



Milbourne Lodge School
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**General Information
2017 - 2018**

Prep School

Form I to U6
(Year 3 to Year 8)

This guide is designed to give a brief introduction to the essential ingredients of life at Milbourne Lodge. Pupils and their parents are asked to take note of and comply with the guidance, recommendations and regulations contained in this guide. We do hope that it will be especially useful for new parents.

Please do contact us if you require further information on any aspect of life at Milbourne Lodge.

School Office: 01372 462737

Email: admin@milbournelodge.co.uk

Website: www.milbournelodge.co.uk

Absences: No child is allowed to be absent from school, except in the case of illness or where permission has been obtained beforehand from the Head. Routine medical, dental/orthodontic appointments should be arranged to take place in the holidays. School holidays are published well in advance, so there should not be any need for children to be absent from school during term time.

If your child is unable to come to school, please let the School Office know by 9.15am on each day of absence (either by ringing or by email) so that the appropriate teachers can be informed. Children should be off school for 48 hours after their last episode of vomiting or diarrhoea. If your child develops or comes into contact with a serious infection, please inform the School Office as soon as possible.

Latecomers (after 8.30 am) must report to the School Office as soon as they arrive. If we have not received a message by 10.00am the School Secretary will call the priority contact listed on our database. Children leaving during the day must be signed out of school by the adult who is collecting them. The Signing Out book is kept in the School Office. When the child returns from their appointment they must report back to the office to be signed back into school.

If both parents are away from home, please inform the School Office to advise them who is responsible for your child during your absence.

Academic Support: As our teaching groups are small and the staff/child ratio low we have plenty of opportunities to observe the children carefully. If we suspect a specific problem, we take advantage, in the first instance, of specialist advice from our Special Educational Needs Coordinator (SENCO). A child's needs may come to notice on admission, during lessons, through screening procedures or by an expression of parental concern. Parents are involved from the earliest stages and parental support and views are valued.

After School Clubs:

Recognising that our parents have busy lives, children can stay with us until 5.05pm every day of the week by joining our Homework Group.

Homework Group is available to pupils in Form 1 (NC Y3), Form 2 (NC Y4) and Form 3 (NC Y5) and runs until 5.05pm. The children are brought to the main gate for collection at 5.05pm. This group is charged termly in arrears.

Arrangement of Classes:

Form 1	NC Year 3	7 to 8 years
Form 2	NC Year 4	8 to 9 years
Form 3	NC Year 5	9 to 10 years
Form 4	NC Year 6	10 to 11 years
Lower 6	NC Year 7	11 to 12 years
Upper 6	NC Year 8	12 to 13 years

The children attend full-time and they move from class to class with their year group each September. Form 1 (NC Y3) is taught in mixed ability groups. From Form 2 (NC Y4) pupils are taught in ability groups to allow us to focus the teaching on the needs of the pupils. The same general content is covered in both groups. Only in very exceptional circumstances do children move out of their chronological group. Our teaching groups are small so we can meet most needs in the classroom; additionally, if appropriate, further support can be organised by the Learning Support Department.

Arrival at School: School starts with registration at 8.30am, with pupils let into their classrooms from 8.15am. There is a member of staff on duty at the gate from 8.00am each morning, with additional staff along Arbrook

Lane to help supervise the pupils when they walk into school, having been dropped in the allocated area on Arbrook Lane. Please do not drop off before 8am unless your child is booked into Breakfast Club.

A bookable and chargeable Breakfast Club runs from 7.45am for parents who need to drop off before 8am.

Assemblies: Assembly takes place on four days a week, with one day a joint assembly with the Pre-Prep. House meetings are occasionally held instead of Assembly. All pupils are required to bring their hymn book to assembly. Assembly is an opportunity for pupils to showcase individual musical or literary pieces, perform in class assemblies, have individual and group achievements recognised as well as learning more about the world in which we live.

Behaviour: The majority of pupils behave as we would expect. However, there are occasions when behaviour falls below what we would expect and a minus point will be issued. A yellow minus (5 plus points lost) is generally issued for less serious incidents, for example minor disruption in class, failing to complete homework.

In the case of a serious disciplinary issue a red minus (10 plus points lost) will be issued. As a guideline, a red minus may be given for the following transgressions: lack of respect to a member of staff or property; offensive language; deceit; poor behaviour on a school trip; bullying; behaviour that is deemed unbecoming of a pupil at Milbourne Lodge.

Pupils may lose their break or lunchtime to catch up on work or to temporarily remove them from the slightly less structured breaktime environment. Extremely poor behaviour may also result in a Heads' detention (Saturday mornings) or temporary/permanent exclusion from school.

Books: We expect pupils in the Prep School to continue to develop their love of reading. A reading record is still used in Form 1 (NC Y3) for you to record what your son/daughter is reading and how they are doing. We expect all pupils to have a reading book in school. We have an extensive school library from which books can be borrowed.

Calendar: The school calendar, called the FASTI, acts as a useful guide to the wide variety of events taking place during the term. We welcome parental involvement at Milbourne Lodge and parents are warmly invited to attend certain events such as the Spring Concert, Carol Service, Sports Day etc. Please do ask at the School Office if you would like any more information about events which are unfamiliar to you. The diary dates and details are also found on the school web site which is updated with any Calendar amendments.

Communication: We are keen to share information with parents. Whilst written reports and parents' evenings are important, we also recognise the significance of the Form Teacher. This involves a pastoral role in which not only academic progress but also other areas of school life are regularly reviewed and the Form Teacher is the first point of contact for parents. The children's happiness is very important so do always tell us of problems as they arise, however trivial they may seem.

Internal communication with parents is either via email so please do keep the School Office up to date with any changes to contact details, or by written letters sent home using 'pupil post'. Text messages are sent to advise of any last minute changes to any school arrangements, for example a trip or match being delayed by traffic.

Curriculum: The academic arrangements at Milbourne Lodge are intended to allow the very best use to be made of the school's resources for the maximum benefit of all the children in our care. We aim to provide a curriculum that allows all the pupils to access a broad and balanced timetable so that the children can develop confidence, become morally aware, enjoy their school life and acquire skills to allow smooth transition to the next stage of their education.

Small teaching groups mean that our staff develop a close working relationship with our pupils. Careful planning equips the children with the skills necessary for their future education at Milbourne Lodge. Structured activities enable the children to practise, consolidate and extend their previous learning and experiences.

Pupils have lessons in the following subjects:

English	Mathematics	Science	Sport
French	Spanish (from Yr 7)	Classics/Latin	Greek (from Yr 6)
History	Geography	R.S./Philosophy	
Music (to Yr 5)	Art	IT	Drama (from Yr 7)

Each Form has some Personal, Social & Health Education (PSHE) each week. This subject covers a huge variety of topics including manners, moral and health education and e-safety.

The Deputy Head Academic, Mrs Dicker, is always happy to deal with any queries you have relating to the academic life of the school. (jo.dicker@milbournelodge.co.uk)

Dogs: We do not allow dogs on site and we would prefer that dogs are kept in cars during drop-off and pick-up as some children can be scared by them.

End of the Day: Forms 1 to 3 (NC Y3-5) finish school at 4pm and are brought out to you at the main gate. The older pupils finish at 5.05pm and are also picked up from the main gate. Please let the School Office know in advance if your child will be going home with someone other than yourself, e.g. grandparent, au-pair, taxi driver, other parent, either on a regular basis or as a one-off. If we are unsure of the arrangement we will not release your child and will contact you for advice before handing over your son/daughter. If you have given written permission your child may travel home from school independently.

We appreciate that sometimes the traffic can cause problems, if you find yourself unable to pick up on time please do ring the School Office so that we know when to expect you. Pupils in Forms 1 to 3 join Homework Group until 5.05pm if you have not been able to pick up on time.

Exams: Exams take place in the Autumn and Summer Terms, although the Top Year also have exams in the Spring Term as mocks for the Scholarships or Common Entrance.

Autumn Term

Forms 1 & 2 (NC Y3 & 4)	English, Maths & Science
Forms 3 & 4 (NC Y5 & 6)	English, Maths, Science, NVR & VR
L6 & U6 (NC Y7 & 8)	English, Maths, Science, French, Spanish, Latin, Greek, History, Geography, R.S.

Summer Term

Forms 1 & 2 (NC Y3 & 4)	English, Maths & Science
Form 3 (NC Y5)	English, Maths, Science, NVR & VR
Form 4, L6 & U6 (NC Y6-8)	English, Maths, Science, French, Spanish, Latin, Greek, History, Geography, R.S.

Exam guides and timetables are distributed before each set of exams to help you understand what is being tested and the method of assessment. These contain recommended revision guides/websites.

External Exams: Pupils in Form 4 (NC Y6) will generally sit a number of 11+ Pre-Tests to gain entry to their Senior School at 13. Extensive preparation, including interview practice, takes place so that pupils feel confident and can perform their best.

Pupils in the Top Year either work towards 13+ Scholarship Exams (taken in the Spring or Summer Terms depending on the individual school) or sit 13+ Common Entrance in June. As with the 11+ Pre-Tests pupils are comprehensively prepared for these exams.

Extra Curricular Activities: Many additional activities are scheduled each week either before school, at lunchtime or after school. Some of these have to be booked in advance and are charged as an extra (e.g. judo, chess, swimming club, golf, speech & drama) whilst others are free of charge (e.g. choir, chatterbooks, debate club, lunchtime sport). Not all activities are available to all pupils; some are designed for specific year groups. Whilst we try our best to minimise conflicts it is inevitable that some clubs may clash due to the number of opportunities on offer to pupils. Further details can be obtained from the School Office.

Fees/Charges: Fees are charged termly in advance and are due by the first day of term. The fee includes school lunch, exercise books and pupil insurance.

Various other charges for school outings, certain books, mouthguards etc... are charged in arrears on the end of term account. Parents are notified in advance of any such amounts during the term.

The peripatetic staff (e.g. music & speech and drama teachers) raise their own invoices for lessons taken in school. Payment should be made directly to the teacher concerned.

Food: The school kitchen produces freshly-cooked well balanced lunches every day with all special diets catered for. The menu is frequently reviewed and input taken from the School Council. The current menus can always be viewed on the Parent section of the website.

Pupils need to bring in a snack for morning break (see snack section for details).

Milbourne Lodge is a nut aware school. Some pupils have life threatening allergies to foods, especially nuts and peanuts. We ask parents and pupils to refrain from sending or bringing in snacks which contain nuts of any sort in order to avoid any accidents. The school kitchen does not use nuts in any of their dishes.

Future Schools: We recognise that the process involved in choosing your child's next school can be daunting

and we try to support you through it. Pupils leave Milbourne to go on to a wide range of day and boarding schools. We aim to help you find the right school for your child and family. In the Spring Term there is a Pre-Test Meeting for Form 2 (NC Yr4) parents to enable you to learn about the process. Parents in Form 3 (NC Y5) are also welcome to attend if they would like a reminder about the procedures. Mrs Waite, Mr Angus and Mrs Dicker are always willing to discuss options with you on an individual basis - please make appointments through Mrs Parker in the office. (michaela.parker@milbournelodge.co.uk)

Grounds: The school grounds provide an environment which is secure yet challenging. Lessons outside and playtimes give pupils opportunities to take risks and make mistakes, to think creatively, to solve problems, to investigate, imagine and to understand the need for rules.

The space at Milbourne provides a resource for activities of all ages and abilities allowing for progression and continuity. Under careful supervision children develop self-awareness of their own physical capabilities and outside safety. Teacher – child guidance is particularly important outside the classroom, but not to the detriment of exploration and discovery. With growing independence, spontaneous and co-operative play is established. External classroom situations invoke enthusiastic responses from the children, whose natural inquisitiveness is stimulated. Outdoor space allows children to move freely. Regular physical activity helps to set a pattern of fitness for the rest of life. We also aim to nurture feelings of caring responsibility to the school grounds and the well-being of the environment in general. This generates positive attitudes to environmental problems in both the school and the world at large. We look at issues such as litter, habitat destruction and care for plants and animals. The children are encouraged to take an informed, positive role in environmental stewardship.

Haircuts & Jewellery: Haircuts must always be sensible. Latest fashions, hair in the eyes, shaved or very close cropped cuts, spiked or dyed hair are not allowed. For boys, hair should be cut above the eyebrows, ears and collars. Girls must keep their hair tied/clipped back if it reaches their shoulders. Hair ties/ribbons should be simple and in school colours. Gel or Wax is prohibited. If in doubt, please refer to the Deputy Head Pastoral, Mr Angus, prior to obtaining a particular hairstyle. Pupils are not allowed to wear jewellery or watches of any sort, the only exception being Top Year pupils who may wear a watch. Pupils are not permitted to wear make-up or nail varnish.

Head: The Head, Mrs Waite, oversees the development and progress of all the pupils in the school and is available to talk to you about future school choices or any other concerns that you may have. We would expect that the first port of call for any day to day concerns or queries would be via the Form Teacher or the relevant Subject Teacher.

Appointments with Mrs Waite can be made via her PA, Mrs Parker, who can be contacted through the School Office or emailed directly (michaela.parker@milbournelodge.co.uk). These meetings are arranged on an individual basis at a mutually convenient time during the school day,

Homework: Homework is set each night, to a published schedule. The amount of homework increases as pupils move up through the school and start to prepare for external exams.

House System: On arrival at Milbourne Lodge each pupil is allocated to a House: Amber, Blue, Green or Red. Pluses can be earned for excellent work and effort as well as for positive behaviour around school. Pupils attend whole-school House Meetings once a half-term. Minus points are issued if a pupil fails to uphold the expectations of the school and result in a loss of house points for the house total. A yellow minus (5 plus points lost) is generally issued for less serious incidents, for example minor disruption in class, failing to complete homework. In the case of a serious disciplinary issue a red minus (10 plus points lost) will be issued.

Lost Property: From time to time it is inevitable that pupils become separated from their possessions, but this is often for a short duration and owner and property are soon reunited. Please do ensure that all items are named clearly. Recovered lost property is put in the box in the lean-to to the left of the main school building.

Matches: Pupils frequently have the opportunity to take part in matches and tournaments against other schools. Parents must consult the sports section on the website to find out if their child is in a match, whether it is home or away and the estimated return time to school.

The school minibus or hired coaches are used to transport the children to and from away matches. Children in Forms 1 to 3 (NC Y3-5) may be collected by their parents from away fixtures, whereas older children must return to school. All pupils taking part in home fixtures are expected to stay at school until their usual pick-up time and will return to lessons following a fixture.

Children are expected to be available for weekend fixtures listed on the FASTI, except in the most extreme of

circumstances, in which case a request should be made as early as possible. All children participate in the house football and rugby tournaments.

Medical Matters: Medicines from home will not be administered unless they have been prescribed to the child by a doctor, dentist, nurse or pharmacist and are clearly marked with the prescription label. These need to be brought into the School Office and the necessary Parental Consent for the Administration of Medicines Form completed by the parent.

If the need arises and the parent/carer has given written permission we can administer homely remedies, such as Calpol, to pupils in Year 1 and above although we will ring you to gain permission each time.

If children suffer a bout of sickness or diarrhoea, they must stay at home for 48 hours after the last incident.

Some children have an inhaler for asthma or an epipen for allergic reactions. These are kept in the School Office unless a pupil has been given specific permission to carry an inhaler about their person. A further Medical Consent Form must also be completed in these situations.

If your child develops or comes into contact with a serious infection please inform the School Office as soon as possible.

MLPA: The Milbourne Lodge Parents Association (MLPA) has been around for many years, and is run by a voluntary committee of parents drawn from all years in the school. They organise a number of highly enjoyable functions and events throughout the school year so that parents, children and staff can meet socially, and at the same time help to raise funds for the school. All parents, guardians or main carers of any pupil attending the school are members of the Association, unless they elect to 'opt out' by contacting the School Office.

Mobile Phones: Pupils are not allowed mobile phones in school. If mobile phones are required for safety reasons when travelling to and from school these must be handed in to the office as soon as the pupil arrives at school and only collected at the end of the day. If a pupil breaks this expectation then the mobile phone will be confiscated and you will have to come into school to collect it.

Mouthguards: All pupils are required to have mouthguards to play rugby and hockey in the Spring Term. O-Pro, a company specializing in the making of mouthguards, visits the school in the Autumn Term and your child can have a guard fitted if you wish. Details are sent out via email/pupil post nearer the time.

Music: There is great scope for the children to participate in music at the school. Opportunities for performance include the Spring Concert, House Music, Dickensian Evening, Carol Service, performing in assembly etc. Pupils may join musical ensembles, such as the Choir, String Ensemble, Recorder Group and Concert Band which rehearse at lunchtimes. No charge is made for choir or any other musical ensembles.

Individual music lessons take place outside of academic lessons. We do our best to accommodate all requests where possible; however there is currently very high demand for lessons. It is therefore possible that your child may have to join a waiting list. Further information can be obtained from the Director of Music, Barbara Cobham. (barbara.cobham@milbournelodge.co.uk)

Off Games: If you wish your child to be off games for medical reasons, please inform the School by email (admin@milbournelodge.co.uk) first thing in the morning so that the games staff can be advised. Please state the reason and the number of days your child should be 'off games'. Children who are off games are supervised in a classroom and do their homework. We believe that it is important for health and general well-being that all pupils take part in our daily games session and consider off games to be only for the most serious reasons.

Parents' Evening: In Forms 1 (NC Y3) and 2 (NC Y4) you will be invited to a Parents' Meeting with your child's Form Teacher during the year. For pupils in older years there is a more formal Parents' Evening where you will be able to meet the teachers of all the academic subjects.

The school hosts a whole school Parent Social event in the first half of the Autumn Term as an opportunity for parents to meet staff and other Milbourne Lodge parents.

Pastoral Matters: Your child's Form Teacher should be the first port of call for any pastoral matters. However, Mr Angus, Deputy Head Pastoral, is also available to discuss your concerns.

(paul.angus@milbournelodge.co.uk)

Reporting to Parents: Parents receive a written report at the end of each term. These are posted home at the start of the school holiday. In addition, brief report cards are sent home before half-term in the Autumn and Spring Terms.

Additional meetings with your child's teachers can be arranged through mutual agreement if a matter is urgent or you need to discuss a matter in more detail.

Residential Trips: Residential trips take place at the end of the Summer Term for L6 (NC Y7) and U6 (NC Y8).

Security: All visitors to the school are required to report to the School Office.

School Office: The school office is manned each school day from 8.30am to 5.30pm. Please call or email the office for general enquiries:

Phone: 01372 462737

Email: admin@milbournelodge.co.uk

Snacks: Children are allowed to bring a healthy snack to eat during morning break. Further advice can be viewed on the Parent section of the website.

Please note that packets of crisps, cake and chocolate are strictly not permitted and will be confiscated if found.

Milbourne Lodge is a nut aware school. Some pupils have life threatening allergies to foods, especially nuts and peanuts. We ask parents and pupils to refrain from sending or bringing in snacks which contain nuts of any sort to order to avoid any accidents.

Sport: The school's aim is that all pupils should enjoy games and sport, improving their skills and techniques by having their individual needs met. Every child in the school takes part in a daily sports session. We are fortunate to have an outdoor heated pool with timetabled swimming lessons with a specialist coach during the Summer Term and first part of the Autumn Term. The variety of games and activities on offer increases the likelihood that pupils are able to find something that they are good at and/or enjoy thereby developing their sense of self-worth. Different sports are played at different times of the year and include: football, rugby, netball, hockey, athletics, cross country, tennis, swimming, rounders, cricket & puttocks. A number of inter-school tournaments and matches take place throughout the year.

Pupils frequently have the opportunity to take part in matches and tournaments against other schools. Parents must consult the sports section on the website to find out if their child is in a match, whether it is home or away and the estimated return time to school. (please see the Match section for more details)

Sports Kit: All sports kit should be brought in clean on a Monday morning and stored in the relevant changing room. Pupils must take their kit home for washing on a Friday or indeed any night should it be necessary, but it should be remembered that it is used every day!

Stationery: Pupils are expected to provide their own stationery. Since one pencil etc. looks very much like another we recommend that you label items so ownership can be determined! The following is expected as a minimum:

Fountain Pen (Form 2 upwards)	HB Pencils	Eraser	Pencil Sharpener
Colouring Pencils	Glue Stick	Ruler	Highlighters
Round Ended scissors	Pencil Case	Red Biro	Hole Punch (L6 + U6)

Tippex and ink erasers are not permitted. Pupils in L6 and U6 may also need additional files for worksheets and exam papers.

Pupils also need the following items:

English

Oxford Pocket Dictionary & Thesaurus - ISBN 978-0199532865

Geography

Philip's Modern School Atlas - ISBN 978-1849073530

IT

USB Memory Stick (at least 4GB)

RS

NIV Bible ISBN 978-1444701500

Maths

Protractor (all years), Compass (F2 upwards only), Casio fx83/85 Scientific Calculator (F4 upwards).

Calculators are bought by the school and professionally engraved with the pupil's names. These are then charged to your account in the Autumn Term. They remain suitable right up to GCSE and beyond.

Additionally pupils need a hymn book, 'BBC Songs of Praise', the hardback edition (ISBN 978-0191473333). Since all the books look the same, please ensure that the book is labelled on the outside.

Transport: The school operates a minibus service from Wimbledon and Surbiton before and after school. Further details can be obtained from the School Office.

Travel/Parking: The school is located in a quiet residential road, and it is important that parents drive and park in a considerate manner. Please do not park in, or use as turning points, private driveways, including the Church car park (unless you are displaying a valid church car park badge). The Church and its front lawns are not public property—children should not be allowed to play there. For safety reasons, vehicles transporting children to and from school must not drive past the school entrance or park within thirty metres of the school entrance.

There is a drop and go system for Prep School pupils (NC Y3-8) in operation in the mornings. Parents drive up Arbrook Lane and pull in between the last lamppost on the right hand side and the entrance to Brendon Drive to drop off their child. A member of staff is there to see the children safely across the road and up to school. After the child has exited the vehicle parents should turn sharp left and go back down Arbrook Lane on the other side of the Common. A useful reminder is to always keep the Common (central grass area) on your left.

Trips & Visits: We carry out a full risk assessment before taking children on outings. All our visits are carefully planned and equipped. The assessment takes into account the nature of the outing, and the purpose of the trip. Parental permission is sought for children to take part in outings, with the exception of local walks to, for instance, The Church of the Holy Name opposite school or the woods behind school. Trips vary each year and some recent trips have included the Globe Theatre, the Bank of England, St. Paul's Cathedral, the Science Museum and the Juniper Hall Geography Field Trip. Events will also be organised in school rather than going off site.

Uniform: Uniform can be purchased from Alleycatz. A full uniform list is available on our website. It cannot be too highly stressed that all uniform (clothing and footwear) and items of equipment must be clearly named. The MLPA manage our Second Hand Uniform and hold sales each Term.

Watches: Only pupils in the Top Year are allowed to wear a watch to school.

Website: The School website is regularly updated with photographs and news reports and also contains other useful information for parents relating to the pupils' activities and is located at www.milbournelodge.co.uk

The current login details for the secure Parent Area are:

Username: MLParents

Password: Milbourne17