the majority of boys. The respective senior schools usually mark these papers. Naturally, some may mark to a standard higher than others; for some 75% is the mark required while another school may look for 55% – 60% as a pass mark.

However, in a sense, this requirement to achieve a particular mark is somewhat incidental. Provided the selected school is appropriate to the academic ability of the entrant, there should be little difficulty in making the right grade. Consultation between parents and the Headmaster and/or the Assistant Head (academic) will ensure that the best possible advice has been given; you and your son will have visited the school and will have been offered a place, subject to his achieving the required grade at Common Entrance.

Naturally you will want to feel secure in your choice and this is why good consultation between you, the Headmaster, or Director of School Development, and the school is essential. We have an excellent record and very rarely has a boy ever failed to enter a senior school of his first choice.

The school does not, however, want the boys to feel that Common Entrance is a foregone conclusion. As far as your son is concerned, the examination needs to feel ‘real’. He has to want to pass and needs motivation from you and the school to enable that to happen.

Sample papers are available for viewing with the teacher to assist you to gain a feel for the type of exam your son will sit. However, papers set 2 to 3 years previously will not usually be given out as they are likely to form the basis of practice or mock exams.

SENIOR SCHOOL TRANSFER

Bickley Park has a strong tradition of securing first choice senior schools for its leavers which is driven by our aim to support you and your son(s) through the entire process.

The following list should help you to prepare for the next stage of your son’s education. If you are ever in doubt please do not hesitate to contact the Headmaster or Director of School Development, who have extensive knowledge of local senior schools and admissions arrangements.

During Year 4

Try to attend the meetings which take place at Bickley Park, when you will be able to hear the Director of School Development talk about senior school transition and will be able to ask him questions. Read B.P.S.’ senior schools’ guide, which is located in the password protected part of the website. Visit any Open Days to get a flavour of what schools are offering at the next level. A good source of information for this is <https://www.goodschoolsguide.co.uk>. [Additionally, Bickley Park organises its own exclusive open mornings with specific senior schools – these are advertised by the school well in advance.](#)

During Year 5

In the first term of Year 5, please make an appointment to see the Headmaster, or the Director of School Development, to discuss your son’s possible future schooling. Taking into account all the information given, the Headmaster, or the Director of School Development, will provide you with up to three schools suitable for your son once he leaves Bickley Park. The meeting will also include reference to Bickley Park pre-assessment arrangements, sat by boys in Year 6 to eight local independent senior schools.

For most other schools, registration by the end of Year 6 should be made, although it is possible to register with many at a later date and the Headmaster, or the Director of School Development, can offer further help with this. Some schools require registration in Year 5.

If you are considering a local state school as an option for entry at 11, you will need to contact your local council and complete the relevant forms by the summer of Year 5.

During Year 6

Pre-assessment tests take place in the Autumn Term of Year 6. These tests, which have been set up between Bickley and six local independent senior schools, are designed to provide a signpost to boys and parents about the likelihood of gaining a place in Year 8. The process comprises reasoning tests, an interview at B.P.S. with the Head, or a senior member of staff from the senior school and a written report by Mr Wenham. The outcome is either no offer, a 'likely' letter, the offer a conditional place, or an unconditional place.

A small number of boys leave the school at the end of Year 6 without going through the pre-assessment process. These boys will usually sit 11+ exams to local grammar schools, but might also join local state or independent schools.

During Year 7

Parents may revisit schools they are still interested in to ensure that they have made the right choice. On-going conversations may take place with the Headmaster, or the Director of School Development, to ensure that all is well.

During Year 8

If you are looking for entry to one of the local independent day schools you will need to register for the various examinations early in the academic year – these tests take place in January/February and will usually consist of tests in English, Maths and VR as well as Science and French in some cases. The senior schools will send us past papers and we will give the boys a chance to practise these before the actual exams. There will also be an interview, sometimes with the parents present.

For parents entering schools such as King's Canterbury, entrance is through the Common Entrance examination which is taken in June. This exam comprises tests in all the major subjects (English, Maths, French, Science, History, Geography, RE + any second language studied). These papers are marked by the receiving school and each school has its own entry criteria – as this is subject to fluctuation, the Headmaster, or the Director of School Development, can give you a more up to date target as required. Results of the Common Entrance are published a week after they have been taken.

In the case of all boys taking Common Entrance it is essential that the school is fully informed of your intentions as we have to enter the boys ourselves. The Common Entrance examination does have a cost element to it: this is presently £125.

Some boys may also attempt scholarship examinations if the school feels that there is sufficient merit in doing so. In this case, it is the responsibility of the parent (and not the school) to enter them for these tests following consultation with the Headmaster. Scholarship exams take place between March and May each year, with entries being made in the Autumn term.

In all cases, whether entering Senior School at 11 or 13, it is essential that contact with the Headmaster, or the Director of School Development is maintained. The school has reports to write and, if we know where you really want your son to go, the Headmaster can do much work behind the scenes to ensure that the passage is as smooth as possible. We are here to help and, with your support, a successful outcome should be achieved.

HOMEWORK

Homework is an important aspect of the triangular relationship between boy, school and parent. It is designed to develop and reinforce what has been learned in class, as well as offering each boy an opportunity to take some responsibility for his own learning. Typically, it will consist of work better done outside class than within, such as the learning of vocabulary, essential facts or dates, verb conjugation or the completing of diagrams etc. Homework is set on a regular basis, although there are times when it may not be given, such

as during an examination period or in recognition of a boy's time commitment to a drama or music production.

Each boy is asked:

- To complete homework to the best of his ability and to hand it in on time.
- To ask his teacher when the homework is set, or later during the day, if there are aspects of it about which he is unclear.

Each teacher is asked:

- To set regular homework within the timetable framework, which builds on what is being studied in lessons.
- To mark each written piece of homework, adding, where appropriate, written comments designed to help each boy progress.
- To try and set an amount of homework achievable in half an hour and of an appropriate standard.
- To ensure that all homework tasks are posted on the Show my Homework site (Year 3-8).

Parents are asked:

- To provide a distraction-free area and time in which homework can be completed.
- To monitor homework via the Show my Homework site (Year 3-8).
- are not spending longer on homework than the half-hour allocated.
- To support the school's homework policy.

A Homework Club for Prep Department boys is available at school between 3.40 and 4.20pm.

The following schedule is followed for homework:

Year One

Speaking and Listening tasks to present to the class are set each week, in addition to spellings and reading. Reading should be a minimum of 10 minutes per night, spellings are set weekly.

Year Two

Spellings and tables as well as an English/ Topic written or making task are set each week. The boys are also set either Abacus online homework or a written task. These should take no longer than half an hour each. The boys should also be reading at least 10 minutes each night.

Year Three

1 Maths written
1 Maths learning
1 English written
1 English learning

Year Four

1 Maths written
1 Maths learning
1 English written
1 English learning
1 French written or learning
Rotation of topic homework – two week projects Science/History/Geography

Year Five

1 Maths
1 English

1 Science
1 French
Humanities homework (1 Geography + History / RE project)

Year Six

1 each per week of:
English/Maths/Science/French/History/Geography/RE/Spanish

Year Seven

2 per week of
English/Maths
1 per week of Science/French/History/Geography/RE/Spanish

Year Eight

2 per week of:
English/Maths/Science/French
1 per week of:
Spanish/History/Geography/RE

Each homework in the Prep Department should take approximately 30 minutes.

Homework for Year 3-8 is set on-line via Show My Homework. Details of how the system works will be communicated, via a School Post, to parents by the Assistant Head (Academic) in the Prep Department at the beginning of each academic year.

SPORT AT BICKLEY PARK

There is a strong tradition of competitive sport at Bickley Park. Our main game in the Autumn Term is Rugby, followed by Football after Christmas and Cricket in the Summer. In each of these games, we attend festivals and play fixtures against other schools throughout the Prep Department age groups. In a typical year, the combined match statistics for the three main games, across all ages, show us playing in the region of 125 matches and winning well over half.

The standard of play is high, as we compete against much larger schools in our area such as Westminster, Dulwich College, King's Rochester and Colfe's. Most of the matches are played during the week, but we maintain some Saturday fixtures, well-supported from the touchline by our parents.

While the Games staff put much energy and enthusiasm into the coaching and organisation of school teams, all our boys benefit from quality teaching and coaching, whatever the level at which they play.

We also have a strong 'House' system and most boys will play in the competitive House matches, which also include Athletics, Cross-Country, Swimming, Tennis, squash and Basketball. These sports, together with Gymnastics, Climbing, Hockey and Health-related Fitness, form the core of the Physical Education curriculum. During the course of the year, boys experience at least eleven different sports.

However, sport at Bickley Park does not end with P.E. and Games' lessons: the boys frequently have the option to join rugby and cricket tours as well as ski trips in Austria, France or Italy. Pupils have the chance to undertake outdoor pursuits activities which includes Forest School and Y4-8 Adventure School. After Year 8 boys have completed their exams, all the leavers go on an adventure training holiday.

PERFORMING ARTS AT BICKLEY PARK

Every pupil, through the school, receives weekly form Music and Drama lessons. In addition, there are a wide range of performance opportunities through our Main and Training Choirs, our concert programme and our various school productions.

In Drama, boys develop their confidence, communication and the ability to collaborate. Performance levels are very strong. All boys have at least one public performance opportunity each year and are challenged to work at an advanced level throughout.

In Music, pupils develop a wide sense of musicality through lessons. They are regularly challenged to compose their own work and to respond to many music genres. All children in the middle years spend a term learning a musical instrument and working towards a concert. The 'House' system also enables boys to contribute to a community performance each year.

INDIVIDUAL MUSIC LESSONS

We recommend that every pupil strongly considers learning a musical instrument, either in school or externally. Individual music lessons are administered directly by the appropriate peripatetic music teacher. Details of the lessons available can be obtained via bmcgarey@bickleyparkschool.co.uk. Hire of musical instruments through the school may be possible, in which case an appropriate charge is added to the end of term 'Fee Bill'.

Boys taking individual music lessons will be allocated a time slot each week. We work hard to ensure that we rotate these times to avoid boys missing the same lesson regularly. Senior boys (Y7 & 8) will be given preference for slots before school and in break and lunch times.

It is expected that boys will fully catch up on missed work independently and that boys are responsible for ensuring that they attend the individual music lesson on time. A full timetable of the lessons is available each week on various notice boards around school and on the school website.

For any further information or questions relating to Drama and Music in the school please contact Mr Brook, Head of Performing Arts, on dbrook@bickleyparkschool.co.uk.

EDUCATIONAL VISITS

Educational Visits – The school will usually pay the educational element of trips taken during term time but asks parents to defray travel expenses. Should the total for any term exceed £30 you will be asked thereafter for your permission on an individual trip basis.

CLUBS PROGRAMME

A wide range of extra-curricular activities are available at Bickley Park.

Clubs in Reception start in the Summer Term and run between 3.10 and 3:40pm. Most Reception clubs take place in the Reception block.

The Clubs programme in Year 1 and 2 runs between 3.20 and 4.10pm. Externally run clubs finish at 4:20pm. Most Year 1 and 2 clubs take place on the Pre-Prep site.

There is an extensive clubs programme available to boys in the Prep Department. Most clubs start after the end of school, at 3.40pm. The majority run until 4.20pm, but some continue until 4.40pm, or beyond. The timings of clubs, and other arrangements, are sent to parents in the clubs information document which is sent out in the second half of the term preceding the term in which the clubs will take place.

RELIGION

Bickley Park School was originally affiliated to the Church of England and remains broadly Christian in ethos. Pupils celebrate the main religious festivals. For instance, Y1-8 attend Christmas and Easter services at St George's Church. Children recite The Lord's Prayer and sing hymns in assembly. The school's religious studies programme and ethos aim to prepare pupils for the multi-cultural world they will enter, in line with the school aims. Six main world religions are studied. This includes visits to places of worship of other faiths. Children are taught to respect the fact that others may hold different beliefs and to value the diversity to be found within global cultures. We welcome children of all faiths at the school and support their beliefs and practices as far as possible. It is possible for parents to request that their children do not attend religious assemblies and services, by arrangement with the Headmaster.

SPECIAL EDUCATIONAL NEEDS

Bickley Park School aims to provide a broad and balanced curriculum for all its children. Our Schemes of Work are the starting point for planning that meets the specific needs of individuals and groups of children. When planning, teachers set suitable learning challenges and respond to children's diverse learning needs, recognising that a small number of children may have particular learning and assessment requirements that could create barriers to learning. We shall do our best to meet these requirements, within the limits of the resources available to us, through our Learning Support framework.

These requirements are likely to arise as a consequence of a child having a disability/special educational needs. Teachers take account of these requirements and make provision, where necessary, to support individuals or groups of children and thus enable them to participate effectively in curriculum and assessment activities.

We understand that children may have such special educational needs either throughout, or at any time during, their school career. The school's Special Educational Needs Policy can be accessed via the school website, or on request from the school office.

HOME/SCHOOL PARTNERSHIP

The school is very keen to work in close partnership with parents/carers to ensure boys thrive whilst at Bickley Park.

Excellent channels of communication between home and school are essential to the strength of this partnership. The following are the primary means of communication between home and school:

- School calendar: this is issued at the beginning of each term and sent home via the boys. Parents are advised of any additions or amendments to the calendar that occur during term time.
- School post: Letters are sent out electronically, via email, to parents. These are usually sent out at 4.00pm.
- Website: The school's web address is www.bickleyparkschool.co.uk
- Contact Books are issued to boys in Y1-4. These are the primary form of communication between form tutors and parents and vice versa. Boys' homework is recorded on line via 'Show My Homework'
- End of term mailing

CONTACTING STAFF

If parents have any other concerns or matters they would like to discuss with the school, they are strongly encouraged to contact the school at the earliest opportunity. This is best done via email and form tutors are normally the first port of call, although parents are welcome to call any member of the school team. Staff email includes first name initial followed by surname followed by @bickleyparkschool.co.uk.

Key contacts:

Headmaster:	pwenham@bickleyparkschool.co.uk
Assistant Head (Achievement): Prep:	rcobb@bickleyparkschool.co.uk
Assistant Head (Achievement): Pre-Prep:	awenham@bickleyparkschool.co.uk
Assistant Head (Personal Development):Prep:	smarriott@bickleyparkschool.co.uk
Assistant Head (Personal Development): Pre-Prep:	jpoole@bickleyparkschool.co.uk

Assistant Head (Director of School Development):	spatel@bickleyparkschool.co.uk
Early Years' Manager:	jread@bickleyparkschool.co.uk
Bursar:	nwood@bickleyparkschool.co.uk
Head's P.A.:	jwhite@bickleyparkschool.co.uk
Prep Department secretary:	kwood@bickleyparkschool.co.uk
Pre-Prep Department secretary:	pvarela@bickleyparkschool.co.uk
Registrar:	esaint@bickleyparkschool.co.uk
Nursery Year Lead:	sspiteri@bickleyparkschool.co.uk
Little Bees' Room Leader:	kconstable@bickleyparkschool.co.uk
Busy Bees' Room Leader:	sursell@bickleyparkschool.co.uk
Bumble Bees' Room Leader:	sspiteri@bickleyparkschool.co.uk
Reception teachers:	karnell@bickleyparkschool.co.uk jread@bickleyparkschool.co.uk hshowell@bickleyparkschool.co.uk (Year Lead)
Y1 teachers:	akemmett@bickleyparkschool.co.uk glove@bickleyparkschool.co.uk , (Year Lead) bstacey@bickleyparkschool.co.uk
Y2 teachers:	lbroadfield@bickleyparkschool.co.uk achurchill@bickleyparkschool.co.uk rhale-monro@bickleyparkschool.co.uk
Y3 teachers:	jglover@bickleyparkschool.co.uk lmorganwilson@bickleyparkschool.co.uk saustin@bickleyparkschool.co.uk
Y4 tutors:	crobert@bickleyparkschool.co.uk sdainton@bickleyparkschool.co.uk
Y5 tutors:	twhite@bickleyparkschool.co.uk agallegillo@Bickleyparkschool.co.uk

Y6 tutors:	mevans@bickleyparkschool.co.uk ahyslop@bickleyparkschool.co.uk
Y7 tutors:	sbagnall@Bickleyparkschool.co.uk afrench@Bickleyparkschool.co.uk
Y8 tutors:	shornby@bickleyparkschool.co.uk apatel@bickleyparkschool.co.uk

BICKLEY PARK SCHOOL ASSOCIATION (BPSA)

The BPSA works closely with parents in all areas of the school. When your child joins Bickley Park, parents/guardians automatically become members of the BPSA and support the work of the association with termly donations of £10 per child. Every school needs and benefits from the participation of parents and Bickley Park is no exception. The BPSA exists to strengthen and enhance the community life of the school. It has helped further to develop school facilities. The Astro Turf and Timber Trail, the climbing wall in the gym, the refurbished and restocked libraries and the redeveloped Pre-Prep playground spaces are just some of the most recent and ongoing projects in which the BPSA has been involved. Money raised at the various events organised by the BPSA goes towards these and other smaller, but equally important, school projects. Events in the past have included, Family Fun Days, Bake Sales, Christmas Fairs, Bingo Nights and Quiz nights. Such events bring parents and staff together in a relaxed informal atmosphere.

As an additional aid to parents, the BPSA collects and sells, high quality, pre-owned school uniform and sports kit: check the notice boards for further information.

The Association is run by a small band of dedicated parents and staff. Extra helpers are always welcome, so if you are interested in becoming more closely involved with the running of the Association, by serving on the committee, or by offering particular skills or opportunities for events, you are warmly invited to make contact with any existing committee member through the school office.

PRE AND AFTER SCHOOL CARE

Breakfast Club is available from 7.00am for children aged 3 ½ and above. It takes place in The Lodge, in the Prep Department. Places must be booked with 24 hours notice. For further information, contact the Bursar: nwood@bickleyparkschool.co.uk

There are after school care clubs available in the Pre-Prep from 3.00-6.00pm for pupils over 3 years old and in the Prep Department from 4.20-6.30pm. The school should be notified by writing in the pupils contact book on the morning of the day a boy is due to join after school care. Alternatively parents can email info@bickleyparkschool.co.uk. Parents collecting children from both sites must ring on the door bell to alert ASC staff of pick up. The current fees for the club can be found in our current scale of fees. For further information in regard to the charging structure please contact the Registrar.

CARE OF PROPERTY

Boys are asked to use an approved bag to bring their books to school, to come to school properly equipped and to take care of both their own property and that of the School.

We ask boys not to bring to school any valuable items of any description, such as Apple Watches, or large sums of money. If they do have to bring money into school, then please send it in an envelope with their name on it. Boys in Year 3 and above may bring E Readers in to school, but, in order to do so, parents must fill in a form which may be obtained from the Prep Department office.

It is essential that your child's name be placed on all of their equipment, uniform and Games' kit, so that lost items can be retrieved and returned promptly.

Mobile telephones are also not permitted, unless special permission has been given. Boys in Year 5 and above travelling independently to school may bring a mobile phone which must be left at the school office upon arrival and collected upon departure. Mobile phones must be named.

In the Prep Department, items of clothing which are found are placed in the appropriate 'Lost Property Bin' in one of the two changing rooms.

If any property is mislaid, please contact your son's form tutor.

ADMINISTRATION

Change of Details

Parents are requested to inform the school of any change in their contact details, medical information etc by email to info@bickleyparkschool.co.uk - **This is most important.**

If, at any time, parents experience a change in their circumstances, then we ask that you contact the appropriate department office as soon as possible. We will then be able to amend our records.

Absence

It is very important that your child is in school as much as possible. If, for some reason, your child is unable to attend, parents should send an email to absences@bickleyparkschool.co.uk on the morning of absence or telephone the school office. This is essential and should be immediate when the child is suffering from an infectious illness. In all cases, notification by letter of the reason for absence should be sent to school upon your child's return. Children who have had sickness or diarrhoea should not return until 48 hours after the last time they have been sick or had diarrhoea.

Requests for known absence should be submitted with as much notice as possible to the relevant departmental office in advance by filling in an Absence Request Form which can be downloaded from the school website: <http://www.bickleyparkschool.co.uk/contact/> Absence requests will be considered on a case by case basis. Requests for absence for holidays are likely to be marked as 'unauthorised' as missing school days is not encouraged. This does not mean that parents may not remove children from school. From July 2018, authorised and unauthorised absences will be recorded on end of year reports.

Medication/Illness/Off Games

Please be advised that, if your child is unwell and you have given medication at home, then staff should be informed on arrival as to when and why it was given. If it is necessary for children to bring medication to school, it must be clearly labelled with the child's name and dosage. It must be handed to the teacher, the office or the school medical care team, where it will then be administered. If your child has a fever and is clearly unwell, then they should remain at home and not be sent to school.

In the following cases, strict guidelines must be followed:

- If your child is suffering from a high temperature or fever, sore throat, rashes, discharges from the eyes or ears, they should not attend school until all symptoms have cleared or medical advice has been sought.

- If your child is suffering from sickness and or diarrhoea, they must not attend school until they are recovered and symptom free for 48 hours.
- If your child bumps or bruises him/herself at home, please speak to a member of staff on arrival. It is important that we have information about potential medical issues.
- If your child is suffering from an infectious illness, such as chicken pox, mumps or whooping cough, medical advice should be taken and the school informed.

The school reserves the right not to admit, or send home, a child should there be concerns over that child's wellness, at the start of, or during, any time of the school day. In these instances, parents, or child minders, will always be consulted. In the interest of the good health of fellow pupils and school staff, parents are asked to adopt a common sense attitude towards illness, erring on the side of caution where necessary. If unsure, please telephone to discuss before arriving. Please ensure your child is recovered and has had at least 48 hours free of symptoms before returning to school, in line with public health advice.

If your child feels ill during the day, then they should tell the teacher. He or she may send them to matron's room, depending on how ill they are.

If your child is 'Off Games' for any medical reason, then a note must be sent to the Form Teacher/Tutor, who will pass this on to the games teacher. In the event of a serious injury, a note to inform the school of your child's return to fitness would also be appreciated.

SCHOOL UNIFORM

School uniform is considered a very important part of being a member of Bickley Park School. As all the teachers have a specific code of dress, so boys also should be proud of their uniform and ensure that they observe a number of simple rules so that standards are maintained.

School uniform lists are available from the school website and can be found under The School | School Uniform | Select the appropriate Year Group
<https://www.bickleyparkschool.co.uk/school-uniform/>

Any boy wearing Bickley Park uniform can be recognised instantly and it should be for all the right reasons.

All boys need, therefore, to remember that:

- Only items of uniform on the approved list are to be worn - this includes the colour of socks, the type of shoes and so on.
- Nothing should be kept in blazer pockets to distort their shape or damage the garment. The school calendar and pens may be kept in an inside pocket but all other equipment should be either in a purple bag or a brief case.
- Shoes should be clean and polished.
- All items of clothing are to be marked properly (all equipment at school should be marked and any loss should be reported immediately to the Form Teacher).
- Boys wearing shorts must wear garters for their long socks.
- When playing in a match, either home or away, boys must come to school in normal uniform, unless specifically instructed by the coach to wear games kit.
- When a white shirt is required, sufficient warning will be given. All boys in Year 7-8 must wear white shirts
- When in school, at any time, including functions in the evening, or at weekends, boys must come to school in normal uniform.
- No additional kit, e.g. gloves and scarves, needs to be worn once the school day has started.
- Approved coats and anoraks only may be worn and these should be blue. Those with motifs, advertising slogans and so on are not allowed.

- Boys must change into trainers for playing ball games on the playground, which may only happen in the lunch break.

SPORTS' KIT

Checks take place of **every** item of clothing and footwear to see that they are properly marked. In addition, each boy should have a school sports bag in which to keep his clothes in the Bag Room.

It is an enormous help if everything is clearly marked with 'sewn-in' name tapes. Every term we find numbers of sets of unmarked under clothing and socks. It would also assist greatly to cut down on 'borrowing' if items such as rugby shirts and gym T-shirts are marked on the **outside** on the left chest and if shorts (black and white) are marked on the **outside** on the left thigh.

Shoes should also be named – you may like to purchase some of the 'Whoshoe' labels.

We do ask that all shoes are cleaned regularly.

CALENDAR

The school calendar can be found on the school website under:

What's Happening | Events

<https://www.bickleyparkschool.co.uk/events/#>

This includes information about matches, outings, talks etc. for the term

You will be able to choose the relevant year group and subscribe to the calendar in order to view it on your phone or desktop.

CAR PARKING

Car parks on both sites are very limited in size and are for the use of staff only, unless arriving for a specific appointment or for collection of pupils after 4.30pm. Boys should not be collected from the car park areas under any circumstances during normal school pick up times. Please have respect for residents when parking in access roads around the school. Cars must not park, or drop off, on the zig-zag lines outside 24 Page Heath Lane during the hours of 7.45 and 8.30am and then from 3.30 to 4.30pm and outside pre Prep from 8.00 to 9.00am and then from 3.00 to 3.40pm.

Please consider supporting the school alleviate traffic on Page Heath Lane and surrounding roads by using breakfast club and after school care club to spread out drop off and pick up times; if you have a daughter at Bromley High, consider using the morning minibus link between the school: contact the Bursar for more details: nwood@bickleyparkschool.co.uk. A morning minibus service runs from Locksbottom: contact the Bursar for details. If you are interested in car pooling, contact the Bursar for details of families living near your home.

Please do not do three point turns on Page Heath Lane.

Boys and parents entering and departing Prep and Pre-Prep must use the pedestrian gate and not the entrance used by vehicles.

HAIR

All boys are expected to have hair which is kept both neat and tidy and above the eyes and collar. Hair should not be cut inappropriately short, at the back and sides, or styled with indentations such as 'tram

lines'. Boys will be made to wear protective head wear for swimming if teaching staff feel that this is required.

COMPLAINTS PROCEDURES

Bickley Park School prides itself on the quality of the teaching and pastoral care provided for its pupils. However, if parents do have a complaint, they can expect it to be treated seriously by the School. The School is required under the Education (Independent School Standards) Regulations 2003 to make the policy known to all parents on request. A copy may be obtained from the School Secretary and can be found on the school's website.

OTHER POLICIES

The following schools policies are available from the School should parents wish to view them. They can also be viewed on the school's website: Admissions, Anti-bullying, Assemblies and Collective Worship, Cameras and Mobile Phones, Child Protection, Curriculum, First Aid, Health & Safety, School Visits and the Severe Weather Policy

INSPECTION

All schools in the United Kingdom, maintained and independent, are subject to an inspection process. Independent schools, such as Bickley Park, which are accredited by IAPS [Incorporated Association of Preparatory Schools] are subject to a three yearly inspection cycle by ISI [Independent Schools Inspectorate], the independent school version of OFSTED [Office for Standards in Education]. ISI is fully government endorsed and its inspectors work to the same pattern, guidelines and standards as OFSTED.

The inspection system is designed to provide objective and dispassionate reports that include judgements and recommendations that schools should use to improve their provision and achievement. The function of an ISI Inspection is to report on compliance with regulations and pupil achievement and personal development.

Inspection evidence is gathered by a team of inspectors who may be drawn from any part of the country. They observe lessons; scrutinise pupils' written work; have discussions with pupils, teachers and governors; analyse written parental and pupil comment; and review the school's documentary evidence.

The final report is in the public domain and is available for anyone to see. The May 2015 2018 reports can be accessed via the school website

Up-dated July 2018