

Foreword from the Headmaster

The inspection visit earlier this year confirmed what we knew: Arnold Lodge is a superb school. With ratings of good or excellent throughout and none at 'satisfactory' level we have external validation which establishes that your children are in good hands in the school. Pastorally, spiritually and educationally your children are experiencing some of the best that money can buy.

The GCSE results – our first – were superb. With 93% of the children achieving 5A*-C passes including English, Maths and a foreign language the cohort did well. The A*-C pass rate overall was 89%, and 30% of exams taken were at A or A* level. Our average numbers of points per pupil was 474 which is comparable to most other local independent schools and better than many.

Small class sizes are key, but they are the physical sign of a more important feature. The school knows your children. I know each child, the staff know their charges backwards, and the individual pupils in the school know one another – across the ages and across the genders. The family ethos that we boast about is therefore fully embodied in what we do each day, with each child. Your children are in good hands.

David Williams, Summer 2011

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 – Friday	8.15 – 9.15 am 3.00 – 4.15pm
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The Finance Office is closed on Fridays.

Other useful telephone numbers:

Directors	Mr D G Newman Mr W Dore	
Headmaster	Mr D Williams	
Second Master	Mr A Pollard	
Director of Admin And Finance	Mrs E McKenna	
School Office	Mrs S Yarrow Mrs J Farmer	01926 778050
School Nurse	Mrs E Bennett-Hayes	01926 459318

The School fees for the academic year 2011/12 reflect our commitment to the individual care and education of all our pupils.

Year	Fees per Term
Pre - Preparatory	£2515.00
Preparatory Years 3 -4	£2890.00
Preparatory Years 5 -6	£3095.00
Senior School	£3180.00

Nursery Fees

Session	Fees per Term
08.30 – 11.30am	Nursery Funded Education (minimum 5 sessions)
Half Day 12.30pm – 3.30pm	£1340.00
Full Day 08.30am – 3.30pm	£2320.00

Additional session from 11.30am – 12.30pm including Lunch £8.00

We will continue not to charge extra for lunches and pupil personal accident insurance or supervised care from 08.00 – 08.30am.

Aftercare is available from 3.30 – 6.00pm. Fees are £5.90 without tea and £7.00 with tea per session per child.

Please note that all other extras, such as LAMDA Academy, Polo Club etc will be charged separately together with trips, field visits and musical instrument tuition.

Staffing and Responsibilities:

Academic Staff

Mr	Thomas	Abela	Peripatetic Guitar Tutor
Mrs	Orysia	Alexander	Year 2 Class Teacher
Mrs	Sukhjinder	Athwal	Classroom Assistant
Mrs	Kate	Aston	Classroom Assistant
Miss	Emma	Beatty	Classroom Assistant
Ms	Janet	Branson	Librarian and Resource Assistan
Mrs	Helen	Bristow	Year 5 Form tutor/Science/Maths/PSHEEE/DofE Award
Mrs	Kate	Clark	Reception Class Teacher
Mrs	Nicola	Craig	Director of Studies/Science/Maths/Psychology
Mrs	Nicola	Dixon	Aftercare Co-ordinator
Mrs	Iris	Ellis	Principal of Dance & Drama Academy
Miss	Judy	Frodsham	Head of Modern Foreign Languages/Year 6 Form Tutor
Mr	Stephen	Hayes	Head of Mathematics/Year 7 Form Tutor / Games
Mrs	Nicola	Gallagher	Early Years Assistant
Mr	Jack	Gammon	Peripatetic Percussion Tutor
Mrs	Catherine	Gill	French Teacher
Ms	Eve	Glenn	Early Years Assistant
Mr	Andy	Gooderham	Assistant Sports Teacher
Mr	Angus	Grieve	Head of Sport
Mrs	Anna	Jelec	Special Needs Teacher
Mrs	Fiona	Joyce	Maternity cover for Mrs Clark's Reception Class
Mrs	Jill	Lawson	Classroom Assistant
Mrs	Zoe	Lewis	Reception Class Teacher, EYFS coordinator
Mrs	Susan	Lilley	Classroom Assistant
Mr	Peter	Lis	Drama/English/History/Games/Year 10 Form Tutor
Mr	Mark	Lloyd-Miller	Food technology/Games

Mrs	Helen	Maynard	Head of Geography
Mrs	Maxine	McDonnell	Year 4 Class Teacher
Miss	Sharon	Pitt	Nursery Assistant
Mrs	Samantha	Plumbley	Head of Music
Mr	Andrew	Pollard	Second Master/Maths/Games Teacher
Mr	David	Preston	English/History/Games/Year 9 Form Tutor
Miss	Penny	Rayner	Year 1 Class Teacher
Mrs	Fleur	Reader	Head of Science
Mr	Bill	Richardson	Peripatetic Brass Teacher
Miss	Amy	Robson	Year 2 Class Teacher
Mrs	Clare	Rothwell	Peripatetic Woodwind Tutor
Mrs	Sue	Scarff	Year 3 Teacher
Mrs	Fay	Shoesmith	Art and Design
Ms	Angela	Smith	English/Humanities/Library
Mrs	Christine	Smith	Head of English/History/Media Studies/Year 11 Form Tutor
Mrs	Sandeep	Sohal	Teaching assistant
Mr	Paul	Sudlow	Peripatetic Violin Tutor
Mrs	Susan	Taylor	Nursery Manager
Mrs	Sarah	Thomas	Games Coach
Mrs	Anna	Van Zyl	Year 3 Class Teacher
Miss	Sylvie	Villeneuve	Maths/Science/ICT/Languages
Miss	Georgia	Wells	Nursery Deputy Manager
Mr	David	Williams	Headmaster
Mrs	Janet	Wright	Aftercare Assistant

Administrative Staff

Mrs	Elizabeth	McKenna	Director of Finance and Administration
Ms	Gillian	Clowe	Finance Assistant
Mrs	Julie	Farmer	School Receptionist
Mrs	Sharon	Yarrow	School Secretary

Maintenance Staff

Mr	Denis	Donovan	Maintenance Manager
Mr	Patrick	O'Reilly	Maintenance
Mr	Steve	Williams	IT Network 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, who will make a significant contribution to the school 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. Admission to the school is the decision of the Headmaster. 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:

Nursery and Pre-prep 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 – 11 and who wish to take advantage of the "lates" system. Only those Pre-prep School and Nursery children with siblings in the prep and senior school will be looked after by Pre-prep 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 Pre-prep school and Nursery pupils whose siblings are in the pre-prep school but who are attending a club until 4.00pm. Mini lates must be booked termly in advance.

All children in Years 3 to 11 not booked into aftercare should be collected promptly at 4.05pm unless they are attending a club which commences at 4.15pm. Years 7- 11 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.

Aftercare is booked on a daily basis at registration. 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 Pre-prep school and Nursery after school care is provided until 6.00pm. From 3.30pm until 4.30pm the care takes place in the aftercare room adjacent to nursery for pupils in Nursery, Reception, Years 1 and 2. Pupils in Years 3 – 11 will be cared for 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 designated teaching spaces.

3.2 If your child is in aftercare for Nursery, Reception, Year 1 and Year 2 pupils please collect your child from the Pre-prep School entrance, the door on the right as you face the building. For pupils in Years 3-9 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 Typical assembly rota

Day	Venue	Examples of activities
MON	Yr 7 - 11 Hall	Internal speakers. Song/Hymn practice. Form/pupil led. Thought for the day
TUES	Yr 3-6 – Hall	Internal speakers. Song/Hymn practice. Form/pupil led.
WED	N – Yr 2 - Hall	As directed by pre-prep staff

		Parents will be welcome on set dates
THURS Alternate weeks	Yr 7 - 11: Hall	Alternate weeks: Wk 1 -Form period PSHEE/Admin issues. Wk 2 – Hall: Discipline issues, uniform, notices, diary for the week, School Council, thought for the day
THURS Alternate weeks	Yr 3-6: Hall	Alternate weeks: Wk 1 - Hall: Discipline issues, uniform, notices, diary for the week, School Council, thought for the day. Wk 2 - Form period PSHEE/Admin issues
FRI	Yr 3 - 11: Hall	Form/subject work in progress. Scholars. Awards. Outside speakers. Sharing of talent. Trips/visits feedback. Parents welcome

Assemblies for pupils in Nursery, 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 - 11 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. It contributes to 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 1, 2, 4 and 6. CAT (Cognitive Ability Test) for year 7 is carried out in the Michaelmas term. MidYIS, a middle years assessment, is carried out in Year 8 and YELLIS, assessment for GCSE, administered in Year 10. These indicators are used internally to inform target setting, to guide curriculum choices and to assist in the analysis of performance in public examinations. Summative assessment of pupils’ progress is carried out by the school at various times during the year (see 19.0).

7.0 Attendance: If your child is going to be absent from school because of illness please telephone (01926 778050) or email the school office (info@arnoldlodge.com) on the first day of absence before 8.30 a.m. Failure to do so may 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 Headmaster’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 Headmaster.

9.0 **Behaviour Book:** As part of our strong pastoral care programme all teachers have a responsibility for 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 and work monitoring 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 Form Tutor at least 48 hours in advance. Parental support for such punishments is expected and appreciated.

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. We advise that pupils cycling to school should wear appropriate safety equipment.

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 Headmaster. Every pupil in Years 3-11 signs a declaration of intent to actively oppose bullying.

12.0 **Calendar:** A calendar of events is available on the website and is published to parents at the start of each term. This contains essential information including sports fixtures, concerts, rehearsals, trips, parent consultation evenings and examination dates. We recommend that you consult this regularly for any changes that may occur.

13.0 Calls Home by Pupils: Pupils in Year 3 – Year 11 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 Arnold Lodge Parents' Association 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 5. Pupils in Years 6-11 are registered in mixed ability groups. For lessons they can be grouped according to attainment and ability. Pupils in years 6 to 9 are placed in sets for Mathematics, Science and English. Criteria taken into consideration include teacher assessment, exam results and standardised test results.

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 Second Master or to the Headmaster. For the years 2009 to 2011 the number of complaints registered under the formal procedure was zero.

17.0 Curriculum: Pupils in the Nursery and reception classes are taught within the guidelines of the Early Years and Foundation Stage of learning. The schemes of work for pupils in Years 1-9 are based upon the principles of but not constricted by 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 (as topics within other subjects), Religious Studies (often as topics within history), and Personal, Social, Health and Economic Education. GCSE options are chosen in Year 9. Spanish is offered in years 7, 8 and 9. Year 10 GCSE curriculum consists of Maths, English, Science, French, Games, and a short course in Religious Studies with the current options including Home Economics, Art, Physical Education, Geography, Media Studies, Music, History and 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, disability, religion or sexuality. 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: In addition to regular tests and examination within class, formal internal examinations take place each year for pupils from Years 3-9 in the Summer term,

within the normal timetabled sessions. 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 and 7 are to be held in the course of the year; dates are highlighted in the calendar and in letters to parents.

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.

All children are encouraged to join a school club, details of which are circulated to parents around 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 and excel in 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: Taps throughout the school dispense drinkable water. 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 encouraged. The food tech department also sells snacks at break times, which may include fruit, bacon sandwiches and other foods

23.0 Future Schools – The Headmaster welcomes discussion with parents about the choice of future schools. Such discussion facilitates the best choice for the child and allows the school to write the most appropriate references for pupils.

24.0 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.

25.0 Health Requirements: If a pupil has been exposed to any infection during the school holidays, the Headmaster and the school nurse 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.

26.0 Holiday Activities: Arnold 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, art activities, swimming and trips to local attractions

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.

27.0 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 6-9 please write a note in the homework diary. The time listed below is a suggested maximum, and should not be exceeded. In the event of a child not completing the set work in the time allowed a note to the teacher is helpful. 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. In the rare event of homework not having been set or not taking sufficient time, children of all ages benefit from reading a good book.

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. Pupils of all ages should be encouraged to take an interest in the events of the world around them through a newspaper or reports on the television and radio.

Year 10 and 11 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.

28.0 House System: Every new child to the school from Year 1 – 11 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.

29.0 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
75 stars	sapphire
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.

The Headmaster and senior staff see a group of pupils with their work on a randomly selected basis once a week. Pupils are informed in advance and asked to bring all their work to the Headmaster's study. Teachers are encouraged to ask the Headmaster to consider exceptional pieces of work for inclusion on the Wall of Fame. If a pupil's work is accepted then the work is displayed in the entrance to the school and detailed on the school website and a suitable reward and commendation is given.

30.0 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.

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

32.0 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. Pupils who joined the school on or after September 2011 will be charged for learning support.

33.0 Letters Home: Letters home are placed on the website and details are emailed to parents as part of the Headmaster's weekly email sent each Friday. Parents need to be active in checking these emails and acting on the letters. Those parents who do not wish to receive mail in this way or do not have access to the internet should ask in the school office for a 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.

34.0 Lunches: Lunch is provided for everyone with the cost included in the fees. 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. The menu is available on the website. There is a three-week rota of menus.

35.0 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.

36.0 Make-up: Make-up is not allowed in school except for permitted social occasions.

37.0 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.

38.0 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 Headmaster may initiate such discussions.

39.0 Mobile Telephones: Pupils below Year 10 are not normally permitted mobile telephones in school. In exceptional circumstances, agreed with the Headmaster a pupil may bring a mobile telephone but it should be left in the safekeeping with the Second Master throughout the day. Pupils in Years 10 and 11 may bring their telephones into school. Their use is encouraged in, for example, recording of homework, photographing project work and use as a calculator or diary. Other than this pupils should not have their telephones out in class and should be discreet about their use in school. 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.

40.0 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 11 across a wide range of musical instruments. Application forms can be obtained from the main school office. Pupils are encouraged also to join choirs, instrumental groups and / or the orchestra. Individual music lessons are billed by the music teacher directly.

41.0 Music groups: Pupils who play an instrument or sing will be strongly encouraged to join one of the school's music groups.

42.0 Musical instruments: The school and the individual music teachers have some instruments to loan out to those taking instrumental lessons. Pupils who bring their own musical equipment into school do so at their own risk. Equipment should be named and should not be left around the school.

43.0 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.

44.0 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. Parents will be informed if their child needs to be placed on report, and will be asked to sign the report form daily.

45.0 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 11 are expected to attend these open sessions.

46.0 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.

46.1 From Nursery to Year 5 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 Nursery parents who enter through the Nursery. Pupils are not expected to accompany you to these meetings.

46.2 For Years 6 – 11: We do not operate a booking system for parents' evenings. The teaching staff have tables in the main hall and will see parents as and when they are free. Our experience is that waiting times are rather less using this system than when trying to enforce an appointments system. 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. We encourage pupils to be part of the evening, joining you for discussions with the teachers. As with all formal school events, pupils should attend in full school uniform. Most appointments are completed within 5 minutes and you will need to allow some time to find your way around and for moving between teachers. You may also wish to take the 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. 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.

47.0 Parent representatives: Parent form representatives are nominated or volunteer at the beginning of each academic year. It is intended that the role be held for no longer than two years. There are two formal meetings between the parent reps and the Headmaster during the year, but the Headmaster is happy to meet parents or parent reps on other occasions if required.

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 help support ALPA
- To act as ambassadors for the school.

48.0 Parents' Association, ALPA: Arnold Lodge Parents' Association is open to all parents. The committee meets openly approximately each half term and runs a variety of social and support activities for parents, pupils and friends of the school.

49.0 Parking: Parents are requested to park off site when they are visiting school if possible. 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:

The following information can be found on the school's website (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 and staff list and qualifications. 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 the Headmaster in consultation with the staff and the previous year's prefects. The Headmaster determines the head of school and deputy head of school. These appointments are gender-blind. A second group of vice-

prefects may be chosen later in the academic year and following a successful period, become full prefects. Prefects are presented to the whole school in assembly and are recognised by badges.

52.0 Photographing Pupils:

52.1 Photography and Publicity: 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 Headmaster in writing.

52.2 Photography in School: The school recognises that parents and other relatives will want to photograph and video concerts, assemblies, plays and the like. We have no objection to this taking place, but ask that such material is handled sensitively and not allowed into the public domain.

53.0 Punctuality: The school is open from 8.00am. It is important that pupils arrive in good time for registration by 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 a full written report given at the end of the Summer term. The pattern for Year 11 differs; a full report is given at the end of the Lent term, with the Michaelmas report being the mock examination results.

55.0 Scholarships: We are delighted to offer scholarships to internal and external candidates for Year 7 for Academic, Sports, Music, the Arts, 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 in September may be eligible for a scholarship to Arnold Lodge School

Additionally, the following Scholarships are available for pupils entering Year 7:

The Jonathan Hall Scholarship

Awarded to a child in entering Year 7, who is a full time resident in the CV32 area. An enthusiastic, determined and well-behaved young person who will make a significant contribution to the School's values.

Awarded to a pupil, where finances should not be an obstacle to them accessing all the opportunities at Arnold Lodge, this award is for an exceptional external candidate who fulfils the financial, academic and personal values criteria set by the interview panel and supported by school reports, personal referees and Head Teacher's endorsement. A single award of up to 100% of fees will be made to the successful scholar, subject to full criteria being met.

The Gareth Newman Scholarship

Awarded to a child entering Year 7, who through continued application and a positive attitude to learning, makes a significant contribution to school life, showing leadership, empathy and outstanding potential.

This award will be made to an internal/external candidate who through school reports, assessment and interview fulfils the criteria for the scholarship.

An award of up to 50% of fees will be made to the successful scholar. In exceptional circumstances, where two scholars are identified two awards of 30% each will be made.

The Wynford Dore Scholarship

Open to children entering Year 7, identified by Arnold Lodge as having unfulfilled potential. Utilising the ACE test or other assessments as part of the assessment process to identify areas of potential, Arnold Lodge will support and nurture them allowing them to fully realise their academic and personal goals and encourage them to make a significant contribution to school life.

Eligibility for this award is for an internal / external pupil who is identified through assessment and by the interview panel to meet the criteria for the scholarship.

An award of up to 50% of fees will be made to the successful scholar. In exceptional circumstances, where two scholars are identified two awards of up to 30% each will be made.

The Elizabeth Hickling Scholarship

This scholarship will be awarded to a pupil who shows significant aptitude in and enjoyment of The Arts, including Drama, Musicianship, Literature, Poetry and Dance This scholarship will support a pupil who wishes to advance their skills, appreciation and knowledge of the Arts.

An award of up to 50% of fees will be made to the successful scholar.

In exceptional circumstances, where two scholars are identified two awards of 30% each will be made.

All scholars will be subject to ongoing review by the Headmaster and Staff to ensure standards pertinent to each Scholarship is being maintained. There will be a formal half yearly review with the Scholar and their parents

55.1 Year 7 awards

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 fields of music, art, sport.

Only one scholarship will be awarded per candidate.

55.2 Pupils are selected:

- by interview and other assessments in January

- all candidates will take a written English paper, a written Maths paper, a test of verbal and non verbal reasoning, and the Headmaster's paper. Example papers in English and Maths will be available from the school on receipt of scholarship applications.
- by taking part in a team building exercise,
- interviews will be with the Headmaster or Second Master 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 Headmaster will inform the candidates' parents/ guardians of the results by telephone

55.4 An application pack is available from the Director of Administration and Finance 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 Finance Office by the end of November

55.5 Year 3 Awards.

A girl or boy entering Year 3 in September 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 in January
- all candidates will take part in a range of tasks designed to bring out their strengths.
- interviews will be with the Headmaster and Second Master or Director of Studies 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 Headmaster will inform the candidates' parents/ guardians of the results by telephone

55.9 An application pack is available from the Director of Administration and Finance 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 Finance Office by the end of November

Daily timings for Years 3 to 11

56.0 School Council: The school council is made up of pupils from across the school and is overseen by a member of staff. Pupils are encouraged to put themselves forward as class representatives and thereby to have the responsibility and privilege of representing their peers.

57.0 School Day: Please note the different timings for Nursery, The Pre-prep School and the Prep and senior School.

Nursery school day:

Before school care	8.15am
Registration	8.30am
End of am session	11.30am
Lunch	11.30am - 12.30pm
Afternoon start	12.30pm
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 – 1.00 pm
Registration	1.00 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 11 school day:

TIME	MON	TUE	WED	THU	FRI
8.30am	Registration	Registration	Registration	Registration	Registration
8.40am	Move to assembly (7-11)	Move to assembly (3-6)	Form tutor period	Move to assembly (alt weeks)	Move to assembly
	Form tutor period (3-6)	Form tutor period (7-11)		Form tutor period (alt weeks)	
9.10am	Period 1				
9.50am	Period 2				
<i>10.30am</i>	<i>Break</i>				
10.50am	Period 3				
11.30am	Period 4				
12.10pm	Period 5 (Lunch starts at 12.40 for Years 3 and 4)				
<i>12.50pm</i>	<i>Lunch</i>				
1.50pm	Registration				
2.00pm	Period 6				
2.40pm	Period 7				
3.20pm	Period 8				
4.00pm	School ends				
4.30pm	After care prep				Tea
5.00pm	After care tea				Prep
5.30pm	After care prep				
6.00pm	After care ends				

58.0 Security and Entry into School Grounds: In order to maintain a high level of security the school gates are locked for the majority of the day. Entry into the school grounds in the mornings can be made through the main gates on Kenilworth Road, through the Mews gates by nursery or through the side gate of the pre-prep 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 in Kenilworth Road 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 PSHEEE 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. If necessary the nurse will accompany any child whose injury requires hospital attention to the nearest hospital to await the arrival of parents or authorised caregivers, or the child will wait at school for the parent to take them to hospital.

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 this supervisor will remain with the child until the parents arrive.

61.0 Smoking, Alcoholic Drinks, 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 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 should check the website for up to date information. A decision will be made by 7am. An email to parents will also be sent and the adverse weather line at school initiated. If in doubt, please do not travel on hazardous roads and confirm the school is in session before leaving the house. **Please use the website as the first point of information** rather than telephoning the school. In the event of the closure of the school it is not our intention to set work for pupils unless the closure looks likely to last several days. Pupils should be encouraged to enjoy the opportunity for outdoor education offered by the unusual conditions but should also be encouraged to read and to make sure that homework and coursework is up to date.

63.0 Speech and Prize Giving Ceremony. This important event takes place in the summer term. Pupils in Nursery, Reception and year 1 remain in school whilst pupils from Years 2 – 11 attend the two ceremonies for the different age groups. Those attending the ceremony are accompanied to the venue by staff but should be collected by parents after the ceremony at the end of the day.

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: The school does not operate a telephone tree system; the main methods of communication are email and the school website for multiple messages, and telephone calls for individual messages.

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. Trips and visits may incur extra cost. Parents will be informed of this in advance. Costs are kept as low as possible.

67.0 Uniform: Details of the school uniform are available on the website and at that of our sellers, www.stevensons.co.uk. 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 of the old uniform 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.

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 for example playground equipment, blackout blinds for the hall and comfortable chairs for the library.

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. You should ensure that personal items are covered under your own household insurance.

This handbook is subject to any necessary alterations in policy and practice in accordance with school development.