



# PARENTS' HANDBOOK

2023 - 2024



**Lancing College Preparatory School at Worthing  
Broadwater Road, Worthing, West Sussex, BN14 8HU**

**Tel: 01903 201123**

**Email: [worthing@lancing.org.uk](mailto:worthing@lancing.org.uk)**

**Website: [www.lancingprepworthing.co.uk](http://www.lancingprepworthing.co.uk)**

**We aim for our pupils to:**

**Love learning,**

**be kind and**

**go out into the world**

**and do good**

## LANCING COLLEGE PREPARATORY SCHOOL AT WORTHING

Lancing College Preparatory School at Worthing is an independent Nursery and Pre-School, Pre-Preparatory and Preparatory School for approximately 200 children between the ages of 2 and 13.

Situated in Worthing, West Sussex, the school is set in its own grounds and offers a wonderful environment for its pupils. There is a large dining hall which also functions as a well-equipped performance space, a fully equipped gymnasium, a science laboratory, a large field for outdoor play and sport, a drama studio, food and nutrition room and two netball/tennis courts. In addition, our children are fortunate to share the magnificent facilities of Lancing College, which include a swimming pool, theatre, farm and acres of sports fields.

### Woodard Schools

Lancing Prep at Worthing is a Woodard school. It is a Christian foundation, where respect for each other and the world around us are central to our daily life. Children and their families are warmly welcomed into our close-knit community whether they are of Christian faith, another faith or no faith. Each week the children celebrate the Eucharist with the Lancing College Chaplain. If you wish your children to receive communion, please write to the Head, Mrs Francesca Milling.

Lancing College itself is the Senior School of *Woodard Schools* and is closely identified with the worship and practice of the Anglican Church and its Catholic tradition. All three schools in the Lancing College family are involved in the work of *Woodard Schools* and the Woodard Southern Area Provost is a member of the Governing Body.

### Contact Details

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Broadwater Road  
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BN14 8HU

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Tel: 01903 201123

Website: [www.lancingcollege.co.uk/prep-worthing/](http://www.lancingcollege.co.uk/prep-worthing/)

**LANCING COLLEGE OWNING CHARITY: The Woodard Corporation**

**VISITOR**

The Archbishop of Canterbury

**LANCING COLLEGE GOVERNING BODY**

Mr Martin Slumbers BSc, ACA, OL (*Chairman*)  
Mr David Austin BSc  
Mrs Jenny Brown MA  
Mrs Pippa Cleeve BA, BA (Hons), Cert Mgmt (Open)  
Mr Robert Crawford Clarke BSc  
Mr Andrew-Dane Fairclough BA (Cantab)  
Professor Michael Farthing MD, DSc (Med), FRCP, FMedSci  
Mr Tim Hancock MA, OL  
Mr Justin Higgo MA (Oxon), Dip Law, OL  
The Venerable Luke Irvine-Capel MA(Oxon), MA (Leeds)  
Mr Henry Lawson MA (Cantab), MBA (Harvard), OL  
  
Mrs Hannah Betts BSc (*Clerk to the Governing Body*)

If you need to contact a Governor please write to him or her marking the envelope 'confidential' and sending it to:

c/o The Bursary  
Lancing College  
Lancing  
West Sussex  
BN15 0RW



# Lancing Prep Worthing

## A Lancing College Preparatory School

Dear Parents,

Another new year full of opportunities, excitement and learning is soon to start and there is much to look forward to. It is my great pleasure to welcome new children to Lancing Prep at Worthing; our community is warm, strong and incredibly friendly. I am sure that all those who join us this year will very quickly feel part of the Lancing family.

Lancing Prep at Worthing is vibrant and our passion for learning is palpable. We were inspected in June 2022 by the Independent School's Inspectorate and were delighted to receive the highest possible grading: 'excellent', in both the areas assessed: pupils' academic and other achievements and pupils' personal development. A link to the inspection report can be found on our website. Our pupils enjoy seizing the wide range of enriching opportunities that are presented to them here and they strive to make the very best of themselves knowing that they are valued as individuals whatever their skills and talents. We enjoy working in partnership with you - as parents and teachers we lay together the foundations that should provide your child with a lifelong love of learning. We are grateful to you for your active and enthusiastic support.

I hope you find this handbook a useful reference tool in the months to come and I look forward to seeing you at events and activities this year. This Parents' Handbook should be read in conjunction with the Curriculum Overview Booklet. We also invite you to read the Curriculum Directory for your child's year group and the school policies which can be found in the Parents' Area of the School Website.

We have a strong and thriving parents' association, the LPWA, and I urge you to support this friendly and committed group of parents.

I look forward to the challenges and adventures that lie ahead in 2023/24 and wish you and your family a very happy and successful year.

With best wishes,

## STAFF

### The Head

**Mrs Francesca Milling** *BSc (Hons) PGCE MA Ed*

### TEACHING STAFF

<b>Ms Emma Mashford</b> <i>BSc (Hons) PGCE MA Ed</i>	<b>Deputy Head</b>	<a href="mailto:emashford@lancing.org.uk">emashford@lancing.org.uk</a>
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### PREPARATORY

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### PRE-PREPARATORY

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### LEARNING SUPPORT AND TEACHING ASSISTANTS

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Mrs Michelle Wildman *NVQ Level 3*  
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Mr Mark Shelton (Sport)  
Ms Paula Jakobsen (Sport)

### **NURSERY & PRE-SCHOOL**

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### **ADMINISTRATIVE STAFF**

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## **ETHOS**

We nurture in all our pupils a love of learning to enable them to reach their full potential. Our broad and balanced curriculum is enriched with high quality creative and physical activities to provide a vibrant learning environment. In working and playing together, within the framework of a Christian community, the children develop a sense of service to each other, and the world beyond the school gates, which will characterise their future lives.

## **AIMS**

We aim for all our pupils to:

Love Learning, Be Kind and Go Out into the World and Do Good.

## DAILY ROUTINE

### SCHOOL HOURS

The Prep School opens at 8.10am when prep children are welcomed into the playground. They are supervised outside until 8.25am when they go to their classrooms for registration and no responsibility can be taken for children arriving before this time. **Please ensure that you do not leave your child at school before 8.10am.** In the Pre-Prep, Year 1 and 2 greet their teachers at 8.30am and play on the playground until 8.45am when their teachers take them to their classrooms. Reception children are taken into the Reception classroom at 8.30am. Please note that the playground time between 8.10 and 8.25am is a time for the children to chat and greet their friends. It is not a time for ball games.

We politely request that you do not enter the playground in the morning. We find it much easier to supervise the children and avoid separation anxiety by greeting the children at the gate.

The school day:

Nursery and Pre-School (2-4 yrs)	8.30am – 3.30pm (am and pm sessions)
Reception (4-5 yrs)	8.45am - 3.30pm
Years 1 and 2 (5-7 yrs)	8.45am - 3.45pm
Prep School (7-13 yrs)	8.25am – 4.00pm
Optional Clubs for Prep pupils	4.15pm – 5.15pm

There is a homework room available every day until 5.15pm for pupils in years 3 to 8 who wish to do their homework at school.

A light snack is provided for prep pupils who are staying after school for activities or homework room. This short break runs from 4.00 – 4.15pm. After school activities run from 4.15 – 5.15pm and a member of staff then supervises the children at the school gate until 5.30pm after which they will have to go to Wraparound.

Term dates are notified a year in advance on the website at [www.lancingcollege.co.uk/prep-worthing/term-dates](http://www.lancingcollege.co.uk/prep-worthing/term-dates)

Our online calendar can be viewed at [www.lancingprepworthingcalendar.org.uk](http://www.lancingprepworthingcalendar.org.uk)

Reports, timetables and further pupil information can be found on our Parent Portal: <https://lancingcollege.parents.isamshosting.cloud/api/homepage/>

## PRE-PREP DAILY ROUTINE

Monday	Tuesday	Wednesday	Thursday	Friday
<b>8.00 – 8.30 Wraparound Care (cost involved)</b>				
<b>Registration in classrooms 8.45</b>				
<b>Lesson Time 9.00 – 10.00</b>				
<b>Morning Break 10.00-10.25</b>				
10.30 – 10.50 Lesson Time	10.30 – 10.50 Lesson Time	10.30 – 10.50 Lesson Time	10.30 – 10.50 Assembly	10.30 – 10.50 Head’s Celebration Assembly
<b>Lesson Time 10.50 – 12.00 noon</b>				
<b>Lunch 12:00 – 1.15</b> (followed by lunchtime clubs between 12.40 and 1.10 according to the club timetable)				
<b>Lesson Time</b> <b>1.15 – 3.30 (Reception), 1.15 - 3.45 (Years 1 and 2)</b>				
<b>Clubs 3.45 – 4.30 for children in years 1 and 2</b> <b>Clubs are made available to Reception children in the Spring and Summer Term</b>				
<b>4.00 – 6.00 Wraparound Care (cost involved)</b> Pre-prep pupils staying for Wraparound care will be cared for until 4.00pm at no additional charge.				

## PREP DAILY ROUTINE

Monday	Tuesday	Wednesday	Thursday	Friday
8.10 – 8.25 School gates open and children may play in the playground where they will be supervised.				
08.25 pupils line up in classes to enter the school building				
08.30 – 8.40 Registration in Form Rooms				
08.40 – 9.15 Speaker Assembly / Film / DEAR	08.40 – 9.15 Form time Collection of housepoints and cultural passports	08.40 – 9.15 Lesson 1	08.40 – 9.15 Eucharist with Father Justin	08.40 – 9.15 Head's Celebration Assembly
09:15 – 9.50 Lesson 2	09:15 – 9.50 Lesson 2	09:15 – 9.50 Lesson 2	09:15 – 9.50 Lesson 2	09:15 – 9.50 Lesson 2
09.50 – 10.25 Lesson 3	09.50 – 10.25 Lesson 3	09.50 – 10.25 Lesson 3	09.50 – 10.25 Lesson 3	09.50 – 10.25 Lesson 3
Morning Break 10.25-10.45				
10.45 – 11.20 Lesson 4	10.45 – 11.20 Lesson 4	10.45 – 11.20 Lesson 4	10.45 – 11.20 Lesson 4	10.45 – 11.20 Lesson 4
11.20 – 11.55 Lesson 5	11.20-11.55 Lesson 5	11.20-11.55 Lesson 5	11.20-11.55 Lesson 5	11.20-11.55 Lesson 5
11.55 – 12.30 Lesson 6	11.55 – 12.30 Lesson 6	11.55 – 12.30 Lesson 6	11.55 – 12.30 Lesson 6	11.55 – 12.30 Lesson 6
12.30 – 12.55/1.00/1.05 Lesson 7	12.30 – 12.55/1.00/1.05 Lesson 7	12.30 – 12.55/1.00/1.05 Lesson 7	12.30 – 12.55/1.00/1.05 Lesson 7	12.30 – 12.55/1.00/1.05 Lesson 7
Lunch 12:55/1:00/1:05pm – 2.00pm				
2.00pm – Registration in lesson				
2.00 – 2.35 Lesson 8	2.00 – 2.35 Lesson 8	Yrs 3 – 4 2.00 – 2.35 Lesson 8	Yrs 5-8 Games Afternoon	Yrs 5-8 2.00 – 2.35 Lesson 8
2.35 – 3.10 Lesson 9	2.35 – 3.10 Lesson 9	2.35 – 3.10 Lesson 9	Yrs 3 – 4 Games	Yrs 7 and 8 To Lancing College for MFL lessons. Pick up from LPW at 4.40pm.
3.10 – 3.45 Lesson 10	3.10 – 3.45 Lesson 10	3.10 – 3.45 Lesson 10		
3.45 – 4.00pm Form Time in Form Rooms				
4.00 – 4.15pm Snack in the Dining Hall				
4.15 – 5.15pm Prep Clubs/Homework Room for Years 3 to 8				
5.30 – 6.00pm Wraparound Care				

## **LATE ARRIVAL...**

If your child arrives at school after morning registration, please take him/her to the front door and ring the bell so s/he can enter school and register in the school office.

## **...AND COLLECTION**

**We appreciate your co-operation in arriving on time to collect your child. However, if you are running late it is helpful if you telephone to let us know and to give us an estimated time of arrival.** Pre-Prep pupils will be cared for until 4.00pm in Wraparound on the odd occasions when parents are unavoidably detained. All pupils may then stay on in the wraparound scheme until 6.00pm. Charges for wraparound care are made from 4.00pm for pupils in Nursery – Year 2.

If your child has an appointment during school hours, please inform the school in advance so that it can be recorded in the Register and ensure that s/he is signed in and out at the School Office on the day of the appointment.

Once a child has been collected by a parent or carer at the end of the day, the school is no longer responsible for his/her welfare and for safety reasons, children may only re-enter the school buildings with a teacher's permission. Please ensure that your child behaves appropriately at all times whilst still on school premises and under your supervision. Pre-Prep children should not play in the tennis court or on the school field while they are waiting for their Prep siblings or before school. We sometimes receive requests for children in years 6, 7 and 8 to be allowed to walk home on their own. We support this as it helps the children to become independent. If you would like your son or daughter to walk home alone please inform the Head in writing. Children will not be allowed to leave the school premises unless such a letter has been received.

In the interest of security, and the care and protection of your child, we do not allow pupils to wait for collection outside the school gates. All pupils must be collected from the gates. If you need to collect your child early for any reason, please report to the school office to sign him/her out.

## **WRAPAROUND**

For the younger children, Wraparound care is available from 8am – 8.30am and until 6pm in the evening. It is provided by Nursery and Pre-School Staff who work with the children in school, so they are familiar faces. Admission for term time Wraparound is on a 'drop in' basis. The cost of this is added to your account at the end of the term.

Our Wraparound care is relaxing for the children. Children are supervised at all times by qualified and experienced staff, who encourage them to participate in various activities whilst respecting individual preferences. There is always a Paediatric First Aid trained member of staff present.

## **HOLIDAY CLUB**

Our Holiday Clubs run, subject to demand, for parts of the school holidays and are open to LPW pupils.

Holiday activities are advertised in advance at school and through the website. Attending our Holiday activities is on a pre-booked and paid for basis. They run provided there is enough interest in advance. For further information please contact the school.

## **ABSENCE FROM SCHOOL**

If your child is unwell and unable to attend school please use the free absence-reporting app 'Studybugs' (<https://studybugs.com/about/parents>) in the first instance or telephone the School Office between 8.30 and 9.00am on the morning of the first day of absence. If we do not hear from you we will contact you before 9.30am. If we are unable to contact you we may phone the emergency contact numbers until we are certain that your child's absence is accounted for.

Please do not send your daughter or son back to school until s/he has recovered sufficiently to withstand the rigours of a busy day or, in the case of a communicable illness, is no longer contagious. If your child has suffered from a diarrhoea/sickness bug we request that s/he remains at home until at least 48 hours after the last episode.

## **ATTENDANCE**

We expect children's attendance to be above 90%, which is in line with national guidelines. If a child's attendance drops below this, parents will be informed in writing.

The school office must be informed of the reasons for all absences and authorisation sought from the Head for holiday absences. Holidays taken during term time are strongly discouraged because they disrupt the child's education. Please be aware that the government expects schools to provide good attendance and reduce absence. Attendance of less than 90% is considered poor and a risk to progress and achievement. It may also trigger safeguarding concerns.

## **ACADEMIC LIFE (for more detailed information, please see the Curriculum Overview and relevant year group Curriculum Directory).**

### **CURRICULUM**

The school is divided into two departments; Pre-Prep (Nursery & Pre-School, Reception, Years 1 and 2), Prep (Years 3 to 8).

### **EYFS**

#### **Children's Development and Learning in the EYFS (Nursery & Pre-School and Reception)**

The Early Years Foundation Stage (EYFS) sets the standards for learning, development and care of children from birth to five years old and governs the way in which we plan activities in order to maximise children's Learning through Play. The EYFS principles and seven areas of learning flow through each activity or experience, and together these bring a holistic approach to a child's learning. We provide daily indoor and outdoor activities and take advantage of unplanned experiences which bring us new possibilities for learning to provide the best opportunity for your child.

Our excellent staff/pupil ratio allows our youngest children to develop as individuals and to be supported or challenged according to their needs in very caring surroundings.

The transition from Pre-School to Reception is planned to be smooth and opportunities are provided to enable Pre School children to meet their new teacher and visit the classroom.

At Lancing Prep at Worthing our Nursery & Pre-School provision is viewed as the first step on your child's journey through the school.

#### **The Pre-Prep**

In Reception, the curriculum follows the EYFS principles and so offers opportunities for independent learning. Throughout the Pre-Prep the curriculum is organised through topics and there is a strong emphasis on developing excellent reading, writing and numeracy skills.

Importance is also placed on creative and physical development; children are taught by a music specialist from Nursery and a PE specialist from the beginning of Reception. All our pupils in Reception and Year 1 follow a language readiness programme in French, German and Spanish and they formally begin French in Year 2.

#### **The Prep**

The transition from the Pre-Prep to the Prep is smooth as we continue with class teaching in Lower Key Stage 2 (years 3 and 4) and progress to specialist teaching from the beginning of year 5. We have a broad and balanced curriculum which maintains a strong numeracy and literacy base but includes science, French, geography, history, REP, Classics (from year 5), physical education, computing, art, DT, music and drama. Science is taught in discrete biology, chemistry and physics lessons from the beginning of year 7. Year 7 and 8 children learn Spanish or German at the College in addition to continuing French at school.



In Modern Foreign Languages they follow an in-house syllabus shared by Lancing College and both Prep Schools which ensures a seamless transition and proficiency in more than one language at the end of Year 8.

Our year 7 and 8 pupils follow a broad curriculum This syllabus prepares them for entry to most public schools and lays excellent foundations for success at GCSE.

## **EDUCATIONAL VISITS**

Throughout the school year educational trips are organised to exhibitions or places of particular relevance to the children's learning. Every two years there is an overnight trip, and each form will have an outing or special day of activities in the summer term. In each case, you will be fully informed by email. On alternate years children in Years 3 to 6 are invited to attend a Lodge Hill activity trip or similar and children in Years 7-8 are invited to attend a short residential trip to France.

All educational visits are meticulously planned and risk assessments are undertaken to ensure the children's health and safety.

## **EXAMS**

Children entering Reception complete electronic baseline tests individually with the class teacher during the initial weeks of the autumn term. These tests focus on the very basics of learning such as counting, picture, number and letter recognition and provide an initial platform from which, alongside other assessments, progress can be measured in future years. The tests take the form of fun iPad activities and we are careful to ensure the children do not know they are being assessed.

Children in Years 1 to 7 take standardised Progress tests in Maths and English skills (grammar, punctuation and spelling) and children in Years 1 to 5 take reading assessments in May/ June. These tests produce standard age scores, which enable us to track progress year on year and to compare the achievements of our pupils with pupils nationally. These assessments provide a wealth of feedback, which can then be used to maximise students' learning potential.

Children in Years 5 – 6 sit school exams twice a year in November and May. These tests are based on the relevant curriculum and assess the children's knowledge and understanding of concepts taught. The results are published on the pupils' Christmas exam reports and end of year reports. Alongside this, our Year 6 pupils sit an English written paper that can open them up to be awarded an Honorary Scholarship. This assessment takes place in the Spring term in a timetabled English lesson.

In Year 6 some pupils may sit the Advance Programme which enables those children who are successful to gain a guaranteed place at Lancing College in Year 9. The children are well prepared for this programme and we have been very successful in helping our pupils gain places through this scheme. Please see the link for further details: [Third Form Entry Routes to Lancing | Lancing College | Independent Senior School & Sixth Form | Woodard | West Sussex | South of London](#)

Some pupils sit pre-assessments for other public schools. Please see the appropriate website on

contact the school registrar for more details.

In Year 7 pupils sit exams twice a year in November and May. These are based on the relevant curriculum and will be ISEB CE type questions in core subjects (English, Maths and Science).

The school also uses the results of standardised tests in reading, maths, verbal, non-verbal and spatial reasoning to help identify strengths, weaknesses and preferred learning styles of all pupils in the Prep department.

Year 8 pupils sit Common Entrance type papers in the core subjects (Maths, English and Science) in May/June. They are marked internally and are not used as assessment for entry into Lancing College or other public schools. The pupils are continuously assessed in Modern Foreign Languages and the Humanities, although part of this continuous assessment will involve end of unit tests/examinations. This programme enables their future schools to assess their attainment and potential effectively but also enables us to appropriately challenge our most senior pupils in a way which is exciting and relevant to the time we are living in now.

For pupils who have a guaranteed place at Lancing College or another public school, this is not usually a pass or fail moment as most pupils already have their guaranteed places through pre-assessments taken in Year 6, but the results will be used to help the setting process for the start of Year 9. Once at Lancing College or another public school there will usually then be further assessments during the first term – sets are not usually determined for the whole year on the basis of end of Year exam scores.

We are able to prepare pupils for a range of independent or state-maintained schools in Year 9 and our pupils generally excel wherever they move onto due to the foundations they have laid with us.

For those who apply for an academic scholarship to Lancing College the pupils will sit papers including Maths, English, Combined Science and Critical Reasoning designed by the College. Pupils will also sit a computerised Cognitive Ability Test. This will take place in the February of Year 8. The pupil will also have an interview and will be asked to bring something they have worked on in school to discuss. Pupils who do not follow the Academic Scholarship route will, of course, be able to apply for other scholarships: Art, Drama, Music, Sport, and the Ken Shearwood Award (designed for the all-rounder). All scholarships are competitive and cannot be guaranteed. We can advise on which scholarships may be appropriate for a child, but we can never be certain of the outcome. The award of any scholarship entitles the parents to apply for a means-tested bursary to gain financial assistance for a Lancing College place.

For pupils who apply for scholarships to other independent schools, individual arrangements can be made and we have significant previous success. Please speak to the Head to discuss this further.

## **HOMEWORK**

Homework is set according to the homework timetable which is issued each September. It plays an important part in children's academic and personal development. All pupils are expected to complete homework tasks of one form or another, designed to support and extend their work

in class. Prep pupils are expected to spend up to 30 minutes on each piece of homework. In the case of learning homework, we would usually advocate spending 3 x 10 minutes over several days visiting and revisiting the knowledge or skills to be learnt.

In setting homework we aim to:

- consolidate learning and understanding of work at school
- complete pre-learning tasks prior to a lesson
- promote an interest in learning more
- develop independence
- promote effective research skills
- promote resourcefulness
- promote organisation skills
- provide a positive, informative link between home and school
- practise effectively committing knowledge and skills to memory in preparation for tests and exams

We aim to work with you so that your child can successfully complete his/her homework. If you have any concerns about homework, please contact the relevant teacher concerned via e-mail.

Homework is based on work studied at school and is set in line with the school curriculum.

From Year 5, pupils may be asked to use homework time to complete projects in humanities subjects; where this is the case, teachers will initially direct pupils to completing a certain task each week and always ensure pupils have sufficient homework 'slots' to complete the project. Where necessary, teachers will differentiate homework tasks in line with pupils' abilities.

Homework time is also an ideal opportunity for pupils to 'delve deeper', independently following their own lines of enquiry and interest and thereby acquiring lifelong positive learning habits. Teachers will occasionally set 'delving deeper' homework, which will provide pupils with the opportunity to enjoy doing just this. In order to facilitate this, teachers will provide a list of suggested resources linked to the current topic(s) which could be used for this purpose:

Fiction and non-fiction books

Local places to visit/ events to attend

Apps

Websites

DVDs / TV programmes available

Pupils may choose to briefly share anything interesting they enjoyed discovering in a manner of their choosing - for example a leaflet/photos from somewhere visited, a book recommendation or some interesting facts gleaned from their research.

In the period immediately prior to exams teachers will set revision activities for children to complete during homework time. They will also issue a Revision Sheet, which details the knowledge and skills to be tested.

All homework in the Prep School is set on the VLE. Tasks set on the VLE will include details of the tasks, the due date with any worksheets or support resources attached. A hard copy of worksheets or support resources will also be given to the children in class.

All pupils from Reception to Year 4 have a Reading Diary in which adults at home and school record hearing the child read.

### **How you can help us at home**

Please support the school in valuing the role homework plays in your child's academic and personal development. To that end we ask that you:

- Support your child regarding organisation of resources needed to complete homework and hand in by set deadlines
- Provide a suitable environment and time for the successful completion of homework
- Monitor presentation in keeping with our Presentation Guidelines
- Support your child if they are stuck, without 'taking over'
- Sign Reading Diaries every time you hear your child read
- Sign each piece of homework indicating the time taken to complete it
- Sign homework diaries each week

### **Homework Room**

Homework Room runs between 4.15 and 5.15 pm every day and offers Prep pupils the opportunity to complete homework at school under the supervision of a member of staff. Parents of pupils in Years 3 – 8 may sign their child up for Homework room in the same way as they do any other school club. As with other after school clubs pupils are expected to stay until 5.15pm. Prep and Pre-Prep teachers supervise and provide guidance for homework if your child is struggling but do not provide additional activities. All pupils going to the homework room should bring a book to read in case they complete their homework or choose to do homework at home.

### **Targets**

Every child has a 'next step' target in numeracy and literacy. Older pupils may also be set targets in other subjects. Prep targets are written in exercise books, whereas Pre-Prep targets are written on cards to serve as reminders when working.

Class teachers also discuss personal targets with each pupil, these may be study based, to improve relationships with peers or simply a challenge. Prep personal targets are written in homework diaries. Targets are periodically reviewed and renewed.

### **HOUSE SYSTEM**

In the Prep School we operate a house system to encourage healthy competition and teamwork. When a child reaches the Prep School, s/he is allocated to one of the four houses which represent important periods of British history. Each house is led by a member of staff, the Head of House. House points are awarded for excellent effort with work and behaviour and are collected weekly; the winning house for the week is announced in celebration assembly on a Friday morning. Certificates are awarded to pupils who collect 25 (Bronze Award), 50 (Silver Award), 75 (Gold Award) or exceptionally 100 (Platinum Award) house points in the course of a half

term. For more information, please see the Rewards and Sanctions Policy which can be found in the Parents' Information Area of the School Website.

BRITONS	CELTS	NORMANS	SAXONS
Mr Payne – Head of House	Mrs Steele – Head of House	Mrs Fudge – Head of Normans	Mr Grimshaw – Head of Saxons
Ms Welsh	Mrs Richards	Mrs Snook	Mrs Walker
Mrs Casey	Mrs Lloyd	Ms Mashford	Mme Valantin
Miss Bennet	Mrs Goodson	Ms Bridges	Miss Goldfinch

Siblings are always placed in the same house to avoid family difficulties!

## **ADDITIONAL NEEDS**

### **EQUAL OPPORTUNITIES**

We aim for all our children to feel secure, included and valued. Each child is unique and will be treated as an individual regardless of gender, race, culture, disability, family background, home language, religion and special needs.

### **EAL: PUPILS FOR WHOM ENGLISH IS AN ADDITIONAL LANGUAGE**

All pupils need to feel safe, accepted and valued in order to learn. For pupils who are learning English as an additional language, this includes recognising and valuing their home language and background. As a school, we are aware that bilingualism is a strength and that EAL pupils have a valuable contribution to make. We take a whole school approach, including ethos, curriculum, education against racism and promoting language awareness.

### **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)**

At Lancing College Prep School in Worthing, the children are taught in small classes; this means that in almost all lessons work can be differentiated to meet the needs of all the pupils. For those who have specific difficulties, additional support can be provided to help them access the curriculum. There is an additional charge for this service from Year 4. Miss Bennett is the Head of Learning Support and she oversees any extra support needed.

Additional support is usually one-to-one with pupils withdrawn from class. The level of support is regularly reviewed and modified to suit the needs of the pupil. We aim to keep you fully informed of your child's needs and progress. Communicating effectively and regularly helps to create the best possible learning experience for your son or daughter.

Occasionally, we may ask you to obtain an Educational Psychologist's report for your child. This helps us to understand your child's specific needs and implement the most effective strategy to aid his or her learning.

### **ABLE, GIFTED AND TALENTED**

As an unashamedly academic school we are committed to providing an environment which challenges and encourages all pupils to maximise their potential, including pupils who we

identify as being more able.

A more able pupil is one whose ability in any subject is significantly and consistently above the expectation for their age.

More able pupils are provided with extension and enrichment opportunities within lessons, school activities and through participation in competitions and events with which our school is involved.

These opportunities are not necessarily exclusively offered to those pupils on our A, G and T list as we recognise the part interest and enthusiasm can play in achievement; a child who is intrinsically interested in science or who has a passion for history may well enjoy these challenging activities too.

## **PRESENTATION GUIDELINES FOR PUPILS**

Do:

- ✓ Try hard to make every piece of work as neat as you can
- ✓ Once you have a pen license use a navy blue fibre-tip, rollerball or ink pen, which you know you write neatly with
- ✓ Write the date and a title for each piece of work
- ✓ Write the date on the left hand side of the top line
- ✓ Write the title in the middle of the second line
- ✓ Underline all dates and titles with a ruler
- ✓ Cross out mistakes written in ink with one neat line
- ✓ Use pencil for drawings and Maths work
- ✓ Write one digit (single number) per square in Maths books
- ✓ Rule off finished work

Don't:

- ⊗ Write anything on the front cover of exercise books except your name, class and the subject
- ⊗ Use white correction fluid

## **REPORTING TO PARENTS**

We value our relationships with parents and hope that if you ever have a problem or concern you will feel able to speak to us. In the first instance it is usually best to contact your son or daughter's form teacher. All our teachers are very approachable, and they are keen to ensure that the children in their care are happy and thrive at Lancing College Prep at Worthing.

Should you ever have a serious concern, the Head has an open-door policy and will be pleased to see you.

We report formally to parents regularly, although should you ever have a concern about your son or daughter's academic progress you are encouraged to contact your child's form teacher or the subject teacher concerned.

In the Prep School reporting takes place through two Parents' Evenings and two written reports: an exam report at Christmas and a full report at the end of the academic year. We also send mid-term grade sheets for pupils in the Autumn and Spring.

In Reception there are two formal Parents' Evenings each followed by a Next Steps report, parents are regularly kept up-to-date with their children's progress on Tapestry and there is a full report at the end of the academic year. In Year 1 and 2 there are two formal Parents' Evenings and a full report at the end of the academic year.

## **STATIONERY AND CLASSROOM EQUIPMENT REQUIRED FOR SCHOOL**

### Years 3 to 8

Reading book (or school library book) \* Pencil case \* Navy blue fibre tip/roller ball/fountain pen \* Pencil \* Colouring pencils / fine line felt tips \* 30cm ruler \* Rubber \* Glue Stick

Headphones suitable for use with iPads and computers (we would recommend that these are not an expensive version).

### Years 5 to 8

9 x plastic wallets (to hold exercise books for academic subjects)

### Years 6 to 8

Protractor \* Pair of compasses \* Casio fx-85GT CW Scientific calculator\* A small French-English Dictionary to use at home (please do not send to school)

### Textbooks

Most textbooks are provided by the school. It is expected that the children care for these textbooks and return them in good condition. Lost text books will be charged for at cost price.

## **WELFARE, HEALTH AND SAFETY**

### **POSITIVE BEHAVIOUR POLICY**

We believe that encouragement and positive reinforcement is the best way to ensure good behaviour. Discipline within the school is based on common sense and consideration for others with the mantra '**Be kind**' a cornerstone of our practice.

All teachers expect high standards of behaviour from the children and will deal with misdemeanors as they arise. Mr Grimshaw is the Head of Discipline so serious behaviour problems are referred to him. Very serious problems are referred to Mrs Milling but the behaviour in our school is excellent, so this is very unusual.

House points are awarded for excellent work and behaviour and behaviour marks are given for unacceptable behaviour. If a pupil receives three behaviour marks in a half term this will lead to the issue of a report sheet to the pupil concerned and this must be signed by the teacher after every lesson for one week. If a pupil receives four marks in one term, Mr Richards will invite the parents of the pupil to come into school to discuss behaviour as well as strategies which will

aid the pupil's behaviour in the future. Many pupils pass through the Prep School without receiving a mark or a report sheet; others learn their lesson from one sheet and never gain another. House points far outnumber behaviour marks.

In the Pre-Prep there is no formal House system. Stickers are awarded in weekly assemblies for outstanding work or attitude. There is also a whole class reward system with children contributing to a class target, for example filling a jar with marbles which have been given to children for good work or behaviour. Once the target is met, the children share a class treat. Class teachers deal with all minor indiscretions. More serious matters may be referred by staff to the Assistant Head but this is unusual.

## **CODE OF CONDUCT FOR PUPILS**

### **PREP**

#### **'Love learning, be kind and go out into the world and do good'**

- Engage with your own learning and work to the very best of your ability. Help those around you to do the same. Try to be resilient, resourceful, reflective and relating learners
- Show respect and tolerance for those with different cultures, faiths and beliefs to your own
- Be responsible for your own behaviour and actively think about how you can contribute positively to the lives of others. Go out into the World and do good
- Respect the rules of our school community and of our country
- Participate wholeheartedly in the life of our school and all the opportunities that you will meet here
- Respect and care for our environment, including our school, our town, our country and our planet.
- Represent our school to the very best of your ability and wear your school uniform with pride.
- Be truthful. Earn the trust and respect of our school family.
- Make healthy choices for yourself and help those around you to do the same.

### **PRE-PREP**

#### **'Love learning, be kind and go out into the world and do good'**

- Do your best in all activities and persevere when things might be more challenging.
- Be aware that other people have different faiths and beliefs.
- Be responsible for your own behaviour and be kind to others. Make good choices.
- Respect the rules of our school, community and of our country.
- Be prepared to have a go in all activities with a positive outlook.
- Respect and care for our environment, including our school, our town, our country and our planet.
- Be proud to be part of our school.
- Always be honest.
- Make healthy choices for yourself and help those around you to do the same.



## **NURSERY & PRE-SCHOOL**

### **'Love learning, be kind and go out into the world and do good'**

- We are kind and gentle to each other.
- We listen to other people.
- We always share.
- We always try our best.

## **ANTI-BULLYING**

We have a community based on respect, good manners and fair play. We strive for an environment free from disruption, violence and any harassment so that all our pupils can fulfil their potential. All pupils should care and support one another, and it is essential that, as parents and teachers, we work together to ensure that the highest standards of behaviour are achieved and all our pupils are able to thrive.

Bullying and discrimination will not be tolerated at Lancing College Prep at Worthing. We treat our pupils and parents fairly and with consideration, and we expect these views to be reciprocated.

Where necessary we will apply the sanctions described in our anti-bullying policy for behaviour that we deem constitutes bullying or harassment.

Guidance can also be sought by using the DFE guide "Behaviour and Discipline in school" January 2016.

For more information please refer to the Anti-bullying Policy which can be found on the website and is available as a hard copy on request from the School Office.

At the beginning of the academic year children in the Prep School are issued with a copy of the **Anti-bullying Code** and this is discussed in form time.

### **ANTI-BULLYING CODE FOR PUPILS**

At LPW we understand that bullying is unacceptable and causes great harm. We want our school to be a place where we all feel safe, where everyone is respected and where we can enjoy learning. We all share the responsibility to keep our school free from bullying.

#### **What is bullying?**

Bullying is persistent action taken by one or more people with the deliberate intention of hurting another person, either physically or emotionally. It can take many forms; racial, religious, cultural, sexual, sexist, homophobic, cyber and the bullying of disabled children or those with special educational needs.

#### **How can we recognise bullying?**

Bullying can be:

- Physical: pushing, kicking, hitting, punching or any use of violence
- Verbal: name calling, sarcasm, teasing, discriminatory remarks and threatening comments

- Emotional: excluding someone from a game or activity, spreading rumours or tormenting (e.g. hiding books, threatening gestures) intimidation
- Cyber: hurtful comments on social media including Facebook, Instagram, Snapchat and chatrooms

Every child, teacher and parent has a **responsibility** to ensure that bullying is not tolerated and every member of our community is **entitled** to the respect of others regardless of their differences.

If you are concerned about bullying behaviour towards you or another pupil whilst you are a member of our community; please speak to someone you trust immediately. This could be a close friend, your form teacher, Mr Richards or any adult in the school.

**We can help; you never need to suffer in silence.**

## **PASTORAL CARE**

Excellent pastoral care is central to our work at LPW and all children are known and valued as individuals. The form tutor has the prime responsibility for the pastoral care of the pupils in his or her class and should be the initial contact for any issues of parental concern. All teaching staff are available on email during the working day. Mr Keith Richards, Assistant Head, and Mrs Emily Brown, Head of Wellbeing, are responsible for pastoral care throughout the school and issues of serious concern are referred to them. Miss Amie Bennet is Designated Safeguarding Lead of the school and Miss Emma Street is the Deputy Designated Safeguarding Lead.

## **MENTAL HEALTH AND EMOTIONAL WELLBEING**

We are committed to promoting positive mental health and wellbeing and have developed a Mental Health and Wellbeing Policy which outlines how we will identify and support pupils with social, emotional and mental health difficulties. Your child always has the full support of their class or form teacher who is responsible for their pastoral care; in addition we now have a school Wellbeing Team who are available to offer additional support – from listening, talking and providing a quiet space in The Hive, to structured support such as ELSA sessions and play/Lego therapy sessions. Once a pupil has been identified, by parents, staff and/or outside organisations, as needing additional support, the Head of Pastoral Care and Head of Wellbeing will co-ordinate appropriate strategies for care.

What is ELSA? ELSA is an Emotional Literacy Support intervention which involves weekly 1:1 or group sessions with pupils for 6-8 weeks to work with pupils who are experiencing specific difficulties with: identifying, handling and expressing emotions and feelings; self-esteem; anxiety; anger management; social skills; friendships.

<b>The Wellbeing Team</b>	<b>2023-24</b>
Head of Wellbeing and Emotional Literacy Support	Mrs Emily Brown
Designated Safeguarding Lead (DSL) / Deputy DSL	Miss Amie Bennet Miss Emma Street

Head of Learning Support	Miss Amie Bennet
Head of PSHEE	Mrs Francesca Milling
Mental Health First Aiders	Mrs Emily Brown Mr Matthew Payne Mrs Francesca Milling Mr Keith Richards

## ZONES OF REGULATION

Zones of Regulation is designed to help children learn about their emotions, understand, validate, and develop their own skills to manage and cope throughout their day. The Zones of Regulation, designed by Occupational Therapist, Leah Kuypers, aims to teach children about feelings and emotions, including their senses, and link them to situations they are in. It teaches children to express these in appropriate ways, develop a best state of alertness of both body and emotion for a specific time or situation, encourages self-control and self-management.

We believe that for each child to develop and reach their full potential they need to be supported both academically and emotionally. This is done through a whole school approach to support the wellbeing needs of each child teaching children regulation skills and individual coping strategies. They will be provided with their very own 'toolbox' to draw upon depending on their need.

### The Benefits

Through teaching, the children will learn to cope, manage, build resilience, and increase their confidence when dealing with social, emotional, and academic challenges. We aim to empower development, individuality by developing a universal emotional language, increasing awareness of emotions, providing tools and strategies which can be drawn upon by the child to help them feel in control of themselves, their development and personal growth.

### The Zone of Regulation Lessons and Across the Curriculum

The Zones are taught through our PSHEE curriculum from the Early Years through to the end of Key Stage 3. The lessons teach the children to identify and recognise different emotions in themselves and others. The children will become aware that their emotions, sensory and physiological needs, and environment have a significant impact on which Zone they are experiencing. They learn all the Zones are expected, and natural and that there is no good or bad zone. They learn which Zones work for them in specific situation, for them to reach their full potential.

Every member of teaching staff has undergone training and understands The Zone language to create a comfortable, transparent, and supportive environment for our pupils to explore and practice their self-regulation skills.

We aim to:

- Help and encourage the pupils to become familiar and comfortable with the Zones language
- Encourage communication of feelings and expressing what Zone they are in and identifying their emotional needs

- Positively reinforce their Zone and managing their behaviours whilst in it, rather than only identifying these behaviours
- Show interest in learning pupils' triggers and pupils Zone tools and strategies

## LUNCH AND SNACKS

We have a healthy eating policy at LPW and children may not bring unhealthy snacks into school (sweets, chewing gum, chocolate bars, crisps etc.). If your child would like to bring a healthy snack for morning break we would suggest fresh fruit, raw vegetables, cheese or dried fruit. **Please do not allow your child to bring nuts to school under any circumstances.** Please do not even bring cakes or 'treats' into school for children in your son or daughter's class. We must care for all our children and increasing numbers of children are at risk from life-threatening allergic reactions (anaphylactic shock).

At mealtimes all children are served a cooked lunch which is provided for in the school fees. There are always vegetarian and vegan alternatives on the menu. Lunch is an important occasion when staff and pupils can meet together informally. If your son or daughter is joining Reception please ensure that s/he can use a knife and fork appropriately.

If your child has any allergies or diet problems, please complete the appropriate section in the Medical Record Form.

## MEDICAL CARE

Where possible, prescribed medicines should be administered at home, however, we recognise that sometimes medicines need to be administered by staff in school. We request that prescribed medicines are administered at home for the first 48 hours of need, after which they can be brought in to school and handed in to the school office. Please ensure that the medicine is handed in by a parent or carer who will be asked to complete a Medication Slip; without the completed Medication Slip, staff will be unable to administer the medicine. Children must not under any circumstances bring their own medicine into the school.

Non-prescribed medicine can be administered to a child as part of maintaining their health and well-being or when they are recovering from an illness. Written permission for that particular medicine must be obtained from the child's parent/carer. The administration of medicine is detailed on the child's medication sheet each time it is given and is signed by the person dispensing the medication.

Only prescribed medicine can be administered in the EYFS.

The school cannot take responsibility for administering medicines which are dangerous, where the timing and nature of the administration are of vital importance or where technical or medical knowledge or expertise is required. Medication should always be in the original packaging. The school cannot give injections other than the use of epi-pens in an emergency situation. The school holds two epi-pens for use in an emergency situation.

## **PARKING AND SAFETY**

**Parents and children must use the designated footpath to enter the school grounds. To ensure the safety of the children they are not allowed to walk through the car park.**

**Please do not, under any circumstances, bring your car into the school car park or grounds.**

Our relationships with our neighbours are very important to us and therefore we politely request that you do not park across the school or other residents' entrances, and also observe that stopping on the double yellow lines, or on the zigzag area is strictly prohibited. Police and Traffic Wardens patrol this area.

Dogs are generally not permitted in school or on site unless they are a trained service animal. Exceptions can be made in extenuating circumstances, with a written request from the animal's owner forwarded to the Head for consideration.

## **SCHOOL TRANSPORT**

We run school buses to and from Lancing College each morning at 8am and afternoon at 5.15pm, and locally in and around Worthing and as far as Littlehampton.

Children in the EYFS are usually not permitted to use the school buses unless they are on a route which has an additional assistant on the bus to supervise them. At present this only applies to the bus route from Lancing College in the mornings. Children in Key Stage 1 may use the bus service with permission from the school, but parents should be aware that they do not have an assistant on the journey with them.

## **PHOTOS AND SOCIAL MEDIA**

We like to take photos and occasional videos of activities that take place around the school, and these are sometimes used for parents to purchase as well as for publicity purposes. To ensure a child's safety we will not put a name with an individual face. Parents who do not wish to have their child's photo taken at any time should inform the office.

**Please note that all photos taken by parents in school that contain any other children must not be posted on social media.**

## **INSURANCE**

Please ensure that all items of clothing and equipment, including musical instruments, are covered by your own personal insurance policy. Whilst we take great care to maintain the safety and care of all items brought to school we are unable to take responsibility for lost or damaged items.

## **COMMUNICATION**

### **PARENTS' ASSOCIATION**

Our parents' association is known as the 'Lancing College Preparatory School at Worthing Association' (LPWA). It is a charitable organisation which is run by enthusiastic parents and staff who want the best for the children in the school. No subscription is necessary, as all parents automatically become members when their child starts in the school.

Meetings are held on a regular basis and the aims of the LPWA are two-fold: firstly, to organise fund-raising events, such as fairs, which help purchase non-essential but desirable equipment for the school and, secondly, to arrange social and educational events for parents and children. It is good to bring children, parents and teachers together in a less formal environment.

Recent popular events have included Christmas and Summer Fairs and a fabulous firework display.

## **NEWSLETTER AND CALENDAR**

We very much want you to feel part of the school community and we communicate regularly with you through email, the weekly newsflash and the fortnightly bulletin. The weekly newsflash is available on our website every Friday to inform you of forthcoming events and dates to note for the following week. A fortnightly bulletin details any achievements, prizes and news from the preceding two weeks. The most up to date version of the School Calendar can be accessed through the website. **Please read these documents carefully as they contain important information.** Thank you.

## **EMAIL**

The email addresses of all members of the teaching staff can be found at the front of this handbook with the staff list. The teachers do their best to respond to emails swiftly within working hours, however please remember that they cannot check their emails while they are teaching so responses may not be immediate. In case of emergency it is always better to telephone the school office.

Please note that email is a good means of communicating short messages. Emails that require extensive text are often situations which are better dealt with face to face in a conversation. Please do not send emails outside the working day and at weekends unless there is an emergency. There is a general concern in all working environments about the impact of emails on general mental health and wellbeing.

In the event of a late return from a school trip or match we will contact you by email or text.

## **MOBILE PHONES AND DEVICES THAT CONNECT TO THE INTERNET**

Pupils are not allowed to have mobile phones or devices that connect to the Internet in school. However, some pupils need a mobile phone for their journey to and from school; in this situation the device must be switched off and handed in to the member of staff on the school gate or to a member of the office staff on arrival at school. They will be safely stored in the school office during the school day. Children in Years 4 to 8 may wear a pedometer or an i-watch to school should they wish but this must not be a device which can connect to the Internet.

For safeguarding reasons, it is strictly forbidden for pupils to take photographs of other pupils in school uniform on their journeys to and from school.

## **SCHOOL OFFICE**

The school office is situated to the right of the front door to the school. The office is open each weekday between 8.00am and 5.00pm in term time. Please contact the office via email or telephone unless it is absolutely necessary to come in in person.

## **COMPLAINTS PROCEDURE**

The School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. We welcome suggestions and comments from parents and take seriously complaints and concerns that may arise. A copy of the Complaints Procedure is available for all parents of pupils on the school website or a paper copy is available from the school office.

**There were no formal complaints in the last academic year.**

## SCHOOL UNIFORM

Lancing College has its own shop on the school site, where all items of uniform and sports kit can be bought for both the senior school and prep schools.

Parents should try to order online and arrange a suitable time for collection over the course of the summer holidays by a pre-arranged appointment only.

The online school shop can be accessed from the College website ([lancingcollege.co.uk/shop](http://lancingcollege.co.uk/shop)).

There will be selected fitting sessions available by a pre-arranged appointment only, and one parent and one pupil per allocated time slot.

For enquiries or to book a fitting, please contact Mrs Karen Ford on 01273 465 928 or email [uniformshop@lancing.org.uk](mailto:uniformshop@lancing.org.uk)

Please refer to the Uniform List on the school website for more detailed information about the school uniform.

Please name ALL clothing and other personal belongings (including shoes, bags, watches etc.) clearly. Sports kit should be taken home each weekend for cleaning. It is particularly important that rucksacks, music cases and sports bags including boot bags should be clearly marked with your son or daughter's surname and initials printed in large letters on the outside.

Earrings and other jewelry should NOT be worn to school, apart from one pair of small, discreet ear studs (not hoops, dangling earrings or brightly coloured studs). Children with hair below their collar should wear it tied up with white, navy or brown bands or ribbons. Please note that children with short hair should not have cuts shorter than a grade 3 and hair sculpture is not permitted. Hair must be clean, well-groomed and without extremes of fashion, style or colour. At LPW we have adopted The Halo Code which means we champion the right of staff and students to embrace all Afro hairstyles. Nail varnish and make up are not permitted.



## NUT-FREE POLICY

It is the aim of Lancing College Preparatory School at Worthing to establish and maintain a nut free environment, for the safety of those who are anaphylactic to nuts and for those students who have known allergies to these products. We ask that all members of the school community observe the points below.

- The Catering Department will not purchase any products containing nuts or nut oils. Whilst every effort will be made to purchase products which do not have nuts within their ingredients, there can be no guarantee that all products will contain no nut traces. All foods containing allergens will be clearly labelled.
- Food containing nuts will not be provided by staff as prizes for competitions or in any classes. Staff do not give food to pupils as prizes or gifts.
- Pupils will not bring food containing nuts into school or consume such products in school or on school transport. Parents are asked not to give their children products containing nuts as part of any 'tuck' brought into school.
- Food provided by the Catering Department (e.g. 'teas' and spreads) will not contain nuts.
- If inadvertently any products containing nuts are delivered to the Catering Department they will be sent straight back to the supplier from where they came.
- Any pupil or parent concerned about the items being served is encouraged to speak to the catering team.
- Pupils & parents should recognise that they have an active obligation to share information about any food allergies at the point of being offered or sharing food, or of making food choices – i.e. in the Dining Hall, on school visits, trips or expeditions.

