

## **Our Mission**

**Arnold Lodge School** exists:

To ensure that children learn as effectively as possible in a safe, secure and stimulating environment where equal consideration is given to social, physical, emotional, spiritual and intellectual development and where pupils are well equipped to meet the challenges of the future.

*This will be achieved through;*

- Delivery of a broad and balanced curriculum
- Developing flexible and responsive teaching styles
- Maintaining a stimulating learning environment
- Fostering a partnership involving pupils, parents and teachers
- Providing a strong care programme, spiritual and moral guidance to support pupils through their education
- Developing appropriate attitudes and values

## Contact information

### Newman Schools Trading as Arnold Lodge School

Telephone Number:	01926 778050
Fax Number	01926 743311
Email Address	info@arnoldlodge.com
Website	www.arnoldlodge.com

#### Office opening times:

Monday – Thursday	8.15 – 10.30 a.m. 2.30 - 4.30 p.m.
Friday (Secretary only)	8.15 - 9.30 a.m. 3.00 - 4.00 p.m.

The Bursar's Office is closed on Fridays.

#### Other useful telephone numbers:

Directors	Mr D G Newman Mr W Dore	01926 778050
Principal	Mrs E Hickling	01926 778050
Vice Principal	Mrs A Wassell	01926 743300
Second Master	Mr Pollard	01926 743300
Bursar	Mrs J Duthie	01926 778040
School Secretary	Miss S Cousins	01926 778050
School Nurse		01926 743305
Aftercare	KG – Year 2 Year 3 – Year 9	0798 978 4910 0796 978 7613

**The School fees** for the academic year 2009/10 reflect our commitment to the individual care and education of all our pupils.

The fees include:

- \* Teaching by specialists for pupils in years 5 – 10
- \* Lunches from a nutritious range of menus.
- \* Pre-school and lunchtime supervision.
- \* Individual learning support provision.
- \* An extensive range of clubs and activities.
- \* Pupils Personal Accident Insurance Scheme.
- \* First half hour of aftercare for junior school pupils with siblings in the senior school.
- \* Swimming for Reception to Year 2
- \* No additional charge for monthly payment by standing order.

<b>Fees per term:</b>	<b>2009/10</b>
Full time KG**	£ 1,985
Half day KG**	£ 1,100
Reception to Year 2**	£ 2,330
Year 3 and Year 4	£ 2,690
Year 5 to Year 6	£ 2,870
Year 7 to Year 9	£ 2,950

\*\* Please note fees quoted are those payable for pupils not in receipt of the government nursery grant. For further details contact the School's Bursar

Music 1 <sup>st</sup> Instrument	£178
Music 2 <sup>nd</sup> Instrument	£173
Academy Senior Class	£61
Academy Junior Class	£56
Chargeable clubs	£40
Aftercare without tea (Year KG to Year 2)	£6.25
Aftercare without tea (Year 3 to 10)	£5.55
Tea	£1.15
Mini lates	£15

There is a discount of 10% for payment in advance for aftercare and teas.

The fee for pupil registration at the school is £400. This is deducted from the first terms fees and is not refundable, should the place not be taken up.

One full term's notice for the withdrawal of a pupil from the school must be given in writing to the Principal before the beginning of the last term, or payment for the current term and the next term will be required. A similar period of notice is required for the discontinuation of instrumental tuition, and any club for which there is a charge made. Notice of one half term is required for discontinuation of Academy classes. Please note that only upon receipt of a written acknowledgement of a notice from the Principal will the School deem notice to have been given and accepted.

Fees are to be paid by the first day of term, unless in agreement for payment by monthly standing order has been agreed in advance with Newman Schools Ltd. Newman Schools Ltd reserves the right to levy interest and late payment charges on fees not paid on time.

***Notification of fee increases will be given with notice of one half term.***

## Staffing and Responsibilities:

### Academic Staff

Mr.	Thomas	Abela	Peripatetic Guitar Tutor
Mrs.	Orysia	Alexander	Year 2 Class Teacher
Mrs	Sukhinder	Athwal	Classroom Assistant
Mrs.	Kate	Brown	Girls' Games Coach
Mrs	Helen	Bristow	Science, Maths, PSHE Teacher
Mrs	Kate	Clark	Year 1 Class Teacher / KS1 Coordinator
Mr	Roderick	Clark	Latin / Religious Education Teacher
Mrs.	Nicola	Dixon	Aftercare Co-ordinator
Mr.	Tim	Dumbleton	Art and DT Teacher
Mrs.	Iris	Ellis	Principal of Dance & Drama Academy
Mrs	Carolyn	Felstead	Home Economics Teacher
Miss	Judy	Frodsham	French and Spanish Teacher / Year 5 Form Tutor
Mr	Stephen	Hayes	Head of Mathematics / Year 10 Form Tutor / Games
Mrs	Catherine	Gill	French Teacher
Mr.	Jack	Gammon	Peripatetic Percussion Tutor
Mr.	Angus	Grieve	PE co-ordinator / boys games / ICT
Mrs	Anna	Jelec	Special Needs Teacher
Ms	Louise	Hearn	Classroom Assistant
Mrs	Elizabeth	Hickling	Principal
Mrs.	Jill	Lawson	Classroom Assistant
Mrs	Zoe	Lewis	Reception Class Teacher
Mr.	Peter	Lis	Drama / English / History / Boys Games / Year 8 Form Tutor
Mrs	Susan	Lilley	Classroom Assistant
Mrs.	Helen	Maynard	Head of Geography
Mrs.	Maxine	McDonnell	Year 4 Class Teacher and Pupil Counsellor
Mr.	Andrew	Mock	Director of Music
Mr.	Adrian	Moore	Peripatetic Piano Tutor
Miss	Penny	Rayner	Year 1 Class Teacher
Mr.	James	Norden	Peripatetic Brass Tutor
Miss	Sharon	Pitt	Kindergarten Assistant
Mr.	Andrew	Pollard	Second Master / Maths & Science Teacher / Games Teacher
Mrs.	Fleur	Reader	Head of Science / Year 7 Form Tutor
Miss.	Amy	Robson	Year 2 Class Teacher
Mrs.	Clare	Rothwell	Peripatetic Woodwind Tutor
Ms	Angela	Smith	English Teacher
Mrs	Christine	Smith	Head of English/ History / Media Studies/ Year 9 Form Tutor
Mr.	Paul	Sudlow	Peripatetic Violin Tutor
Mrs	Veronica	Sudron	Kindergarten Assistant
Mrs.	Susan	Taylor	Kindergarten Manager/ Reception /Year 1 French Tutor
Mrs.	Sarah	Thomas	Girls' Games Coach
Mrs.	Anna	Van Zyl	Year 4 Class Teacher
Mrs	Anne	Warhurst	Year 3 Teacher / Year 3 & 4 Co-ordinator
Mrs.	Sylvie	Villeneuve	Maths / Science / ICT / French / Year 6 Form Tutor
Mrs.	Anne	Wassell	Vice Principal / SENCo
Mr	Sean	Whitehouse	Gap Year Student
Miss	Georgia	Wells	Kindergarten Deputy Manager
Miss	Nicola	Wixey	Early Years Assistant
Mrs	Janet	Wright	Aftercare Assistant

### **Administrative Staff**

Ms	Gillian	Clowe	Finance Assistant
Miss	Sharon	Cousins	School Secretary
Mrs	Julie	Duthie	Bursar
Mrs	Vivien	Fairclough	Nurse
Mrs	Nicola	Mills	Admission and Marketing Manager

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1.0 Academy of Speech, Dance and Drama: Speech and drama, ballet, tap and street dance tuition is available through the Arnold Lodge Academy. Details of timings of the Academy can be found on the clubs list and if you are interested in further details please contact Mrs Ellis on 01 676 522030 or in writing to Mrs Iris Ellis, via the main school office.

2.0 Admissions: The School admits pupils who reflect a wide range of ability and who are representative of a broad community. The School takes into consideration those pupils who are most likely to benefit from the distinctive education offered and who have a strong motivation to succeed. Admission may involve interviews, a diagnostic assessment and /or examinations and will depend on availability of places. In situations where a year group is deemed full then a waiting list will operate and prospective pupils may have their name added to the list. The school reserves the right to refuse entry to a prospective pupil where it considers that the pupil's needs cannot be met. (Please see Admission policy)

### 3.0 After School Care:

Kindergarten and Junior School children must be collected from school at 3.30pm unless booked into aftercare.

An exception is made for those children who have siblings in Years 3 – 10 and who wish to take advantage of the "lates" system. Only those Junior School and Kindergarten children with siblings in the upper school will be looked after by Junior School staff, to be collected no later than 4.00pm. Should you be late you will be charged our daily aftercare rate per child.

Mini lates: for Junior school and Kindergarten pupils whose siblings are in the junior school but who are attending a club until 4.00pm. Mini lates must be booked termly.

All children in Years 3 to 10 not booked into aftercare should be collected promptly at 4.05pm unless they are attending a club which commences at 4.15pm. Year 10 pupils may leave the premises after school independently.

The school has a duty of care for any children still on site after 4.05pm and we have to provide an appropriate number of adults to supervise such children. We will therefore be charging aftercare for children remaining at school without parental supervision to attend late clubs.

We would appreciate all children being collected on time from clubs. Aftercare charges will be levied where children are not collected when the club finishes. The club leader will escort children not picked up on time from a club to aftercare.

Regular bookings for aftercare can be made in advance through the Bursar's office. If the required provision is on a more ad hoc basis please inform the class/form teacher on the morning that the care is requested. Should someone other than parents collect the child at the end of the care service, please inform the teacher in writing in advance.

3.1 After school care is provided until 6.00pm. From the end of school until 4.30pm the care takes place on the ground floor of the Junior School for pupils in Kindergarten, Reception, Years 1 and 2. Pupils in Years 3 – 10 will be in the playground, weather permitting. A cooked tea is provided in the dining hall at 4.30pm for pupils up to Year 2 and

at 5.00pm for the older pupils. At 5.00pm pupils are accompanied to a designated teaching room situated in the main building.

3.2 If your child is in aftercare for Kindergarten, Reception, Year 1 and Year 2 pupils please collect your child from the Junior School entrance, the door on the right as you face the building. For pupils in Years 3 - 10 please collect pupils promptly by ringing the bell by the door at the front of the building in Kenilworth Road, on the right as you face the building. The main entrance and all other doors and gates to the school will be locked for security reasons.

If aftercare has been booked, but then plans change and you notify us before 2.00 pm that your child will not be going into aftercare, you will not be charged for that day. However, if you book but collect your child before aftercare without notifying the school then the usual charges will apply.

3.3 Please note that there is no provision after 6.00p.m. If parents are to be unavoidably detained please ring the aftercare staff as soon as possible in order to clarify alternative arrangements for collecting your child. The contact number for the staff of aftercare for the younger pupils is 07969787613 and 07969787663 for the older pupils. Any child who is not collected by 6.00 pm will incur an additional £5 per child per 10 minutes charge. Please also note that there is no after school care on the last day of each school term.

4.0 Allergies: If your child has an allergy you should notify the school in writing of the condition and of any medication or procedures recommended by your Doctor. We strongly recommend that you discuss issues with the school nurse should the allergy be of serious concern.

5.0 Assemblies: The aims of the assemblies include the development of understanding of self, the world, human nature and God, to offer a starting point and anchor for imagination and creativity, to reinforce moral norms and guidance, to enable and encourage worship, and to develop the ethos of community. Important constituents include silence, music, poetry, story, and the creative arts; learning to respect special times, places and objects; learning to share feelings, insights and experiences with one another in an atmosphere of respect and trust. Choirs and orchestras often perform during these shared times and groups or individual children may share their talents.

#### 5.1 Assemblies for the Academic year 2009/2010

Day	Venue	Examples of activities
MON	Yr 7-10 – Hall	Internal speakers. Song/Hymn practice Meditation. Year 10. Thought for the day
TUES	Yr 3-6 – Hall	Internal speakers. Song/Hymn practice. Meditation. Form/pupil led
WED	KG – Yr 2 - Hall	As directed by Junior staff <b>Parents will be welcome on set dates</b>
THURS <b>Alternate weeks</b>	Yr 7-10: Hall	<b>Alternate weeks: Wk 1</b> -Form period PSHE/Admin issues. <b>Wk 2</b> – Hall: Discipline issues, uniform, notices, diary for the week, School Council, thought for the day

THURS <b>Alternate weeks</b>	Yr 3-6: Hall	<b>Alternate weeks: Wk 1</b> - Hall: Discipline issues, uniform, notices, diary for the week, School Council, thought for the day. <b>Wk 2</b> - Form period PSHE/Admin issues
FRI	Yr 3-10: Hall	Form/subject work in progress. Scholars. Awards. Outside speakers. Sharing of talent. Trips/visits feedback. <b>Parents welcome</b>

Assemblies for pupils in Kindergarten, Reception, Years 1 and 2 are held at 8.45am – 9.10am in the main hall of the school. Parents are welcome to attend the parent assemblies (notified in advance) where experiences are shared and pupil achievement is celebrated. Awards are presented to pupils, both from within the school and those that they have gained outside school. Please let your child’s class teacher know of any successes and awards and send them in with your child in good time for the Wednesday assembly. Parents are invited to coffee in the Gallery after the parent assembly.

5.2 Parents of pupils in Years 3 - 10 are invited to Friday assemblies from 8.45am – 9.10am and to coffee in the Gallery after the assembly.

6.0 Assessment: Formative assessment of your child’s progress takes place throughout the year as teachers work with your child, forming the basis of curriculum planning and delivery. This assessment is ongoing and informed by tests, discussion with your child, marking of work, observation, your child’s own assessments of progress, and in consultation with other teachers. The performance indicators in primary school (PIPs) assessments are carried out in Reception, Years 2, 4 and 6. MiD YIS, a middle years assessment, is carried out in Year 8 and YELLIS, assessment for GCSE, administered in Year 10.

7.0 Attendance: If your child is going to be absent from school because of illness please telephone (01 926 778050) or email the school office ([info@arnoldlodge.com](mailto:info@arnoldlodge.com)) on the first day of absence before 8.30 a.m. Failure to do so will result in a call from school in order to ascertain the reason for absence. A letter detailing the illness must accompany the child on return to school.

7.1 Please do not send your child to school if they have any of the following: diarrhoea, vomiting, infectious illnesses, or head lice or if they have vomited in the previous 24 hours.

7.2 Should you wish to take your child out of school for a family occasion, you need to obtain a “Leave of absence” form from the school office. This should be completed and returned to the office at least 5 days in advance in order to obtain the Principal’s permission. The school strongly discourages absences from school apart from sickness. Absences cause your child’s education to be disrupted and the wider aspects of being in a school community are sometimes lost. However, it is recognised that from time to time important family matters may need to take priority.

8.0 Behaviour: There are high expectations of polite, respectful behaviour throughout the school. Good manners are expected at all times. Should instances of inappropriate or anti-social behaviour occur teachers sensitively talk with pupils about what went wrong, encouraging them to reflect on the reasons why it was wrong and on strategies that they might use should a similar situation occur in the future. If the problem persists the form tutor will invite parents to attend a meeting to discuss strategies for modifying pupil behaviour. In extreme circumstances, where the safety or well being of another pupil is

threatened, the pupil will be excluded from school for a period of time as determined by the Principal.

9.0 Behaviour Book: As part of our strong pastoral care programme all teachers have a responsibility in the overall care of all pupils. Regular meetings are held to exchange information. This facilitates a coherent and appropriate approach to teaching and support for the pupil. If a pupil is demonstrating behaviours in a range of contexts that lead to some disquiet e.g. inappropriately talking in lessons, upsetting peers during break, such information is placed in a behaviour book. Equally, if a pupil demonstrates positive behaviours this is noted. Each form has a book, centrally held. The form tutor on checking the entries regularly can then deal appropriately with the pupil. The behaviour book is regarded as a useful tool to support and counsel pupils. Pupils who persistently misbehave will be placed on one hour's detention. Parents will be notified in writing by the Principal at least 72 hours in advance.

10.00 Bicycles: Pupils are encouraged to walk or cycle to school under the guidance of their parents. Bicycles may be left in the school grounds but it is the responsibility of the pupils themselves, or parents, to ensure that the bicycles are securely locked to the bicycle racks.

11.0 Bullying: Through our teaching and the ethos as a school community it is clear that Arnold Lodge School regards bullying both inside and outside school as totally unacceptable. Through our pastoral care, the duty system and vigilance by prefects, bullying is pre-empted to a large extent. Should bullying occur the response is immediate and decisive, and the issues dealt with in a skilled, sensitive and effective way. Both the bullied and the bully are counselled and appropriate measures taken. In extreme cases, where the safety of a pupil or member of staff is threatened, a pupil guilty of bullying may be excluded at the discretion of the Principal. Every pupil in Years 3-10 signs a declaration of intent to actively oppose bullying.

12.0 Calendar: A calendar of events is provided at the start of every term. This contains essential information including sports fixtures, concerts, rehearsals, trips, parent consultation evenings and examination dates. We recommend that you consult this regularly and any changes will be notified either individually by letter or generally in the newsletter.

13.0 Calls home by Pupils: Pupils in Year 3 – Year 10 may only call parents in exceptional circumstances. Permission must be sought from the school office before using the phone. Parents of younger pupils will be contacted by the class teacher or by the office should a matter of concern arise.

14.0 Charitable Donations: It is part of the philanthropic tradition of the school that monies raised by the Friends of Arnold Lodge are given both to the school and to charity. Charities are chosen each year from local community concerns to worldwide issues. Mufti days and other fundraising activities are encouraged as part of young enterprise initiatives.

15.0 Class Composition: Pupils are taught in mixed ability classes up to and including Year 4. Pupils in Years 5-10 are registered in mixed ability groups. For lessons they can be grouped according to attainment and ability. Pupils in years 5 to 8 are placed in sets for Mathematics, Science and English. Criteria taken into consideration are teacher assessment, exam results

and standardised test results. Years 9 and 10 are placed in one set with links between the years for Maths and Science. We are considering that as from September 2010 year 5 will be in mixed ability classes with most subjects being taught by a generalist teacher. Parents will be notified in advance of this change should it occur.

16.0 Complaints Procedures: It is hoped that any difficulties or complaints can be discussed with the form tutor in an informal and open manner and be dealt with promptly. Should the matter not be satisfactorily resolved it should be referred to the Vice Principal or the Principal. Please note that for the year 2008 to 2009 the number of complaints registered under the formal procedure was zero. Please see appendix.

17.0 Curriculum: Pupils in the Kindergarten and reception classes are taught within the guidelines of the Foundation Stage of learning. The schemes of work for pupils in Years 1-9 are based upon the National Curriculum. Subjects studied from Years 1 – 9 are English, Maths, Science, History, Geography, French, Art and Design, PE and Swimming ( Reception, Years 1&2 only), Music, Games, ICT, Religious Studies, and Personal, Social and Health Education. A ‘taster’ course in Latin is offered to year 5 pupils. Latin is optional in Year 6 as an extracurricular activity. GCSE options are chosen in Year 9. Year 10 GCSE curriculum consists of Maths, English, Science, French, Games, ICT, Religious Studies, Media Studies, PSHE, with the current options including Home Economics, Art, Physical Education, Geography, Music, History, Drama.

18.0 Equal Opportunities: The School is concerned for all members of its community, staff and pupils. In all aspects of its work the School seeks to ensure that discrimination does not take place, in terms of ethnicity, social class, gender or disability. The teachers are committed to developing as fully as possible the intellectual, social, physical and aesthetic skills and aptitudes of each pupil. Through the teaching and learning programme the School will actively pursue a policy whereby positive images are promoted and a deeper understanding developed of those groups against whom discrimination may be directed. It will provide equality of access to a curriculum which is tailored to the individual and which delivers and extends the National Curriculum in ways appropriate to the Independent School.

19.0 Examinations: Internal examinations take place twice each year for pupils from Years 3-9 in November and June. The exams are conducted more formally for children in Years 5 – 9 in preparation for formal examinations.

19.1 Entrance and Scholarship examinations to Arnold Lodge for years 3, 7 and 9 are to be held on 9th January 2010

20.0 Extra-curricular Activities: Pupils have the opportunity to take part in many varied activities throughout the years. A ski trip is organised bi-annually. Overseas sports tours take place from time to time, and have included trips to Canada, South Africa and Barbados. Residential trips for pupils have included the Kingswood Centre, Staffordshire, youth hostelling at Hadrian’s Wall, cultural trips to Normandy, camping in Dorset and Geography trips to Snowdonia. Year 9 have a planned enrichment programme timetabled one afternoon a week.

All children are encouraged to join a school club, details of which are circulated to parents before the beginning of the term. Some clubs operate during the extended lunch hour but others take place after school and are organised by staff and parents. There will be an extra charge made for some clubs. Please note that there are no school clubs during the last week of term.

We are particularly proud that pupils have the opportunity to learn the game of chess. Arnold Lodge pupils play in the Coventry Schools Chess League and so pit the children's wits against pupils from other schools. Musical opportunities abound and it is strongly recommended that pupils learn at least one instrument, or learn to sing through individual lessons with members of our peripatetic team. The Academy of Dance and Drama offers a varied programme and your child can be entered for LAMDA and ballet examinations.

21.0 Fire and Evacuation Procedures: Fire and evacuation practices take place each term, one with the prior knowledge of pupils and staff and one without. It is important to impress on pupils the importance of these practices and the need for following instructions in silence. Fire practice procedures are posted around the premises.

22.0 Food and Drink: Water dispensers are located in several areas of the school providing chilled, filtered water for pupils throughout the day. Pupils are asked to bring a named plastic bottle (a small mineral water bottle is ideal) to replenish their water supply. Pupils may bring a healthy snack for mid morning break, such as fruit, vegetable sticks and cereal bars. Please name any snack containers as these are often left in school at the end of the day. Crisps, nuts, sweets and biscuits are not allowed. The fruit bar from which pupils can buy healthy snacks has been temporarily suspended. Should any parent wish to volunteer to help run the fruit bar please contact the Principal.

23.0 Friends of Arnold Lodge: Friends of Arnold Lodge (FOAL) meetings are open to all and are held monthly and attendance is strongly recommended.

23.1 The aims:

- To support and uphold school aims, philosophy, curriculum;
- To enable parents to make friends with others in the school community;
- To facilitate a range of experiences for pupils and parents;
- To raise funds to support the school and to continue the philanthropic tradition of Arnold Lodge by giving a percentage of all monies raised to charities;
- To have fun.

23.2 Support and practical help is always needed for activities that are either school initiated or organized completely by the Friends of Arnold Lodge. These activities include the Christmas Fair, organising refreshments for home and away fixtures, refreshments for meetings, quiz nights and helping at pupil discos. Parents may volunteer to help at any time by contacting the school secretary, by signing up at a Friends of Arnold Lodge meeting or by e-mail to [friends@arnoldlodge.com](mailto:friends@arnoldlodge.com)

24.0 Future Schools: Parents seeking advice about schools and settings for pupils moving on from Arnold Lodge should contact the Principal or Vice Principal.

25.0 Hair: Pupils are expected to be neat and tidy at all times. Boys should have short hair, at the longest just touching their shirt collar. Long hair for girls should be tied back with a band or ribbon of school colours.

26.0 Health Requirements: If a pupil has been exposed to any infection during the school holidays, the Principal must be informed and the pupil must not return to school without an appropriate medical certificate. The following are considered to be certifiable: Chicken Pox, Swine Flu, Diphtheria, Glandular Fever, Measles, Meningococcal Infection, Mumps, Rubella, Scarlet Fever Salmonella, Smallpox, Tuberculosis, Typhoid Fever, Whooping Cough.

27.0 Holiday Activities: Lodge School offers a programme of activities suitable for children from 3 to 14 years from Monday to Friday during most school holidays. Our activities can include basketball, football, treasure hunts, parachute games, swimming and trips to local attractions. For summer 2009 there are a number of brand new courses for children aged 8 to 14 these include Drama, Cricket and Rounders, Creativity Workshops and Martial Arts.

The holiday club is open to children both within and outside the school. Our staff includes teachers, early years practitioners and qualified sports instructors. Places are limited and bookings need to be made at least one week prior to the last day of term.

Please check our website for booking forms and further details.

28.0 Homework: Homework provides an important opportunity for children to develop independent study skills as well as providing essential reinforcement and practice of knowledge and skills. It is also an opportunity for families to explore topics, issues and investigate assignments in Science, Geography and History. Please ensure that your child has no distractions and works unaided as far as possible. Should your child experience difficulty please either let the class teacher know or if your child is Years 5-9 please write a note in the Homework diary. The time allowed for homework should not be exceeded. It benefits your child greatly if you encourage your child to get into a routine of homework and pack the work in the school bag ready for the next day.

Year 1	Monday	Spellings + Reading	20mins
	Tuesday, Wednesday, Friday	Reading	20mins
	Thursday	'Homework Pack'	20mins
Year 2	Monday	English	25mins.
	Wednesday	Maths	25mins.
	Friday	English/Maths/Topic work	25mins.
Year 3	Every evening		30mins. + Reading
Year 4	Every evening		30mins. + Reading
Year 5	Every evening	Two subjects per night	30mins each + Reading
Year 6	Every evening	Two subjects per night	30mins each + Reading
Year 7	Every evening	Two subjects per night	30mins each
Year 8	Every evening	Two subjects per night	45mins each
Year 9	Every evening	Two subjects per night	1 hour each

Reading at home should be an everyday activity. With younger children the experience should be a happy and relaxing shared time, with the emphasis on enjoying a book together. Although the development of reading skills is important, parents can also help pupils to reflect on characterisation, interaction between characters, links with other areas of experience, possible alternative endings to the story, the meaning of words and their application in other contexts. Parents are encouraged to write comments in pupil reading diaries, also recording the date and page number.

In Years 3 and 4 parents may see a shift from shared reading to a mixture of private, individual reading and times when pupils wish to read with parents. Please continue to take an interest and discuss the book as above. Older pupils may prefer to read silently for enjoyment but discussions with parents about the book and literature generally are encouraged.

Year 10 students will be set one hour of homework per subject for at least two subjects a night. However, homework may be set over a longer time period, for example coursework, when they will be given a deadline date. Students need to adhere to guidelines given by the individual subject teachers and are responsible for meeting deadlines and for finding out and catching up any homework set when they were absent.

29.0 House System: Every new child to the school from Year 1 – 10 is placed in one of four houses:

Tudor	red
Saxon	blue
Stuart	yellow
Windsor	green

New children who already have an older sister or brother at Arnold Lodge will be placed in the house which corresponds to that of their sibling. The house system encourages a sense of teamwork, and fosters relationships between pupils in different year groups.

30.0 Rewards: Pupils may gain house points throughout the year for a wide variety of academic and sporting achievements. Good work is rewarded by a plus mark on the pupil's work. When three of these have been achieved the pupil will be given a star to post in the house box. At the end of the week the House Presidents count up the stars and a cup is presented each Friday to the house with the most stars that week. There is also an individual star competition and pupils receive certificates during the school year as follows:

10 stars	bronze
25 stars	silver
40 stars	gold
55 stars	platinum
100 stars	diamond

Positive elements of behaviour are always valued and rewarded and a commendation certificate may be given in exceptional instances. Staff set high expectations of positive, good behaviour at all times.

31.0 Insurance: The loss or damage of personal belongings including musical instruments brought into school is not covered by the school's insurance policy. Parents should consult their own household insurance policies ensure such items are covered.

32.0 Jewellery: Jewellery is not allowed except for ear studs, which must be covered with tape for PE and sports.

33.0 Learning Support: It is considered that all children have special needs at some time in their lives and that the school supports and encourages pupils whatever the need, whether with aspects of learning, break up of the nuclear family, the reconstitution of families or bereavement. Parents are encouraged to share private matters with the school in the best interests of their children and clearly such matters are treated with the utmost confidentiality.

If a pupil is having some difficulty with academic matters the teacher will discuss the situation with parents. If necessary the pupil may be placed on the school's special needs register. We offer two levels of provision, School Action and School Action Plus. School Action involves the drawing up of an Individual Education Plan (IEP) for the pupil concerned. This will take place in partnership with parents and all teachers involved. The purpose of the IEP is to draw attention to specific areas of need, to set short term, achievable targets for improving those areas. School Action Plus allows pupils access to special lessons outside the classroom. Small groups of pupils focus on specific problems with the help of a specially trained teacher. This is in addition to the creation and implementation of an IEP

34.0 Letters Home: Letters are emailed to parents, with those parents who do not wish to receive mail in this way or do not have access to the internet hard copy. We ask that you let the school office have an email address and to inform us promptly of any changes to your email address through the course of the year.

35.0 Lunches: Lunch is provided for everyone and the cost is included in the fees. A lunch register is taken to ensure all pupils attend. The standard of lunches is high. Our caterers have a strong policy of healthy eating for children and provide only fresh foods cooked on the premises. They provide a good choice of menu, including a range of salads, fresh fruit and vegetarian options. Regular themed meals may include, Mexican, Thanksgiving, Indian, Chinese dishes. The chef will discuss with parents and make every effort to meet any special dietary requirements that a child might have.

36.0 Lost property: Lost property will be handed to the School Nurse. Any clothing remaining in lost property after the end of each term will be disposed of. Please ensure that all clothing and equipment is clearly named.

37.0 Make up: Make up is not allowed in school except for permitted social occasions

38.0 Medication: Staff are unable to administer any medication in school unless it is taken regularly for a chronic complaint e.g. asthma inhaler. Medication can only be administered following a consultation with the school nurse and provided a consent form has been completed and signed by parents and the medication clearly labelled. Pupils on antibiotics must be kept at home until the course is completed

39.0 Medical conditions: Parents must inform the school in writing of any medical condition that may affect a child's academic or pastoral progress, or may affect emergency or first aid treatment that may have to be administered during the day or on a school trip. It

is strongly recommended that parents discuss significant medical history and prognosis with the school nurse. The nurse in consultation with the Principal may initiate such discussions.

40.0 Mobile Telephones: Pupils are not normally permitted mobile telephones in school. In exceptional circumstances, agreed with the Principal, a pupil may bring a mobile telephone but it should be left in the safekeeping of the Vice Principal or Second Master throughout the day. Parents are requested to turn off all mobile telephones during concerts, plays, assemblies and religious services in school. We respectfully request that you do not engage in private conversations on your mobile telephones in the reception area or school office. I hope you understand that this is the working space for school personnel and not a public space.

41.0 Music Tuition-individual: Music is an important part of school life and pupils are encouraged to take up a musical instrument, or voice training, of their choice. A team of peripatetic musicians provide tuition to a high standard for pupils from Year 2 – Year 10 across a wide range of musical instruments. Mr Andrew Mock, the Director of Music, is happy to discuss provision and expectations with any parent. Application forms can be obtained from the main school office and should be returned to Mr Mock. Pupils are encouraged also to join choirs, instrumental groups and / or the orchestra.

42.0 Music Groups: Not only are individual lessons encouraged but pupils are supported in music making with others. There are many music groups within the school. The school orchestra practises each week and performs at concerts, assemblies and special occasions such as Speech Day. Smaller instrumental groups also practise each week and give concert performances, including the brass ensemble, the guitar band, the percussion ensemble, the strings ensemble and the woodwind ensemble. These groups rehearse under the leadership and guidance of the peripatetic music teachers. For those children who enjoy singing, three choirs rehearse each week. These are the boys' choir, which is affiliated to the Royal School of Church Music, the chamber choir comprising girls and boys from Years 6 – 10 and the junior choir, whose members are drawn from Years 3 – 5. These choirs also perform at concerts, assemblies and other special occasions in school and in the local community. Pupils are also encouraged to form their own musical groups/ensembles.

43.0 Musical Instruments: Musical instruments must be clearly labelled with the owner's name and during the school day should be stored in the space provided. Normally they would be taken home in the evening.

44.0 Naming of property: All uniform, games kit and personal belongings must be clearly marked with the owner's name, using large printed / woven name tapes.

45.0 On report: Pupils whose work or conduct falls below expectations may be placed "on report". Form tutors usually take this step when other less formal strategies have failed to effect sufficient improvement. Pupils should see the report sheet as a monitoring device and not as a punishment. This report strategy is implemented only with the support and co-operation of parents.

46.0 Open Sessions: An Open session is normally held 2 or 3 times a year, either on a Saturday morning, during a working day and occasionally in the evening. Notice is given in advance to parents and through the local media to prospective parents. It is invaluable to

prospective parents to see the school 'in action.' Pupils from Year 2 – Year 10 are expected to attend these Open sessions.

47.0 Parents' Evenings: Parents' evenings are organised to enable a discussion between school and home concerning pupil progress and achievements. It is an opportunity for common understandings to develop also about work/play ethic, pupils' attributes, friendships and out of school interests. Targets are clarified for future attainment.

47.1 From Kindergarten to Year 4 these meetings take place in classrooms. A few days prior to the meeting parents are asked to sign up for convenient appointment times. These will be confirmed. You will be able to enter the school through the main gates in Kenilworth Road, except for Kindergarten parents who enter through the Kindergarten. Pupils are not expected to accompany you to these meetings.

47.2 For Years 5 – 10: A few days before the parents' evening, your son or daughter will be asked by teachers to fill in a booking form for your appointments with teachers. Your child will bring home the list of appointments when it is complete. These slips are sent home in all good faith but in some families they never seem to arrive. If you have not received a slip please contact school to check that a slip has been sent.

You will be able to enter the school through the main gates in Kenilworth Road. The teachers will be in the hall, with their names clearly displayed.

Please bring the interview schedule with you on the evening so that you know the appointment times. It is very helpful if parents can meet with teachers in the order they are expecting, as they may have put their notes and records in that order for ease of reference during the evening. We encourage pupils to be part of the evening, joining you for discussions with the teachers. We advise that pupils come in full school uniform. Most appointments are for 5 minutes and you will need to allow some time to find your way around and for moving between teachers.

47.3 It is your opportunity to speak with your child's form tutor for an overview of your child's progress in general as well as meeting subject tutors. The teachers will share with you aspects of your child's conduct, progress, successes, friendships, and areas for concern. Should there be major concerns that need further time for discussion the teacher will suggest another meeting at another time.

Please be prepared to share with teachers your child's successes outside school as well as any concerns or queries that you may have. The meeting times can sometimes be delayed. Please be patient, and expect to be flexible on timings.

These occasions are intended to enable clear communication and shared understandings concerning your child. They form part of the important part of the partnership between home and school. We trust that you will make every effort to attend and we look forward to meeting with you.

48.0 Parent form representatives: Parent form representatives are nominated or volunteer at the beginning of each academic year. The role may be held for no longer than two years.

48.1 The roles and functions of our parent reps:

- To enable greater communication in the school between parents, teachers and administration.
- To actively support, and encourage others to support, the mission, values and organisation of the school.
- To actively support and encourage others to support projects in the development of the school.
- To put people in touch with each other socially perhaps through coffee mornings, lunches, activities.
- To compile and maintain a telephone tree.
- To help support the Friends of Arnold Lodge.
- To act as ambassadors for the school.

49.0 Parking: Parents are requested to park off site when they are visiting school. Vehicles are not allowed access from Kenilworth Road onto the front drive of the school between the hours of 3.00 pm and 4.30 pm The side gate on the left of the building as you enter the drive will be open. Vehicles are allowed onto the drive in the mornings and you are requested to take the utmost care in ensuring the safety of our pupils. Please note that the police frequently monitor parking on the Kenilworth Road and are diligent in their duties towards infringements of parking regulations on such a busy road.

#### 50.0 Policies and Procedures:

We would like to make you aware that the following information can be found on the *school's website* ( [www.arnoldlodge.com](http://www.arnoldlodge.com)); Policy for Admissions, Policy for Discipline and Behaviour (including rewards and sanctions), Special Educational needs policy which contains the education and welfare provision for pupils with statements, Policy for English as an additional language, Curriculum policy, Prevention of Bullying Policy, Policy for safeguarding of children on school trips and visits, Academic performance for the previous school year Complaints procedure and the number of complaints in the previous school year Staff list and qualifications. Additionally this information can be found in the *parent handbook* and copies are available from the school reception. All of the school's policies and procedures are available on request.

51.0 Prefects: To be a prefect is to hold a position of merit and honour within the school. The criteria for choice of prefects include the ability to demonstrate a caring and responsible attitude towards the whole school community, to be a role model for younger pupils, to demonstrate an aptitude for leadership, to be punctual and reliable, to be a team member and to wear the school uniform with pride. Prefects are seen to be at all times ambassadors for the school. Prefects are chosen by a staff vote but the Principal determines the head boy and/or head girl. A second group of prefects designate may be chosen later in the academic year and following a successful training period, become full prefects. Prefects take an oath before the whole school in assembly and are presented with their badges.

52.0 Publicity and use of pupil photos: It is very helpful to the school if from time to time photos of pupils are printed for publicity purposes, such as in the Prospectus, or accompanying items in the press. Although pupils are not named on school publicity material, local papers like to include names in their reportage. A standard form will be issued to all new parents seeking permission for the use of their child's photos and if at any time you withdraw your consent you must inform the Principal in writing.

53.0 Punctuality: It is important that pupils arrive in good time for registration at 8.30am and for all lessons and activities. It is also important that parents are on time when picking pupils up at the end of the school day. The younger children, especially, can become anxious if parents are late without informing the school. Lateness is unavoidable at times but please do ring the school office who can then inform your child that you may be a few minutes late.

54.0 Reports: An interim report is produced for each pupil at the end of the Michaelmas and Lent terms and a full written report given at the end of the Summer term.

55.0 Scholarships: We are delighted to offer scholarships to internal and external candidates for Year 7 and Year 9 pupils for Academic, Sports, Music, Art, as well as an All Rounder Scholarship. We also offer awards for internal and external pupils entering Year 3. A girl or boy entering Year 7 or Year 9 in September 2010 will be eligible for a scholarship to Arnold Lodge School

55.1 The applicant must be able to demonstrate excellence by:  
being well above average academic ability  
having good levels of self motivation and enthusiasm for learning  
being able to demonstrate leadership and communication skills  
having the ability to make a significant contribution to the life of the school in at least ONE of the following fields of music, art, sport.

Only one scholarship will be awarded per candidate.

55.2 Pupils are selected:

- by interview and other assessments on Sat. 9th January 2010
- all candidates will take a written English paper, a written Maths paper, a test of verbal and non verbal reasoning,
- by taking part in a team building exercise,
- interviews will be with the Principal, or Vice Principal and members of staff involved in any activity of particular interest to the candidate
- each candidate requires written advocacy from her/his form tutor if s/he is an internal candidate or a reference from the Head teacher of an external candidate's current school

55.3 The Principal will inform the candidates' parents/ guardians of the results by telephone on Friday 15<sup>th</sup> January 2010

55.4 An application pack is available from the Bursar at Arnold Lodge. The registration form is to be returned with the registration cheque for £50 made payable to Newman Schools Ltd. The registration fee applies to external and internal candidates alike. Arnold Lodge will contact the pupil's current school for reports.

Completed registration forms and fees should be returned to the Bursar by 27<sup>th</sup> November 2009

55.5 Year 3 Awards. The award has a *possible* maximum reduction of 50% of the year's fees. A girl or boy entering year 3 in September 2010 will be eligible for these awards

55.6 The applicant must be able to demonstrate potential by  
above average academic ability  
good levels of self motivation and enthusiasm for learning  
leadership and communication skills  
demonstrating an outstanding interest in one or more areas of the curriculum

55.7 Pupils are selected

- by interview and other assessments on Sat. 9<sup>th</sup> January 2010
- all candidates will take part in a range of tasks designed to bring out their strengths.
- interviews will be with the Principal, or Vice Principal and members of staff involved in any activity of particular interest to the candidate
- each candidate requires written advocacy from her/his form tutor if s/he is an internal candidate or a reference from the Head teacher of an external candidate's current school

There is the expectation that candidates will work towards scholarships for year 7.

55.8 The Principal will inform the candidates' parents/ guardians of the results by telephone on Friday 15<sup>th</sup> January 2010

55.9 An application pack is available from the Bursar at Arnold Lodge. The registration form is to be returned with the registration cheque for £50 made payable to Newman Schools Ltd. The registration fee applies to external and internal candidates alike. Arnold Lodge will contact the pupil's current school for reports.

Completed registration forms and fees should be returned to the Bursar by 27<sup>th</sup> November 2009

56.0 Schools Council: The school council comprises of the chair, the treasurer, secretary and one representative from each of the forms years 3-9. The treasurer and the secretary must be a form representative, voted to these further positions by the years 3-9 pupils, following a 3-minute address to the whole school. Pupils are informed of the criteria for selection onto the schools council and of their duties and responsibilities on becoming a member.

56.1 Year 10 pupils will form a Senior Council with a number of briefs; each member of year 10 will join a sub-committee to take forward an area for development in the school, including outside learning/play space, school newspaper, pupil social events, support and guidance for younger pupil behaviour, business enterprise. These groups will be chaired by a pupil and be supported by interested parents and staff.

57.0 School Day: Please note the different timings for Kindergarten, The Junior School and the Upper School.

**Kindergarten school day:**

Before school care	8.15am
Registration	8.45am
End of am session	11.45am
Lunch	11.45am - 12.45pm
Afternoon start	12.45pm
End of pm session	3.30pm
End of aftercare	6.00pm

**Reception and Years 1&2 school day:**

Before school care	8.00am
Registration	08.30 am
Session 1	09.10 am – 10.10 am
Break	10.10 am – 10.30 am
Session 2	10.30 am – 11.50 am
Lunch	12.00 – 1.15 pm
Registration	1.15 pm
Session 3	1.15 pm – 2.30 pm
Session 4	2.30 pm – 3.30 pm
School Ends	3.30 pm
Aftercare Ends	6.00pm

**Years 3 to 10 school day:**

Daily Timings for Years 3 to 10					
TIME	Monday	Tuesday	Wednesday	Thursday	Friday
Supervised play 8.00am - 8.30am					
8.30 am	Registration	Registration	Registration	Registration	Registration
8.40 am	Move to Assembly	Form Tutor period	PSHE Form tutor period	Form Tutor period	Move to Assembly
8.45 am	Assembly				Assembly
9.10 am	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
9.50 am	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10.30am	Break	Break	Break	Break	Break
10.50am	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3

11.30am	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12.10pm	Lesson 5 (12.40 pm Years 3&4 go to lunch)	Lesson 5 (12.40 pm Years 3&4 go to lunch)	Lesson 5 (12.40 pm Years 3&4 go to lunch)	Lesson 5 (12.40 pm Years 3&4 go to lunch)	Lesson 5 (12.40 pm Years 3&4 go to lunch)
12.50pm	Lunch	Lunch	Lunch	Lunch	Lunch
1.50 pm	Registration	Registration	Registration	Registration	Registration
2.00 pm	Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6
2.40 pm	Lesson 7	Lesson 7	Lesson 7	Lesson 7	Lesson 7
3.20 pm	Lesson 8	Lesson 8	Lesson 8	Lesson 8	Lesson 8
4.00 pm	Pupils to locker rooms				
4.05 pm	School ends				
4.30 pm					Tea
4.45 pm					Prep
5.00 pm	Tea	Tea	Tea	Tea	
5.30 pm	Prep	Prep	Prep	Prep	
6.00 pm	Prep ends	Prep ends	Prep ends	Prep ends	Prep ends

58.0 Security and Entry into School Grounds: In order to maintain a high level of security within the school the school gates are locked for the majority of the school day. Entry into the school grounds in the mornings can be made through the main gates on Kenilworth Road or through the side gate of the Junior School building in Binswood Avenue. Entry can take place between 8.00am and 8.30am. These gates will be locked at 8.30am promptly. Any pupils arriving after that time must use the main school reception and sign the late book. Access during the school day is via the main school reception, situated at the front of the school on Kenilworth Road. Visitors, parents and guests must sign the visitors' book both on entry and on leaving the building. You are requested not to proceed beyond the entrance hall into the school without first speaking to the school secretary You may access the school on foot in the afternoon when the side gate will be opened at 3.20pm and closed at 4.20pm Parents waiting for pupils in the playground are asked not to wait near entrances and exits as this restricts access.

59.0 Sex and Relationships Education: Sex education forms part of the Science and PSHE programme. The School provides sex and relationships education for pupils, encouraging a regard for moral considerations and the value of family life. The programme will be appropriate to the maturity and individual needs of pupils at various stages of their development. Communication with parents is undertaken at all levels and parental consent is sought before sensitive aspects of the programme are delivered.

60.0 Sickness/Minor Injuries: Should a child become unwell during the day, she/he will be cared for by the School Nurse until the arrival of parents or authorised caregivers. If a child arrives at school and in the opinion of the nurse is unfit for school, parents will be contacted to take the child home. The name and contact of authorised caregivers should be given in writing to the office at the beginning of each term.

The school nurse deals with minor injuries. Should the injury require further investigation or treatment, parents will be notified immediately. The nurse will accompany any child whose injury requires hospital attention to the nearest hospital to await the arrival of parents or authorised caregivers.

Should an accident or emergency occur which requires the pupil to receive hospital treatment, the child will be supervised by the school nurse or a designated first aider until the arrival of the ambulance, during the journey to the hospital and will remain with the child until the parents arrive.

61.0 Smoking, Drugs and Solvent Abuse: The school has zero tolerance on these issues and any pupil who is found to be carrying or taking substances will be dealt with promptly. Parents will be informed and penalties could include instant exclusion and finally expulsion.

62.0 Snow: When weather conditions are such that roads are dangerous or impassable, or it is considered unsafe for pupils to be in school, parents can telephone school reception, the Vice Principal, or Second Master's numbers from 7.30 am. Please see the contact numbers at the front of this handbook. The school will initiate the telephone tree system, the first call taking place between 7.00 -7.15am and it is hoped that all contacts will carry out their part in the process, so that information can be relayed quickly concerning whether or not school has closed for the day. If in doubt, please do not travel on hazardous roads and confirm the school is in session before leaving the house.

63.0 Speech and Prize Giving Ceremony . This important event takes place in the summer term and pupils who merit a prize are invited to attend the ceremony with their parents. Pupils in Kindergarten, Reception and year 1 remain in school whilst pupils from Years 2 – 10 attend the ceremony. Those attending the ceremony are accompanied to the venue by staff but should be collected by parents after the ceremony at approx. 4.00pm. Prize winners and families are invited for light refreshments after the ceremony.

64.0 Sports Fixtures: During term time, during week days or weekends, pupils may be selected, and expected, to play football, netball, rugby, hockey, cricket, swimming and rounders matches against other schools. We also enter a range of sports tournaments.

65.0 Telephone trees: As part of the security and emergency arrangements within the school parents are asked to fill in emergency contact numbers (particularly mobile numbers) on a "telephone tree" and to take part in relaying information in the unlikely event of an emergency. These lists are compiled at the beginning of the Michaelmas term but should your contact numbers change during the school year we urge you to let the school know immediately.

The procedure is that the school will telephone the parent representatives with details of the emergency who will then ring the second tier of numbers and so on. This is a quick and effective way of ensuring that all parents are informed of an emergency should the need arise and that further information is passed on to you as soon as possible.

66.0 Trips and visits: Trips and visits are planned carefully and taken throughout the pupils' time at Arnold Lodge. They enhance the curriculum and provide challenge, fun and excitement for pupils and teachers alike. Some trips will involve overnight stays, perhaps a camping trip for older pupils, others will be taken within the school day. Permission is sought from parents before all trips and detailed risk assessment is carried out to ensure, as far as is possible, the safety and security of all pupils.

67.0 Uniform: Regulation uniform must be worn. Please refer to the appended uniform list. Please note that the current uniform is under review and that should changes occur a

transition time for pupils to wear the current uniform is planned. All pupils are expected to wear the uniform in such a way as to look smart and to bring credit to the school. By adhering to these standards pupils reflect a sense of pride in their school and in themselves. Should a pupil fall short of these standards she/he will be spoken to by staff. Should there be no improvement a letter will be sent to parents asking for their co-operation in this matter.

Second-hand uniform sales are held regularly. This enables parents to sell and buy uniform in good condition that is no longer required, to buy uniform at competitive prices and to raise money for the school.

Clothing may be donated to the school, in which case it may be left unlabelled in the school office. Clothing sold on behalf of parents must be clearly labelled:

Name	
Address	
Telephone number	
Item e.g. Blazer	
Size	
Price	Return/donate if unsold.

A member of the Friends of Arnold Lodge committee will price items if you are unsure what to charge but all other details should be completed if you wish to receive part of the proceeds. Items left unlabelled will be treated as donated to the school. Sellers will receive 90% of the selling price and buyers are charged selling price plus 10%. Thus an item priced at £10 will be sold for £11, the seller will receive £9 and £2 will go towards school projects. For donated items all of the proceeds go to school projects. In the past, funds raised have been used to purchase playground equipment, blackout blinds for the hall, comfortable chairs for the library and the school is currently buying equipment to improve the playground facilities.

Please note that a review of the school uniform is currently being undertaken. Any changes resulting from this review will have a transition period for implementation.

68.0 Valuables: Any personal items brought into school will be entirely at the pupils' own risk and the school does not accept responsibility for loss or damage.

### **Appendices**

Policy for Admissions

Policy for Discipline and Behaviour (including rewards and sanctions)

Special Educational needs policy which contains the education and welfare provision for pupils with statements

Policy for English as an additional language

Curriculum policy

Prevention of Bullying Policy

Policy for safeguarding of children on school trips and visits

Complaints procedure and the number of complaints in the previous school year

Equipment and Uniform Lists

