



BURGESS HILL  
— PREP —

**BURGESS  
HILL GIRLS.  
PREP SCHOOL  
PARENTS' HANDBOOK  
2022/2023**

Head: Mr Lars Fox MA

Head of Prep School: Mrs Heather Cavanagh BA Ed, QTS

Burgess Hill Pupils  
Keymer Road  
Burgess Hill  
West Sussex  
RH15 0EG

Telephone:  
Senior School 01444 241050  
Prep School 01444 233167  
Pre-Prep 01444 237008

#### GOVERNORS

We are fortunate to have a very active governing body. Our Governors attend many school events over the year. Should you ever wish to contact the Chair of Governors, your correspondence will be forwarded by the Bursar, who is Clerk to the Governors.

Please send correspondence to:

Dr Alison Smith  
c/o the Bursar at Burgess Hill Pupils,  
Keymer Road,  
Burgess Hill,  
West Sussex.  
RH15 0EG

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## OUR MISSION:

To develop Tomorrow's Women.

## OUR AIMS:

Our mission is achieved by ten core aims. We will:

1. Champion individual strengths and aspirations through our excellent academic provision, extensive co-curricular opportunities and forward-thinking initiatives such as our B-spoke and BOLD programme.
2. Endow pupils with confidence, self-belief and a determination to succeed.
3. Embed a strong sense of moral responsibility through activities in the school and the local community.
4. Develop meaningful and effective partnerships with local nurseries, and primary and secondary schools.
5. Recruit and retain high-quality staff.
6. Promote a positive balance between academic work, recreation and volunteering.
7. Provide expert higher education and careers opportunities and advice.
8. Deliver an outstanding Early Years education to ensure a solid foundation.
9. Innovate in the development of our curriculum and facilities.
10. Encourage a mutually supportive community that empowers pupils to reach their full potential.

Pupils at Burgess Hill Pupils will be equipped to lead a fulfilled and productive adult life in a rapidly changing world.

## VALUES:

These four values guide pupils on their journey through Burgess Hill Pupils.

### Spirit

This is me. I am kind, positive and resilient. I am emotionally intelligent, a builder of relationships and a celebrator of success.

### Spark

This is how I do things. I can think independently, show good judgement, collaborate and lead to get things done.

### Strength

This is what is important to me. I should have integrity, values and principles and be confident to stand up for these.

### Success

This is my journey. I will set goals, take ownership, learn and achieve what I set out to do.

## MOTTO:

I am, I can, I should, I will

## SCHOOL ROUTINES

### The School Day

The School day starts promptly with Registration at 08:30 hours. All pupils are expected to be in their class by this time. Pupils are expected to arrive promptly for lessons throughout the day.

Structure of the School Day			
Morning		Afternoon	
0800 – 0825	Breakfast/ early arrival	1220 – 1325	Lunch Period
0830 – 0840	Registration	1325 -1330	Registration
0840 – 0920	Period 1	1330 - 1400	Period 6
0920 – 1000	Period 2	1400 – 1440	Period 7
1000 – 1020	Break	1440 – 1520	Period 8
1020 – 1100	Period 3	1520 – 1550	Period 9
1100 – 1140	Period 4	1600-1800	Prep and / or Co-curricular Activity
1140 – 1220	Period 5		

### Snacks

All pupils from Reception to Year 6 may bring in a suitable snack (no chocolate or nuts) for their mid-morning snack. If the snack comes into school in a container, please make sure it is named. There is no provision for storage in a refrigerator so perishables should not be brought into school. If your daughter attends an activity after school, you may wish to provide her with an additional snack to eat before attending the club.

### Allergies

We have a number of pupils with severe peanut and egg allergies. We ask that snacks do not contain nuts to avoid the risk of anaphylactic shock. Please do not bring cakes or sweets into school for birthday celebrations.

### Attendance

The school is required to maintain accurate records of pupil absence on a day-to-day basis.

If your daughter is unable to attend school please telephone the Prep School Reception on 01444 233167 (leaving a message on the "Absent Child" options on the answer machine) or email [Prepreception@burgesshillpupils.com](mailto:Prepreception@burgesshillpupils.com) as soon as possible on each day that your daughter is absent from school. Please clearly indicate your daughter's name, year group and reason for her absence.

If your daughter needs to leave school during the day for a specific appointment (e.g. a dental appointment or a medical appointment) please inform the Prep School Reception and her class teacher as far in advance as possible.

#### Planned absence in term time

Requests for permission for your daughter to be absent for a planned event or activity during term time should be made as far in advance of the event as possible; please address such requests to the Head of Prep School.

Our school terms are shorter than Local Education Authority Schools and our term dates are published one academic year in advance to allow families to plan their holidays. As you may be aware, all educational establishments are under pressure to ensure appropriate attendance at school and not to authorise absence for reasons such as holidays. Please note, therefore, that permission is not usually given for requests relating to holidays and activities which could be undertaken during school holiday periods; any such absences will be recorded as unauthorised.

#### Arrangements after the end of the school day

For health and safety reasons pupils are not permitted to stay in School after 3.50pm unless they are signed into a Prep session or are involved in supervised activities as part of the co-curricular programme.

If your daughter is attending an event that returns after the Prep school closure at 6.00pm please collect them from the Senior School car park. The teacher in charge will remain with the pupils until they have been collected.

#### Prep Sessions (After School Care)

Classrooms are allocated to prep and clubs. The prep rooms are supervised by a member of staff until 6pm when all pupils will either be taken to catch the school bus or be collected. Prep supervision is free of charge.

Parents who are collecting their daughters from prep should go to the Prep School Reception who will notify the teacher on duty. Your daughter will be brought to the drop off zone gate. Clubs finish at 5pm (sport may be later) and your daughter will be brought to the drop off zone gate by a member of staff.

We expect all pupils to have been collected by 6pm. If you are aware that you may not be able to collect your daughter by this time, please contact the Prep School Reception. Your daughter will be taken to the Senior School reception if your delay is significant. If it is only a small delay a member of the staff will wait in Prep School Reception with your daughter.

## UNIFORM

### New Uniform Online

Our uniform has been created with Schoolblazer.com, which was founded by parents for parents to take the chore out of shopping for school uniform. Their secure online ordering service allows you to shop for uniform and sportswear at your convenience, and they even offer to sew all of the nametags into the garments for free – so throw out the sewing box and enjoy the summer!

To order your uniform, please follow this link: [www.schoolblazer.com](http://www.schoolblazer.com). You will be required to create an account to view and order the Burgess Hill Pupils uniform. The website clearly states which items of the uniform are compulsory and which may be optional.

Schoolblazer are committed to making your preparations for the new term as easy and pain-free as possible. Therefore, if you have any questions or require help, please do not hesitate to contact the Helpline on 0333 7000 703 or email Schoolblazer at [customerservices@schoolblazer.com](mailto:customerservices@schoolblazer.com).

### Benefits to you:-

- 24 hour/365 days availability of all school uniform
- An intelligent sizing system offers a simple step-by-step process to help you determine the right size free and simple returns
- Printed nametags sewn on free of charge
- Dispatched to your home or place of work within 5 working days of placing your order
- Secure credit card facilities
- Simple, easy to navigate website
- Telephone helpline available Mon-Fri 9am-8pm, Sat 9am-5.30pm

### Second Hand Uniform

Our secondhand uniform shop is run by parent volunteers. Please email with a description of the item, size and quantity needed (plus any queries) and they will check what stock is available and get back to you. [uniform.shop@bhsfg.com](mailto:uniform.shop@bhsfg.com) Once your order is ready they will email you and let you know when and where to collect it from.

We understand knowing what to buy may be a little confusing at times, and we are very happy to help with any queries. We suggest that the first thing you do is visit the Schoolblazer website and put in your daughter's measurements, as this will give you a very good indication of sizes. There are three pages, main uniform, sports and accessories.

We sell all uniform at 50% of the new price (though we only adjust once a year) and you have two weeks to exchange or return any items that are not right.



School shoes should be plain black leather with only essential stitching and/or laces (in black). Suede, patent and slip on shoes are unsuitable for school wear. Heels should be flat.

Hair – Hair should be tied back using navy, black or brown hair bands/hair ties, as required.

Jewellery - Only religious necklaces and genuine Medicaid bracelets should be worn to school. A single pair of plain studs may be worn in pierced ears. All jewellery should be removed for sport.

School Bags – School rucksack and PE bag.

## OCCASIONAL BOARDING

Boarding at our school is not just a place for the pupils to stay while they are studying - it is a second home where they are nurtured and encouraged to thrive. We are very much a large extended family, welcoming pupils from all over the world as well as the UK. Like a family, we are all here to help and support each other, to help each other through difficult times and celebrate the good ones.

Burgess Hill Pupils has two vibrant boarding houses: Silverdale and Avondale. After a busy day at school, or at the weekend, the pupils can often be found in the large lounge areas watching Netflix, a DVD, playing a board game or simply catching up. Living on site with the pupils is our supportive team of boarding staff. They foster a real community spirit and are available to lend a hand, or an ear when needed.

Some pupils may 'occasional board' when parents are away on business. This facility is popular and much appreciated by those who use it. Further information can be supplied on request. Bookings for occasional boarding should be made by emailing [sue.collins@burgesshillpupils.com](mailto:sue.collins@burgesshillpupils.com) Pupils may normally board from Year 5 and above.

## PHOTOGRAPHY POLICY

The school has a detailed photography policy which outlines how we may wish to use your daughters' photo in social media and marketing opportunities. To ensure we have your full permission and understanding of this please access the policy through the link below and complete the electronic photography consent form in the parent portal and return with all other electronic forms.

Photography Policy [here](#) Photography Consent Form is available on the Parent Portal.

## PASTORAL CARE

Burgess Hill Pupils is a school where the well-being of everyone is the focus of each member of our community. We aim to instil confidence, self-esteem and an overarching feeling of positive wellbeing which comes from being valued as an individual within the community.

Our system closely links the academic, co-curricular and pastoral needs of your daughter. As parents, your first point of contact in the School should be your daughter's class teacher. (Email addresses can be found on the school website) They will have the best overview of your daughter's involvement and performance in all aspects of school life and should be able to respond effectively to any concerns or issues you have.

The class teacher will be able to collate information from members of staff in order to respond to any concerns you may have as well as informing staff of issues when appropriate.

In the event of any significant concern please contact the Head of Prep School.

### Aims of the Pastoral Team

At Burgess Hill Pupils we ensure that your daughter:

- is made to feel welcome
- is individually known for who they are and knows this to be the case
- is provided with a supportive, stimulating and challenging learning environment
- is encouraged to take advantage of the vast range of opportunities available to her
- knows who she can approach and feels able to do so
- has the necessary guidance to support her in making important life decisions

To promote

- a spirit of co-operation between school and home
- a respect for others and for the school community
- opportunities for responsibility and leadership
- opportunities for charitable activities and community service

# Pastoral Support Network

We are all here to help when you need us.



## Pupil Confidentiality

Whilst a member of staff would normally respect the privacy of any individual, if a pupil approaches a member of staff in confidence, that member of staff cannot promise confidentiality in any of the following situations:

- If the member of staff believes it involves any safeguarding issues
- If what they are told is life-threatening to anybody inside or outside the school
- If it is a situation in which the law is being broken or one which may seriously damage another person's reputation or well-being
- If it is a situation which could seriously damage the good reputation of the school
- Under the above conditions, the member of staff is under a contractual obligation to tell the Head of Prep School without the pupil's permission. The Head of Prep School may, with or without the pupil's permission, then share some information with other people if it is deemed necessary.

## Counselling and Advice

There may be the occasion when a pupil may benefit from an additional level of support. The school has its own counselling service available. If it is felt this would be helpful the Head of Prep School will arrange it via the school nurse. Discussions remain confidential unless the school counsellor believes the pupil is a risk to them self or someone else. The school also has a range of other external services which it might recommend if it is thought necessary.

## Anti-Bullying

At Burgess Hill Pupils we are very fortunate to enjoy a happy, friendly and co-operative school environment. Nevertheless, as in any school, relationships between pupils can from time to time become awkward and, in some circumstances, bullying behaviour can occur. The school takes a very serious view of bullying behaviour, which can make life miserable for its victim and adversely affect her performance at school as well as compromising the comfort and well-being of those who may not be directly affected by it but who know that it is taking place. Any form of bullying is unacceptable to us.

The Anti Bullying Policy can be found [here](#)

## Pupil Complaint Procedure

If a pupil feels it necessary to make a complaint, she should first discuss this with her class teacher or the Deputy Head of Prep School. Most problems are resolved by this single method. If the pupil still feels the situation remains unresolved, she should see the Head of the Prep School.

## Safeguarding

The School takes very seriously its obligation to provide a safe and caring environment for the pupils in our care. We follow government recommendations relating to safer recruiting of staff. The staff are trained in effective Safeguarding procedures.

If the school has reason to believe any one of its pupils under 16 years of age is being neglected or abused, physically, sexually or emotionally, the Head of Prep School is under a legal obligation to inform Social Services of her suspicion before telling parents.

There may also be times when a pupil might prefer to seek the advice of someone outside the school or home environment.

The following people are available to give help outside this School:

School Medical Officer, Dr Esther Bird  
Silverdale Surgery, 4 Silverdale Road, Burgess Hill - 01444 233450

MASH West Sussex – 01403 229 900

School Counsellor – Liz Bingham – referral via Head of Prep School or School Nurse – 01444 241050

Child Line Telephone 0870 336 2950

LADO (Local Authorities Designated Officer) [lado@westsussex.gov.uk](mailto:lado@westsussex.gov.uk) Telephone (secure)  
0300 222 6450

## COMMUNICATION

Each Friday afternoon the Prep School office will send all parents a communication email (Bmail) which will contain letters and notices. Parents are encouraged to communicate directly with their daughter's form teacher if they have any concerns relating to academic or pastoral issues. If you are informing the school of your daughter's forthcoming absence or medical appointments please copy in the Prep School office on [prepreception@burgesshillpupils.com](mailto:prepreception@burgesshillpupils.com)

## TRANSPORT

Vehicle Access to the School Site

We have a designated "drop-off zone" for all parents, in order to provide a safe area for the pupils to be dropped at school. This is based in our Prep School car park. There are a few points we ask parents to adhere to which ensures the process is smooth and safe:

- Please use the full length of the zone to prevent a backlog
- Please do not leave your car unattended for any reason
- Please only turn left on exiting the car park
- Please do not arrive too early

The points mentioned above really do help with congestion, as we try and keep this to a minimum. The peak time for the drop off zone is, 8.00am – 8.25am. In order to avoid blocking the drop off zone please do not arrive before 3.50pm. This will allow your daughters time to finish their lesson, pack their bags and walk to the pick-up zone. Parents may use the visitor spaces, if available, for short periods of time.

#### School Buses

The School has numerous minibus routes covering most of Sussex. The Transport Co-ordinator, Ms Sarah Wiltshire will be pleased to respond to any questions about the schools minibus routes at [Transport@burgesshillpupils.com](mailto:Transport@burgesshillpupils.com) or by telephone via the school reception.

#### MEDICAL AND HEALTH & SAFETY

##### Medical Care

The school employs a full-time qualified nurse during term time. She is in school each day between 8.00am and 4.00pm. The Medical Centre, containing a treatment room and bay with three beds, is located on the ground floor of Croft. The Medical Officer is Dr Esther Bird, whose surgery is in Silverdale Road.

##### Prescribed Medication

Medicines can only be accepted in a school setting where it has been prescribed by a doctor, dentist, nurse prescriber or pharmacist and include the prescriber's instructions for administration.

##### Illness during the school day

If your daughter becomes unwell during the school day, her teacher may contact the Nurse to come and assess her. If your daughter is not well enough to return to lessons, the school will contact you to arrange for you to collect your daughter.

If the school decides to send your daughter to hospital you will be contacted. If you cannot be reached, your designated emergency contact will be informed.

NB: It is your responsibility to ensure that the School has a current home address and contact telephone number and an effective emergency contact number.

The School ensures all staff understand their duty of care to children and young people in the event of an emergency. The school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. Staff understand and receive training on the impact certain medical conditions can have on pupils.

## Fire Drill

There are at least three fire drills per year. The School's priority is always the safety of the community. Pupils will be made aware of the fire regulations and assembly point.

Every sounding of the fire alarm should be treated as a real fire. Pupils are requested to remain silent, follow the teachers' instructions for leaving the building and assemble for roll call.

## TEACHING AND LEARNING

### Reporting & Assessment

Parents receive a written report at the end of the academic year. This is a full curriculum report with end of year assessment results where applicable. There are two formal Consultation Evenings one in the Autumn Term and one in the Spring Term at which you can discuss your daughter's progress. However, if you have a concern about your daughter at any time during the year, please contact her Form Teacher at the earliest opportunity.

Assessment is an integral part of the teaching and learning process and opportunities for assessment are built into the curriculum. We endeavour to minimise any stress or anxiety that the pupils might feel and we would encourage you to do the same. Assessments should not stifle. They can take the form of discussions, written comments, comparisons with previous work or formal tests and reviews.

On occasion some 1:1 assessments with individual pupils may be necessary in order to pinpoint specific areas that need focus and possible intervention. This may involve some additional 1:1 or small group support beyond the in-class differentiation that already occurs. Any findings will be discussed with you as appropriate.

Pupils will be encouraged to assess their own achievements and to set themselves appropriate targets. Pupils' progress is monitored carefully and tracked throughout their time in the Prep School.

### Learning Support Charges (Prep School)

The increased tightening of regulations regarding access arrangements for public exams such as extra time means that as a school we need oversight of all additional support in place and the manner in which it is managed and recorded.

### Costs

The Prep School operates a quality teaching first approach to those pupils who may require additional support. The SENCO may also plan for intervention groups. Pupils may be included in these even if they are not on the SEND register.

The majority of pupils diagnosed as dyslexic are able to be supported in class. However, for those who require a specific dyslexia programme, Mrs Debbie Harris is our specialist Dyslexic

teacher, provides 1:1 sessions. Spaces are limited and allocated through our SENCo Mrs Allen. There is an additional cost for these sessions.

#### Additional Services

Learning Support provision is subject to internal review by the Head of Prep School and the Prep School SENCo, in consultation with teachers. It is essential that pupils receive the support and tuition deemed necessary to support their progress and academic outcomes.

Tests conducted by the School's external assessor are paid directly to the school's appointed assessor, Mrs Sheila Hall, at her own rate.

#### Textbooks and Stationery

Prep School Years 3-6 are required to carry a pencil case with an appropriate level of stationery to support each of their subjects.

Year group	Essential equipment/ stationery	Desirable stationery
Years 3-6	pen, pencil, rubber, sharpener, ruler, glue stick, highlighters, calculator, scissors, geometry kit (protractor & compass) overall for art	coloured pencils, felt tip pens, mini post-it notes

#### Years 3 -6

Pupils in Years 3-6 are issued with the textbooks and workbooks they need. Pupils are expected to take good care of their books; they should be stored carefully in desks when not in use and not left lying around the classrooms. Parents will be asked to replace or pay for any books which are lost, damaged or defaced.

#### Useful Tips on set prep for Pupils and Parents

##### Prep-key tasks for pupils

- write down exactly what prep you have to do and when it has to be done
- ask if you are not sure what to do
- make sure you take home everything you will need
- use your planner at home to remind you of what to do
- work by yourself to complete tasks
- ask for help if you are really stuck
- take your prep back into school
- remember to give it in
- above all, try to do your prep on the designated day. Try not to leave it until the night before it is due in



## Prep - tips for parents

- support your daughter with the points above
- do try to provide your daughter with a quiet place to work
- agree some ground rules with your daughter about when the work should be done, when the TV, phone calls etc. should be fitted in
- try to get prep out of the way as early as possible in the evening to allow time for relaxation
- if possible, particularly when your daughter is young, try to be available while prep is being done in case help is needed
- help your daughter to organise books and equipment and to structure her time
- if your daughter is stuck then do offer support, but please do not do it for her
- encourage your daughter to ask her teachers at school if she does not understand
- please let the teacher know if work is consistently too easy or too difficult, or takes much longer than the recommended time

Please do not establish a pattern of always doing prep with your daughter. It is not sustainable and she will not learn to work on her own.

NB: Please be wary of letting your daughter spend too long on an open-ended prep-task, such as a project. The pupils are completing a project, not writing a PhD thesis! If your daughter is consistently spending significantly longer on prep than is allocated, please speak to her teacher.

Whilst it is important to take an interest in your daughter's prep and be supportive, please remember that we are trying to train her to be an independent learner and too much supervision is counter-productive; it is a balancing act.

## CELEBRATING ACHIEVEMENT

The Prep School takes great pleasure in rewarding and celebrating achievement throughout the academic year.

### 'B' Marks

These are awarded to pupils in Years 3 -6 by staff for a variety of reasons, e.g. good work, progress, helpfulness, special effort or as recognition of an extra achievement. The Houses collect totals at the end of each term and the House Cup awarded.

### Celebration Assemblies

Are held weekly to celebrate pupil achievement. Anything from learning to ride a bike, swimming medals, music certificates or Brownie badges to name but a few. Star of the week and Superstars are also awarded weekly by the class teachers.

## Annual Awards and Prizes

At the end of an academic year Prep School pupils are nominated for a variety of subject awards, academic and progress prizes. These are presented at our Founders' Day Service and Celebration of Achievements.

## Colours

Colours are awarded for progress and achievement in Music and Sport.

## ENRICHMENT OPPORTUNITIES

### Vocal / Instrumental Music Lessons

Burgess Hill Pupils has an excellent team of visiting instrumental teachers who offer a wide range of expert music tuition. From September 2022, individual lessons are available on violin, viola, cello, double bass, flute, oboe, clarinet, bassoon, saxophone, trumpet, French horn, euphonium, trombone, tuba, acoustic or electric guitar, bass guitar, piano, singing, drum-kit, percussion and music theory.

The school also has a broad collection of instruments which are available to hire. The cost of these is much less than that found on the high street or from a web-based company. Our current stock includes violins, violas, cellos, one double bass, flutes, clarinets, saxophones, trumpets, French horns and trombones. If you require any more information about this then please contact Mr David Black, the Director of Music.

I would like you to consider all options and please talk to your daughter about what she would like to gain from her musical experience before choosing an instrument. Many teachers can offer a trial/ taster lesson which may assist you in making your decision.

If you would like your daughter to start music lessons the application form can be found on the Parent Portal or if you would like to have a taster/ trial lesson on a particular instrument then please email Mr Black, the Director of Music at: [david.black@burgesshillpupils.com](mailto:david.black@burgesshillpupils.com)

The lessons are 30 minutes long and take place each week during the normal school day. Currently the cost per lesson is £21.50, however this is reviewed annually. *\*Please note that a term's notice is required if your daughter chooses to discontinue her lessons.*

Please feel free to get in touch if you have any further questions.

### Speech & Drama Lessons

Burgess Hill Pupils has an excellent team of three highly experienced Speech & Drama teachers, all of whom have extensive experience working as professional actors. Speech & Drama lessons are a fantastic way to improve pupils' acting, speaking and presentation skills, as well as building confidence outside of their timetabled drama lessons. From September 2022 lessons will include solo acting, duologue acting, small groups including verse and

prose speaking, public speaking interview technique group acted scenes, mime, devised drama, confidence building games, and choral speaking (*choral speaking requires a minimum of six pupils to run*).

Pupils will have the opportunity to take New Era examinations and work their way up the grades. These exams are an excellent opportunity to build confidence, as well as providing an enjoyable experience. Our grades are consistently excellent, with many pupils regularly gaining Merit and Distinction marks. There is also the opportunity to take part in a Speech & Drama showcase every other year. All lessons and examinations will cover a wide range of literary periods and stage techniques, encouraging pupils to develop and expand their repertoire. (*Examinations are optional*).

Lessons are 30 minutes long and take place each week during the normal school day. Currently costs are as follows for 10 lessons, these are reviewed annually: (*30 lessons are completed over an academic year, with timetables created based upon term duration*)

SOLO - £210.00 DUOLOGUE - £170.00 PREP GROUP CLASSES - £70.00

*\*Please note that a term's notice is required if your daughter chooses to discontinue her lessons.*

If you would like your daughter to start Speech & Drama lessons from September the application form can be found on the Parent Portal or click [here](#). If you have any further questions please email Mrs Meredith-Jones at [liz.meredith-jones@burgesshillpupils.com](mailto:liz.meredith-jones@burgesshillpupils.com)

We hope your daughter feels inspired by the variety of options available to give Speech & Drama lessons a go. Lessons always prove very popular meaning there is often a waiting list, so please get in touch as soon as possible to secure your daughter's place.

### Co-Curricular Activities

There is a wide range of co-curricular activities on offer each term. Specific clubs will vary in response to demand from the pupils and availability of staff and resources. Some of the clubs may incur a cost but the majority are available free of charge. The school uses SOCs to publish the Co-Curricular Activity Programme prior to the start of each term. All parents/pupils will be allocated a period of time to sign up for clubs for the following term prior to the end of each term.

### Trips and Visits

Each academic year several day and residential trips and visits are organised for all year groups. Some are an established part of the year group calendar and others are arranged to take advantage of new opportunities or to support specific areas of the curriculum. Parents and pupils are given details of trips, and parental permission is sought before the trip goes ahead.

Each term a number of short local visits take place. These trips do not generally warrant a separate letter to gain parental permission. They are covered by an 'off-premises permission letter' which is issued for signature when your daughter joins the school.

## THE HOUSE SYSTEM

The School is divided into four Houses:

Pankhurst (Blue)      Watson (Red)      Austen (Yellow)      Williams (Green)

With the exception of the Head, Head of Prep School and the Senior Leadership Team, each pupil and member of staff is a member of a House for the time she/he is at the school. Houses meet when necessary to organise Inter-House events.

Throughout the year a wide variety of Inter-House events takes place. Each girl is expected to support her own House activities whenever possible. The following major events take place throughout the year in addition to some smaller, year group focused events:

- Inter-house Hockey, Netball, Rounders and Tennis
- Sports Day
- House Music
- House Challenge events

## RESPONSIBILITIES

There are many opportunities for pupils to take on responsibility. A selection is listed below.

### Form Captains

Each class has two Form Captains, with the exception of year 6 who have one per class. Elections are held for these posts at the start of each term.

### The School Council and Eco Warriors

The School Council/Eco Warriors consists of representatives from each year group in the School. It is a forum for the exchange of opinions and ideas. It is not a policy-making committee but the discussions that take place will always be carefully considered. Meetings are chaired by a member of Prep School Staff.

### Prep School Prefects

Pupils in Year 6 are selected to be a prefect by the Head of the Prep School in consultation with Prep School teachers.

## CULTURE AND FAITHS

### Spiritual Matters

The School is proud of its international, multi-cultural and multi-faith community. It does not tolerate discrimination in any form and does everything it can to enable its pupils to practise their own faith, follow their own traditions and participate in fasting and festivals as appropriate. If requested the School can cater for special dietary requirements in accordance with cultural and religious needs. The Religious Studies courses are designed to encourage pupils to ask serious questions and to find their answers, while gaining knowledge of religion in general.

Each year a Carol Concert is held in St Andrew's Church in Burgess Hill and the whole school is encouraged to attend.

## CODE OF CONDUCT

The reputation of the School and everyone within it depends heavily on the attitude, appearance and manners displayed by the pupils at all times. We expect the highest standards of behaviour from our pupils both on and offline.

Every community relies, for its good order, on the acceptance, by all its members, of a code of conduct and, whilst our written rules are relatively few, we expect our pupils to show common sense and respect for themselves, for others and for their school environment.

Pupils are specifically advised of the key 'dos and don'ts' via their teacher, beyond that we expect them to value their own and others' property and to respond positively to our expectations of courtesy and good manners.

### Pupil Code of Conduct

#### TO SUPPORT MY OWN AND OTHERS' LEARNING I WILL:

- be punctual and fully prepared
- strive to do my best in class and prep
- take pride in my work
- listen when the teacher or another pupil is addressing the class
- put my hand up to answer a question or say something
- be supportive of others and not make fun of someone if they get an answer wrong
- write prep tasks down so I remember what to do and hand my prep in on time
- be calm, focused and orderly in lessons so that I and others can learn
- look after the learning environment
- make sure my mobile phone (those who use the school mini bus) is switched off and placed in the teacher's desk drawer at the start of the day

TO SHOW KINDNESS, POSITIVITY AND RESILIENCE, I WILL:

- be kind to others
- strive to notice and focus on others' good qualities
- accept responsibility when I make a mistake
- forgive others when they make mistakes
- strive to draw a line and move on

TO SHOW MY RESPECT FOR MYSELF AND THE SCHOOL COMMUNITY, I WILL:

- respect others' property, the school buildings and furniture
- be courteous and polite to everyone, kind and helpful to others
- do unto others as I would have them do unto me
- take pride in my uniform and dress correctly
- look after my own possessions and leave valuables at home
- tell a member of staff if I am concerned or unsure of a situation

TO BE SAFE AND ENSURE THAT EVERYONE IN THE COMMUNITY IS SAFE, I WILL:

- walk sensibly, safely and quietly around the school
- behave safely at all times, observing safety rules(e.g. fire procedures)
- not put others' safety at risk
- look after the environment, conserve electricity and materials and will not drop litter
- look after myself and be healthy, not take or have in my possession tobacco, alcohol, or non-prescribed drugs in any form, at any time or in any place
- stay within the published bounds of the school

Behaviour, Rewards and Sanctions

The School aims to consistently reward positive behaviour and impose sanctions which are appropriate and proportionate where necessary. Please refer to the Behaviour Policy and the Discipline and Exclusion Policy on the school website

POSSESSIONS

Pupils should be aware of their possessions and in the event of loss they should immediately report the loss to their form teacher. If a parent is aware of an item of lost property they have acquired they should contact the Prep School Reception.

In particular:

- All personal possessions including watches should be clearly named
- Money, mobile phones and Smart watches should not be brought into school
- Valuable items of any sort, including jewellery, should not be brought to School. However, if this is unavoidable, the item should be handed in to the form teacher for safekeeping, otherwise the School will not be responsible for loss or damage
- All books and items of personal property should be stored in the pupil's desk or bag

- PE kit and musical instruments should be stored in the designated areas

### Security and Personal Safety

Pupils in the Prep School must remain within the school grounds during the whole of the school day.

In the interest of all members of the community, bikes, scooters, roller blades etc are not permitted to be used around the campus

The workshops and the maintenance compound are out of bounds at all times as they contain potentially dangerous machinery/chemicals and materials.

### Fire Regulations

- The school operates a no-notice fire evacuation practice at the start of every term.
- All pupils must make themselves aware of the fire regulations displayed around the School and particularly those in classrooms they most frequently visit.
- On no account must a girl tamper with a fire appliance for any reason other than in an emergency.
- The corridors in all buildings must always be kept free from obstacles such as books and bags.
- Electrical equipment and the central heating system must not be tampered with under any circumstances.
- Pupils should not bring items of electrical equipment into School.

### Use of Mobile Phones

Pupils in the Prep School are not permitted to bring a mobile phone or a Smart watch into school unless they are travelling to and from school on the school minibus, or by public transport. Once in school the phone is to be given to the class teacher for safe keeping during the school day.

### FINANCIAL MATTERS

#### Scholarship Information

Each year the School awards Scholarships to pupils who show exceptional potential.

- Academic and Music, Scholarships are open to pupils who will enter Years 5 and 6 in the September following the Scholarship examination.

Additionally:

- There are a limited number of Scholarships awarded each year and competition is very tough indeed.

- The Scholarships are open to internal and external candidates; the criteria are common to both.
- Further information on Scholarships may be obtained from the Head of Prep School, the Admission's Officer or from the School website.

### Bursaries

A small fund is available to provide financial help for those in need but specifically for those at crucial stages of their school career. Bursaries are means-tested; an application form may be obtained from the Bursar.

### PARENT TEACHER ASSOCIATION

Members of the PTA look forward to meeting you in person very soon. In the meantime you are invited to join our exciting online parent community.

Burgess Hill Pupils' PTA uses an online Classlist, enabling you to communicate with other parents easily and securely.

You may register by visiting <https://www.classlist.com> and entering our school name. Please register your child in the year they will be joining in September 2022.

In previous years, class reps spent days chasing down parent details, then distributing paper based class lists, which were instantly out of date. Our online system enables you to input, manage and update the personal information you wish to share with your child's school year group in a safe environment which is fully compliant with requirements under GDPR.

Our parent community is more than an online address book. You can easily post questions ranging from missing homework to recommended babysitters. You can create and respond to invites for class events, social get-togethers and birthday parties and organise lift-shares.

We have based our community on Classlist.com, a website set up by UK school parents. This service is entirely free to our parents.

Once you have registered at Classlist.com a short approval process will follow after which you can login and use the site – including uploading your photo, so other parents know who you are!

### How to get in touch

Please feel free to contact the PTA inbox: [bhpupilspta@gmail.com](mailto:bhpupilspta@gmail.com) with any queries you have about joining the school – we are happy to help and can put you in touch with your class



representative. We always welcome new members and any offers of support are much appreciated, from help at events, all the way through to joining the core committee.

## POLICIES

The following policies are available on the school website.

<https://burgesshillpupils.com/about-us/policies-and-procedures>

- Admissions Policy
- Anti-Bullying Policy
- Behaviour Policy
- Safeguarding Policy
- Complaints Policy
- Complaint Procedure
- School Confidentiality Policy
- Health & Safety Policy
- ICT Acceptable Use Policy - Pupils
- Privacy Notice
- Pupil Discipline and Exclusion Policy
- Restraint Policy
- Sex and Relationship Education Policy
- Photography Policy
- Visiting Speaker Policy

Other policies are available on request