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Current Information

2009-2010

www.feltonfleet.co.uk

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Feltonfleet School

**Byfleet Road
Cobham
Surrey
KT11 1DR**

01932 862264

office@feltonfleet.co.uk

admissions@feltonfleet.co.uk

www.feltonfleet.co.uk

Feltonfleet - where individuals really matter

The Governing Body

Chairman: GD Ashbee
Vice-Chairman PJ Colborne-Baber

Mrs H Benedict BA (Hons) MBA
MH Bowack FCA FCIT
R Bray
RJ Cairns MA Oxon
MO Evans
NJR Haddock MBE MA
Mrs HFS Humphrey-Baker BSc PGCE
DW Jelinek BSc (Hons)
Mrs M Jenner JP MBE
Mrs E Montgomerie LLB
PG Roffey
MG Sadler LLB MA FCA
AD Wimbush

Bursar and Clerk to the Governors:
S Eaves BA (Hons)

Academic Staff

Headmaster: PC Ward BEd (Hons)

Deputy Headmaster: DH Kendall BA
(Hons) PGCE (*Geography**)

Main School Teaching Staff

Miss JS Ashfold BSc (Hons) PGCE
(*Mathematics and Scholarship**) *Director of Studies*

ND Baxter BA (OU) Cert Ed (*Science*)

R Beach BA (Hons) PGCE
(*Information Technology**)
Communications, Head of Middle School

Mrs M Blackburn Cert Ed MA (*RS, Year 3*)

CG Boxer BEd (Hons) (*Maths, English and PE*) *Head of Year 5 o*

Miss SJ Bray BA (Hons) PGCE
(*Year 4*) *o*

PJ Breakwell BEd (*History**) *Senior Master*

Miss VH Clarke BA (Hons) PGCE
(*Year 4*) *Head of Year 4*

AJ Falkus BSc (Hons) QTS (*PE, Boys' Games**)

TEH Gloster BSc (Hons) PGCE
(*Maths*) +

Miss SL Gray BA (Hons) (*Classics*, French and History*) +

CAC Hames PhD BSc (Hons) PGCE
(*Maths and Science*) *Head of Year 6 o*

Mrs EL Hawksley MMus GSMD (*Music*)

PA Harnden BA (Hons) PGCE (*Design and Technology**) *Head of Boarding*

Mrs N Karaca BA (Hons) QTS (*French and Spanish*)

N Kumar MA (Hons) PGCE (*English*)

J Lanzon BA (Joint Hons) PGCE
(*Spanish and French**)

BA Martin BA (Hons) (*Drama* and English*)

Mrs P Mathews MIL PGCE (*French*)

Mrs A Moncrieffe BA (Hons) PGCE
(*SENCO – Learning Enrichment*)

G Novkovic ALCM LLCM (TD)
GLCM PGCE (*Music**) +

Miss TA Neale BA (Hons) (*English**)

D Pearce BEd (Hons) (*Year 3*)

Mrs C Pegg Cert. Ed (*Year 4*) +

TJ Perkins BA (Hons) PGCE (*Art**) o

SJ Pomeroy MA (Ed) BSc (Hons)
PGCE (*Science**) *Head of Upper School*
+

AJ Richardson MA (Ed) BA (Hons)
CAES (SEN) (*RS*/PSHE+C**) *Assistant
Housemaster, Pastoral Care Co-ordinator*

MJ Rochford BSc (Hons) PGCE
(*PE and Geography*) *Head of Year 8*

Mrs PA Smith Cert Ed (*SEN – Learning
Enrichment*)

GJ Starkey BA (Hons) PGCE (*Year 3*)
Head of Year 3

Mrs SM Ward BEd (Hons) (*Year 3*)
Head of Junior Department, Head of Girls

Mrs ML Williamson BA (Hons) PGCE
(*History and English*)

Miss A Wright BSc (Hons) PGCE (*PE
and Girls Games**)

Denotes:

* *Head of Department*

+ *House Tutor*

o *Section Head*

Calvi House Staff

Headmistress: Mrs J Preece Cert Ed

Miss S Alsaffar-Dart BA (Hons) PGCE

Miss L Frayne NNEB

Miss K Hall BEd (Hons)

Miss D Hodgetts NNEB

Miss L Miles BA (Hons) PGCE

Miss H Offen NNEB

Mrs P O'Toole Cert Ed

Miss S Masters NNEB Mont.Dip

Academic and Pastoral Support

Mrs L Adamson BSc (Hons) PGCE, Dip.
SPLD (*Learning Enrichment*)

Mrs E Baxter Dip Couns, Dip Play
Therapy MBACP (Accred) (*School
Counsellor*)

Mrs J O'Neill Cert Ed LTCL Dip RSA
(*Counselling, Learning Development,
EFL*)

Mrs S Telling Cert Ed (*Maths Learning
Enrichment*)

Mrs AC Williams BA (Hons) MSc
PGCE Dip.Psy Couns, Dip Adv Hyp
(*Learning Enrichment*)

Mrs J Harris (*Librarian*)

GAP Year Students

Ed Craig
Rebekah Langford
Alex Montefiore
Sophie Taylor

Sports and Activities

Major H Adcroft (*Shooting*)
Mrs N Ashbee (*Cookery*)
Mr M Burkett (*Judo*)
Mr D Lee (*Squash and Tennis*)
Ms L Proudfoot (*Mini Tennis*)
Mrs C Redman (*Girls games*)
Mr M Schmid (*Rugby and Games*)
Mrs G Smith (*Dance*)

Music Staff

Mrs A Allen BA (Hons) PGCE
Mr A Barnardi BA (Hons) (*Violin*)
Mr B Brown NVQ (IV) (*Percussion*)
Mrs Y Foat LRSM ARCM (*Piano*)
Mr J Fryer BA (Hons) (*Sax and Clarinet*)
Mr M Maunder MiDip LTCL (*Guitar*)
Mr A Rycroft BMUs (Hons) PGDiP
(*Brass*)
Mrs R Sanders LTCL (*Voice and Piano*)
Mrs T Tal BA Mus (*Singing*)

Subject Leaders and Department Heads

Art	TJ Perkins
Classics	Miss SL Gray
Design Technology	PA Harnden
Drama	BA Martin
English	Miss TA Neale
Geography	DH Kendall
History	PJ Breakwell
Information Technology	R Beach
Library	Mrs J Harris
Maths	Miss JS Ashfold
Modern Languages	J Lanzon
Music	G Novkovic
PE	Miss A Wright
RS/PSHE	AJ Richardson
Science	SJ Pomeroy
Scholarship	Miss JS Ashfold
SEN	Mrs A Moncrieffe
	Mrs PA Smith

Specific Responsibilities

Admissions Registrar	Mrs K Patterson
Admissions Support	Mrs S Richardson
Boarding:	
Housemaster	PA Harnden
Assistant Housemaster	AJ Richardson
Girls Boarding	Mrs C Harnden
House Tutors	TEH Gloster
	Miss SL Gray
	CAC Hames
	Miss L Miles
	SJ Pomeroy
	G Novkovic
Bursar	S Eaves
Bursar's Assistant	Mrs J Cardona
Caretaker	A Barnes
Charity	Mrs N Karaca
Catering Manager	D Baldock

Debating and Public Speaking	Miss TA Neale
Director of Studies	Miss J Ashfold
Estates Maintenance	D Williams
Finance Assistant	Mrs A I-Tehrani
Games	AJ Falkus
GAPS	AJ Falkus
Girls Games	Miss A Wright
Girls	Mrs SM Ward
Grounds man	E Dale
Headmaster's PA	Mrs L Stileman
Head of Middle School	R Beach
Head of Upper School	SJ Pomeroy
Junior Department	Mrs SM Ward
Leadership Training	Miss SJ Bray
Librarian	Mrs J Harris
Marketing/media	BA Martin
Senior Matron	Mrs S Barnes
Matron	Miss K Emery
Pastoral Care	AJ Richardson
Reprographics	Mrs B Russell
Review	BA Martin
School Council	Miss SJ Bray
Section Heads:	
Badgers	TJ Perkins
Foxes	CAC Hames
Otters	Miss SJ Bray
Tigers	CG Boxer
School Medical Officer	Dr CC Noon
Senior Master	PJ Breakwell
Thursday Activities	Mrs N Karaca
Web site/ Communications	R Beach

Year Heads and Form Tutors

Year Heads:

Year 8	MJ Rochford
Year 7	TJ Perkins
Year 6	CAC Hames
Year 5	CG Boxer
Year 4	Miss VH Clarke
Year 3	GJ Starkey

Form Tutors:

Year 8 MJ Rochford AJ Richardson
Miss A Wright

Year 7 TJ Perkins Miss TA Neale
BA Martin

Year 6 CAC Hames Miss SL Gray
J Lanzon

Year 5 CG Boxer TEH Gloster
Mrs N Karaca

Year 4 Miss VH Clarke Miss SJ Bray
Mrs C Pegg

Year 3 GJ Starkey Mrs SM Ward
D Pearce

- The Head of Department
- The Year Head
- The Head of Junior Department, Head of Middle, or Upper School
s.ward@feltonfleet.co.uk
r.beach@feltonfleet.co.uk
s.pomeroy@feltonfleet.co.uk
- The Director of Studies
j.ashfold@feltonfleet.co.uk
- The Headmaster
p.ward@feltonfleet.co.uk

Admissions – The Registrar, Mrs Kate Patterson, and her assistant, Mrs Stella Richardson, will help with prospectus requests, admissions enquiries, joining arrangements, and general information about school routines.

01932 862264 (Ext 223 – Kate Patterson)
kate.patterson@feltonfleet.co.uk
admissions@feltonfleet.co.uk

Boarding House – Peter Harnden, the Boarding Housemaster, can be contacted directly:

01932 588599 or indirectly:
01932 862264 (Ext 238)
p.harnden@feltonfleet.co.uk

Catering – The Catering Manager, Daniel Baldock, is happy to discuss specific dietary issues with parents. Menus are displayed on the web site, and on school notice boards.

01932 862264 (ext 226)
daniel.baldock@feltonfleet.co.uk

Calvi House – The Headmistress, Mrs Jan Preece, is always available to see parents of Calvi based pupils, as are her staff. Calvi staff can be contacted by phone and email as appropriate.

01932 862264 (ext 229)
j.preece@feltonfleet.co.uk

Headmaster's PA – Mrs Louise Stileman handles specific enquiries to do with the School and special events, and arranges appointments with the Headmaster.

01932 862264 (ext 222)
louise.stileman@feltonfleet.co.uk

General Enquiries

We are always happy to receive general enquiries, whether in person, by phone, or by email.

Academic Staff – Teaching staff (for academic or welfare reasons) can be contacted via the switchboard. If they can't take a call there and then, they will return a call that working day when ever possible. They can be contacted by email, their addresses, which are listed in the school calendar, being their first initial and surname or first name followed by @feltonfleet.co.uk - eg. D Kendall = d.kendall@feltonfleet.co.uk

Academic issues – If you have a child in the main school and you have a concern about your child's academic progress, you should contact (preferably in this order);

- Your child's form teacher or subject teacher

Matrons – They run the school surgery which is located in the boarding house in the main building. They are trained first-aiders for the whole school and have specific responsibilities for the welfare of boarders. Mrs Sheila Barnes (Head Matron) covers Wednesday to Saturday, Miss Karen Emery Sunday to Wednesday mid-day.
01932 862264 (ext 225)
s.barnes@feltonfleet.co.uk
k.emery@feltonfleet.co.uk

Reception and switchboard, Administration Office, Bursar's Secretary – The Receptionist, Mrs Sandie Crawley, is the first port of call when you ring the school. General enquiries, information about events, and messages are handled here, and passed onwards to colleagues as required. The switchboard is manned from 8.00am until 6.00pm on weekdays, with voicemail at weekends.

01932 862264

General emails should go to;
office@feltonfleet.co.uk

The Bursar's Secretary is Mrs Julie Cardona. 01932 862264 (ext 232)
j.cardona@feltonfleet.co.uk

Sports Centre – Information about matches and fixtures can be located on the school web site – www.feltonfleet.co.uk – or by contacting the PE staff directly.

01932 588596

a.falkus@feltonfleet.co.uk
a.wright@feltonfleet.co.uk
matthew.rochford@feltonfleet.co.uk

Web-site – The School web site carries regularly updated information on the weekly programme, and latest news. The weekly newsletter is posted every Friday in colour. Each department provides information about syllabuses, preps and subject news – www.feltonfleet.co.uk

Welfare issues – If you have a child in the main school and you have a concern about your child's welfare, you should contact (preferably in this order):

- Your child's form teacher/tutor
- The Year Head
- Pastoral Care Co-ordinator, Alasdair Richardson
a.richardson@feltonfleet.co.uk
- The Deputy Headmaster, Dave Kendall
d.kendall@feltonfleet.co.uk
- The Headmaster
p.ward@feltonfleet.co.uk

Year Heads – Year Heads oversee your child's progress and welfare within the year group as a whole. As members of the academic staff, they can be contacted as outlined above. Their email addresses area s follows in each case;

Year 8 – matt.rochford@feltonfleet.co.uk

Year 7 – t.perkins@feltonfleet.co.uk

Year 6 – c.hames@feltonfleet.co.uk

Year 5 – c.boxer@feltonfleet.co.uk

Year 4 – v.clarke@feltonfleet.co.uk

Year 3 – g.starkey@feltonfleet.co.uk

Emergencies

Contacting us during the working day - In the event of an emergency *in normal working hours*, arrive at the school in person, or ring, and we will respond as quickly as possible.

01932 862264

Contacting us out of normal working hours - the Headmaster, who lives on site, the Boarding Housemaster, or the Caretaker (Alan Barnes) who lives in The Lodge at the main entrance to School, can usually be contacted in person.

Only in *exceptional circumstances*, you can call: **07850 565630**

In the event of *an emergency at School*, the relevant parents will be contacted as soon as possible.

Clarion Call – important or emergency texting service - Where we need to convey an important message to a group of, or all parents, you will be contacted by means of a mobile phone texting service called ***Clarion Call***. Both parents' mobile numbers are automatically entered on to a secure Clarion Call Texting Database. If you wish to add an additional number, please inform the school office.

You may well receive one of two types of texts.

Voice message text alert - In the case of an emergency parents will receive the following voice message text alert:

'You have an urgent message from Feltonfleet School. Call now on 01315146111'

Do not call the school switchboard number.

Once you call this number (which is charged at a standard rate landline), the system recognizes your mobile number (or will ask you to key in your mobile number if dialing from a land line). You will be able to hear a voice recording of a member of staff informing you of the issue. The school is then informed that you have picked up the message.

Or, and more often this is the method used;

Text alert

In the event of a change of arrangements (eg a fixture change or cancellation) you will receive a text of up to 160 characters. You will not be charged, nor can you reply to these texts. The school is aware that the text

has been achieved by your mobile phone but cannot tell whether you have read it.

An overview of the Clarion Call system is detailed in full on the school web site under "Useful Information."

Academic Matters

Calvi House

Detailed information on the curriculum, assessment, organisational arrangements, and uniform are available directly from the Headmistress of the pre-prep (j.preece@feltonfleet.co.uk).

Junior Department - Years 3 and 4

The Head of the Junior Department issues detailed joining information to all new parents at the new parents induction evening each June. Parents are asked to consult the Department's annual document for the detail on curriculum, routines, clubs and activities, welfare issues, and class lists (s.ward@feltonfleet.co.uk).

In summary, the children are taught by their class teacher for Maths, English, Science, History, Geography, Drama, PHSE+C, and Religious Education. The children are taught by specialist teachers in the relevant subject areas for French, ICT, Design and Technology, Music, PE and Art. Setting in English and Maths begins in Year 3. French is taught in English sets in Year 4. PE and Games take place three times a week, with matches on Thursday afternoons and some Saturday mornings.

Years 5 and 6

Here teaching is by subject specialists in all subjects. Latin is introduced in Year 5, and Spanish offered in Year 6. There is additional Maths and English for those who would benefit from it. The Director of Studies will discuss this possibility with

the parents of those children for whom this is considered a sensible route. Setting is extended to include French and Science. 11+ exam preparation in Maths and English is structured to coincide with entry exams for those schools which test at eleven. Art, Latin, Design and Technology, Drama, English, Geography, History, ICT, Maths, French and for some Spanish, Music, PE, PHSE+C, and Science make up the taught curriculum. Games take place on four afternoons, with matches on Wednesday afternoons, and Saturday mornings. A varied clubs programme takes place on Thursday afternoons.

Years 7 and 8 – the CE and Scholarship Years

Specialist teaching takes place in all the subject areas, continuing from Year 6 and building to CE and Scholarship examinations. Additional Maths and English will be taught to those children for whom Latin or Spanish might be unsuitable. Games take place, again, on four afternoons, and Wednesday and Saturday matches are a regular feature. Clubs take place on Thursdays.

Some children will be prepared for public school scholarship entry exams from the start of Year 7. However, the majority work towards Common Entrance which is taken during the first week of June in Year 8 (the final term). In Year 7 and 8 there is an upper set which is streamed except for Latin and Spanish, and two parallel CE sets. In addition, Maths which is taught in three sets in Years 7 and 8

Common Entrance Papers are taken in the following subjects: English, Maths, Science (divided into three separate papers in Biology, Chemistry and Physics), History, Geography, Religious Education, Spanish, or Latin (and Greek for a few). The length of the papers varies from one to one and half hours. Extra time is given to those with certain specific learning needs. The exam programme is detailed at the rear of this booklet.

Each pupil's exam answers are sent to the senior school which you have chosen and marked by that school. The results (usually each subject receives a letter grade) are sent to Feltonfleet a week later.

It is not uncommon for the senior schools to pre-test in order to secure places for entry at 13+ (Year 9) pending a satisfactory showing at the level required by that senior school.

Assessment, Examinations, and Reporting

Reviews indicating levels of effort and attainment and with detailed teacher comments are produced on every child in Years 3-8 eleven weeks into the autumn and spring terms. Full academic reviews are produced for all pupils in Years 3-8 and sent to parents after half-term in the Autumn and Spring Terms. A final end of term report is sent to parents at the end of the Summer Term.

There are regular Parent-Teacher meetings throughout the year. The chart at the back of this booklet indicates at which point in the year these are held for each year group. Parents of Year 6, 7 and 8 pupils attend the meeting with their child so that the pupil can be involved in the discussions about his or her academic progress.

School examinations take place, for Years 7 and 8 in the Spring Term, and in June for Years 3 to 7. For Year 8 in June there is Common Entrance, with mock exams in April of Year 8. For some there is Academic and non-Academic Scholarship for senior school entry in either November, February or May depending for which school the child is a candidate.

Children and parents are sent revision schedules and exam timetable arrangements in good time, and these will go on our web-site. Active revision in class would normally happen for up to ten days for school exams, and for at least a term for CE.

Appropriate arrangements are made to prepare pupils who might be sitting 11+ and 12+ assessments for senior schools.

Core Curriculum in Years 5-6

English - Year 5 - 7 lessons made up of single 35 minute lessons with a five minute change over period between them and 60 minute lessons with the same 5 minute change over. In addition to this there is a 30-minute prep that is completed in school time. It is the school's policy at present that these classes are setted. All classes will go on at the same time to allow movement between sets.

Single lesson - Spelling
Single lesson - Library session
(reading and completing Reading Records)
Double lesson - Comprehension,
studying different forms of writing
Single lesson - Class reader
Double lesson - Extended writing

Year 6 - 7 lessons

Single lesson - Spelling
Single lesson - Library session
(reading and completing Reading Records)
Double lesson - Comprehension,
studying different forms of writing
Single lesson - Class reader
Double lesson - Extended writing

Geography - Year 5 – Topics will include:

Global location
The world we live in
Water
A study of an LEDC: Kenya
Ordnance Survey Map work

Year 6 – Topics will include

Plate tectonics
Earthquakes
Volcanoes
Hurricanes
Ordnance Survey Map work

History – Year 5 – There are five themed aspects – War and Rebellion, Government and Parliament, Religion, Social History and General topics. The topics covered are the Norman Conquest, and life in medieval villages and towns.

Year 6 – The themed aspects continue. Topics include William II, the First Crusade, Henry I, Stephen and Matilda, Henry II, Third Crusade, and role of the Church and monastic life. The course includes an introduction to evidence work.

Latin – Year 5 - A general introduction to Latin using the new, colourful and accessible ‘Minimus’ course. The course builds helps the children build up a good understanding of basic Latin (vocabulary, grammar and translation) whilst they learn about life in Roman Britain and about some of the major Greek myths. Throughout the course derivations from Latin into English and French are learnt. To help them learn we will have fun with drama, songs, ‘Simon says’, and display work, as well as the traditional learning and written work.

There are two lessons per week and occasional short written or learning preps.

Year 6 - Building on what was learnt in Year 5 more detail and structure is learnt in Year 6. We use Minimus Secundus which follows directly on from the course used in Year 5. By the end of the year pupils will be able to read, translate and analyse fairly complex sentences. Once again, when learning vocabulary, derivations from Latin into English and French are studied.

In background lessons we cover the myths of Perseus, Theseus and Jason, and Hercules and look at various Roman life topics such as slaves, clothes, travel, aqueducts. All of these are useful for CE.

There are 3 lessons per week and a prep, either written or learning.

Maths – Year 5 Sets 1,2,3

Content: Main topics only (differentiated for each set)

Number revision, Long Multiplication, Congruency, Fractions, Probability, Angles, Area, Percentages, 3D Shapes, Handling data, Averages, Decimals, Algebra. An investigation is completed in the Summer Term.

Assessments: Initial tests to check sets followed by an internal exam each term and frequent practice of past 11+ papers.

Number of lessons: 6 lessons per week and 1 prep.

Year 6 - Sets 1, 2, 3

Content: Main topics only (differentiated for each set)

Algebra, Fractions, Decimals, Percentages, Volume, Area, Transformations, Averages, Significant figures, Sequences and Circles.

An investigation is completed each term.

Assessments: An internal exam is set each term alongside continual practice of past CE 11+ and 13+ papers.

Number of lessons: 6 lessons per week and 1 prep.

Modern Languages – French - Year 5

The course book, Expo 1, enables the children to cover the basics of grammar and vocabulary. Topics include greetings, where you live, describing yourself, your family and your house, animals, dates and numbers, describing your town, asking for directions, saying what you like and dislike, ordering drinks and snacks, describing your day and talking about your school. Pupils will be introduced to regular ER verbs and the use of Avoir, Être and Aller is also given. Units 1-3 will be covered in year 5 and we find that pupils who may have done less French before are able to fill any gaps which they may have.

Year 6 - We continue with Expo 1 unit 4 and 5 which covers sport, games, musical instruments, saying what you like to do, talking about leisure centres and going on holiday. The future tense is introduced at this point. We will then start Expo 2 which

develops the topics of travel and holidays and talking about Friends.

Spanish - Year 6 - Spanish is introduced in Year 6. We use the Mira text book which covers the following topics: greetings, family, school items, school subjects, where you live, time, food, free time, and house. The four skills of reading, writing, listening and speaking are developed and the students take the Common Entrance Examination in Year 8.

Religious Studies – Year 5 – The main topics are Old Testament stories, such as the Creation and Cain & Abel. A sense of chronology of the Old Testament is established. A topic on Islam as a major world faith is studied.

Year 6 - The main topics are New Testament stories. The life and teachings of Jesus are examined, from His birth up to His Crucifixion and Resurrection. We also discuss the impact of Jesus' ministry upon our modern world and look at contemporary Christian Churches and communities. A topic on Judaism is studied as a major world faith and pupils have the opportunity to visit a local Synagogue.

Science – Year 5 – The children begin to use the school labs with an emphasis on scientific skills and understanding. The following topics are covered in Year 5: lab safety, equipment and measuring, human body, including the skeleton, muscles, heart, lungs, and pulse rates; food and nutrition, forces and motion, solids, liquids and gases, separating mixtures, green plants, habitats and adaptation. Two one-hour lessons per week are followed with a half-hour prep.

Year 6 – Year 6 begins the groundwork and preparation for Common Entrance. The following topics are covered: classification, grouping materials, electricity, light and sound, earth and beyond, chemical and physical changes, cell structure, dissolving and solubility.

Two one-hour lessons per week are followed by a half-hour prep.

Core Curriculum in Years 7 – 8

English – Year 7 - 6 lessons and a 30-minute prep. There are 3 or 4 groups (depending on the year size); with the top set being streamed. The top set consists of strong CE candidates and potential scholars. All lessons will occur at the same time so this will mean that movement between the sets will be easy however the scholarship group will remain unchanged as they work as a form and attend all lessons in all subjects together.

Single lesson - Spelling
Single lesson - Reading and preparation for the CE Studied Literature section
Single lesson - Grammar
Single lesson - Poetry Analysis
Double lesson - Extended writing, alternating with comprehension.

Year 8 - 6 periods and a 30-minute prep. There are 3 classes, one the scholarship stream and two others that may be set.

Single lesson - Creative (extended) writing
Single lesson - Reading and preparation for the CE Studied Literature section
Single lesson - Studying different forms of writing, and Grammar
Single lesson - Poetry Analysis
Double lesson - Comprehension.

Geography – Year 7 – Rivers; flooding; Coastal features and coastal management; landslides; settlement; the role and management of National Parks.

Year 8 – Factors affecting UK climate; weathering; economic activities including globalisation. During the Winter Term, pupils conduct the fieldwork enquiry

which forms 20% of their CE exam total in Geography.

History – Year 7 and 8 – Pupils continue to study History under the themes of War and Rebellion, Government and Parliament, Religion, Social History, and General Topics. The events and periods in question are John, Henry III and Simon de Montfort, Edward I the conquest of Wales and Scotland, Edward II and Bannockburn, Edward III and the Hundred Years War, Black Death, Peasants' Revolt, Henry IV and the rebellion of Owen Glendower, Henry V and the Hundred Years War, Wars of the Roses, Henry VII. Evidence work is continued looking at developing the following skills – the ability to understand sources; compare and contrast sources; and identify the usefulness of sources

Year 8 CE/Scholarship – Revision of topics for Common Entrance/Scholarship. Essay practice plays a key part. Common Entrance includes an Evidence Paper which is based on designated topics from a three year rota. Pupils are prepared in Medieval Realms in Britain, 1066-1500

Latin – Year 7 - In Year 7 pupils will build on work covered in Year 6. They will start to learn the Common Entrance vocabulary and will follow a text book, *Ab Initio 1*, tailored to the CE syllabus. By the end of the year they will be able to tackle a CE paper at the basic level.

Background topics will include the Trojan War and the wanderings of Odysseus, and an ICT based project on Roman Life.

Year 8 - Pupils will either work towards CE or Scholarship.

The CE exam is a graded paper (three levels), comprising a Comprehension, Translation, Grammar Section (including derivations and two simple English sentences that have to be translated into Latin) and a background section (normally pupils would choose the mythology or

civilisation covered in Years 5, 6 and 7). There is a prescribed vocabulary list which needs to be known thoroughly.

The norm is for pupils to attempt Level 2. Most of the syllabus will have been covered in the previous three years, allowing significant time for revision. However, very able CE candidates could attempt the top level, the syllabus for which includes participles, passive verbs, and purpose clauses and indirect commands using subjunctives.

The Scholarship syllabus for all schools is an extension of CE Level 3, including deponent verbs, ablative absolutes, indirect statement and further uses of the subjunctive (ie. the constructions which need to be known at GCSE level and beyond).

There are three lessons per week and one prep, either written or learning.

Greek – Years 6-8 – Ancient Greek is available to pupils in Years 6 to 8 during Thursday Activity sessions. Pupils in Year 8 have the opportunity to work towards CE Greek. Sometimes it is included in the extension programme for potential scholarship candidates in Years 7 and 8. Some pupils may choose to offer Greek as part of their Scholarship exams.

Maths – Year 7 – Set 1, 2 and 3

Content: Main topics only (differentiated for each set)

Indices, long multiplication, polygons, fractions, probability, angles, area, percentages, circles, inequalities, averages, decimals, algebra, sequences, ratio, drawing graphs.

Additional topics for Set 1 include: Pythagoras Theorem, trial and improvement, simultaneous equations and speed, distance and time. An investigation is completed each term.

Assessments: An internal exam each term and numerous practice of past 13+ papers.

Set 1: Continual practice of the more challenging 13+ papers (2 and 4).

Number of lessons: 5 lessons per week and 1 prep.

Maths – Year 8 – Set 1, 2 and 3

Content: Main topics only (differentiated for each set).

Indices, bearings, polygons, fractions, pie charts, angles, area, percentages, circles, inequalities, averages, decimals, algebra, sequences, ratio, drawing curves.

Additional topics for Set 1 include: Pythagoras Theorem, trial and improvement, simultaneous equations and speed, distance and time.

Assessments: An internal exam each term and continual practice of past 13+ papers.

Set 1 has continual practice of past Scholarship papers.

Number of lessons: 6 lessons per week and 1 prep at the weekends.

Modern Languages – French – Year 7

– Pupils continue with Expo 2 which involves describing use of free-time, arranging to go out, and dining at restaurants. Exams during Year 7 will be taken from the end of module tests. The pupils will be introduced to the requirements of Common Entrance and will start preparing their speaking and writing Topics.

Year 8 - Time is spent on revising all the topics required for Common Entrance. This includes a variety of situation role-plays, and the topics of family, house, free time and school for the speaking exam. We also study the past, present and future tenses and letter-writing. Revision of vocabulary is thorough, along with practising exam technique for speaking, listening, reading and writing. The pupils will continue with Expo 3.

Spanish – Year 7 – Pupils continue with Mira 1 and study the following topics: free-time, sport and leisure, arranging to go out, holidays, descriptions of house and town, weather, parts of the body and illnesses. These topics are studied with a focus on the Common Entrance requirements, incorporating preparation for the reading, writing, listening and

speaking papers. Grammar topics include the use of prepositions, present tense verbs including reflexive verbs. The past tense is also introduced. They will also start Aventura Nueva 2 which covers describing yourself and your school, stem-changing verbs, jobs and places of work, musical instruments, television programmes, and other free time activities.

Year 8 – Pupils study from Mira book 2 and 3. The pupils revise all the topics required for Common Entrance. This includes a variety of situation role-plays, and the topics of family, house, free time and school for the speaking exam. We also study the past, present and future tenses and letter-writing. Revision of vocabulary is thorough, along with practising exam technique for speaking, listening, reading and writing.

Religious Studies – Year 7 - we study the Old Testament stories of the CE Syllabus in depth. Each story is critically examined by the pupils, as is the impact of the story's teachings on our modern world. We study a topic on Buddhism as a major world faith. Pupils also begin their CE Coursework (33%) on Buddhism.

Year 8 - In Year 8 we study the New Testament stories of the CE Syllabus in depth. Again, stories are critically evaluated and an even greater emphasis is placed upon discussing *how* the stories impact upon modern Christians' lives. We study the lives of several significant Christians of the last Century and pupils complete their CE Coursework. A short topic on Sikhism as a major world faith is studied.

Science – Year 7 – Much more emphasis is made of Biology, Chemistry and Physics. There is lots of practical work covering the following topics: respiration & breathing, digestion, reproduction, acids and bases, energy, light and sound, elements and compounds, metals and non-metals, separating mixtures, green plants, metals and their behaviour, ecology. Two

and a half hours of lessons per week are followed with up to an hour's prep.

Year 8 – A busy year leading up to exams in Biology, Chemistry and Physics. The following topics are covered: electricity & magnetism, movement and health, chemical reactions, forces, density, earth and beyond. Consolidation of earlier work and revision take place in the third term in preparation for CE. Two and a half hours of lessons per week are followed with up to an hour's prep.

Information Technology

We pride ourselves on our ICT teaching and provision. The school is fully networked and equipped with wireless technology. The ICT provision is supported by a full time technician. Nearly all teaching areas have access to projectors and interactive white boards, with age appropriate software. There are ICT suites in The Rutherford Centre, Music School, and Calvi.

ICT is a specialist taught lesson from Nursery to Year 8 upwards, and wide use is made of IT by teachers in subjects across the curriculum. Pupils have their own network accounts that are accessible from home and pupils in Year 5 and above have their email addresses. Our internet access is filtered by a leading schools provider and pupils are taught internet safety as part of the curriculum.

The School sometimes allows the use of personal laptops (at the pupil's own risk) on the recommendation of the Learning Enrichment Department, when they feel it may benefit an individual pupil's learning.

Learning Enrichment

The Learning Enrichment Department believes in "early intervention" is co-ordinated by the School's fully qualified

Special Educational Needs Co-ordinator, Mrs Audrey Moncrieffe. The SENCo leads the provision of pupils with SEN and also for those who may be identified with a "gift" or a "talent".

Both the SENCO and SEN teacher, Ms Pat Smith, provides in-class and small group work for pupils from Nursery through to Year 8 working closely with the English and Maths Departments. Where appropriate, they may decide after consultation with teachers and further assessment, that a child requires specialist one-to-one support outside the classroom with one of our peripatetic specialist teachers and/or further assessment by an Educational Psychologist. Such support carries additional cost. The SENCo is available to talk to any parents who have a concern about their child's learning (a.moncrieffe@feltonfleet.co.uk) and will advise on and formulate a plan of action where required. The school's policy is that it would not accept a child with moderate or severe learning needs.

The SENCo also coordinates the Schools Gifted and Talented Group made up of teachers representing different areas of the school curriculum and age ranges. The group meet regularly to discuss pupils brought to their attention by Subject Leaders, who meet the group's criteria for identification. They then decide on what provision could be put in place both in and out of the school curriculum.

Parental consultations and advice

We are delighted to see parents and discuss their child's day-to-day progress at any stage. The subject or form teacher is often the initial starting point. Thereafter, the Year Heads can advise on broader academic and pastoral matters; or the relevant Head of Department for a specific academic subject concern.

And for ongoing and more serious issues of an academic nature? The SENCo

should be consulted regarding learning support concerns. The Head of the Junior Department (Years 3 and 4), the Heads of Middle School (5 and 6), Upper School (7 and 8), or our Director of Studies can advise you over academic arrangements and general academic issues (eg exams, senior school entry requirements), and broad academic issues. If in doubt, do ask! The Deputy Headmaster or the Headmaster are always available to parents should the need arise.

Regular parent teacher meetings for each year group are arranged across the year. Contact by phone or email is welcomed, so, too, messages conveyed via the Pupil Planner which is issued to every pupil from Year 4 upwards in September, and to Year 3 from the summer term onwards.

Prep and Homework, and the end of the day

Prep is timetabled for the end of the school day, Monday to Thursday.

Parents of ***Year 3 and 4*** children have the option of keeping their child at school until 5.00pm on Mondays, Tuesdays, and Thursdays, when they can choose to do either a short prep (eg some spellings) or a club activity. Alternatively you can request that your child finishes at 4.00pm on those days, when a short task might be taken home.

Children in ***Years 5-8*** would normally stay at school until 5.30pm. However, to offer additional flexibility, especially for those families with younger children in the School, these pupils may depart at 5.00pm. They would take with them a short prep or finishing off task to complete at home.

Children in ***Year 5*** will not be set prep for completion at home but it may be the case that some work needs to be finished at home.

Gradually, the amount of homework will increase as pupils move through the

school. As pupils near the top of the School, there may be some weekend homework.

Prep and homework are recorded in the Pupil Planner (Years 3 – 8). Parents are asked to look at this regularly, and to comment if they wish.

Rewards for academic effort and progress, and Prize Day prizes

Academic effort, aspiration, and progress are recognised in many ways, and wherever possible every child is publicly celebrated for their attainment at some point. Pluses (which contribute to a child's Section or House total), weekly achievement certificates given out in assembly in all subject areas, HMI's (Headmaster's initials placed on very good pieces of work), and in exceptional cases engraved pens are amongst the rewards given to affirm academic effort.

A number of prizes are awarded to pupils on Prize Day. This can sometimes be a misunderstood area. The staff are asked by the Deputy Head (non-academic prizes) and the Director of Studies (academic prizes) several weeks before Prize Day for their nominations, and these are revisited after the School exams in June. The Head of the Junior Department carries out the same process in Years 3 and 4. After appropriate discussion with the Headmaster, the list is agreed upon.

There are normally four prize winners in each Year 3 and 4 class, recognizing achievement, progress, effort and all-round achievement. There are three prize winners in each of Years 5 to 7, based on achievement, effort and progress. Subject prizes are given to some pupils in Year 8. Non-academic prizes for distinction in different areas of School life would normally go to pupils in Year 7 and 8.

Scholarships

Pupils who display notable academic ability, or talents in other areas, are likely to be encouraged and directed towards the sitting of *scholarships for senior schools*. This identification takes place early on, and as the child's progress is tracked and encouraged so consultations with parents will lead towards the goal of attempting an award for a chosen school.

Scholarship is not for the faint hearted, and it requires real commitment. But, there is much to be gained from having a go, whatever the outcome.

Academic Scholars are prepared from the start of Year 7 onwards, and they would normally take their exams in the penultimate or final term in Year 8. Miss Jane Ashfold directs our Scholarship preparation and can advise any parent who wishes to know more about the options which might be available at a range of senior schools, and about the process of preparation at Feltonfleet.

We operate our own *Internal Scholarship* scheme at Feltonfleet. Awards up to the value of 10% reduction of day fees are given to pupils with outstanding academic, sporting or performance arts talent. The awards take effect in the September of Year 7, and are carried out every January in Year 6 for both the Academic and non-Academic awards.

Senior School choosing

Parents of Year 5 children are sent an information booklet from the School early in that academic year detailing the processes involved, and the timeline to be followed, for choosing your child's next school. Parents whose child joins us after Year 5 will be sent the booklet and we shall work closely with you to accelerate the process. Above all, don't panic!

The booklet gives a great deal of advice which we won't repeat here. However, the golden rules are probably these:

- The best two years of a prep school are Years 7 and 8. Girls and boys alike aspire to this moment. We consider these two years to be the years of advantage.
- Be as ambitious for your daughters as you are for your sons.
- But be realistic.
- Recognise that local day schools are invariably selective, make hefty demands at entry, and are over-subscribed.
- Look at a range of different schools, but not too many!
- Don't let distance discourage you. Some of the best schools are an hour away!
- Don't be swayed by the car park – do what feels right for your child.
- They don't need to go to school with pals from Feltonfleet – making new friends is a large part of the excitement and the reason for moving on.
- Your child has a large part to play – working hard and being busy on worthwhile tasks which will sell him/her to the chosen school. Headmaster/mistress is vital.

Talk to your child's form teacher, his/her Year Head, the Deputy Head, and the Headmaster. We know your child well, we know the senior schools inside out, and we probably have a good idea of where you should be looking.

Discussions between parents and school should be on-going until your child finally secures his/her senior school place. Equally, the School is in regular contact with the chosen senior school to make them aware of the child's on-going progress.

Weekly Programme – Years 3-4

The chart outlining the daily programme for Years 3 and 4 is at the back of this booklet.

Weekly Programme - Years 5-8

The chart outlining the daily programme for Years 5 to 8 is at the back of this booklet.

Year-by-Year and some key moments in a child's academic progress through the School

One of the most bewildering things for us as parents is to grasp what happens when, how will I know, what do I need to do about it, and who do I talk to at School about my child's progress?

As well as the guidance in this booklet, we have produced a simple chart which you can find at the back of this booklet and which outlines some of the key moments on the way to Common Entrance and departure at 13+.

And don't forget, if in doubt, come and talk to us.

13+ Common Entrance

The 13+ Common Entrance examinations are a stringent test of a pupil's ability. These always take place in the first full week in June and last for four days. All the eight core academic subjects are tested along with Spanish and Greek for those who opt to take them. Years 8 have a full practice set of examinations in February and April. The full examination list is as follows:

English	Paper I	Comprehension and poem	70 minutes
	Paper II	Literature and creative writing	80 minutes
Mathematics	Papers 1 & 2	Standard tier	1 hour
	Papers 2 & 4	Higher tier	1 hour
Mental Maths			20 minutes
Science	Biology		40 minutes
	Physics		40 minutes
	Chemistry		40 minutes
French	Oral		15 mins approx
	Listening		30 minutes
	Reading and Writing		1 hour
History	Single Examination		1 hour
Geography	Project	20% of total	Autumn Term
	Examination		1 hour
Latin	Level 1	Standard Option	1 hour
	Level 2	Higher Option	1 hour
Greek			1 hour
RS	Coursework	33%	Year 7
	Single Examination		45 mins
Spanish	Oral		15 mins approx
	Listening		30 mins
	Reading and Writing		1 hour

The CE exam scripts are sent to the host senior school for marking, and the results are published a week later.

Years 3 to 8: Some Key Points for Pupils and Parents

	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
Autumn	Parent/Teacher consultations	Parent/Teacher consultations	Parent/Teacher consultations	Parent/Teacher consultations Dec: Internal 11+ scholarship deadline		
Easter				Jan: 11+ examinations and pre-tests for some schools eg. KCS and RGS	Jan: 12+ exam for 13+ place at some schools – eg St George’s Feb: Exams Parent with pupil /Teacher consultations	Feb: Mock Exams Late Feb/ Early March: Scholarships Mar. 15th: Deadline for submission of Geography fieldwork to public school Parent/Teacher meeting with Pupil
Summer	June: Tests Parent/Teacher consultations	June: Tests Parent/Teacher consultations	June: Exams	June: Exams	June: Exams	April: Mock exams May: Scholarships (for some schools) French Orals; Mental Maths June: Common Entrance
Actions on Choosing Future Schools	<i>Reconnaissance</i>	<i>Reconnaissance</i>	<i>Those considering schools which pre-test at 11+ should register during this year by the start of Year 6. Attend panel evenings/ school fairs at Feltonfleet. Initial discussions with The Headmaster</i>	<i>Meeting with The Headmaster to discuss intentions.</i>	<i>Decision made.</i>	<i>Mar 1st Deadline for decision on choice of school.</i>

The School Week – Years 3 and 4

	Monday	Tuesday	Wednesday	Thursday	Friday
8.15-8.35am	Registration	Registration	Registration	Registration	Registration
8.35-9.35am	Period 1 and 2	Period 1 and 2	Period 1 and 2	Period 1 and 2	Period 1 and 2
9.40-10.15am	Period 3	Period 3	Period 3	Period 3	Period 3
10.15-10.35am	Break	Break	School Assembly	Break (Section)	Break
10.35-11.00am	345 Assembly (PAC)	Circle Time	Break	Year/Section/Singing	34 Assembly (PAC)
11.00-11.30	Games for Year 3 and 4	Period 4	Period 4	Period 4	Period 4
11.30-12.30pm	Games for Year 3 and 4	Period 5 and 6 PE for Y3	Period 5 and 6	Period 5 and 6	Period 5 and 6
12.30pm	Lunch and break	Lunch and Break	Lunch and Break	Lunch and Break	Lunch and Break
1.45pm	Registration	Registration	Registration	Registration	Registration
1.45-2.30pm	Period 7	PE for Year 4 Period 7 for Year 3	1.45-2.15pm <i>Junior Choir or reading</i>	1.45-2.15pm Period 7 - <i>Reading</i>	1.45-2.30pm Period 7
2.30-3.15pm	Period 8	Period 8	2.15-3.00pm Period 8	2.15-3.25pm Games	2.40-3.15pm Period 8
3.15-4.00pm	Period 9	Period 9	3.00-3.45 Period 9	3.30-4.00pm <i>Reading</i>	3.15-3.45pm <i>Golden Time</i>
4.00-4.15pm	Break or	Break or	3.45pm	Break or	3.45pm
4.00pm	Finish	Finish	Finish	Finish	Finish
4.15-5.00pm	Preps Clubs Finish	Prep Clubs Finish		Preps Clubs Finish	

The School Week – Years 5-8

	Monday	Tuesday	Wednesday	Thursday	Friday
8.15-8.30am	Registration/Form Pd	Registration/Form Pd	Registration/Form Pd	Registration/Form Pd	Registration/Form Pd
8.35-9.05am	Period 1	Period 1	Period 1	Period 1	Period 1
9.05-9.35am	Period 2	Period 2	Period 2	Period 2	Period 2
9.40-10.10am	Period 3	Period 3	Period 3	Period 3	Period 3
10.15-10.35am	678 - Assembly (Mem) Break - 345	78 - Assembly (Mem) 56 – CT Break - 34	School Assembly (SH)	Year/Section/Singing	78 - CT 56 - Ass (Mem) Break - 34
10.35-11.00am	Break - 678 345 – Assembly (PAC)	Break - 56 78 34 – Circle Time	Break - All	Break - All	Break – 5678 34 – Assembly (PAC)
11.00-11.30am	Period 4	Period 4	Period 4	Period 4	Period 4
11.30-12.00	Period 5	Period 5	Period 5	Period 5	Period 5
12.05-12.35pm	Period 6	Period 6	Period 6	Period 6	Period 6
12.35-1.05pm	Period 7	Period 7	Period 7 1.05pm Reg'n	Period 7	Period 7
12.50pm	5 Lunch	5 Lunch	5 Lunch	5 Lunch	5 Lunch
1.10pm 1.15pm 1.20pm	6 7 8 Lunch	6 7 8 Lunch	6 7 8 Lunch	6 7 8 Lunch	6 7 8 Lunch
1.45-2.15pm	Period 7 for Yr 5 (<i>Reading</i>)	Period 7 for Yr 5 (<i>Reading</i>)		Period 7 for Yr 5 (<i>Reading</i>)	
1.35-2.15pm	Recreation Priority activity: Music (1) Drama (2) Clubs (2) Changing	Recreation Priority activity: Music (1) Drama (2) Clubs (3) Changing	1.35-2.00pm Recreation Priority activity: Music (1) Drama (2) Clubs (3) Changing	Recreation Priority activity: Drama (1) Music (2) Clubs (3)	1.35-1.50pm Recreation Priority activity: Music (1) Drama (2) Clubs (3) Changing
2.15pm	Registration	Registration		Registration	2.00pm Period 8
2.20-2.55pm	Period 8	Period 8	2.15-3.40pm Games 3.40pm Yr 5/6 shower 3.45pm Yr 7/8 shower	Period 8	2.30pm Registration/Form Period
3.00-4.05pm	Games	Games	3.40-4.00pm Afternoon Break	3.00-3.35pm Period 9	2.55pm Games 3.55pm Yr 5/6 Changing 3.55pm Yr 7/8 Changing
4.05-4.20pm	Afternoon Break	Afternoon Break	4.00-5.00pm Finish/Prep	3.35-3.55pm Break	4.00pm Finish
4.20-4.55pm	Period 9	Period 9		3.55-4.50pm Clubs	
5.00-5.30pm	Finish or Prep	Finish or Prep		Finish or Prep	

Pupil Welfare

Absence, and Term dates

In the event of your child being absent from school because of illness, we ask that you contact the School by phone as soon as possible. Where this hasn't happened by 9.30am, the School will get in touch to establish that he/she is safely at home with you in order to fulfil our child protection responsibilities.

Requests for authorised absence should be made in writing to the Headmaster, and well in advance.

Term dates are published at least a year in advance and we would expect holidays to be taken in the allotted holiday period.

Boarding for Girls and Boys

Most girls and boys who board do so on a weekly basis. They normally arrive on Monday morning, or Sunday evening by arrangement, and leave on Friday at 4.00pm when the School week ends for all pupils. Alternatively, a boarder can stay in the House with full supervision until Saturday morning in readiness for matches.

Flexi-boarding (the occasional night, consecutive nights or trial weeks) is very popular and can be accommodated when space allows. Boarding Experience weekends enable children to sample boarding life and are very popular. Two House Tutors and a Matron are on duty every evening, providing extensive academic and pastoral support for our boarders.

The Boarding Housemaster, Peter Harnden, and his wife Claire, live within the boarding house. Peter Harnden and the Registrar, Mrs Kate Patterson, can provide further information.

Day Pupils

Pupils can arrive at school from 8.00am onwards, and must be in their classroom for registration at 8.15am. On Monday, Tuesday, and Thursday, pupils in Years 5-8 finish their normal working day at 5.30pm, or at 5.00pm where parents have returned a consent form.

On Wednesdays, pupils in Years 5-8 may go home at 4.00pm if they aren't in a match, or once home match commitments have been completed. They may go home after away matches but only with their own parents. For those who wish to, children can remain at school until 5.00pm and do their prep under supervision

All Years 5-8 pupils finish at 4.00pm on Fridays.

Those in Years 3-4 finish at 3.45pm on Wednesdays and Fridays and at 4.00pm or 5.00pm on all other days depending on whether or not prep is being taken home.

Catering and meal times

Lunch is served for all main school pupils in the school dining hall. The pre-prep have lunch in their own dining hall. There is an established arrangement with a small, local catering company to manage our catering operation, and provide the staffing.

Pupils and staff eat together, and there are three consecutive sittings. The pre-prep are fed in family service style at Calvi. Children in Years 3-8 have a cafeteria feeding service but are carefully supervised by teaching staff who sit with the children at the lunch tables.

There is a choice of hot meals, a vegetarian option, a salad bar, and it is possible for pupils to have a jacket potato with a choice of fillings. Careful account is taken of special dietary circumstances, and the Catering Manager, Daniel

Baldock, is always happy to discuss such issues with parents.

Boarders also have their breakfast and supper in the dining hall, and in the company of the boarding staff.

The Headmaster's wife oversees the catering provision, and chairs a Catering Committee which includes two senior pupils.

Communication

We ask that day pupils do not carry ***mobile phones*** except by arrangement with the School and where it is essential that the pupil requires access to one. In such cases they should be deposited in the School Office for safe keeping during the school day. Boarders are allowed to have a mobile phone but it must be lodged with the Head of Boarding for safe keeping. These can be accessed at any time thereafter.

There are two phones in the Boarding House which the children are able to use at any certain times.

The School will make every effort to convey ***messages to a pupil***, and to keep parents informed of planning and programming.

The ***main school notice board*** outside the School will display key information about school events, including match day teams.

The ***web site*** carries daily updates of events, match news, and subject information.

The ***Newsletter*** is produced every Friday, and is placed on the web-site, and is emailed to all families.

Some information goes home hard copy with pupils as part of the ***Friday mail shot***.

Emailing also enables us to send parents general letters and team sheets. Parents are asked to keep the school updated on changes of email address.

Staff email addresses are published in the Pupil Planner, and the termly Calendar.

The ***Pupil Planner*** is issued each September to all pupils in Year 4 and above, and to Year 3 from the summer term. It enables them to record preps and other information about their day, and record weekly targets. This is a useful way of monitoring your child's progress, with spaces for you to comment and communicate with form teachers and subject teachers.

The ***School Calendar*** is given to every pupil and sent to each parent at the start of every term, and outlines events accordingly. It is also on the School web-site.

The ***Weekly Schedule*** details the calendar arrangements for the week ahead, and is published in the newsletter.

Discipline

The disciplinary atmosphere throughout the School is clear and purposeful, and discipline is established firmly and fairly. Pupils know where they stand. Indiscipline would normally be dealt with at source by the class or activity teacher. In some cases this might lead to a sanction and which is recorded for the Year Head. Form Tutors would seek to deal with minor disciplinary matters, Year Heads with persistent or more serious matters. It is to be hoped that the Deputy Headmaster, and beyond that the Headmaster, would only very rarely be required to act on very serious matters of indiscipline. The School will liaise fully and carefully with parents where appropriate.

The School has a clear and unambiguous position with regards to bullying, and every new family will be sent a copy of our School Policy on it. Children of prep school age will regrettably but inevitably make errors of judgement in their relationships with other pupils, and it is

our collective responsibility to ensure that lessons are learned from the experience of getting something wrong, and that the movement thereafter is forward and positive. However, bullying in any form is a serious matter, and this would almost certainly dictate the School's response.

If ever you have a concern in this or any other welfare respect, get in touch with us straight away.

Form, Year and Section

Each child is allocated to a Form which is supervised and monitored by its Form Teacher. This is an important element in our pastoral system. There will be daily registration and form periods, and a longer form period on Fridays.

The Year Head has a broad responsibility for the year group. The Year group will meet with the Year Head every three weeks.

If you have a welfare concern, talk to your child's Form Tutor and/or Year Head. Year Heads meet with the Headmaster, the Deputy Headmaster and the Pastoral Care Co-ordinator every Thursday to discuss pupils who give cause for concern.

Each child joins a Section (or House group). The Sections are called Tigers, Badgers, Foxes and Otters. Meetings take place every three weeks, and the Sections compete against each other in a variety of competitions.

Girls and boys and their welfare

If you have a concern about your child, girl or boy, talk to your child's form teacher. Or, if you prefer, your child's Year Head or the Pastoral Care Co-ordinator. If you wish to discuss a specific issue concerning your daughter, then Mrs Sue Ward, the Headmaster's wife, would be very happy to talk to you. She has

specific responsibility for the welfare of girls in the main school.

Lost Property

All items of clothing, footwear and equipment must be clearly labelled.

Lost property is overseen as follows, and any enquiries should be directed accordingly:

Games kit (clothing and footwear) - Mr AJ Falkus and Miss A Wright (Sports Centre)

Personal items (eg calculators or watches) - Mrs S Crawley (Reception)

Uniform – Mrs S Barnes (Senior Matron)

In the event of a missing item, contact your child's form tutor and/or the person in charge of the relevant area above.

Medical matters, and counselling

The School Medical Officer (Dr Chris Noon) holds a regular surgery, and advises on school medical matters. There are two Matrons and a fully equipped medical room in the boarding house. The Matrons deal in the first instance with first aid and medical situations. All teaching staff are trained in first aid. It is preferred that boarders are registered with the School Medical Officer. Whenever possible, dental and medical appointments should be arranged for the school holidays.

In the event of your child becoming unwell at School, you will be contacted and appropriate arrangements put in place.

The School has its own fully trained School Counsellor who is available to see any child where the School, in consultation with the child's parents, feels this is appropriate.

New pupil induction, and pupil shadowing

Once their place has been accepted in the School, new pupils will be invited to a year group induction occasion. This will enable them to spend some time with their new year group, and to get some idea of the routines and expectations in the School. Thereafter, every new pupil is allocated a pupil shadow who will look after them in the initial weeks of the new term.

A group of Year 8 pupils are trained as Mentors for younger pupils or pupils new to the school. The Mentors are available to offer help and guidance at break times, and are easily identifiable by their “mentor” badges.

Personal, Social, Health Education and Citizenship (PSHE+C) and Circle Time

Each class in Years 5-8 has a single lesson of PSHE+C timetabled each week. These sessions cover the key themes of Personal, Social, Health Education and Citizenship.

Years 5 & 6 - Topics covered include taking responsibility for myself, my friendships and how to resolve conflicts and bullying. In Citizenship, pupils explore their place in society and within our school community. They look at how they can take part in decision making processes and how our country's democracy works. In Health Education they talk about how they can look after themselves and make healthy choices. The changes that occur during puberty are discussed in Year 6 as part of our Sex & Relationship Education programme.

Years 7 & 8 – Pupils explore a range of topics which affect them as young citizens. They look at their friendships and interests and how to identify and avoid the pitfalls of peer pressure. They discuss issues such

as smoking and harmful drugs and their effects. They look at how our society works and how they are preparing to take their place in it as young adults. Contemporary issues are also discussed and debated, such as war & peace, medical dilemmas or world politics. As part of our Sex and Relationships Education programme older pupils look at decisions facing teenagers, such as relationship choices and consequences.

Throughout the School, pupils also have a weekly **Circle Time** with their Form and Form Tutor. In these sessions, pupils have the opportunity to discuss a variety of issues, mainly focussing upon their relationships with their peers. These sessions encourage the pupils to discuss any problems they might have in an open and supportive environment, and to suggest resolutions as a group.

Valuables, money and insurance

Pupils should not carry cash at school. All valuables, uniform and items of equipment should be clearly labelled. We advise that items of particular value are not brought to School. Personal stereos, Ipods, radios, and electronic games are not permitted.

If valuable items are brought into the School for whatever good reason, they should be handed in to the Receptionist or to a teacher for safe-keeping.

Insurance against loss or damage to a pupils property is the responsibility of parents or guardians.

Where a pupil can be found to be responsible for damage to another pupil's belongings, that pupil will cover the cost of replacement.

Various Administrative Matters

Feltonfleet Former Pupil Association

Membership of the Association is open to all pupils over the age of 11 who have left Feltonfleet. One payment on leaving ensures membership for life, and a copy of the School magazine, The Review, each year. Former Pupils Day takes place on Prize Day at the end of the summer term. Details of this and other activities can be provided by the Secretary to the Association, Mrs Stella Richardson at Feltonfleet (stella.richardson@feltonfleet.co.uk).

Friends of Feltonfleet

The Friends of Feltonfleet Association provides an opportunity for parents to support the school by fund raising, and to co-ordinate social networking across year groups. The current committee is listed in the School Calendar. Any parent wishing to be involved should contact the Chair. The Headmaster's PA can help here.

Holidays

Half-term holidays of a week occur in the Spring and Summer terms, with a fortnight in October. Bank holidays in term time are taken, as well. Parents are asked to avoid holiday arrangements coinciding with term time. Pupil absence in term time must have the Headmaster's consent, but we ask that every effort is made to avoid them.

Investors in People status

The School gained Investors in People status in 2001. It was successfully re-

awarded in 2003, 2006, and 2009. This recognises the School's commitment to training and developing its employees at every level.

School Policies

School policies on a range of themes, including those relating to Curriculum, Complaints, Welfare, and Health and Safety, can be viewed on request in Reception.

Stationery equipment

All pupils should have their own pens, ruler, coloured pens, glue stick, highlighters, pencils and erasers. A file and a pad of A4 paper would ensure that the new term can start successfully. Tippex and solvent-based erasers are not permitted. Many of the resources thereafter (files, exercise books etc) are provided by the School.

Whilst many subject areas from Year 5 upwards ask work to be presented in A4 files, others equip the children with exercise books. Every pupil has a locker in which to store their books and files, and including the storage of a school ruck-sack as well.

Transport

The School runs daily coach and mini-bus services for pupils to and from a number of destinations. The Administrative Assistant can provide you with information on the route, pick-up points, timings and cost.

(stella.richardson@feltonfleet.co.uk)

As well as a coach service to and from Wimbledon, the School runs a minibus service to and from Putney as well. The

return service for younger children leaves the school each day at 4.00pm.

A school minibus service also collects children from the Horsleys, Weybridge, Esher, and Cobham each morning.

Uniform, clothing, appearance

The School uniform list can be found at the back of this booklet.

New school uniform and games kit is supplied by Unismart, 5 Oakdene Parade, High Street, Cobham, Surrey KT11 2LR (01932 868233). There is a web site link with Unismart for on-line ordering via the school's web site (www.feltonfleet.co.uk)

There is a Nearly New Shop at the School. Details of when it is open can be obtained from the Headmaster's PA.

High standards of turn out are required, including smart haircuts, out of the eyes and off the collar for boys, and tied back for girls.

All pupils in Year 3 and above require a school kit bag for sports clothing, available from Unismart. Pupils in Years 3 and 4 are provided with a school book bag, and pupils in Years 5 and above require a school ruck sack, which is also available from Unismart.

All items of clothing, sports kit and footwear should be clearly name labelled, as per instructions on page 24 of this booklet.

Arts and Sport

This information supplements that which is already extensively outlined in the School Prospectus.

Quite apart from *Art* in the curriculum, especially talented children may be invited

to join scholarship preparation groups. This will require substantial commitment from the pupils involved.

Drama is provided in three forms – as a curriculum subject, an extra-curricular activity, and as community performance. Each class in Years 3-8 has a weekly drama lesson. At least three main school productions take place annually, often incorporating music and dance. Participation in the Edinburgh Festival is an annual event. The Director of Drama can provide full details (ben.martin@feltonfleet.co.uk).

Music tuition on an individual instrument, or in singing, is widely available. Parents should contact the Director of Music, Mr Goldi Novkovic, for details. (g.novkovic@feltonfleet.co.uk)

Details of the many ***extra-curricular Sports clubs*** are available from the PE Department. A summary of this information is on the School web-site.

Games fixtures are in the School Calendar, the Pupil Planner, and on the web site. Match days for Year 3 and 4 are on Thursday afternoon, and for Years 5-8 on Wednesday afternoon. All year groups have regular matches on Saturday mornings.

Team sheets are posted on the notice board outside the main entrance to School, on the web site. Years 3 and 4 take a team sheet home, but older children are expected to check the notice boards.

Directions to away fixtures are on the web site, or available from the School Office.

Information about games and matches can be provided if you contact the Sports Centre – 01932 588596

Extra-curricular activity

Clubs

Clubs and activities in the main School are co-ordinated by the Miss Sarah Bray (Years 3 and 4), and Mrs Nil Karaca (Years 5 to 8).

The activities are detailed termly in letters and forms which are sent out to parents from the School Office. Information about all extra-curricular activities available throughout the week, and for all year groups, can be found on the web site.

Recently offered activities and clubs have included;

Air rifle shooting Art Athletics Ballet Basketball Brass Ensemble Chelsea soccer coaching Chess Chamber Choir Jazz Dance Junior Choir Cookery Current Affairs Environment Cricket Design Electronics Fencing Formula Schools Fun fashion design Golf Greek Gymnastics Judo Karate Library Media Mini Masters Golf Mini-Tennis Music Theory Club Orchestras Poetry Junior and Senior Rock Bands Junior Recorder Ensemble Rounders Strings groups Technics Lego .22 Shooting Junior String Ensemble Spanish Swimming Tennis War Hammer

These activities are intended to extend and enrich the curriculum. Where possible the children are able to choose, on a termly basis, which activities they take part in.

Expeditions and Tours

A variety of expeditions and tours are regularly organised. Class trips, Year group outings, sports tours and fixtures, outward bound expeditions are amongst

the possibilities. In most cases this would require a charge to parents.

Full details will be sent to parents in advance, and all trips off-site are fully risk assessed in advance. The Deputy Headmaster, Dave Kendall, can provide outline details of the future tours programme (d.kendall@feltonfleet.co.uk).

Leadership Training, and positions of responsibility

Our Leadership Training Programme is run by Miss Sarah Bray. The graduated scheme begins in Year 3 with residential trips and on site training, and culminates with a three night expedition to Wales for Year 7, a week long Leavers expedition in Year 8, and possibly an additional overseas trip at some stage. Senior pupils went to South Africa in 2005 and 2006. Annually girls in the main school enjoy a residential trip to Osmington Bay, while the boys go to a PGL centre on the Isle of Wight.

Heads of School, School Prefects and other positions of responsibility such as Section Leaders, Captains and so on are chosen by the Headmaster only after a long and considered period of close consultation with all the staff. We make a great effort to spread the net as widely as possible.

Uniform List

Calvi

Details of the uniforms worn by boys and girls in Calvi can be obtained from the Headmistress (j.preece@feltonfleet.co.uk), the Registrar (kate.patterson@feltonfleet.co.uk), or from the school outfitters, Unismart (www.unismart.co.uk).

Boys - Years 3 - 8

Autumn and Spring Term - Years 3 - 8

- * School blazer
- * Grey jumper with sky blue trim
- * School tie
- * Long-sleeved blue shirt
- * Mid-grey trousers
- Short navy socks with sky blue trim
- Black school shoes
- * School navy waterproof fleece-lined coat
- * School navy fleece (optional – can be worn as an extra layer at playtimes)
- * School ruck sack (Y5-8)
- * School scarf and fleece hat (optional)
- * Navy gloves (optional)
- School book bag (Y3 and 4) (supplied)

Summer Term – Years 3 – 6

- * Shorts – taupe
- * Navy polo shirt with school logo
- * School navy fleece
- * Short navy socks with sky blue trim
- * Black school shoes
- School baseball hat (optional – available from the school)

Summer Term - Year 7 and 8

Boys in Years 7 and 8 may wear;

EITHER: the new summer uniform detailed above

OR: the winter uniform of grey trousers and sky blue shirt, tie, and blazer.

Boys Physical Education and Games

All Year

- * School tracksuit – ie;
Navy hooded top and trousers – Y3-4
Blue/sky zipped top and trousers – Y5-8
- * Pale blue polo shirt with school logo
- * White shorts with school logo
White short socks
- * Navy/sky blue swimming shorts
- * Sky blue Feltonfleet swimming hat
Outdoor trainers
Indoor trainers (non-marking)
- * Navy Feltonfleet kit bag
Towel for showering
- * Feltonfleet boot bag
- * Feltonfleet Towcho towel for swimming

Autumn / Spring Term

- * Reversible School rugby shirt
- * School football shirt
- * School football socks
Garters
Shin pads
- * Navy rugby shorts with logo
Black soccer boots
Gum shield

Summer Term

Years 3 – 8

- * White Feltonfleet cricket shirt
White cricket trousers

Girls - Years 3 - 8

Autumn / Spring term

- * School blazer
- * Navy cardigan with sky blue trim
- * School kilt in blue plaid
- * Blue reverse-neck blouse
Navy tights/long navy socks

- Black school shoes (no flat pumps)
- * School navy waterproof fleece-lined jacket
- * School navy fleece (optional – can be worn as an extra layer at playtimes)
- * School rucksack (Y5-8)
- * School scarf and fleece hat (optional)
- * Navy gloves (optional)
- School book bag (Y3 and 4) (supplied)

- Label order forms available from Unismart in Cobham or the School's Admin Office
- The labels will have first initial and surname only – blue lettering on a white background – AN. Other
- Shirts and tops – attached front top right (ie top of breast pocket height)
- Trousers/shorts – top of right thigh

Summer Term

- * Navy/white school dress (Y3-4)
- * Navy/white skirt (Y5-8)
- * White short-sleeved reverse-neck blouse (Y5-8 only)
- * Navy cardigan with sky trim
- * Short white ankle socks
- * School baseball hat (optional – available from the school)

Girls Physical Education and Games

- * School tracksuit – ie Navy hooded top and trousers (Y3-4)
Blue/sky zipped top and trousers (Y5-8)
- * Pale blue polo shirt with school logo
- * Navy/white shorts
- * Feltonfleet navy games skort
- White sport socks
- * School hockey shirt
- * School football socks for hockey
Gum shield for hockey
Football boots for hockey
- * Navy/sky blue swimming costume
- * Sky blue swimming cap
- Outdoor trainers
Indoor trainers (non-marking)
- * Navy Feltonfleet kit bag
Towel for showering
- * Feltonfleet Towcho towel for swimming
- * Feltonfleet boot bag (optional)

Labeling uniform and games clothing

All uniform and shoes **MUST** be clearly marked and, **IN ADDITION**, large labels must be sewn on the outside of all games clothing.

Official uniform supplier

Articles on the uniform list marked with an * are official School Uniform and can only be obtained at : **Unismart Ltd, Oakdene Parade, High Street, Cobham, Surrey KT11 2LR**

Tel: 01932 868233

Order on line - www.unismart.co.uk

There is a link on school website - www.feltonfleet.co.uk.

Friends of Feltonfleet – Nearly New Uniform Sales

School uniform, in good condition, may be returned to the school for the Nearly New Sale which is run by the Friends of Feltonfleet (dates of which are featured in school calendar). If sold, the value will be credited to the next school account and a percentage given to the school. Further details available on Friends of Feltonfleet page on school website - www.feltonfleet.co.uk

School shoes

Pupils wear black shoes with their school uniform. Parents may wish to consider purchasing these from **Johnson Shoes** (www.JShoes.net). They have branches in Teddington, Twickenham, New Malden, Walton-on-Thames, East Sheen, Windsor, and Ashford.

Feltonfleet Uniform September 2009

Main School		Calvi	
WINTER		WINTER	
BOYS	GIRLS	BOYS	GIRLS
Retain blazer	Retain blazer	Retain quilted coat	Retain quilted coat
Navy waterproof/fleece as now	Navy waterproof/fleece as now	No blazer	No blazer
Retain long grey trousers	Retain kilt	Grey Long cords	Retain pinafore
Retain blue shirt and tie	Retain blue revered blouse	Short sleeved navy/white check shirt with navy buttons. No tie	Pale blue long sleeved blouse with elasticated cuff
Retain grey pullover	Navy cardigan with pale blue stripe detail (blue to match blouse)	Navy cotton fleece sweatshirt with embroidered pale blue logo	Navy cotton fleece V neck cardigan with embroidered pale blue logo
Navy short socks with pale blue hoops	Navy tights or navy long socks	Navy short socks with 2 pale blue hoops	Navy tights or navy long socks
SUMMER		SUMMER	
Years 7 and 8 boys may wear either the new summer uniform OR the existing long grey trousers and winter blue shirt, tie, and blazer		Navy cagoule as now	
Taupe long summer shorts	Retain striped cotton skirt (dress for Y 3 & 4)	Navy summer shorts	Striped navy/white dress
Navy polo shirt with embroidered logo pale blue. No tie.	Retain white short sleeved blouse Y5 upwards	Short sleeved navy/white check shirt (as winter)	
Navy fleece as now Blazer for matches	Navy cardigan with pale blue stripe detail	Navy cotton fleece sweatshirt with embroidered pale blue logo-	Navy cotton fleece V neck cardigan with embroidered pale blue logo
Navy short socks with pale blue hoops (as winter)	White short socks as now	Navy short socks with pale blue hoops (as winter)	White short socks
Black shoes as now	Shoes as now	Black shoes as now	Sandals as now

FELTONFLEET SCHOOL - TERM DATES

AUTUMN TERM 2009

<i>Staff Inset</i>		<i>Tuesday 1st September</i> <i>Wednesday 2nd September</i>
Term Starts	7.00pm 8.15am	Wednesday 2 nd September (Boarders return) Thursday 3 rd September (Day Pupils)
Half-Term	12.30pm 8.15am	Friday 16 th October Monday 2 nd November
Term Ends	12.30pm	Friday 11 th December

SPRING TERM 2010

<i>Staff INSET</i>		<i>Wednesday 6th January</i>
Term Starts	7.00pm 8.15am	Wednesday 6 th January (Boarders return) Thursday 7 th January (Day pupils)
Half-Term	12.30pm 8.15am	Friday 12 th February Monday 22 nd February (Pupils return)
Term Ends	12.30pm	Friday 19 th March

SUMMER TERM 2010

<i>Staff INSET</i>		<i>Wednesday 14th April</i>
Term Starts	7.00pm 8.15am	Wednesday 14 th April (Boarders return) Thursday 15 th April (Day pupils)
Exeat	12.30pm 8.15am	Friday 30 th April Tuesday 4 th May (Pupils return)
Half-Term	12.30pm 8.15am	Friday 28 th May Monday 7 th June (Pupils return)
Term Ends	12.30pm	Friday 2 nd July

AUTUMN TERM 2010

Staff INSET

Tuesday 31st August
Wednesday 1st September

Term Starts 7.00pm
8.15am

Wednesday 1st September (Boarders return)
Thursday 2nd September (Day Pupils)

Half-Term 12.30pm
8.15am

Friday 15th October
Monday 1st November

Term Ends 12.30pm

Friday 10th December

PC Ward
January 2009