



Barnard Castle
PREPARATORY SCHOOL

**PARENT
HANDBOOK**

2026/2027

WELCOME FROM THE HEADMISTRESS

Welcome to Barney Prep School!

At Prep, we put the wellbeing and happiness of all of our children at the forefront of everything we do. We believe that when children feel cared for and valued, they are empowered to flourish both academically and socially. Our dedicated team takes pastoral responsibilities to heart, ensuring that every child knows there is always a trusted adult ready to listen and support them. From their very first day, each child builds a strong relationship with their class teacher, who is committed to understanding their unique needs and helping them thrive in all aspects of their journey. Plus, with a full-time School Counsellor available, we reinforce our commitment to their emotional wellbeing.

Our ethos, embodied in 'The 'Barney Way' instills a sense of community and responsibility in our children from the outset. These core values are woven into the fabric of our school life – visible in our hallways, celebrated during assemblies, and embraced in our Chapel gatherings. Through engaging PSHE lessons, we empower our children to cultivate their social skills and learn the importance of kindness, empathy, and respect for one another.

At Prep School, we are not just preparing children for the next academic step; we are igniting a lifelong passion for learning and equipping them with the skills they need to navigate a dynamic future.

Together, we are building a community where every child feels valued, inspired, and ready to take on the world!

With best wishes,



Laura Turner
Headmistress



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Barnard Castle
PREPARATORY SCHOOL

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.



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.



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



SCHOOL UNIFORM

- We ask that all uniform is clearly labelled with your child's name.
- Hair and fringes must be tied back if it is shoulder length or longer. Short hair should be brushed and neat.

MICHAELMAS & LENT TERM

Winter Uniform

TRINITY TERM

Summer Uniform

Pre-Prep Boys (Reception – Year 2)

All Year Round:



Barney Shorts



Royal V Neck with Brown Stripe



Sky Crested Polo



Navy Crested Coat



Navy Crested Book Bag



Navy Long Socks



Navy Ankle Socks
(with trousers only)

Michaelmas & Lent Term:



Navy Trousers



Bobble Hat



Navy Fleece Gloves

Trinity Term:



Navy Crested Baseball Cap

Prep Boys (Year 3 – Year 6)

All Year Round:



Preppie Blazer



Barney Shorts



Royal V Neck with Brown Stripe



Short Sleeved Blue Chambery Shirt



Navy Crested Coat



Navy Crested Rucksack



Prep School Tie



Navy Long Socks

Navy Ankle Socks
(with trousers only)



Michaelmas & Lent Term:



Barney Trousers



Long Sleeved Blue Chambery Shirt



Bobble Hat



Navy Fleece Gloves

Trinity Term:



Navy Crested Baseball Cap

Pre-Prep Girls (Reception – Year 2)

All Year Round:



Royal Cardigan with
Brown Stripe



Barney Shorts
(optional)



Sky Crested Polo



Navy Crested
Coat



Navy Crested
Book Bag



Navy Long
Socks



Click Clacks
(optional)
& Velvet Scrunchie



Blue & White
Check Scrunchie

Michaelmas & Lent Term:



Barney Pinafore



Bobble Hat



Navy Fleece
Gloves



Navy Tights

Trinity Term:



Blue & White Check
Summer Dress



White Ankle
Socks



Navy Crested
Baseball Cap

Prep Girls (Year 3 – Year 6)

All Year Round:



Preppie Blazer



Barney Shorts
(optional)



Royal Cardigan with
Brown Stripe



Navy Crested
Coat



Navy Crested
Rucksack



Navy Long
Socks



Click Clacks
(optional)
& Velvet Scrunchie



Blue & White
Check Scrunchie

Michaelmas & Lent Term:



Royal V Neck
with Brown
Stripe



Long Blue
Chambery Blouse



Barney Skirt



Bobble Hat



Navy Fleece
Gloves



Navy Tights

Trinity Term:



Blue & White Check
Summer Dress



Navy Crested
Baseball Cap



White Ankle
Socks

Sports Kit Guidance

Pre-Prep Boys & Girls



WeatherLayer Jacket



Quarter Zip MidLayer



Tracksuit Bottoms



Navy Field Short



Prep House Top

Footwear: Plimsolls or Indoor Trainers & Outdoor Trainers

Prep Boys



WeatherLayer Jacket



Quarter Zip MidLayer



Tracksuit Bottoms



Navy Field Short



Prep House Top



Reversible Games Shirt



Rugby Shorts



Swimming Jammer Navy



Games Socks



Navy or White Baselayer

Footwear & Additional Equipment:

- Indoor Trainers
- Outdoor Trainers
- Rugby Boots
- Shin Pads (for hockey & football)
- Mouth guard (for hockey & rugby)

- Playerlayer Backpack or Holdall



Sports Kit Guidance

Prep Girls



WeatherLayer Jacket



Quarter Zip MidLayer



Tracksuit Bottoms



Navy Field Short



Prep House Top



Games Shirt



Navy Skort



Girls' Swimming Costume



Games Socks



Navy or White Baselayer

Footwear & Additional Equipment:

- Indoor Trainers
- Outdoor Trainers
- White Swimming Caps
- Shin Pads (for hockey & football)
- Mouth guard (for hockey & rugby)
- Playerlayer Backpack or Holdall



WHO SHOULD I CONTACT?



CLASS TEACHER

Your first point of contact

- ✓ Pastoral care
- ✓ Academic Progress
- ✓ Day-to-day questions
- ✓ Classroom matters

Daily communication

Parents often have the opportunity to speak with class teachers informally at collection time



HOME-SCHOOL COMMUNICATION

Pre Prep use a **Home School Diary**

Year 3-6 use a **Prep Diary**

These are important communication tools and should be checked regularly.



ADMINISTRATIVE ENQUIRIES

For administrative matters, please contact the Prep School Secretary, Mrs Morse.



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 DL2 8UW



STAYING INFORMED

We keep parents updated in several ways throughout the year:



Termly Calendar

Highlights key school events & important dates



Website & Social Media

Includes school news, policies and everyday activities



Weekly Newsletter

Shares news and updates from the Prep School



Parent Consultation Meetings

Both online and face to face



PARENT PORTAL

Provides access to:



School Reports



Calendar



Timetables



Important Documents



Staff Contact Details



Login details for the Parent Portal are sent to parents at the start of the academic year.



FOLLOW US ON SOCIAL MEDIA

Our social media accounts are a great way to see what is happening at Barney



Instagram

@barnardcastleschool



Facebook

Barnard Castle School



School Website

www.barnardcastleschool.org.uk
Our School website gives you direct links to term dates and weekly School Calendar.

THE SCHOOL DAY



MORNING DROP-OFF

- Children may be dropped off at the Prep School from 8.15am, they can walk up the hill independently where a member of staff will meet them to sign in.
- If arriving before 8.30am, pupils should check in with the member of staff on duty in the playground, or in the Atkinson Hall if the weather is poor.
- Children should be in their classrooms by 8.35am.



MORNING LESSONS

Each day begins with:

- Class registration with follow up activities with either a pastoral or academic focus.
- Lessons then follow, with:



Morning break
10.30am



Fresh fruit is provided
at break time



Two further lessons
before lunch



LUNCHTIME

- Pre-Prep: **12:00 noon**
- Years 3-6: **12:10pm**



AFTERNOON

- Afternoon lessons begin at **1.10pm** with Assemblies on Monday, Tuesday and Thursday alongside a Chapel service and a morning singing assembly.



In the first week of the Michaelmas Term you will be invited to a class meeting with your child's new teacher, there they will talk through all the routines of the School week and give you a copy of the class and homework timetable.



COLLECTION TIMES

IF YOUR CHILD IS **NOT** STAYING FOR OUR CO-CURRICULAR PROGRAMME



PRE-PREP
finishes at
3:30pm



YEARS 3-6
finishes at
3:40pm



**AFTER-SCHOOL
SUPERVISION**
is available
until **5pm**
Free of
Charge



Children may also
stay for tea and be
collected before
6pm or **7pm** by
prior arrangement.

IF YOUR CHILD IS
STAYING FOR A CO-
CURRICULAR ACTIVITY



You can pick up
your child from
4:40pm - 5:00pm

*Any children not
collected by 5pm
will be taken to tea
at Senior School*



Please note if you wish for someone else to collect your child you need to call our Prep School Secretary to let us know. If we do not get confirmation we will need to contact you directly.



PARKING & COLLECTION



Arrive at the
Prep School
Car Park



Walk up the
hill towards
Prep School



Wait in the
Playground

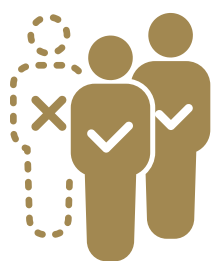


Collect child
from the duty
teacher



Due to the size of the car
park, please aim to drop
off and pick up as swiftly
as you can

ABSENCE FROM SCHOOL



If your child is unwell and unable to attend school, please telephone the Prep School Office as early as possible and no later than **9.00am** on each day of absence.

LEAVE OF ABSENCE

- Parents are expected to follow the published term dates and exeat arrangements as part of the conditions of admission.
- If your child needs to miss any school commitment including lessons, events, or other activities, you must please request leave of absence in advance via email.

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.

Payments can be made by:



Direct Debit



Direct Bank Transfer



Credit or Debit Card



Cheque or Bankers Draft

flywire

Flywire
(overseas parents)

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.
- Ad hoc use of the bus must be authorised by the Prep School Secretary.

WELLBEING

Your child's wellbeing is our highest priority. We provide a range of support to ensure that every child feels happy, safe and well supported.



Hand of Support: At the start of each term, every child completes a Hand of Support, identifying five trusted adults in the Prep School they can talk to if they are feeling worried, upset or sad.



Weekly PSHE Lessons: All pupils take part in a weekly PSHE lesson, which includes activities and discussions designed to help children understand, develop and maintain positive wellbeing.



Wellbeing Room: Our dedicated Wellbeing Room is open during break and lunchtime, with a member of staff always available to listen and offer support.

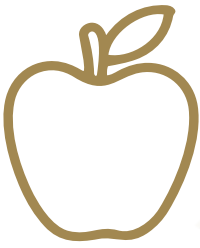


Pastoral Team Meetings: Our dedicated Pastoral Team meets weekly to discuss the wellbeing of every child in the Prep School.



Knowing Every Child Well: Staff build strong relationships with pupils and know them extremely well, enabling them to notice any changes in behaviour, mood or confidence and provide support whenever it is needed.

FOOD & DRINK



Healthy Eating

Children are offered a piece of fruit at morning break.



Water Bottles



Balanced School Lunches

Our School Chef designs a carefully balanced menu to provide a healthy and varied choice of meals.



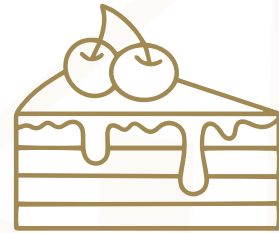
Three-Week Menu Rotation

Menus rotate on a three-week cycle, offering a wide range of nutritious and varied options. You can find each weekly menu on our [website](#).



Lunch Options

Children can choose from a selection of hot dishes, as well as options from the salad bar, pasta station, or jacket potato bar.



Desserts

Dessert options include fruit, yoghurt, or a hot pudding.



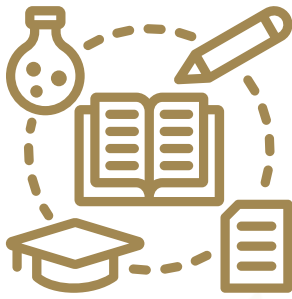
Please note that we are a nut-free school



Allergies and Dietary Requirements:

Please ensure any allergies or special dietary requirements are noted on the medical questionnaire sent to you by our School nurse and discussed with your child's class teacher.

CURRICULUM



Our Prep School curriculum is broad, balanced, fun, inspiring and creative, with learning carefully sequenced so that knowledge, skills and concepts build progressively in each year group. This clear structure ensures that pupils develop confidence and understanding as they move through the school.

Our teachers skilfully adapt lessons each day to provide the right balance of support and challenge for every child. The curriculum is further enriched through:



Forest School

**Our
Innovation
Room**



which encourages pupils to think creatively and solve problems



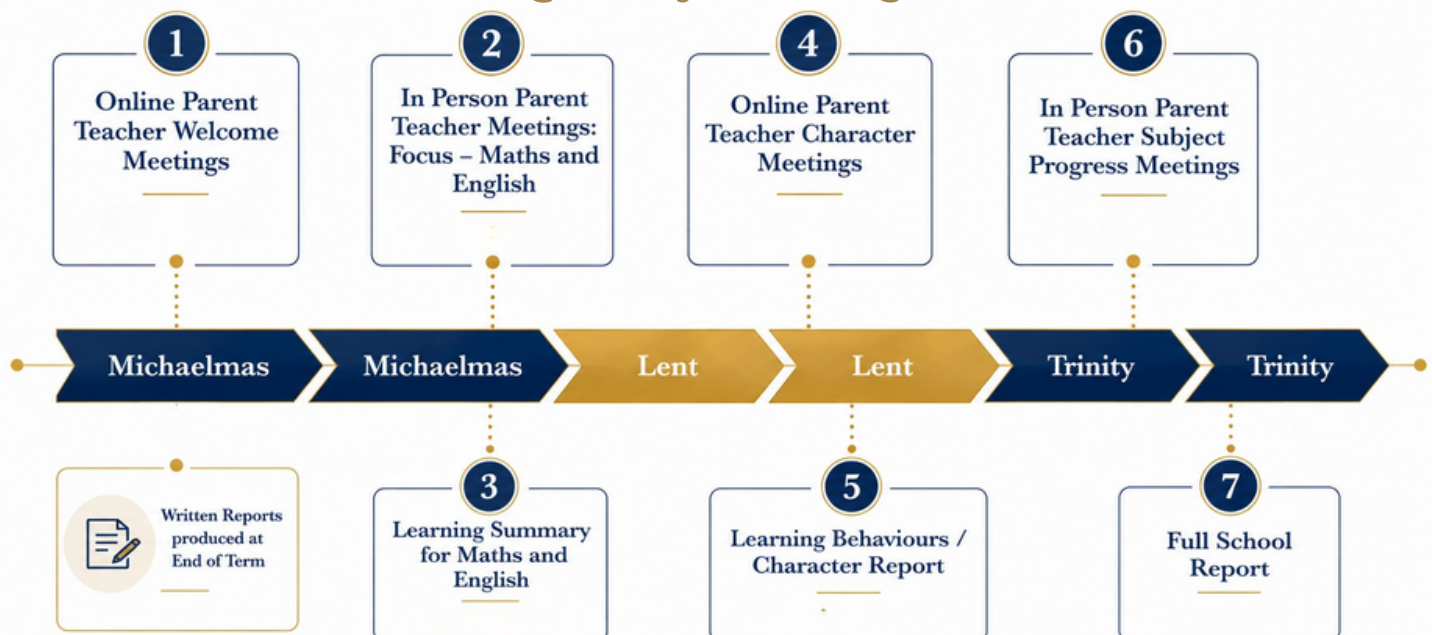
An excellent programme of **music, drama and sport**

At the beginning of each term, parents receive an overview of their child's upcoming learning, along with practical suggestions for how they can support and extend this learning at home.

ASSESSMENT & REPORTING

If you have any queries regarding the curriculum or assessment, please contact Mrs Sarah Leonard, Director of Studies:

sml@barneyschool.org.uk



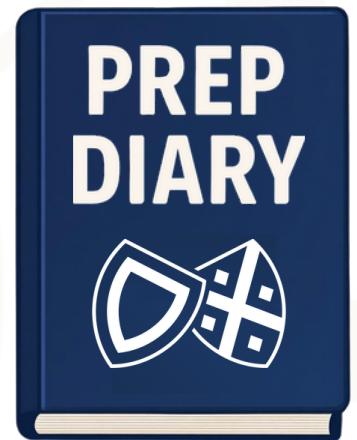
SCHOOL SUPPLIES



- Pre-Prep use a branded School bookbag and Prep use a branded rucksack each day.
- Only pupils in Years 3-6 bring their own pencil cases with the following stationery:
 - **pencil, ruler, glue, scissors, rubber** and **colouring pencils/pens.**
- Please ensure all of this is clearly labelled with your child's name.

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. Homework will be set on a nightly basis for pupils from Year 3 to Year 6. Younger pupils are also given short tasks, for example reading, practising letter formation, or learning spellings.
- All children from Reception to Year 6 have a Prep Diary in which to record their homework.



HOUSE SYSTEM

We are proud of the traditions of our House System which include key events across the year such as House Singing, Maths, General Knowledge, Art and Sport.

Your child will be placed in one of our four Houses:



Siblings, and anyone with an existing family link, are placed in the same House.

CO-CURRICULAR

We offer a broad and varied co-curricular programme each term, designed to enrich pupils' learning beyond the classroom.

At the start of every term, parents and children receive information about the activities available, and pupils are invited to choose the clubs and opportunities that interest them most.

The large majority of these clubs are covered by your termly School fee. Some clubs such as ballet, taekwondo and squash have a small charge which is added to your end of term bill.



LAMDA LESSONS

If you would like your child to take part in LAMDA (London Academy of Music and Dramatic Art) lesson, please contact:

Mrs Wilson - erw@barneyschool.org.uk



MUSIC LESSONS

If you would like your child to have one-to-one music lessons with our visiting music teachers please contact:

Mr Ford - gef@barneyschool.org.uk

Instruments include piano, drums, flute, voice, trumpet, guitar.

EDUCATIONAL VISITS

We also arrange a number of educational visits throughout the year. These trips are closely linked to topics being studied in class and help children deepen their understanding while developing new skills and knowledge.

For further information about the co-curricular programme and school visits, please contact our Prep School Secretary, Mrs Morse.



SAFEGUARDING & CHILD PROTECTION

We have robust policies and procedures with regard to safeguarding and child protection.

**Prep Designated
Safeguarding
Lead:**

Mrs Laura Turner



let@barneyschool.org.uk

We register all pupils at the start of the morning and afternoon sessions, supervise play areas and ask all visitors to sign in, wear security badges and be escorted throughout their visit.

The safety of the children is our highest priority.

BEHAVIOUR

- At Barnard Castle Prep School we value our sense of **community**.
- Our principal concern 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**.
- We expect our children to be **honest**, **helpful** and **polite**, to **work hard** and to **listen to others**.



MEDICAL MATTERS



The School Medical Centre is operated by the School Nurse, who is responsible for the medical care of the pupils during the School day.

The majority of the Prep School staff hold paediatric first aid qualifications. If pupils require any medication during the School day, it should be handed into the Prep School secretary who will ask you to sign a form giving details of the medication, dosage and times.

If your child needs some homely medicines throughout the day e.g. Calpol we would administer this and with your permission.



The Medical Centre can be contacted on **01833 696063**

SCHOOL POLICIES

Key School Policies are posted on our School website. You are welcome to request paper copies from our Prep School Secretary.

We update and review our risk assessments on classrooms and other indoor areas, outdoor play spaces and all equipment and toys.





FEEL
How you feel
within



BE
Who you are and
how you behave



SHARE
How you interact
with people



GO
How you learn and
make progress

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.

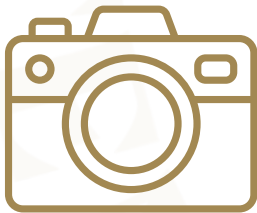
We use the terms **Feel, Be, Share** and **Go**, and develop the following values as children progress through the School through the Prep School Superheroes.



DATA PROTECTION



The School routinely deals with a considerable amount of personal data. 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 images of pupils in School magazines, newsletters, prospectuses, advertisements or on our website etc. It will do so responsibly and with due regard to pupils' safety. Should any parents not wish a for their child's photograph to appear in School literature, they are asked to let the Headmistress know in writing.



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

MEMBERS OF STAFF

PREP SCHOOL TEAM

Mrs Turner

Headmistress

let@barneyschool.org.uk

Mrs Chaloner

Prep School SMT & Class Teacher

arc@barneyschool.org.uk

Mrs Hairsine

Class Teacher

ejh@barneyschool.org.uk

Miss Strachan

Class Teacher

jds@barneyschool.org.uk

Mrs Small

Class Teacher

ejs@barneyschool.org.uk

Mrs Shearn

Class Teacher & Forest School Leader

kjs@barneyschool.org.uk

Mrs Leonard

Deputy Head of Prep School & Director of Studies

sml@barneyschool.org.uk

Mr Burgess

Head of PE & Games

mab@barneyschool.org.uk

Mrs Chapman

Class Teacher

mlc@barneyschool.org.uk

Mrs Summerson-Brown

Class Teacher

nsb@barneyschool.org.uk

Mr Joy

Class Teacher

njj@barneyschool.org.uk

Mrs Morse

Prep School Secretary

prep@barneyschool.org.uk

GOVERNORS

Mrs C J Sunley

Chair of Governors

Mr N Bliss

Vice Chair

Dr J Elphick

Vice Chair

Mrs S Metcalf

Clerk to Governors

The full Governing Body meets at least once each term.
The Chair of Governors may be contacted via the School.



**Barnard Castle
Preparatory School**