



WARWICK
JUNIOR SCHOOL

Parents' Handbook

2018/2019

Members of Junior School staff – September 2018

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Should you wish for any information or to make contact with a subject teacher, please contact your son's form tutor who will forward your enquiry to the appropriate member of staff.

Useful telephone numbers

Warwick Junior School	01926 776418
Medical Centre (Direct Line)	01926 776499
Absence Reporting Voice Mail	01926 776477
Sports Weather Line	01926 776488
School mobile (Taken on trips)	07452250362
Email	enquiries@warwickschool.org
Junior School email	j.turner@warwickschool.org

SECTION A – ETHOS

Altiora Peto – I am for higher things

Warwick School offers a continuous education from age 7-18. A common ethos extends across both the Senior and Junior schools. In the Junior School we promote Learning Strengths, encouraging the boys to develop a range of skills and attributes expressed below:

1. Developing Learning Strengths

Responsibility
Demonstrate **self-control**; *you* determine your **effort** and **behaviour**. Show **integrity** and **honesty**.

Independence
Be **organised** and show **initiative**. Demonstrate **leadership** and have **confidence** in yourself.

Empathy
Try to **understand** others' ideas and feelings. Be **kind**: show **friendship**, **helpfulness** and **encouragement**.

Communication
Listen as well as **talk**; have a **flexible mind** when **collaborating**. Be a good **team player**. Use good **manners** at all times.

Creativity
Be **curious**; ask **questions**. Explore **original** and **creative** solutions.

Resilience
Be **positive**. Recognise that making **mistakes** is essential for learning. Be **determined** and **persevere**.

Reflectiveness
Look back and see how you can **improve**. Use **good judgement** and **decide** on your next steps.

Focus
Avoid distractions. Know your **goals** and work towards them; be **conscientious** in all that you do.

It is our wish that all boys entering Warwick Junior School will be ready and prepared for entry into the senior school at age 11. As educators, we strive to work in partnership with parents towards a common goal of developing each boy as an individual – physically, intellectually, emotionally and socially. We want all boys to show initiative in their own learning and we aim to ensure that each child is fully included, secure and valued.

2. From a Boy's Perspective

Viewed from the perspective of the child, we have developed the following as a 'child-friendly' set of aims:

The Junior School encourages me to:

Be fully involved and enjoy school life;

Find out as much as I can about the world in which I live;

Explore my personal skills and talents, and discover new ones;

Ensure that all of our school, boys and adults, feel part of a community;

Feel proud of my successes and take on new challenges;

Value the achievements of others as well as my own;

Treat others fairly and honestly;

Follow the 3 Cs: Care, Courtesy and Consideration

3. Teaching and Learning

A number of principles underpin our teaching and learning. These can be summarised as being our desire to:

Set high expectations and give every child confidence that they can succeed;

Establish what children already know and build on this;

Structure and pace the learning experience to make it challenging and enjoyable;

Inspire learning through passion for the subject;

Make individuals active partners in their learning;

Develop learning strengths and personal qualities;

Develop teaching skills that respond to a rapidly changing world.

4. Independent learners

Young pupils are necessarily very reliant upon their teachers for initiating and supporting their learning. A key goal at Warwick Junior School is to help boys achieve greater independence in their learning as they move through the School.

To this end, we encourage children to strive for explanation and understanding and not to 'spoon feed' answers.

5. Staff - Parent relationship

Educating children is a shared responsibility between school and home. It is therefore important that the links between school and home are strong and underlie a partnership built upon trust, understanding and common goals. We value this partnership and aim to meet with all parents early in the school year to share information as the foundation for on-going communication over the year.

SECTION B – Routines

1. Arrival

i. Arrivals on Time

8.00 – 8.25am Pupils arriving between 8.00am and 8.25am should go directly to the playground where a member of staff will assume responsibility for the pupils. If it is raining, children should go to the Assembly Hall or Library dependent on availability. There should be no boys on site before 8am.

Pupils should arrive in time for line up at 8.25am. A smooth start to the day is important for both the child and for teachers.

Parents should leave their sons to take bags to the cloakrooms and classrooms.

8.25 – 8.40am

Pupils arriving late between 8.25 and 8.45am should go directly to the classroom for registration.

ii. Late Arrivals

Pupils and parents should not be anxious if they are late for the start of school; we would rather you arrive safely and unruffled than risk an accident by rushing.

Pupils arriving later than 8.45am who miss registration should go directly to Reception to register.

iii. Late Arrivals During the School Day

When teaching has started it is not appropriate for parents to take pupils directly to their lessons.

Pupils should be taken to Reception where they will be registered and then sent to their next lesson. This is very important. We must have an accurate record of those in school at all times.

iv. Cloakrooms

Each form has a cloakroom where boys have a space to put their games bag and pegs to hang their school bag, fleece and blazer. Boys should take their completed homework and the books they need for the day to their classrooms.

v. Musical Instruments

Small instruments (violins or smaller) are kept in the classroom. With the exception of cellos and double basses, all other instruments can be stored at the back of the Deputy Head's classroom. Due to their size, double basses and cellos should be taken directly to the Music School for safe keeping.

2. Collection

i. During the School Day

If parents need to collect their son from school during the course of the school day, an email should be sent to the Headmaster. The boy will then be sent to the school Reception at the appropriate time and parents should collect their son from there. Parents are then asked to sign their son out at the school office.

It is important that boys do not leave school directly from classrooms as we must have an accurate record of all people on site.

ii. At the End of the School Day

Between the end of school at 3.40pm and the start of activities / clubs, at 4pm boys are to wait for parents in the playground until 4.05pm. The children will be supervised by the teachers on duty. Boys must not wait for parents at the school entrance. At 4.05pm the teacher on duty will take all boys not collected by parents to the library to be supervised. After 4.05pm parents should collect pupils from Prep or when their son's activity finishes from the playground.

iii. Prep Provision

All boys staying for Prep are collected from the playground at 3.50pm. They are then taken to the Dining Room where they are served a healthy snack and drink. They then return to the Junior School to begin their homework. Years 5 and 6 boys complete their homework in the downstairs Computer Room, boys in Years 3 and 4 are supervised in the library.

Prep is supervised by staff and runs between 4.00pm and 5.00pm followed by Late Club from 5.00pm-5.45pm. Boys may not have homework to occupy them for the full hour of homework; however, all boys will be expected to complete a session of quiet reading before having the opportunity to play board or online games.

Prep ends at 5.00pm. Between 5pm and 5.45pm, boys continue to be supervised by staff. When weather conditions and light are favourable, boys are often supervised during this time on the playground.

iv. Charges for Supervised Prep

Boys staying for homework between 4pm and 5pm are charged £5.00 including tea. Between 5pm and 5.45pm there is an additional £2.00 charge. This charge also applies to boys who are taken to homework at the conclusion of their clubs and activities.

While a boy will never be left on their own, we stress that 5.45pm should be the latest time for collection. Parents who cannot make the 5.45pm collection should consider other childcare arrangements. A charge of £10 per 15 minute period, or part thereof, is charged to all parents picking sons up after 5.45pm.

v. After Sports Matches

After home matches, pupils are expected to share a match tea with the opposition. Parents are always welcome to join staff for refreshments in the Halse Pavilion on conclusion of the games. Following away rugby and football matches, the boys will be required to wear their full tracksuits. A tracksuit is an essential part of school uniform as few schools provide the opportunity for showers.

During the cricket season, the time of pick-up depends on the type of match being played: matches for the under 11s are often timed to finish at about 5.30pm; younger boys may finish their matches at around 4.00pm. Return times for away matches are sometimes difficult to predict due to traffic congestion. Details of expected times of return are published on the team lists posted on the notice board by the entrance gates to the Junior School and on the weekly newsletters. Should a match have to be cancelled, the school will send out a text message to parents.

vi. Visitor Security during the School Day

During the school day, all visitors to the school should visit the Junior School Reception to sign the visitors' book. Lanyard badges are given to all visitors and must be worn throughout the visit and returned to Reception on leaving. Non-badge wearers will be challenged.

vii. Buses

A number of our boys use the school buses. At the end of the day a teacher escorts children down to the buses to ensure they catch the correct bus. Buses leave from 4.10pm each day. Children travelling by bus will not be able to attend after school clubs due to the early departure unless other pick up arrangements are made for 5pm.

3. Traffic Management

i. Driving within the School Campus

Extreme care should be taken when driving within the school campus. Cars should proceed at a crawl and assume that they may have to stop suddenly. Boys should not be allowed to run across the car park to the Junior School. Pupils should observe good road sense at all times.

ii. Parking

Please park within the designated parking spaces outside the Junior School when picking up your child. Parents must ensure that the disabled parking space remains available for cars displaying a disabled badge. We do expect parents to park and pick up children from the school playground. Children must not wait by 'the Bears' at the front of school.

iii. Rules Governing the Official Transport of Pupils

Pupils are required to wear seat belts whenever on official School transport and to abide by the "special rules" that apply. All school mini-bus drivers are authorised by the school and have a current minibus accreditation (MiDAS).

4. Illness

The school has a nurse on duty in the Medical Centre during school hours and will deal with all medical issues. A number of other members of Junior School staff are first-aid trained.

i. When to Keep Pupils at Home

Pupils who might need individual care should be kept at home. Boys who are not fully recovered are more vulnerable in a school environment and should remain at home until fit. Boys should not be sent to school if clearly unwell, as indicated by the presence of a raised temperature, fever, loss of colour, pain, or when other obvious symptoms are present. If a boy is sent to school and is clearly unwell, we will make contact with you and ask you to collect your son. Sometimes fatigue can be a factor with younger pupils. If you feel that your

son's needs are better served by resting at home, please follow your instinct and keep your child at home.

Please advise the school office by phone / email before 8.30am on the first day of absence. When your son returns to school he should bring a letter from you explaining his absence which will be kept in his file.

ii. Control of Infectious Conditions

We follow the 'Infectious Control Guidelines for Schools' as published by the Health Authority Communicable Disease Team. Boys who have been diagnosed with an infectious illness by their doctor should remain off school until they cease to be infectious and feel well enough to return to their studies. Your family doctor will advise regarding the duration of exclusion, but it will be in line with the Health Authority guidelines.

The Headmaster reserves the right to require pupils to be absent for a period consistent with Health Authority Guidelines. Boys who have experienced a bout of vomiting or diarrhoea should not be returned to school until a **period of 48 hours** has elapsed since the last episode.

It is unlikely that your child will go through school (any school!) without coming into contact with head lice. We always inform parents when these pests are present and outbreaks are usually short lived. We will ask the parents of the boy concerned to take their son home and ensure an effective treatment is administered before their son returns to school.

iii. Illness at School

Boys who feel unwell during the course of the day will be removed from the class environment and transferred to the Medical Centre. If medical staff believe a boy should be sent home, the boy will return to the Junior School Reception to await collection by parents.

iv. Medicines at School

Before your son starts in the Junior School, we request that all medical information is included on a medical consent form. It is particularly important that school is aware of any potential anaphylactic or other reaction to allergens. Equally, we need to know of all boys requiring inhalers to help control asthma.

We request that all boys requiring epipens for potential anaphylactic reactions have two in-date devices in school. One epipen is kept in the Medical Centre, the other in the Junior School Office. When boys prescribed an epipen are taken off site, for instance on a school fixture, the epipen is taken as a precaution by accompanying staff. All Junior School staff are trained in the use of epipens.

Boys needing to use medicines during the school day, eg to complete a course of antibiotics, will be asked to take their medicines to the Medical Centre and to report to medical staff at the appropriate times. Teachers are not permitted to administer medicines unless acting in loco parentis whilst on a residential trip.

If parents indicate a medical condition on an expedition medical consent form, the child must have that medication for the expedition or trip. If they do not have the medication they will not be allowed to go with the party. For example, a boy who is recorded as asthmatic and who needs an inhaler would not be allowed to go if they did not have their inhaler with them before departure.

v. Sun Protection

In sunny weather, boys should have a school baseball cap or sun hat in school. Parents should apply suncream before school and, if they wish, may send their own son with suncream for him to reapply later.

5. Accidents

i. Accidents Resulting in Minor Injury

Boys who receive minor injuries such as cuts and grazes will be given attention by the school nurse or by a first aider at school. The treatment will follow guidelines as laid down for first aid treatment, and will typically involve an initial evaluation followed by simple cleaning and covering of the wound.

A view will be taken by the school as to whether parents should be contacted immediately. Boys who have received treatment will be given a note where appropriate, to take home so that parents are informed about the treatment.

ii. Accidents Resulting in Serious injury

Pupils who receive injuries that are assessed by the school to be serious will be stabilised by the school nurse or an appointed person and either:

- an ambulance will be requested if the injury is severe ; or
- parents will be called in to take the pupil to hospital; or
- in certain circumstances the pupil might be taken to hospital by a teacher.

A teacher will accompany pupils to hospital in the absence of the parents. Parents will be contacted as soon as possible in all cases.

iii. Hospital Treatment

Parents are always contacted when hospital treatment of any kind is required by a pupil. In circumstances where a medical procedure is required, consent is sought from parents. If parents cannot be contacted the supervising teacher will exercise their power to authorise any medical treatment for the boy which is advised by a qualified medical practitioner.

6. Food:

i. School Meals:

All pupils take lunch at school. The menu is carefully prepared to appeal to most tastes and to provide a good nutritional balance. Each week's menu is available to view in the Junior School Reception. Parents may request an online menu by emailing Mrs Turner in the Junior School Office. Water and squash are always available at the table.

ii. Water Bottles

Boys are encouraged to bring a re-usable water bottle, containing water only, to school, which they may take with them to lessons. Water bottles should be taken home daily for washing.

iii. Break Time Snacks

Boys are welcome to bring in a healthy snack (eg a piece of fruit, vegetable sticks, crackers and cheese) for morning break at 10.50am. Please bear in mind that boys have lunch just one hour later, so large filling snacks are not appropriate.

iv. Tuck Shop

We run a tuck shop operated by the Junior School boys, supervised by a member of staff, allowing a year group to buy drinks and healthy snacks on their designated day in the week. Boys may bring in a maximum of £1 to spend on their Tuck Day. Boys are also allowed to bring in a snack for the end of the day. This may be a particularly good idea for boys staying for after school activities.

Monday: Year 5

Wednesday: Year 6

Tuesday: Year 3

Thursday: Year 4

v. Special Provision

A range of meals, including vegetarian options are available at lunchtime. The vegetarian options are detailed on the weekly menu. The school caters for a range of special dietary requirements. Please notify the school of all special dietary needs.

vi. Bringing Food to School

Pupils are not allowed, under normal circumstances, to bring sweets to school. Chewing gum is forbidden at all times. Water is allowed but must be in non-spill containers.

7. Possessions

i. Electronic games and mobile phones

With the exception of boys travelling to and from school by bus, boys should not bring electronic devices into school. For boys travelling by bus, a mobile phone is a sensible addition to allow boys to advise of any changes to routines. We recommend that a simple phone is provided without internet connectivity. These phones should be handed in to Reception on arrival and may be picked up at the end of the day.

Parents may also request permission from the Headmaster should they wish their son to have a phone in school to contact brothers or sisters in our Senior Schools at the end of the day to coordinate pick up. Again, all phones must be handed into the Office on arrival.

We will call parents if a boy needs to make contact. If a parent needs to make contact with a child they can do so via the school office.

ii. Social network and computer use

Boys using the network must respect the rules governing use of the network. They must not attempt to enter restricted areas of the network, or alter the configuration of the computers or server. Internet access, when available, will be closely monitored with appropriate filters in place. The school's Acceptable Use Policy will be included in the Pre-Enrolment Document and must be signed by parents and pupils. Boys are expected to read and sign the Junior School Computing Code of Conduct, which is printed in their Prep Diary, at the start of the Michaelmas term's Computing lessons.

iii. Watches and Expensive Items

Boys may wear inexpensive watches to school. Such items should be clearly marked with the boy's name. Watches are worn to school at the owner's risk. Expensive watches and other items of significant value should not be brought to school.

iv. Clothing and School uniform

During the week the boys should have daily access to a school fleece. Whenever possible children will be allowed to play outside even in light rain. Please ensure that all clothing is named and loops sewn onto coats to enable us to hang them on pegs with ease.

Boys are encouraged to keep all items of clothing that are not being worn in their bag. School uniform, including the blazer, should be worn to and from school unless permission has been otherwise granted such as for school trips or following games.

v. Lost Property

The Form Tutor and School Office will help with all lost property. All clothing and possessions should be named. We will always try to help boys locate any missing items.

Items not claimed are then liable to be sent to a charity shop or otherwise disposed of. There are no facilities at the Junior School for the long-term storage of lost property.

8. Restrictions

i. Classrooms

Boys should not enter the school building before registration in the morning. Bags should be left on the racks adjoining the Junior School until line-up. Parents must not enter the Junior School without first reporting to Reception.

ii. Changing Rooms and Toilets

It is an important child protection policy that no unauthorised adult should have access to these areas. All adults who come into contact with children at Warwick School have completed extensive safeguarding checks. Please refer to a teacher if you have a need to enter a changing area. A toilet for visitors is located close to Reception.

9. Appearance

i. Hair

Boys' hair should not touch the collar and ears should be visible. We expect our boys to keep their hair tidy – fringes should not impede vision. Styles should be conservative and closely graded haircuts are discouraged (no closer than a grade 3). Hair products such as wax and gel should not be used to spike or style hair.

ii. Shoes

Boys' shoes should be traditional black leather shoes. Boys should not be supplied with 'trainer' style footwear. Parents are advised to choose shoes that will allow their son free and safe movement.

iii. Wearing of Uniform

Boys should take pride in their appearance and in the wearing of the school uniform. They will be reminded by teachers to tuck in shirts, fasten top buttons, wear ties correctly, fasten shoelaces and wear clean shoes. Play is a significant part of a boy's life at the Junior School. We do, however, expect that boys take care of their uniform, and that blazers, in particular, are cared for and are not left lying around. We do take measures to reduce undue wear and tear and insist that school fleeces are worn at breaks and not blazers.

SECTION C – ACADEMIC ROUTINES

1. Homework

Homework is designed to help reinforce or extend work in the classroom. Boys should not spend longer than the times suggested below. Parents are advised to stop their son once they have completed the allotted time. We do not want homework to result in upset or be the cause of friction. If your son is finding the work too difficult, please write a note in the Prep Diary or contact your child's form tutor, preferably by email.

We also recognise that boys have a variety of commitments out of school. On match days when an away fixture is scheduled, boys may not have time to complete their homework. Should your son be unable to complete an assignment due to commitments or domestic arrangements, please make a note in the Prep Diary and teachers will be happy to agree an extension. Tired boys should not be forced to complete homework.

Year 3

Boys in Year 3 will be given 20 minutes of homework each day. Reading is expected each night for 10 minutes.

Year 4

Year 4 boys will receive daily homework of approximately 20-30 minutes. Some homeworks may be to conduct research about a topic or to complete work begun in class. Reading is expected each night for 10 minutes.

Year 5

Year 5 boys will receive daily homeworks lasting approximately 30 minutes. Reading is expected each night for 10 minutes.

Year 6

Year 6 boys will receive a daily homework of 30-40 minutes. Reading is expected each night for 10 minutes.

2. Prep Diaries

Boys are given Prep Diaries at the start of the year. The diaries also provide useful study skills information. The Prep Diary serves many purposes including a means by which parents may communicate with their child's form teacher concerning homework and other school matters. Parents are asked to sign the diary each night to state that the homework has been completed. The boys are responsible for looking after their Prep Diary. Should a boy need a replacement diary, a small cost will be added to the school bill.

3. Equipment needed at School

Boys should have a pencil case in school. It should contain:

1. An ink pen, roller ball or Berol Handwriting Pen (Upper School) Please note that biros are not appropriate
2. Replacement ink cartridges (Upper School)
3. A pencil
4. A pencil sharpener
5. A ruler
6. An eraser
7. Pencil crayons

4. Reading

Boys are encouraged to keep their reading book with them at all times. Please try to hear your son read each evening. You do not need to read a great deal; a few pages read on a regular basis is fine. Please keep a record of your son's reading in his Reading Record.

5. Spellings

These will be given out each week for the spelling test the following week. The boys should practise the words at home during the week using the LOOK, SAY, COVER, WRITE, and CHECK method.

6. Games

The schedule for games lessons is as follows:

Year 3: Friday

Year 4: Thursday

Year 5: Monday

Year 6: Wednesday

Boys should bring their games bag with the appropriate kit to school on their games day and take it home with them at the end of the day.

7. PE

During the boys' PE lessons, they will participate in swimming, athletics, tennis, hockey as well as more traditional gymnastics and movement. PE kit, including trainers, should also be kept in school and returned home at weekends for washing. Boys should have a pair of indoor trainers to avoid mud being transported into the hall.

The schedule for PE lessons is as follows:

Year 3: Thursday

Year 4: Tuesday

Year 5: Friday

Year 6: Monday

8. Kit List

The following kit list will enable your son to participate in the various sporting activities on offer in the Junior School. Parents are asked to ensure that their son's sports kit conforms to the official school clothing list. Most of the items are available at the School Clothing Shop located by the Warwick Hall car park. Opening times are 1.00 – 4.30 pm during term time

Winter Games kit for football/rugby/hockey

Royal blue school shorts

Royal blue school socks with white bands at the top

Football/rugby boots with rugby safety studs

School rugby/football shirt

School tracksuit top and bottoms

School base layer

Shin pads (for football and hockey)

Mouth guard (compulsory for U9-U11 Rugby and hockey. Optional for U8 tag-rugby)

Trainers (for indoor/astro turf option when weather is bad. Also needed when playing hockey)

Towel

Spare underwear

Boys who feel the cold are allowed to wear a sensible blue beanie hat (School beanie hats are available from the Clothing Shop), gloves and an additional vest, t-shirt or top under their Games shirt

Long blue/black base layer leggings can be worn for training only

Blue/black base layer shorts can be worn for training and matches.

PE kit

White school PE polo shirt

White school PE shorts

White ankle socks

Predominantly white (clean) trainers

(Boys can warm up in a school tracksuit top if needed)

Swimming kit (in a drawstring bag or kit bag)

Navy blue school swimming trunks

Towel

Goggles (optional)

(Swim kit bag can be kept in school kit bag and taken out for swimming lessons)

In the summer

PE lessons will be outdoors - athletics and tennis. Boys may bring in named tennis racquets but these are not compulsory. Boys are asked to have their swim kit in school as well in case of bad weather.

PE kit

As above + cricket jumper or tracksuit top

(Athletic spikes are allowed, but boys must have trainers as well)

Cricket

Boys in the Lower School (Years 3 and 4) do not need to have whites for cricket. Boys play cricket in their white PE kit. A jumper may be a sensible option as a single layer may not offer sufficient warmth. If boys do have cricket whites, they can wear them. Boys may bring in a bat and batting gloves if they have them.

As boys progress into the Upper School (Years 5 and 6), cricket whites are required, particularly for matches. Boys in the Upper School will need to have a box/abdo guard and suitable underwear (available from the school shop).

Upper School boys may only bring in a cricket bag if they are involved in school fixtures. For games lessons, they must only bring in what they can fit into their school games bag. The school has all the equipment they need for practice.

Boys may wear a school cricket cap. Badged cricket shirts and non-badged trousers and cricket jumpers are available to buy in the school shop.

Cricket spikes are allowed, although boys must have trainers or non-spiked cricket shoes as well.

Fixture information can be viewed online via the school website or at www.warwickschoolsports.org (Password W4rw1ck)

Twitter - @WJS_Sport

9. Timetable

A copy of the timetable will be distributed at the start of the year. This timetable may be subject to change on occasions. If you have any queries, which are not dealt with above, please do not hesitate to ask your son's form teacher. The Headmaster is always available to talk to parents by appointment.

SECTION D – PARENTAL CONTACT WITH THE SCHOOL

1. Pastoral Concerns: Appropriate Channels of Communication:

i. Good Relationships

The expectation at Warwick Junior School is that boys will at all times behave in an appropriate, fair and friendly manner towards each other. It is of course the case that, despite these best intentions, things will sometimes go wrong. The purpose of a policy for good relationships is to explain what should happen when things demonstrably go wrong. It is expected that any member of staff observing inappropriate behaviour will take action of some kind. This may be direct intervention or it may involve consulting other people or indeed handing the problem on to others. In most circumstances it will be appropriate to inform the form teacher of anyone involved. It is vitally important that boys do not take matters into their own hands. They should see adults in the school as being willing to help and should tell the supervising teacher or their form tutor of their concerns.

Where boys are involved in suspected bullying, the matter is generally dealt with through both individual and group counselling. We aim to resolve any areas of conflict and to ensure that the suspected bullying does not continue. If this initial work fails to resolve the problem, others adults and indeed parents may be involved in order to improve the situation.

Parents should be aware that, while our aim is to resolve conflicts, this does not mean that we will tolerate bullying of any kind. Indeed, this is far from the case.

In the final analysis, suspension or exclusion may be used if bullying behaviour persists.

ii. Unhappiness

We believe that happiness is a fundamental right of children and we strive to achieve a happy and safe environment for all of our boys. We do recognise however, that there will be times when boys are not happy or even unhappy. While it is true that life involves highs and lows, we will do all we can to seek out the reason or reasons for unhappiness and work hard to ensure that your son is supported fully.

If your son is feeling low or unhappy, please let the form tutor know. If there is a special cause of the unhappiness, we can often resolve it quickly and discreetly. Please do not sit on a problem. Although you may regard it as being trivial, it might be very significant to the child.

iii. Friendship Problems

Enjoying and understanding relationships is an important part of a child's development - and one which is often the source of anxiety. Boys learn to become social beings within the school environment, and as with all learning, they will make mistakes and possibly fall out of friendships as a consequence.

We emphasise the importance of friendships at the Junior School, and work hard to ensure that we support children within their peer group. Working closely with parents is important. If your son has friendship problems please let us know as we can offer very effective support and advice.

iv. Monitoring internet usage and texts

The world has changed in the last few years and junior aged children are increasingly exposed to the online world and can communicate with their friends using a variety of means. Please be aware of what your son is doing online and the time he is spending on 'screen time' to ensure a good balance of activities and discuss it with him. Should your son have a smart phone, please monitor your son's text messages. Whilst we advise boys regarding appropriate online and texting behaviour, it is important that parents monitor usage to avoid upset.

v. Other Personal Problems or Family Difficulties

It is very rare that we are presented with an unfamiliar or unique family circumstance. Consequently we can often give advice and support from a position of experience. If you feel that there are home circumstances that may be affecting your son, please share it with us so we can best support him.

There are varying levels of confidentiality that you can request such as Headmaster and form tutor only. With the possible exception of issues relating to safeguarding, discretion and confidentiality are assured.

2. Academic Concerns

If you have a concern regarding the academic progress of your child, you should contact the form tutor in the first instance. The form tutor will research the concern and meet with you to discuss the findings. Parents of an Upper School boy may wish to contact their son's Maths or English teachers directly.

In the unlikely event that the matter is not resolved satisfactorily, you should contact the Headmaster of the Junior School. As previously mentioned, it is preferable to deal with matters as they arise rather than wait until they become major issues.

3. Start of the Year Evenings

These meetings are held at the start of each Autumn term and are an opportunity for staff to explain what the children will be doing during the course of the year, the routines and expectations for the year group and how best you might support your son from home. The meetings take the form of several presentations by your son's year group teachers and the Headmaster. There will be opportunities later in the school year to discuss your child's academic and social progress.

A copy of the termly curriculum overview will be emailed to parents by the end of the first week.

4. Reporting Schedule

Reports are issued at various points in the school year. A full report, including subject comments, Form Tutor and Headmaster's comments is sent to parents once a year. At other points in the year, grades and form tutor comments are sent to parents.

All year groups receive reports at the end of the Summer Term including comments from Form Tutors and the Headmaster. The reports also include marks from the summer exams against averages for the year group or form.

	Michaelmas Term	Lent Term	Summer Term
Year 3	October: Parents evening with Form Tutor December: Grades and Form Tutor comments	February: Full written reports April: End of term grades	June: Parents evening with Form Tutor July: Grades, Form Tutor and Head's comments, marks from Summer exams Pupils' pleased and proud statement
Year 4	November: Parents evening with Form Tutor December: Grades and Form Tutor comments	February: Full written report April: End of term grades	June: Parents evening with Form Tutor July: Grades, Form Tutor and Head's comments, marks from Summer exams Pupils' pleased and proud statement
Year 5	November: Parents evening with Form Tutor December: Grades and Form Tutor comments	February: Full written report April: End of term grades	June: Parents evening with teachers of core subjects: English, Maths and Science July: Grades, Form Tutor and Head's comments, marks from Summer exams Pupils' pleased and proud statement
Year 6	September / October: Parents evening with teachers of core subjects: English, Maths and Science November: Entrance exams December: Grades and Form Tutor comments	February: Grades and Form Tutor comments April: Parents Evening accompanied by sons	July: Full written report including Form Tutor and Head's comment, marks from Summer exams Pupils' pleased and proud statement

5. End of Year exams

After the May half-term, end of year examinations are completed by all year groups. Boys are given a revision pack in the weeks before half term to help them prepare and revise, whilst taking into account the need to achieve a balance and allow plenty of time for the boys to enjoy their holidays.

6. Parents' Evenings:

Parents' evenings are held twice a year. Parents of Year 3 boys have the opportunity to meet Form Tutors before half term in the Michaelmas Term. There will also be parents' evenings before half term for Year 6 boys. This meeting will provide an opportunity for parents to speak to their son's English, Maths and Science teachers.

After half term in the Michaelmas term, parents' evenings are scheduled for Year 4 and Year 5 boys. In the second half of the Lent Term, Year 6 parents and their sons meet with Form Tutors to review progress and look ahead to the future.

In the Summer term a parents' evening will follow the school exams for Years 3-5, before the publication of the end of year report. This provides an opportunity to receive feedback from the summer exams. Parents are welcome to make contact with teachers during the normal course of events, and meetings can always be arranged to discuss specific issues. Please do not dwell on a concern; we can help in the vast majority of cases.

7. Absence from School and Requests for Leave of Absence

Parents should provide a note to explain all absences from school. Detailed records of attendance are kept as a statutory requirement. All requests for holiday leave in term time will be recorded as an unauthorised absence.

The school discourages family holidays during term time. Such absences can be very unsettling for a child and result in anxiety and a burden to catch up with their peers. Requests for work to cover such periods will do little to offset work that has been missed. Should parents wish their children to be absent from school, they should request a leave of absence, by emailing the Headmaster, at least 3 days prior to the trip. Consent for such absence is at the discretion of the Headmaster.

8. Out of hours Contact Provision

The school office is unmanned from 4.30pm each day. From 4.30pm onwards, calls are directed to Mrs Cumberland in the Library. The Junior School office telephone number is 01926 776418.

A telephone answer machine service will record all calls received after 6pm.

9. Weekly Newsletter

The Warwick Junior School weekly newsletter keeps parents up to date with life at school. It is used to pass on information that might assist parents in the day-to-day organisation of their sons and to keep you informed regarding developments that might be taking place. We also keen to include news of the boys' activities outside of school. The Headmaster is always pleased to recognise a range of successes and celebrate achievements.

The newsletter appears on the Junior School section of the Warwick School website and is emailed to parents every Friday.

10. Chapel and assemblies

The week begins with the Headmaster's Monday assembly. Assembly themes are varied. Often they reflect the school's Learning Strengths or may respond to news stories and world events. On Wednesday boys attend chapel led by the School Chaplain. The boys are encouraged to bring a small amount of change to give as part of the weekly offering. The money raised is sent to support the Myton Hospice. On Friday we have a celebration assembly rewarding the boys' efforts over the week. The Headmaster presents a number of certificates and awards.

SECTION E – EXTRA-CURRICULAR CLUBS AND ACTIVITIES

1. Clubs and Activities:

We encourage boys to take an active part in the extra-curricular life of the school. There are approximately sixty clubs to choose from each term. A number of clubs operate before school, notably choir and other music groups. A range of activities are on offer at lunchtimes and also after school.

A letter will be sent to parents explaining the online booking system. At a time and date specified, the system will go 'live' allowing parents to book activities on their son's behalf.

For most clubs there is no additional charge. Clubs run by external providers such as LAMDA, Kung-Fu and Fencing are charged at £7 per session. A full list of all clubs and any additional charges can be found in the Clubs and Activities handbook.

2. Inter-school matches:

Warwick Junior School plays regular competitive games against other schools as part of our educational programme.

All our boys have the opportunity to play for the school during the course of the year. With the possible exception of cricket, all boys will be picked to play at least one match for the school in a term. Wherever possible we run up to six teams ensuring that our teams match the strength of the opposition. First Year boys play tag rugby. Lower Twos, Upper Twos and Third Year boys play contact rugby.

In the Lower School (Years 3+4) we play a mixture of both rugby and football over the first two terms. This approach allows us to maximise opportunities for competitive matches. In the Upper School (Years 5+6), rugby is the main sport in the Michaelmas Term and football the main sport in the Lent Term. We do our very best to match our teams to the strength of each opposing school. We cannot pick all the boys for each fixture. Few schools are able to match the size of our year groups. As with all terms, inclement weather inevitably means that some fixtures cannot be played. We do keep a record of players and will do our very best to ensure boys enjoy the opportunity to represent the school.

Keen rugby players in Year 6 have the opportunity to play Sevens in the Lent Term. Hockey, for Upper School boys is played in both the Michaelmas and Lent terms as part of an after school club. Matches are arranged both in games time and after school.

3. Parental support at Matches:

Parents are encouraged to come along to support our teams for both home and away matches. We ask all spectators to observe the following guidelines:

- be generous in your support of both teams
- be positive in your encouragement
- be supportive of officials in charge of games
- remember that the players are not professionals but school boys
- consider that despite being well prepared for matches, boys will often forget tactics, positioning and skills!

4. Warwick Junior School Outdoor Education Programme

The following is an outline of the Outdoor Education programme for 2018 - 2019. Parents will be notified of plans for each term.

Year 6, Lent Term: Towers Outdoor Centre, North Wales (one week)

Year 5, Summer Term: Bushcraft camp (2 nights)

Year 4, Michaelmas Term: Blackwell Court – outdoor adventure / camping (2 nights)

Year 3, Summer Term: School campout (1 night)

On a biennial basis we run an invitational Sports Tour to Jersey involving both Year 5 and Year 6 boys. The tour will take place at the start of October half term. Our next Sports Tour will be in October 2019.

Residential visits provide great opportunities for all our boys to develop social skills, independence and resilience. Our expectation is that all boys will attend, unless they have a medical condition that makes this impossible or inadvisable. Should a boy not attend a residential stay, he will be expected to attend school and join one of the remaining year groups.

5. Costs of trips additional to School fees:

The School goes to great lengths to ensure that additional financial demands made upon parents take account of the following criteria:

- that the trip is an integral part of the curriculum, or is a reward
- that trips offer parents value for money
- that where costs are incurred, every attempt is made to keep costs down without putting safety at risk, or compromising the value of the event
- that all outings have the approval of the Headmaster.

Whilst the cost of the residential visits will be confirmed by letter when invoices have been paid, the costs shown below are a guide to the likely charges.

Year 3 Camp Out School Grounds £10

Year 4 Blackwell Court £180

Year 5 Bushcraft Camp £200

Year 6 Towers, North Wales £330.

All residential experiences offer a most valuable opportunity for personal growth and discovery. Parents should contact the Headmaster or Trip Leader if they are concerned about their boy's participation in any of the events.

SECTION F - SCHOOL CURRICULUM

Progression into the Senior School

Progress through the Junior School will be closely monitored. If a boy struggles, and staff feel that he may have difficulty passing the entrance exam to the Senior School, the Headmaster will meet with parents when boys are in Year 4 to discuss options. In the first instance this may well be to arrange for additional help to assist the boys' core literacy and numeracy skills. For some boys, progression to the Senior School may not be in their best interest. By meeting with the Headmaster when the boys are in Year 4, parents will have plenty of time to investigate alternative paths.

The vast majority of boys will progress through the Junior School and move on to the Senior School.

The school has high academic standards and aims to provide a challenging, exciting and secure environment for boys, with staff placing great emphasis on encouragement, praise and reward.

Boys in the Lower School (Years 3+4) will spend the majority of their time with their form tutor who is thus able to gain a clear insight and understanding of each boy's strengths and weaknesses. They will be taught by specialists in French, Computing, Humanities, Art, Design Technology, Music, Games, Performing Arts and PE.

As boys progress move into the Upper School (Years 5+6) they will be taught by a greater number of subject specialists.

i. The Curriculum:

The educational programme offered allows for a thorough grounding in English, Maths and Science and gives access to a wide and challenging curriculum encompassing Computing, French, Geography, History, Art, Design and Technology, Music, Performing Arts, Religious Education and Personal, Social Health and Economic Education.

The Junior School benefits from excellent facilities and resources including the Library, Art Studio, Design and Technology Workshop, Upper School Science Laboratory, two ICT suites with networked PCs, as well as class sets of iPads and laptops.

Personal, Social, Health and Economic Education is delivered formally through two weekly lessons and informally through daily contact with the children. Religious Education is taught via assemblies and a weekly lesson. There is a wide programme of visits to enhance learning and inspire the boys.

ii. Music:

Close to the Junior School is the Music Department. Children are encouraged to play a musical instrument. Children wishing to take up an instrument for individual lessons are asked to contact Miss Sharp, the Junior School's Director of Music. The cost of individual music lessons for 2018-19 is £23.15. There are many groups including two school choirs, windband, brass and strings groups. There is also a jazz band, handbells, guitar ensemble and three rock groups. Children taking music lessons are encouraged to join when at an appropriate level.

In Year 3, as part of their normal class music lessons, the boys take part in the Strings Project, which is an opportunity to learn either the violin, viola, cello or double bass. The boys take part in several informal concerts throughout the year. The project is designed to stimulate a lasting interest and enjoyment of stringed instruments for beginners and is great fun!

2. Pupil Assessment at Warwick Junior School:

i. On-going teacher assessment

We assess pupils so that we can understand what they can do and where they have gaps in their knowledge. Teachers record this information so that they can use it to inform their lesson planning and to keep track of the progress all boys are making in relation to our expectations. We involve pupils in the assessment process which increases their engagement and helps them take greater ownership of their learning. During the course of their normal class work, boys undertake regular end of topic tests and other independent tasks; in addition, boys sit internal exams for all academic subjects in the summer term. We track pupils' progress and attainment using the Warwick Junior School Learning Ladders system.

ii. Nationally standardised assessments

Teachers' on-going assessments are complemented by the use of nationally standardised, age-related assessments at the beginning of the year to establish a baseline and reveal an individual's particular strengths and weaknesses, and at the end of the year to reveal progress made. These cover English and Maths, as well as Reading and Spelling more specifically. Our aim is to have the fullest and most reliable picture of how a boy is doing and what his next steps should be, to help him make the best progress of which he is capable.

iii. Screening for Dyslexia and Dyscalculia:

At the start of the year all boys receive baseline assessments in English and Maths. Should results suggest that a boy may have some difficulties in spelling, further diagnostic tests are conducted to indicate whether traits of dyslexia may be present. Where appropriate, individual boys may also be screened for dyscalculia. Parents will be notified of the outcome of an assessment, but should understand that 100% accuracy cannot be guaranteed. Ms Sayers is the Head of Learning Support in school. Ms Sayers is responsible for ensuring that assessments are conducted, responding to teachers' concerns about an individual boy and ensuring that target groups or individuals receive the appropriate support both in the classroom or/and in individual support lessons. Mrs Cowie assists Ms Sayers providing specialist individual support for pupils in English and Maths.

If long-term support is needed then the school generally requires a report from an Educational Psychologist, detailing the level of need. If the support required is on a more short-term basis, the level of support will be assessed by Ms Sayers in collaboration with the form tutor or teachers of English / Maths. Parents will, of course, be notified of our recommendations.

Currently the charges for Curriculum Support sessions are as follows (2018-19)

Individual session £21.32 per 30 minute lesson

Small group sessions £11.05 per 30 minute lesson

iv. More Able Pupils

It is our policy to support all of our boys to ensure their continued progress in areas of exceptional ability and to encourage the wider development of their skills, abilities, interests and attitudes.

Current good practice is to ensure such boys are extended during lessons by using

differentiated work and by questioning in greater depth. Teachers therefore pitch their questioning according to boys' needs. Skilled questioning provides a structured process for developing able pupils.

v. Reading with your child:

Daily reading is very important in the development of reading, language and spelling skills and as the key to future learning. A boy who has access to reading has opened up the exciting world of imagination and has access to limitless information.

Parents should be guided by teachers in respect of the suitability of reading materials for their child. Reading should be fun for the child, therefore a balance needs to be struck between the level of the book and the benefit of an "easy read". At the start of the year all boys take a short test to determine their reading age. Teachers will then suggest a suitable range from which the boys can make their selection. Most boys in the Lower School will be placed on a reading scheme.

vi. Mathematics at home:

Confidence plays a huge part in a boy's success in mathematics. Helpers at home should try to make support a positive experience and not allow the situation to become anxious. It is better to leave work incomplete than have a tearful son on your hands: simply write a note in the Prep Diary or a brief letter to the teacher explaining the circumstances.

A little maths each day will help enormously. Involve your son in the shopping, weighing and measuring, route planning and other similar activities at home. A 'times-table' CD playing in the car on the way to school is another useful device. Combining the use of a calculator with mental maths is useful and boys need to be able to mix the two skills.

vi Termly Curriculum Overviews

Each term parents will receive the Termly Curriculum Overview for their son's year group, which gives subject by subject details of the curriculum to be covered, together with tips on how you can help your son.

vii. Scholarships to the Senior School

All Year 6 boys from the Junior School will sit the entrance exam on Wednesday 7th November 2018. The exam consists of English, Maths and a computerised assessment including verbal reasoning, non-verbal reasoning and numerical reasoning. Boys who perform particularly well in the entrance exam are invited to a scholarship day in the Senior School. The boys work in small groups in lessons devised by Senior School teachers. Scholarships are awarded based upon the entrance exam scores, combined with observations on the day, interviews with key members of the Senior staff and with the Head Master, Dr Smith. Scholarship standards are high and competition from external candidates is strong.

viii. Scholarships in the Junior School

Currently there are no scholarships in the Junior School. Children develop at different rates and a boy's strong performance at 7 is often eclipsed by peers as they move through the primary years. The award of scholarships at 11 allows for greater certainty and fairness.

SECTION G - REWARDS AND SANCTIONS

i. The Rewards System:

Commendations and House Points operate as separate, but complementary systems. Positive attitudes and diligence are reinforced by the application of rewards and, where standards fall below our expectations, disciplinary measures. Positive rewards are as follows:

- Verbal praise or comments in exercise books.
- Verbal praise for good behaviour, courtesy and consideration.
- House Points are awarded for good work, effort or behaviour.
- Commendations are awarded for particularly good work and for excellent effort for the individual.
- A Headmaster's Commendation is awarded when a boy has produced an exceptional piece of work for him.
- Boys receive special certificates and badges when they reach landmark numbers of Commendations such as 5,10, 20 and 30 etc.
- Commendation certificates and Headmaster's Commendations are given to boys at Monday and Friday assemblies.
- For examples of fine manners, helpfulness or good conduct, Third Year boys can receive a 'Golden Ticket'. This is a popular form of reward and encouragement offered in the Summer Term. The Golden Tickets are submitted for a regular prize draw.

Boys are given House Point tokens when they are given House Points for their work or for good behaviour. The boys then place the House Points in the transparent boxes adjoining Reception. The winning house is also announced each week. There is a competition each term to see which house can achieve the greatest number of House Points.

All boys should receive a number of Commendations during the school year. Each piece of work is judged in the context of a boy's ability. Form tutors will keep a close eye on each boy's performance and provide guidance as to how they could achieve an award.

When a boy is awarded a Headmaster's Commendation, he is encouraged to take his work to the Headmaster at either break or lunchtime to have the award recorded, a certificate written and to receive praise for their efforts. The Headmaster also takes a photograph of the recipient and emails parents to celebrate and share their son's success. It is hoped that the majority of the boys will receive a Headmaster's Commendation at some point during the school year.

During the course of most weeks, members of staff recommend a number of boys to receive a 'Care, Courtesy and Consideration Award'. We are always keen to promote these qualities amongst the boys. The award recognises when a boy has shown a particular desire to help others in our community. Certificates are given out in assemblies.

ii. Sanctions:

The aim of any sanctions system should always be to achieve a positive outcome and to help boys to appreciate that actions have consequences. In most instances boys will receive a verbal warning and admonishment. For more serious matters the boys may be given a 'Yellow Card'. When staff give a Yellow Card, an email is sent to the boy's form tutor, to the Deputy Head and to parents. This information sharing allows teachers and parents to be aware of issues and to advise the boy appropriately.

Parents must not be overly concerned should their son receive a Yellow Card. Many, if not most boys, will receive a Yellow Card at some stage in their Junior School journey. Boys will make mistakes and the system acknowledges this fact, helping boys learn from their errors. In the unlikely event that a boy receives three Yellow Cards in five school days, an Order Mark is given resulting in the Deputy Head meeting with the boy and his parents to discuss the problems during the week.

The range of sanctions used in the Junior School:

- Reprimand by form tutor or member of staff concerned with incident
- A Yellow Card
- Loss of privilege for specific periods e.g. break time.
- An appropriate positive task or punishment
- Referral to the Deputy Head or Headmaster
- Parental involvement (formally)
- Detention after school
- Report card or daily report sheet (with clear reference to behaviour target)
- Headmaster's Report
- Fixed term exclusion
- Suspension and possible exclusion, pending a decision by the Governing Body.

Although the above sanctions are graded, they would not need to be applied strictly in this order. In some cases, it is appropriate to contact parents instantly to discuss matters relating to behaviour.

Where there is a clear need to improve a boy's standard of behaviour, parents will be kept fully involved and informed. The school believes in forming a partnership with parents as a vital part of the process of maintaining good standards of behaviour.

Boys whose behaviour has given continued cause for concern might be placed on Headmaster's Report. The Head will take appropriate action to ensure that the pupil's difficulties are resolved. Targets will be set that will be reviewed by the Head on a daily or weekly basis.

It is stressed that being on Headmaster's Report is unusual and most difficulties will be overcome before this stage is reached. Parents will receive notification that their son is on Head's Report and it is usual for a consultation to take place.

iii. Leadership, Responsibility and Service:

As part of the boys' personal development, we provide a wide range of opportunities for boys to undertake roles and duties to develop leadership and encourage responsibility and service.

Boys in Year 6 are expected to lead by example in their dealings with each other and in their service to the school. House Captains are elected by the members of each House to lead their Houses and represent their House in assemblies and at public events. Elections for House Captains take place in the second half of the Summer Term when the candidates are in Year 5. Houses also elect Sports Captains and Music Captains to help lead and organise House competitions.

The school operates a tuck shop, run by the boys at lunchtimes, four days a week. Boys from Year 4 upwards are given opportunities to serve. During the year, different teams of boys are given their opportunity to help.

All year groups and classes are expected to provide representatives to sit on the School Council. The School Council meets once a month to discuss improvements they would like to see around school and to represent the pupil body.

Twelve new Prefects are selected by staff from the Year 5 boys to serve when they return to school the following September. A further six Prefects are appointed in January. The Prefects help in many ways: setting an example to the boys, helping the younger boys as they sort their bags and belongings in the cloakrooms, ensuring that boys are sensible as they enter school and as they walk up the stairs to their classrooms. Prefects and House Captains also help on Open Days conducting tours and representing the School.

SECTION H – SCHOOL RULES

We have high expectations of our boys and whilst we do not have an exhaustive list of school expectations, the lists of dos and don'ts can be expressed as follows:

i. School Code of Conduct:

Please do:

- show kindness to everyone
- be truthful
- be polite and considerate
- wear your uniform with pride
- encourage others to achieve their potential
- make eye contact and smile when passing adults
- hold doors open when people are following
- avoid saying rude or hurtful things
- follow teachers' instructions
- ask for help when unsure
- keep trying your hardest – even when work is difficult.

Please do not:

- say anything unkind or upsetting
- fight or play-fight
- drop litter or leave rooms untidy
- interfere with anyone else's possessions

The Dining Room:

- Use good table manners at the lunch table
- Keep your elbows off the table
- Talk quietly to people immediately by you
- Remain seated unless you have permission from a teacher or lunchtime supervisor to leave
- Keep your mouth closed when eating.

The Cloakroom:

- Keep your kit and other belongings neatly in your locker or on your peg
- Never interfere with anyone's possessions
- Do not play or linger in the Cloakroom.

School Matches:

- Show good sportsmanship at all times
- Accept all decisions made by the adults
- Play within the rules and spirit of the game
- Wear your school kit smartly and with pride
- Be friendly towards your opponents
- Be positive with your team mates.

School Trips (including coach journeys):

- Act in a polite and considerate way at all times
- Do not approach strangers
- Always stay with the group
- Follow any special rules that might be given on an outing.

Property at School:

- Do not bring expensive items or money to school (other than small amounts to buy items of tuck)
- All belongings should be clearly named
- Mobile phones must be handed in to Reception on arrival
- Do not bring electronic devices to school
- Do not sell items at school.

Coaches and mini-buses:

- Always wear your seat belt correctly
- Never put any part of your body out of a window
- Know how to evacuate the vehicle quickly and safely
- Give a good impression to other road users
- Follow instructions from the teacher or driver
- Leave the bus in a clean state.

These rules are not exhaustive, and additional guidance will be given from time to time.

Inspection Information

This document details the information we are required by the Independent Schools Inspectorate to provide to you in writing each year regarding the school.

SECTION I - INFORMATION WE ARE REQUIRED BY ISI (THE INDEPENDENT SCHOOLS INSPECTORATE) TO COMMUNICATE TO PARENTS

This information is on the Parent Portal and the School Website but we are also required to remind you of it annually

Information which must be provided to you directly (on paper or by email):

a) The School's address and telephone number and the name of the Head Master:

Warwick School
Myton Road
Warwick
CV34 6PP
Tel: 01926 776400
Dr D. Smith

b) The address and telephone number of the Registered Office of Warwick Independent Schools Foundation:

Warwick School
Myton Road
Warwick
CV34 6PP
Tel: 01926 735400

c) The name and address for correspondence of the Chair of the Governing Body:

Mr A Firth (Chairman - Warwick School Management Committee)
Mr D B Stevens (Chairman - Warwick Independent Schools Foundation)
Warwick Independent Schools Foundation
Warwick School
Myton Road
Warwick
CV34 6PP

d) A statement of the School's Aims and Values

The Aims of Warwick School

Our vision – Warwick School will be the most inspiring, rounded and caring boys’ school in the UK – ‘*Altiora Peto*’.

Our purpose - to inspire and nurture every pupil to thrive in the world, both now and in the future – ***the Warwick Way***.

The Warwick Way is what makes us distinctive and special – the beliefs and values that define us. Boys are at the heart of everything we do. We exist to inspire and nurture them spiritually, intellectually, physically and socially. We want to build on their individual strengths and help them grow into well-rounded young men: confident but not arrogant, who can play a positive role in the world.

We seek to foster:

Curiosity – to ask questions, challenge ideas and think for oneself

Creativity – to use imagination, without limitations

Courage – to embrace challenge and always to do what is right

Perseverance – to keep trying, regardless of the outcome

Responsibility – to create a better world around us

Humility – to listen and respect others and to put them first

Statement of Values

We seek ‘higher things’ in all areas of school life:

- ***Academic excellence.*** We aim to enable pupils to achieve their academic potential by developing a spirit of intellectual curiosity, the confidence to persevere in the face of difficulties and a lifelong enjoyment of learning.
- ***Outstanding pastoral care.*** We foster a safe, caring and happy community, based on Christian values of humility, courtesy and good manners, in which the well-being of each individual is paramount, irrespective of their background, and in which boys grow to be confident, but not arrogant.
- ***An extra-curricular programme that delivers both excellence and opportunity for all.*** We offer a very broad range of activities with the objective of striving for excellence whilst also offering the widest participation possible, so that every boy has the opportunity to learn responsibility for himself and others.
- ***A sense of community.*** We seek to help our boys embrace the world around them and appreciate that we are part of a greater whole, socially, morally and spiritually, with an obligation to serve as engaged, responsible citizens both within the School and wider Foundation, and within the local and global community.
- ***Recruit, retain and develop exceptional staff.*** We aim to appoint hard-working, talented and inspirational staff who are deeply committed to the School and who, in turn, feel valued and supported to develop as professionals.
- ***The development and maintenance of our site and facilities.*** We look to maintain our current provision at the highest levels and continue to develop first-class facilities to support all areas of school life.

2. Information that must be available to you:

- a) particulars of the School's policy on and arrangements for admissions, discipline and exclusions;
- b) particulars of educational and welfare provision for pupils with statements and pupils for whom English is an additional language;
- c) particulars of the policy on the curriculum;
- d) policies:
 - i. anti-bullying,
 - ii. health and safety on activities outside the School,
 - iii. rewards and sanctions
- e) particulars of the School's academic performance during the preceding school year, including the results of any public examinations;
- f) details of the complaints procedure and the number of complaints registered under the formal procedure during the preceding school year;
- g) the number of staff at the School, including temporary staff, and a summary of their qualifications.

This information can be sent to you on request, or can be viewed in School.

3. Information that must be published on our website or sent to you on request

Policy to safeguard and promote the welfare of children at the School (Child Protection). This is available to download on the School Website.

4. Sending of Inspection Report to Parents

It is a requirement that we send to you a copy of the Inspection Report. All current parents received a Report after our recent inspection in March 2018, and that Report is available on the School's Website.