



BARNARD CASTLE PREPARATORY SCHOOL

PARENT HANDBOOK



WELCOME

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MESSAGE FROM THE PREP SCHOOL HEADMISTRESS

Welcome to Prep School.

The Prep School offers you the highest level of support at all times and I hope that this booklet will give you all the information you need to help you support your child's happy start to life at 'Barney'. We have included the information we are most frequently asked for, in order to provide you with an understanding of our daily practices.

Our School is passionate about meeting every child's needs, ensuring their happiness and making the most of their individual talents. I know you will soon feel very much a part of the 'Barney' community. The Prep School is quite simply, a very special place.

I look forward to seeing you over the coming days, weeks and months, when supporting one of our many School events or as part of the daily pick ups. However, should you wish to discuss anything further, please do not hesitate to contact me, my door is always open.

With best wishes.

Laura Turner
Headmistress



PURPOSE, ETHOS, VALUES AND AIMS OF THE SCHOOL

Our Purpose

Through creating an inspirational, compassionate and unpretentious environment, we aim to develop young adults with character. They are happy, confident, resilient, intellectually curious, tolerant and driven, with an undercurrent of humility, who are ready and prepared to face, embrace and lead in an ever changing world. For this environment to be fostered, staff must feel valued and feel fortunate to work in such a school.

Our Ethos

Barnard Castle School is committed to providing an outstanding educational experience for girls and boys from the local area, throughout the United Kingdom and the world. Grounded in Christian values, we provide an environment where each child is nurtured and encouraged to develop to their full potential. We celebrate success within and beyond the classroom in a close community, bound by a spirit of endeavour, compassion and enjoyment in everything we do. We believe that girls and boys learn to live and work together best in an unpretentious, open and respectful atmosphere, as befits our School's foundation and values.

We provide a broad and balanced curriculum for all, promoting academic rigour and the rewards of endeavour, the wonder of discovery and the richness that comes from an aptitude for life-long learning. Equally essential to the success of our girls and boys is the development of confidence, integrity, resilience and teamwork, which are learned in a range of sports and a wealth of cultural and co-curricular activities. Pupils also learn a sense of duty, selflessness and the importance of community.

Our nurturing environment ensures that every child will find his or her niche here and have the opportunity to embrace new challenges in an atmosphere of supportive encouragement. We believe in giving our pupils space to enjoy their childhood without pressure to grow up too quickly. As they progress through the school, pupils develop and exercise leadership in a caring, collaborative and dynamic relationship with their peers, teachers and house parents.

Our Aims

- Promote the value of a Barney Education;
- Create an environment in which wellbeing is at the forefront of daily dialogue, and in which strategies are taught so pupils and teachers develop long lasting physical and mental health;
- Offer a broad curriculum in order to achieve knowledge, enjoyment of learning, and the acquisition of skills necessary to be responsible members of society;
- Encourage academic enrichment and the development of curiosity, teaching how, rather than what, to think;
- Ensure that each child fulfils their academic potential at each stage of their education;
- Promote a community which values honesty, mutual respect, enjoyment, service and good citizenship, placing an emphasis on leadership;
- Prepare children for the next stage in their lives, whatever that may be.

Our Values

To fulfil our vision and aims, and whilst it is important to be forward-looking, Barnard Castle School must continue to place the below values at the centre of any strategic planning. These values, which have been at the heart of our education since our inception in 1883, are:

- Community
- Endeavour
- Integrity
- Compassion
- Duty
- Enjoyment

CONTACT BETWEEN HOME AND SCHOOL

Your child's Class Teacher is responsible for your child's pastoral care and academic progress. Your child will have a Home School Diary or a Prep Diary that should be used as a means of communication between you and your child's teacher. You may also see the classroom teacher when collecting your child; many worries or queries can be easily resolved with an informal chat.

The first point of contact should always be your child's Class Teacher for academic or pastoral issues, or the Houseparents in the case of the boarders, who will generally be best placed to deal with any questions or concerns. For administration issues please contact the Prep School Secretary.

Parents may subsequently wish to contact other members of staff before contacting the Headmistress. Boarders are particularly encouraged to maintain regular contact with parents, relatives and friends.

The School is keen to encourage:

- Regular contact between the School and parents or guardians of all children
- A sense of partnership and co-operation between the School and all parents or guardians
- A close involvement by all parents or guardians in the life of the School

With this in mind, we welcome:

- Parental contact with the School via e-mail, letter, phone or in person
- Parental visits to the School on formal and informal occasions, at sporting events, Chapel Services, plays, concerts, etc.

Main Contact Information

Prep School Office: +44 (0)1833 696032

General Office: +44 (0)1833 690222

Email: prep@barneyschool.org.uk

Website: www.barnardcastleschool.org.uk

Address: Barnard Castle Preparatory School, Westwick Road,
Barnard Castle, County Durham, DL12 8UW



OTHER COMMUNICATIONS

The Prep School publishes a termly calendar of events and a weekly newsletter called 'The Barney Buzz' to keep parents informed of what goes on at the Prep School. Parents can also find a wide range of information about the School, the School policies and news items on our website (www.barnardcastleschool.org.uk). Parents will receive a letter at the start of term giving details of how to login to the Parent Portal. This will allow you to view your child's reports, School calendar, timetables, staff contact details and other important documents. There are two parent/teacher consultation meetings each academic year, which provide a formal opportunity for teachers to discuss their child's progress. Parents can arrange to meet their child's teachers at other mutually convenient times throughout the year.

Our Social Media accounts are a great way to keep up to date with what is happening at 'Barney'. We post regularly to Twitter, Instagram and Facebook on sporting events, theatrical performances and academic success just to name a few. You can follow us by searching for the below;



Facebook
BarnardCastleSchool



Instagram
barnardcastleschool

DATA PROTECTION

The School routinely deals with a considerable amount of personal data, for example when receiving and processing applications for places, compiling and maintaining pupil records (which inevitably include details relating to parents and guardians), and maintaining records of pupils after they have left. The School's policy is to comply with data protection law and take all reasonable precautions to ensure that any information processed on parents and pupils by the School is kept confidential and is not disclosed to third parties save on request or with consent. Personal data is held in accordance with our Privacy Policy available on the School website.

The School may sometimes wish to publish (or to allow publication of) images of pupils - in School magazines, newsletters, prospectuses, advertisements or website etc. It will do so responsibly and with due regard to pupils' safety. Should any parents not wish a daughter's or son's photograph to appear in School literature, they are asked to let the Headmistress know in writing.

INSURANCE

The School fee per term is inclusive of Pupils' Personal Accident Scheme Insurance. Details of this can be found on the Parent Portal. Personal effects, in particular musical instruments and personal computers, should be insured if they are not already covered under existing policies you hold.

SCHOOL CALENDAR

Published each term and regularly updated, the calendar gives details of the major events of the School year which include all Prep School performances, Open Days, Concerts, Chapel Services, Celebrations and Sports Day to name just a few.

All Prep School events are highlighted in green, Senior School events in black.

The calendar can also be found on our website.

THE SCHOOL DAY

There is an early 'breakfast club' where children can be dropped off with the Headmistress or the Boarding House Parents at 7:40am in the Dining Hall at the Senior School. Children will have breakfast and then be escorted to the Prep School. There is an additional charge for this service and this should be pre-booked with the Prep School Secretary **at least 24 hours before you require it.**

Children can be dropped off at the Prep School from 8.15am. If parents wish to leave their child at School before 8.30am, pupils should check in with the member of staff on duty in the playground (or the Atkinson Hall if the weather is inclement), so that we know that your child is on the School premises. Children should be at School in their classrooms by 8.35am.

Each day starts with a class registration meeting and a wellbeing activity. Lessons follow, with a morning break and assembly time at 10.15am. Pupils are offered fruit at this time. There are two lessons after break, with lunch at 12 noon (Pre-Prep) and 12:10pm (Years 3 to 6).

The afternoon lessons begin at 1.10pm, after a short wellbeing activity such as yoga or breathing exercises. Lessons for the Pre-Prep finish at 3.30pm and at 3.40pm for Years 3 to 6 after a final daily wellbeing activity. At these times, children are free to go home. However, we have a programme of co-curricular activities and supervision available should you wish to use them. We also organise homework at School sessions, 'Prep Sessions', for children in Years 3 to 6 as an activity for which they should sign up at the beginning of term. This is in operation until 4.40pm, when the children leave Prep School to catch the School buses home.

Parents may collect their children from the Prep School up until 5.00pm. All children should sign out with the duty teacher before they are collected. The duty teachers will escort the children to the bus stop at Senior School and see them onto their transport home. Children may also stay for tea and be picked up any time up to 7pm. There is an additional charge for this service and it must be pre-booked with the Prep School Secretary **at least 24 hours before you require it.**

Children can also take advantage of flexi-boarding which is increasingly popular, particularly given the busy lives of families. Flexi-boarding can enable parents and children to take advantage of the benefits of a boarding education for part of the week, upon prior arrangement. Further information can be obtained from Mrs Sarah Morse, the Prep School Secretary or Mr T Scott Edwards, the Boarding House Parent for Junior Boarding (TSE@barneyschool.org.uk).

Please note that children arriving after the start of the School day or being picked up earlier in the day, for example if attending a medical appointment, must sign in or out at the Prep School office. This should be applied for in writing to the Headmistress.



ATTENDANCE AND REQUEST FOR ABSENCE

When children are unavoidably absent through illness, please ensure that a parental phone call is made to the Prep School office as early as possible and before 9am on every day of absence so that we are kept informed. Without a phone call from parents, we have no way of knowing whether a child is simply ill, or 'missing' (which could cover anything from truancy to an accident on the way to School).

As a condition of admission, parents are asked to observe the published term dates and the exeat (family weekend) structure. By government legislation it is only the School (and not parents) that can authorise absence from School during term time. Barnard Castle Preparatory School strongly discourages children from taking any leave of absence during term time. To give parents every opportunity of avoiding clashes between a holiday and term time, the term dates for each academic year are published at least twelve months in advance and are available on the Parental Portal and School website.

However, if there seems to be a genuine need for an individual to have leave of absence, it is important that the correct procedures are followed. Leave of absence must be requested for a child to miss any school commitment, not just teaching time.

SCHOOL FEES

Payment of School Fees

Bills are issued at the end of each term for the next term, and are due for payment strictly on, or before the first day of the new term. There are various ways you can pay your account:

1. Direct Debit

The scheme operates over 10 months and instalments are collected on the first working day of the month from August until May.

Please note:-

The scheme is only available to UK Bank Accounts.

2. Direct Bank Transfer

To make payments directly to the school Bank Account the following details will be required:

Account Name: Barnard Castle School

Bank: NatWest

Sort Code: 51 61 33

Account Number: 74037609

IBAN: GB74 NWBK 5161 3374 0376 09

BIC: NWBK GB 2L

The Account Ref on your invoice should be quoted on all payments eg. ABC001

3. Credit or Debit Card

Payments by card can be taken in the Accounts Office in person or via telephone on 01833 696002

4. Cheque or Bankers Draft

Payable to Barnard Castle School

5. Flywire for Overseas Parents

We are partnered with Flywire to enable overseas parents to make GBP payments to School in their local currency, substantially reducing their foreign exchange costs and bank charges. Further information is available on request.

WELLBEING

A photograph of five children in school uniforms walking along a path. From left to right: a boy in a blue sweater and dark skirt, and four girls in blue and white checkered dresses with blue sweaters. They are all smiling and looking towards the camera. The background is a soft-focus outdoor setting with trees and a path.

Prep School is a happy place and we help to keep it that way by taking care of our wellbeing regularly. During class time in the morning, after lunch and at the end of lessons, you will spend time with your class teacher following a structured *Wellbeing Programme*, which includes yoga stretches, breathing, listening to a story or simply colouring and reading silently. Because we like to be very busy at Prep School, it is important that we all take the time to breathe, reset and ask ourselves how we are feeling.

FOOD AND DRINK

Children are offered a piece of fruit at morning break. Drinking water is available throughout the day, as we recognise the importance of proper hydration. Children are asked to bring their own water bottle into School and take it home to be cleaned daily.

At lunchtime, the children are given a selection of three to four hot dishes or they can select something from the salad bar daily followed by either a piece of fruit or a hot dessert in the colder months.

Weekly menus are available on the School website. We offer a wide variety of hot and cold food, with plenty of fresh fruit, vegetables and salad to encourage a healthy and tasty diet. We also attempt to cater for all tastes and preferences, including vegetarian diets.

Special Diets

We are a nut-free School. Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear to class teachers and on the medical questionnaire that needs to be completed at the start of term. You should inform the School at once if your son or daughter subsequently develops an intolerance to any food. The School Nurse and the Catering Manager are happy to see any parent who has concerns about their son or daughter's medical condition, and to devise a special menu, where possible.

TRANSPORT

Enquiries about School buses should initially be directed to the Prep School Secretary. Children are issued with a bus pass at the start of the academic year. The families of all Prep School children who travel on the bus are issued with a timetable.

Ad hoc use of the bus must be authorised by Mrs Morse, the Prep School Secretary.

BEHAVIOUR

At Barnard Castle Prep School we value our sense of community. Our principal concern therefore is to promote a caring attitude towards others and a respect for adults and children alike. All children are encouraged to behave towards each other with kindness and consideration. They have to learn to look after their own possessions and to respect the possessions of others. We expect our children to be honest, helpful and polite, to work hard and to listen to others. They should respect everyone and learn to value differences and diversity.

Long lists of rules can be difficult to remember and understand. They can also promote a negative, subjective attitude. Therefore we have few formal rules, preferring instead to promote a sense of responsibility throughout the School. This is encapsulated in 'The Barney Way'.

If the children follow 'The Barney Way' and work hard, they will have opportunities to receive merits. Merits are accumulated each term and the children can receive merit certificates in recognition of their positive approach to School life.

CO-CURRICULAR ACTIVITIES AND SCHOOL EXCURSIONS

We encourage participation in our wide ranging termly co-curricular programme. The staff work hard to ensure that the children have the chance to be involved in a range of academic, musical, artistic and sporting activities which take place at lunchtime and after school. At the beginning of each term children and parents are advised of what is on offer and children are invited to opt for the various activities of their choice. Given the popularity of the co-curricular programme and owing to the restrictions on group sizes, children will not always be able to participate in all the activities they would like to each term and they are asked to prioritise accordingly. The Deputy Head, should be contacted for further information (SML@barneyschool.org.uk).

Please be aware that the activity programme begins on week two of each term.

We organise several School visits across the year. These are designed to help the children develop skills and knowledge in relation to topics being studied, acquire a basic understanding of our traditions, of the natural world and of the importance of other cultures.

The Prep School is proud of its extensive excursion programme. Class and subject teachers decide on destinations that will support and extend the children's learning. They range from an afternoon at the theatre through to our annual Year 6 four-day trip to London, trip to France, and an outdoor activity weekend. The whole School visits the Christmas Pantomime at Darlington Civic Theatre.

MEDICAL MATTERS

The School Medical Centre is operated by the School Nurses, who are responsible for the medical care of the pupils during the School day. All members of staff at the Prep School hold paediatric first aid qualifications. First-Aid kits are located in the Prep School Secretary's office, the Reception classroom, the Science Laboratory and the Staff Room. The School Medical Centre is situated next to the Junior Boarding House and School Chapel. If pupils require any medication during the School day, it should be handed into the Medical Centre with a signed letter giving details of your child's name, the name of the medication, the dosage and the times that it is to be given. The Medical Centre can be contacted on 01833 696063.

We will contact you if your child suffers anything more than a trivial injury or if they become unwell during the School day or if we have any worries or concerns about their health. If necessary, in these instances, we may ask you to collect your child.

Medical Records

Parents are issued with a medical card when your child joins the School. It is important that all relevant medical details are included on the card and that the School is notified of any changes that may occur. We keep records of all treatment and immunisations that your child receives during their time at the School. We record all accidents and injuries to your child and of all medicines that are given to them. Medical records are stored in the Medical Centre until your child's 25th birthday, when they are securely destroyed. Access to these records is restricted to the Medical Staff.

CURRICULUM MATTERS

The Curriculum

All the pupils in the School follow a full primary curriculum through a specific year group topic and the highest standards are sought in all areas. The curriculum aims to foster the development of key skills in communication, problem-solving, critical thinking, inquiry, investigation and analysis, and social and personal awareness and interaction. In particular, it places key emphasis on the acquisition of literacy and numeracy skills.

Copies of the curriculum policy are available on request from the Prep School Secretary. If you have any queries regarding the curriculum, please contact Mrs Sarah Leonard, Director of Studies (SML@barneyschool.org.uk).

Religious Education is part of the curriculum and also features in our daily assemblies. If you would like further details about this please see the Headmistress.

Music

Music in the Prep School is under the direction of our own Director of Music, Mr George Ford (GEF@barneyschool.org.uk). Music is an integral part of the School curriculum. If a parent wishes their child to have individual instrument tuition they should contact the Prep School Secretary for the relevant request form.

HOMEWORK

Homework is important in helping pupils to remember work that they have covered in class and also to extend their knowledge.

All pupils in Prep School will take their reading books home each evening. Do not worry if your child occasionally feels too tired to read; just try to hear them as often as possible. If your child does read, please write down the page number he or she reached and print any words they may be struggling with in the Reading Record Book. It is good practice to discuss with your child the content of the story to be sure that the meaning has been understood.

Homework will be set on a nightly basis for all pupils from Year 3 to Year 6. Tasks are expected to last for approximately 30 minutes. Younger pupils are also given short tasks, for example reading, practising letter formation, or learning spellings. It is never our intention that a child should spend an excessive amount of time on their homework.

All children from Reception to Year 6 have a Prep Diary in which to record their homework. The class teacher will sign this weekly. We would like parents to do this also. The diary acts not only as a homework record, but also as a form of communication between parents and teachers.

SAFEGUARDING AND CHILD PROTECTION

Safeguarding Children

We have robust policies and procedures with regard to safeguarding and child protection. Mrs Laura Turner is the Designated Safeguarding Lead for the Prep School (LET@barneyschool.org.uk) and there is a whole School Safeguarding Policy published on the School website that details our procedures. The School's Safeguarding Policies, including its policy for the safer recruitment of staff, are enforced rigorously.

Maintaining a Safe and Secure Environment

The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:

- Only allow your child to go home with you, unless we have received your advance permission that he or she may be collected by another adult.
- Never allow a child to leave the premises unsupervised. There is always at least one adult in charge of the outside play area.
- Ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in, wear security badges and are escorted throughout their visit. They sign out on leaving.
- Register all pupils at the start of the morning and afternoon sessions.

SCHOOL POLICIES

Key School Policies are posted on the 'About Us' page of the website. Parents can also get copies of policies that deal with the following from the Prep School Secretary: admissions; behaviour, misbehaviour and exclusions; education and welfare provision for pupils with statements and pupils for whom English is an additional language; anti-bullying; safeguarding and child protection; equal opportunities; health and safety provision; School visits; and complaints. Copies of the parent handbook are also available as well as a full staff list with qualifications.

Health and Safety

We update and review our risk assessments on the classroom and other indoor areas, the outdoor play space and all the equipment and toys used by the children every year in order to ensure that everything which your child may come into contact with has been assessed and that potential hazards are kept to a minimum. We welcome your comments and suggestions for improvement.

MEMBERS OF STAFF



Mrs Turner
Headmistress



Mrs Leonard
Deputy Head of Prep School
& Director of Studies
Class Teacher
sml@barneyschool.org.uk



Mr Burgess
Head of PE & Games

mab@barneyschool.org.uk



Mrs Chapman
Class Teacher

mlc@barneyschool.org.uk



Mr England
Gap Year Student



Mrs Hodges
Teaching Assistant

lch@barneyschool.org.uk



Mr Joy
Class Teacher

njj@barneyschool.org.uk



Miss Hutchinson
Teaching Assistant

lrl@barneyschool.org.uk



Mrs Raper
Teaching Assistant

kjr@barneyschool.org.uk



Mrs Chaloner
Class Teacher

arc@barneyschool.org.uk



Mrs Hairsine
Class Teacher

28

ejfh@barneyschool.org.uk



Mr Rickard
Sports Assistant

hjr@barneyschool.org.uk



Mrs Shearn
Class Teacher &
Forest School Leader

kjs@barneyschool.org.uk



Mrs Small
Class Teacher

ejs@barneyschool.org.uk



Miss Strachan
Class Teacher

jds@barneyschool.org.uk



Mrs Summerson-Brown
Class Teacher

nsb@barneyschool.org.uk



Mrs Bradbury
Teaching Assistant

ceb@barneyschool.org.uk



Mrs Morse
Secretary

prep@barneyschool.org.uk

Senior School Staff (who teach/are involved with Prep School)

Mr D J Cresswell
Mr G E Ford
Mr L A W Dickson
Mr E Midcalf
Ms R Masterman
Mrs S Newbrook
Mrs B Cummins
Dr R Carter

- Headmaster
- Director of Music
- Games/PE
- Games/Swimming
- Director of Sport/Games
- School Nurse
- School Nurse
- Visiting GP

There are many more members of Senior School staff, including peripatetic music staff and members of the support staff. A full list of staff and Governors is also available on the School website.

GOVERNORS

The full Governing Body meets at least once each term. The Sub-Committees of Education, Welfare and Staff Development, Finance & Estates, Strategy, Marketing & Development and Governance all meet at least termly.



Mrs C J Sunley
Chair of Governors



Mr N Bliss
Vice Chair



Dr J Elphick
Vice Chair



Mrs S Metcalf
Clerk to Governors

The Chair of Governors may be contacted via the School. Any written correspondence should be marked 'Private and Confidential' and will be forwarded to her at the earliest convenience.

A BARNEY EDUCATION

At Prep School we help children develop skills that we feel they will need most as they continue their journey through Barney and beyond. We use the terms **Feel**, **Be**, **Share** and **Go**, and develop the following values as children progress through the School through the Prep School Superheroes.

			
FEEL	BE	SHARE	GO
<i>How you feel within</i>	<i>Who you are & how you behave</i>	<i>How you interact with people</i>	<i>How you learn and make progress</i>
Gratitude Courage Resilience	Humility Integrity Humour	Compassion Service Leadership	Curiosity Endeavour Creativity





BARNARD CASTLE
PREPARATORY SCHOOL

The Barney Way



Be Kind
Be Polite
Be Smart
Be Organised
Be Respectful

BEBE

says...

*'Remember to always
follow the Barney Way'*