PARENTS' HANDBOOK

2026 - 2027



Lancing College Preparatory School Worthing
Broadwater Road, Worthing, West Sussex, BN14 8HU
Tel: 01903 201123
Email: worthing@lancing.org.uk
Website: 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

Welcome to Lancing Prep Worthing, a vibrant, nurturing and forward-thinking school community where every child is known, valued and inspired to flourish. We are an independent Nursery and Pre-School, Pre-Preparatory and Preparatory School for approximately 200 children between the ages of 2 and 13.

At Lancing Prep Worthing, we are proud to offer a distinctive educational experience that combines academic excellence with genuine warmth and care. We believe that childhood is a special and formative time, and we are committed to ensuring that each pupil feels happy, confident and supported as they grow. Our dedicated staff work closely with families to create a strong sense of partnership, ensuring that every child is encouraged to reach their full potential both in and beyond the classroom.

Our broad and engaging curriculum challenges and inspires, fostering curiosity, creativity and a lifelong love of learning. Alongside strong academic foundations, we place equal importance on character development, wellbeing and the values of kindness, respect and resilience. With a wide range of co-curricular opportunities in sport, music, drama and outdoor learning, pupils are encouraged to explore their interests and discover new passions.

Set within a welcoming and inclusive environment, Lancing Prep Worthing provides a place where children feel safe to be themselves, develop confidence in their abilities, and build lasting friendships. We aim to equip our pupils not only for the next stage of their education but for life beyond school as independent thinkers, compassionate individuals, and active members of the wider community.

This handbook has been designed to provide you with helpful information about school life, routines and expectations. We hope it serves as a useful guide and reinforces the strong partnership between home and school that lies at the heart of everything we do.

We are delighted that you are part of the Lancing Prep Worthing community and look forward to working together to support your child's journey.

The Woodard Schools

Lancing Prep Worthing is proud to be part of the Woodard Corporation, a prestigious family of schools with a long-standing tradition of educational excellence. Founded in 1848 by Nathaniel Woodard, the Woodard schools share a common ethos rooted in academic ambition, inclusivity and a strong sense of moral purpose.

As part of this inspiring network, we benefit from a rich heritage and a shared commitment to providing a holistic education that nurtures the whole child. The Woodard ethos places great emphasis on developing character, encouraging service and fostering respect for others, values that are central to life at our school.

Being part of the Woodard family also strengthens our connections with other schools within the group, including Lancing College, and provides opportunities for collaboration, enrichment

and continuity in our pupils' educational journeys.

We are proud to belong to this wider community and to uphold its vision of enabling young people to thrive, grow in confidence, and make a positive difference in the world.

LANCING COLLEGE OWNING CHARITY: The Woodard Corporation

VISITOR

The Archbishop of Canterbury

LANCING COLLEGE GOVERNING BODY

Ms Siobhan Denning MA, NPQH *(Chair)*

Mr James Abdool BA
Mrs Karine Ahton LLB, Dip Law, LLM (UCL)
Rt Hon the Lord Barker of Battle PC, BA, OL
Mrs Carla Bradshaw MBE, BHa, FISBL, SRMA
Dr Javier Calvar MA, PhD, MCMI ChMC
Mrs Pippa Cleeve BA, BA (Hons), Cert Mgmt (Open)
Mr Robert Crawford Clarke BSc, MRICS
Professor Michael Farthing MD, DSc (Med), FRCP, FMedSci
Mr Timothy Hancock MA (Oxon), OL
Mr Justin Higgo KC, MA (Oxon), Dip. Law, OL
Mr Jason Hunter LLB
Mr Abbas Kazmi FRSA, MA (Oxon), MBA
Ms Yasmin Mangalji BA, Dip Law
Mrs Amanda Meyrick MA
Mr David Poole
Dr John Scott BA (Oxon), PhD, MBA, OL

The Rt. Revd. Jonathan Meyrick, MA (Oxon), OL (*Provost)*

Mrs Hilary Dugdale MA (Cantab) (*Chair's Appointed Associate Member to GB)*
Mrs Marie Williams, BSc (Hons), RGN (*Chair's Appointed Associate Member to GB)*

Mrs Benita Hibbert MSc *(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 Clerk
Lancing College, Lancing, West Sussex, BN15 0RW

Lancing Prep Worthing

A Lancing College Preparatory School

Dear Families,

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 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 Worthing is vibrant and our passion for learning is palpable. 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 Friends & Families of Lancing Prep Worthing, and I urge you to support this friendly and committed group of parents. They can be contacted on lancingprepworthingPTA@gmail.com. They use the Classlist app to communicate events and news, this can be downloaded here: https://app.classlist.com/start/#/parentgetapp.

I look forward to the challenges and adventures that lie ahead in 2026/27 and wish you and your family a very happy and successful year.

With best wishes,

Mrs Francesca Milling
BSc (Hons), PGCE MA Ed

STAFF

The Head

Mrs Francesca Milling *BSc (Hons), PGCE, MA Ed, QTS*
Senior Attendance Champion
Designated Allergy Lead

TEACHING STAFF

Miss Lindsey Townsend *B Ed (Hons) Cantab, NPQSL*	***Deputy Head**, Co-Curricular, EVC*	ltownsend@lancing.org.uk
Ms Emma Mashford *BSc (Hons) PGCE MA Ed, QTS*	***Deputy Head (Academic)**, Head of Pre-Prep*	emashford@lancing.org.uk
Miss Amie Bennet *BSc (Hons), PGCE, QTS, NASENCo*	**Assistant Head**, *Head of Learning Success (SENCo), DSL, Keen, Able, Gifted and Talented Coordinator*	abennet@lancing.org.uk
Mr Nicholas Grimshaw *BA (Hons) Primary Education*	***Assistant Head (Positive Behaviour & Restorative Justice)***	ngrimshaw@lancing.org.uk

PREPARATORY

Miss Rosie Beecheno *BSc (Hons), HLTA, QTS*	*Class Teacher*	rbeecheno@lancing.org.uk
Mrs Tammy Casey *BA (Hons), GTP, QTS*	*Head of English, Scholarship Coordinator*	tcasey@lancing.org.uk
Mrs Simi Fyles *MA, BMus (Hons)*	*Director of Music*	sfyles@lancing.org.uk
Mrs Helen Kitson *BSc (Hons), PGCE, QTS*	*Subject Teacher, Games*	hkitson@lancing.org.uk
Miss Nicola Manley *MA, BSc (Hons), PGCE, QTS*	*Head of Science*	nmanley@lancing.org.uk
Mr Jeff Marshman *BA Hons, PGCE, QTS*	*Director of Sport*	jmarshman@lancing.org.uk
Mrs Rachel Mugambi *MEd, BA (Hons), PGCE, QTS*	*Class Teacher*	rmugambi@lancing.org.uk
Mrs Ali Pacey *BA (Hons), PGCE, QTS*	*Subject Teacher*	apacey@lancing.org.uk
Mr Matthew Payne *BA (Hons), PGCE*	*Subject Teacher, Games*	mpayne@lancing.org.uk
Mrs Tamar Richards *BA (Hons) QTS, EYTS Forest School Leadership Level 3*	*Subject Teacher*	trichards@lancing.org.uk
Mrs Samantha Steele *BA (Hons), QTS*	*Head of Computing, Class Teacher*	ssteele@lancing.org.uk
Mr Joe Stephenson *BA (Hons), PGCE*	*Subject Teacher*	jstephenson@lancing.org.uk
Mrs Aurore Valantin *CAPES lettres modernes*	*Head of MFL*	avalantin@lancing.org.uk
Ms Sarah Welsh *BEng (Hons), PGCE, ACGI, PGCert*	*Head of Maths*	swelsh@lancing.org.uk
Ms Hannah Yate *BA (Hons), MA, PGCE, QTS*	*Head of Art & Design Technology*	hyate@lancing.org.uk

PRE-PREPARATORY

Miss Victoria Warner *BA (Hons), PGCE*	*EYFS Co-ordinator & Reception Class Teacher*	vwarner@lancing.org.uk
Mrs Emily Coggin *BA (Hons), PGCE, Counselling Skills Level 2*	*Class Teacher*	ecoggin@lancing.org.uk
Mrs Carrie Salisbury *BA (Hons), PGCE, QTS*	*Class Teacher*	csalisbury@lancing.org.uk
Mrs Jessica Welch *BA (Hons) Primary Education, QTS*	*Class Teacher*	jwelch@lancing.org.uk

LEARNING SUPPORT AND TEACHING ASSISTANTS

Mrs Emily Brown *Head of Wellbeing and PSHEE, DDSL* ebrown@lancing.org.uk
BTEC National, Early Years, Dip Child Psych Level 4, HLTA, ELSA, DSL trained, Level 4 Supporting Children and young people with Social, Emotional and Mental Health Needs, Foundation in Drawing and Talking Therapy, Mental Health First Aider
Miss Emily Nash *DipHE*
Miss Maria Perryman *BTEC Nat Dip NN*
Mrs Jenny Townsend *BA (Hons)*
Mrs Michelle Wildman *NVQ Level 3*
Miss Emily Wilson *BSc (Hons)*

NURSERY & PRE-SCHOOL

Miss Emma Street *BA (Hons), Early Childhood Studies, EYTS* *Head of Nursery & Pre-School* estreet@lancing.org.uk
Miss Hannah Jenkins *BA, MSc* *Deputy Head of Nursery & Pre-School*
CACHE Cert Level 3, Dip Child Psych Level 4
Miss Rebecca van Zanten *Early Years Practitioner*
CACHE Cert Level 3

ADMINISTRATIVE STAFF

Mrs Catherine Fauvel	*Head's PA, Registrar & Office Manager*	clf@lancing.org.uk
Mrs Laura Shelton	*Marketing & Communications Executive*	lshelton@lancing.org.uk
Mrs Eleanor Trunfull	*School Administrator & Medical Lead*	etrunfull@lancing.org.uk
Mrs Charlotte Short	*Administration Assistant*	cshort@lancing.org.uk

SUPPORT STAFF

Mr Mark Milling	*Bursar, Chief Privacy Officer & Sustainability Lead*	bursary@lancing.org.uk
Miss Kim Fisher	*Estates Bursar*	bursary@lancing.org.uk
Mr Ronald Bell	*Chef Manager*	rbell@lancing.org.uk
Mr Ben Spurdle	*Chef*	
Ms Louisa Clark	*Catering Assistant*	
Ms Naomi Waters	*Catering Assistant*	
Mr Joe Seymour	*Security Manager*	
Mr Mark Phillips	*Premises Manager*	mphillips@lancing.org.uk
Mr Stephen Fox	*Assistant Premises Manager*	
Mrs Emily Pearce	*Science Technician*	
Mrs Sue Waton	*Librarian*	

VISITING MUSIC, DRAMA & ACTIVITIES STAFF

Rob Campkin	*Violin, Viola & Piano*	robcampkin@hotmail.com
Nat Meierdirk	*Woodwind*	ncm@lancing.org.uk
Dominic Smith	*Flute*	domsmithsmusic@gmail.com
Barry Worley	*Guitar,Ukelele, Drums*	bworley@lancing.org.uk
Sarah Leeves	*Brass*	sleeves@lancing.org.uk
Liz Hosford	*Piano & Double Bass*	liz_hosford@hotmail.com
Natalie Mason	*Voice*	nclifton-griffith@lancing.org.uk
Rosie Zeidler	*Drama*	comettheatreworkshops@gmail.com
Chris Cain	*Swerve Soccer*	chris@swervesoccercamps.com
Tara Mills	*Gymnastics*	tara@hitidegymnastics.co.uk
Sophia Liu	*Piano*	sliu@lancing.org.uk
Laura Sutton	*Diddi Dance*	laura.sutton@diddidance.com
Chris Saunders	*Teach Me Kung Fu*	chris@teachmekungfu.com

CONTENTS

	Page
Ethos	10
Aims	10
Daily Routine	
• School hours	11
• Pre-Prep daily routine	12
• Prep daily routine	13
• Late arrival and collection	14
• Wraparound	14
• Holiday Club	15
• Attendance & Absence from school	15-16
Academic Life (for curriculum information please refer to the Curriculum Directory)	
• Curriculum	17
• Educational visits	18
• Assessment	18-19
• Homework including Homework Room	20-21
• House system	21-22
• Pupil-led committees	22
• Additional needs	23
• Reporting to parents	23
• Stationery and classroom equipment required for school	24
Welfare, Health and Safety	
• Behaviour Policy including the Code of Conduct	24-26
• Anti-Bullying including the Anti-Bullying Code	26-27
• Pastoral care	27-29
• Lunch and snacks	29
• Allergies	29-31
• Medical care including medication for pupils	31
• Fire drills	31
• Lockdown drills	32
• Parking and Safety including CCTV cameras	32
• School Transport	32
• Photos and Social Media	33
• Insurance	33
Communication	
• Parents' Association (Friends & Families of Lancing Prep Worthing)	33
• Weekly newsletter and Calendar	33
• Email	33-34
• Mobile phones and devices that connect to the Internet	34
• School Office	34
• Complaints Procedure	34
School Uniform	35-36

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 blue gate opens at 8.10am when children in Years 1-8 are welcomed into the playground. In the Prep School, they are supervised outside until 8.25am when they go to their classrooms for registration. In the Pre-Prep, Year 1 and 2 play on the playground until 8.45am when their teachers take them to their classrooms. No responsibility can be taken for children arriving before 8.10am. **Please ensure that you do not leave your child at school before this time**. Reception children are taken into the Reception classroom at 8.30am. Please note that this playground time is a time for the children to chat and greet their friends. It is not a time for ball games.

For families with a child or children in both the Pre-Prep and the Prep School, we offer free sibling wraparound care in the Nursery and Pre-School between 8.10am and 8.30am.

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 5.25pm 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**

Our online calendar can be viewed at **www.lancingprepworthingcalendar.org.uk**

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

Across the whole school (Nursery – Year 8), we follow a two-week timetable. This means that different subjects will be taught on different days and your child's PE day may vary. You can always check whether it is week A or B by looking at the parent calendar.

PRE-PREP DAILY ROUTINE
Week A and Week B

Monday	Tuesday	Wednesday	Thursday	Friday
8.00 – 8.30 Wraparound Care (cost involved unless a sibling of a Prep pupil)				
8.10 – 8.45 School gates open and children may play in the playground where they will be supervised.				
Registration in classrooms 8.45				
Lesson Time 9.00 – 9.55				
Morning Break 9.55-10.20				
10.25 – 10.50 Lesson Time	10.25 – 10.50 Lesson Time	10.25 – 10.50 Lesson Time	10.30 – 10.50 Assembly	10.30 – 10.50 Head's Celebration Assembly
Lesson Time 10.50 – 12.00 noon				
Lunch 12:00 – 1.15 (followed by lunchtime clubs between 12.40 and 1.10 according to the club timetable)				
Lesson Time 1.15 – 3.30 (Reception), 1.15 - 3.45 (Years 1 and 2)				
Clubs 3.45 – 4.30 for children in Years 1 and 2 Clubs are made available to Reception children in the Spring and Summer Term				
4.00 – 6.00 Wraparound Care (cost involved) Pre-prep pupils staying for Wraparound care will be cared for until 4.00pm at no additional charge.				

PREP DAILY ROUTINE
WEEK A AND WEEK B

<table>
<tr><th>Monday</th><th>Tuesday</th><th>Wednesday</th><th>Thursday</th><th>Friday</th></tr>
<tr><td colspan="5">8.10 – 8.25 School gates open and children may play in the playground where they will be supervised.</td></tr>
<tr><td colspan="5">8.25 pupils line up in classes to enter the school building</td></tr>
<tr><td colspan="5">8.30 – 8.40 Registration in Form Rooms</td></tr>
<tr><td>8.45 – 9.15am
Form time</td><td rowspan="2">8.40 – 9.50am
Lesson 1</td><td>8.40 – 9.15am
Head's Celebration Assembly</td><td>8.40 – 9.15am
Eucharist
with Father Justin</td><td rowspan="2">8.40 – 9.50am
Lesson 1</td></tr>
<tr><td>09:15 – 10.25am
Lesson 1</td><td>9.50 – 11.20am
Lesson 2</td><td>09:15 – 10.25am
Lesson 1</td><td>09:15 – 10.25am
Lesson 1</td><td>9.50 – 11.20am
Lesson 2</td></tr>
<tr><td colspan="5">Morning Break 10.25-10.45</td></tr>
<tr><td rowspan="2">10.45 – 11.55am
Lesson 2</td><td>(continues after break)</td><td rowspan="2">10.45 – 11.55am
Lesson 2</td><td rowspan="2">10.45 – 11.55am
Lesson 2</td><td>(continues after break)</td></tr>
<tr><td rowspan="2">11.20-12.30pm
Lesson 3</td><td rowspan="2">11.20-12.30pm
Lesson 3</td></tr>
<tr><td>11.55 – 13.00pm
Lesson 3</td><td>12.30 – 14.35pm
Lesson 4</td><td>11.55 – 13.00pm
Lesson 3</td><td>11.55 – 13.00pm
Lesson 3</td><td>12.30 – 14.35pm
Lesson 4</td></tr>
<tr><td colspan="5">Lunch 12:55/1:00/1:05pm – 2.00pm</td></tr>
<tr><td colspan="5">2.00pm – Registration in lesson</td></tr>
<tr><td rowspan="2">14:00-15:10pm
Lesson 4</td><td rowspan="3">(continues after lunch)</td><td>Yrs 3 – 4
2.00 – 2.35
Lesson 8</td><td rowspan="3">Yrs 5-8Games</td><td rowspan="3">Yrs 3 – 4 Games</td><td>Yrs 5-6
14.00 – 14.35pm
Y5/6 Choir</td><td rowspan="3">Yrs 7 and 8
MFL lessons at Lancing College.

Pick up at Lancing College by 15.55pm or from LPW at 4.40pm.</td><td>(continues after lunch)</td></tr>
<tr><td>14.35 – 15:45pm
Lesson 5</td><td>2.35 – 3.10
Lesson 9</td><td rowspan="2"></td><td rowspan="2">14.35 – 15:45pm
Lesson 5</td></tr>
<tr><td>15.10 – 15.45pm
DEAR*
and
Assembly</td><td>3.10 – 3.45
Lesson 10</td></tr>
<tr><td colspan="5">3.45 – 4.00pm Form Time in Form Rooms</td></tr>
<tr><td colspan="5">4.00 – 4.15pm Snack in the Dining Hall</td></tr>
<tr><td colspan="5">4.15 – 5.15pm Prep Clubs/Homework Room for Years 3 to 8</td></tr>
<tr><td colspan="5">5.30 – 6.00pm Wraparound Care</td></tr>
</table>

*DEAR = Drop Everything And Read

LATE ARRIVAL…

If your child arrives at school after morning registration, please take them to the front door and ring the bell so they 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 Reception – 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 they are 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 their 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 child 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.

Free wraparound care is provided between 8.10-8.30am for children in Reception, Year 1 and 2 if they have an older sibling in the Prep school or they are welcome to also be dropped off at the blue gate at the same time.

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 via email and social media. 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 by 8.30am 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 child back to school until they have 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 they remain at home until at least 48 hours after the last episode.

ATTENDANCE MATTERS AT LANCING PREP WORTHING

At Lancing Prep Worthing, we believe that children cannot learn if they are absent from school, or regularly late. Therefore, we aim to ensure that all our pupils take full advantage of the educational opportunities available to them, and to raise standards by promoting regular attendance and punctuality for all pupils in our care. We are committed to providing an education of the highest quality for all our pupils and believe high attainment and progress depends on excellent attendance.

This is in line with the statutory guidance set out in Working Together to Improve School Attendance (DfE July 2026).

EXPECTATIONS ON ALL SCHOOLS INCLUDING LANCING PREP WORTHING

All schools have a continuing responsibility to proactively manage and improve attendance across their school community. Attendance is the essential foundation to positive outcomes for all pupils, including their safeguarding and welfare and should therefore be seen as everyone's responsibility in school.

The most effective schools consistently promote the benefits of good attendance at school and make schools a place pupils want to be, set high expectations for every pupil, communicate those expectations clearly and consistently to pupils and parents, systematically analyse their data to identify patterns to target their improvement efforts, and work effectively with the Governors, Local Authority and other local partners to overcome barriers to attendance. They also recognise that attendance cannot be seen in isolation and that the foundation to good attendance is a calm, orderly, safe and supportive environment in which all pupils can learn and thrive.

SCHOOL ATTENDANCE FIGURES

Good Attendance	95% and above
Persistence Absence	Below 90%
Severe Absence	50% or less

EACH MINUTE COUNTS

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

Attendance (1 year)	Approximate number of lessons missed
95%	82
90%	164
85%	246
80%	328

WHAT TO DO WHEN YOUR CHILD IS ABSENT FROM SCHOOL

There are several ways you may report your child's absence: via the Studybugs app, by emailing worthing@lancing.org.uk, copying in your child's form teacher, or by phoning the School Office on 01903 201123. Please make contact as early as possible on the first day of absence to explain the reason. If you do not, we are obliged to contact you on the morning of their absence to find out the reason for your child not being in school. This process is set out in our Attendance Policy, available on the school website.

CHILDREN WITH SHORT-TERM ILLNESS

The NHS have prepared guidance to support families NHS advice. If your child is unwell, you should please let the school know as soon as possible on the first day of absence and schools must record such absences as authorised. If the absence due to illness is ongoing or frequent you should speak to the school to see what support can be put in place.

DENTAL AND MEDICAL APPOINTMENTS

To avoid disruption to your child's attendance, with routine medical and dental appointments, you should try and book them outside of the school day whenever reasonably possible. When this is unavoidable, you should inform the school in advance and collect them as close to the time of the appointment as possible and return them to school for the rest of the school day afterwards.

RELEVANT POLICIES

Attendance Policy
Safeguarding Policy
Department for Education Working Together to Improve School Attendance (August 2024)
Keeping children safe in education - GOV.UK

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 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 and a PE specialist from from Nursery. 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, Physical Education, Computing, Art, DT, Music, Drama, Metacognition, Reasoning and Critical Thinking, and Food and Nutrition. Science is taught in blocks of 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 and 4 are invited to attend a sleepover at school, and children in Years 5 and 6 are invited to attend a residential activity trip. Children in Years 7 and 8 are invited to attend a residential trip to France.

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

ASSESSMENT

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 Year 1 upwards 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 to 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 Teams. Tasks set on Teams 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
- 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

Homework Room

Homework Room runs between 4.15 and 5.15pm 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.

HOUSE SYSTEM

From Pre-School, we operate a house system to encourage healthy competition and teamwork. When a child reaches the Prep School, they are 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. For more information, please see the Rewards and Sanctions Policy which can be found in the Parents' Information Area of the School Website.

Lead of the House System is Miss Lindsey Townsend.

BRITONS	CELTS	NORMANS	SAXONS
Mr Payne – Head of Britons	Mrs Richards – Head of Celts	Miss Manley – Head of Normans	Mr Grimshaw – Head of Saxons
Ms Welsh	Mrs Mugambi	Mme Valantin	Ms Yate
Mrs Casey	Mr Marshman	Mr Stephenson	Mrs Kitson
Miss Bennet	Miss Street	Mrs Brown	Miss Beecheno
Miss Van Zanten	Mrs Wildman	Ms Mashford	Miss Jenkins
Miss Warner	Miss Nash	Mrs Townsend	Miss Perryman
Mrs Welch	Mrs Steele	Mrs Coggin	Mrs Salisbury
Miss Wilson	Mrs Short	Mrs Pacey	Mrs Fyles

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

PUPIL LEADERSHIP AND COMMITTEES

We are proud to empower our pupils to take an active role in shaping their school community. Through a range of pupil-led committees, children develop confidence, leadership skills and a strong sense of responsibility, while ensuring that pupil voice is at the heart of school life.

The Go out into the World and Do Good Committee

The Go out into the World and Do Good Committee plays a vital role in promoting environmental awareness and sustainability across the school. Pupils in this group take the lead in encouraging eco-friendly practices, organising initiatives to reduce waste, increase recycling and care for our surroundings. Their work helps to foster a sense of environmental responsibility and inspires the whole school community to make thoughtful, positive choices for the future.

The Be Kind Committee

The Be Kind Committee is dedicated to ensuring that Lancing Prep Worthing remains a safe, kind and inclusive environment for all. Members work together to promote respect, empathy and understanding, helping to lead initiatives such as awareness campaigns and discussions. They act as positive role models, encouraging a culture where everyone feels valued, supported and heard.

The Love Learning Committee

The Love Learning Committee provides an important platform for pupils to share ideas, raise suggestions and contribute to decision-making within the school. Representatives from across year groups meet regularly to discuss ways to enhance school life, bringing forward the views of their peers. This fosters a strong sense of community and ensures that every pupil has a voice in shaping their experience.

The Food Committee

The Food Committee allows pupils to have direct input into the school's catering provision. Working closely with staff, they share feedback, suggest new ideas and help to ensure that meals are enjoyable, balanced and nutritious. This committee encourages pupils to think about healthy choices while also helping to create a dining experience that reflects the preferences of the school community.

The Sports Committee

The Sports Committee is a pupil-led group that provides a valuable student voice in shaping sport across the school. Members work closely with staff to discuss sporting initiatives, provide feedback and contribute ideas that help develop both the PE curriculum and extra-curricular sporting opportunities. The committee plays an important role in promoting participation, encouraging engagement and fostering a positive and inclusive sporting culture. It also provides a platform for pupils to represent the views of their peers and contribute to the ongoing development of sport within the school. Through this leadership opportunity, pupils develop confidence, communication, teamwork and organisational skills, while demonstrating the commitment and initiative that complement the school's Sports Scholarship pathway to Lancing College.

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)

Children are taught in small classes; this means that in almost all lessons work can be adapted to meet the needs of all the pupils. For those who have specific difficulties, in class provision or reasonable adjustments can often be made to help them access the curriculum. One-to-one Learning Support sessions can be arranged, in communication with parents. There is an additional charge for this service from Year 3, set by the Lancing College Bursary. Miss Bennet is the Head of Learning Support, and she oversees any extra support needed. 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 child.

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.

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 child'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 Prep 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 child'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 end-of-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 (Year 5 upwards) * Pencil * Colouring pencils / fine line felt tips * 30cm ruler * Rubber * Glue Stick * Recorder and recorder book (Year 3 only) * Child scissors *

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

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

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, alongside creating moments for self-reflection and to foster empathy, is the best way to ensure good behaviour. Our experience and

a vast body of research finds that it fosters a supportive, respectful and inclusive environment that promotes learning and personal development. The mantra, "Be kind" is a cornerstone of our practice: enabling a school culture where every child feels seen and supported.
All teachers expect high standards of behaviour from the children and will deal with misdemeanors as they arise, employing a restorative approach where appropriate. Mr Grimshaw is the Head of Positive Behaviour 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 effort and learning, and behaviour marks are given when behaviour or learning actions have fallen below the community's standards –ways to improve and reflection time will always accompany any marks issued to ensure that they are understood, fair and can be learnt from. 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 Grimshaw 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. However, it is important to note that all mistakes are experiences which help children learn and grow, they do not define a character, so each term all previous marks are erased from diaries with children starting out on a new leaf. House points far outnumber behaviour marks.

In the Pre-Prep, certificates and stickers are awarded in weekly assemblies for outstanding work or attitude. Class teachers deal with all minor indiscretions, employing a restorative approach where appropriate. More serious matters may be referred by staff to the Assistant Head, Mr Grimshaw, 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.
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.

Try to do your best in all activities and persevere when things might be more challenging.
Try to be aware that other people have different faiths and beliefs.
Try to 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, it's fair.
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 and any harassment, built upon empathy and mutual respect, so that all our pupils can fulfil their potential.

We have an active Be Kind Committee, made up of children who ensure that pupil voice consistently shapes our approach at school. All pupils should care and support one another and it is essential that, as parents, teachers and pupils, we work together to ensure that the highest standards of behaviour are achieved. Support for this can be found in the classroom from teachers, from the Be Kind Committee, on the playground with Restorative Rangers and at home in partnership and close communication with the school.

Bullying and discrimination will not be tolerated at Lancing Prep 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 in Schools: Advice for headteachers and school staff", February 2024.

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, a Restorative Ranger, your form teacher, Mr Grimshaw 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 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 Nick Grimshaw, 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.

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.

The Wellbeing Team	**2026-27**
Head of Wellbeing and Emotional Literacy Support and Head of PSHEE	Mrs Emily Brown
Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL)	Miss Amie Bennet Mrs Emily Brown
Staff trained at DSL Level	Mrs Francesca Milling Mr Nick Grimshaw
Head of Learning Support	Miss Amie Bennet
Mental Health First Aiders	Mrs Emily Brown and Mr Matthew Payne Mrs Francesca Milling

ZONES OF REGULATION

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.

<u>The Benefits</u>

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.

<u>The Zone of Regulation Lessons and Across the Curriculum</u>

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 situations, 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, and children may not bring unhealthy snacks into school (such as sweets, chewing gum, chocolate bars, crisps, etc.). If your child would like to bring a healthy snack for morning break, we recommend fresh fruit, raw vegetables, cheese or dried fruit.
To keep all pupils safe—particularly those at risk of severe or life-threatening allergic reactions—we must strictly limit foods brought from home. National allergy guidance for schools highlights the importance of managing allergen risks carefully and ensuring that pupils with allergies are protected from exposure to unsafe foods.

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 child is joining Reception, please ensure that they 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.

ALLERGIES

We take the safety and wellbeing of pupils with allergies extremely seriously. Many children live with food allergies, and even small amounts of an allergen can cause a significant reaction. Schools have a legal duty to support pupils with medical conditions, including allergies, and to ensure their needs are safely met within the school environment.
This page outlines how we work together with families to maintain a safe, inclusive and allergen-aware school community.

Our Responsibility to Pupils with Allergies

Under the Children and Families Act 2014, schools must support children with medical needs, including food allergies, and ensure they are able to access school meals and activities safely. We follow national allergy guidance for schools, which sets out practical steps to reduce risk and prevent accidental exposure to allergens. This includes clear communication systems, trained staff, and accurate food-allergen information provided by our catering team.

We work closely with parents, carers, healthcare professionals, and our catering partners to make sure all pupils with allergies receive the support they need to take part in school life confidently and safely.

Individual Healthcare Plans (IHPs)

Every pupil with a diagnosed allergy will have an **Individual Healthcare Plan** that outlines:

- their specific allergens
- early signs of a reaction
- emergency actions
- medication required (such as antihistamines or adrenaline auto-injectors)
- whether medication is kept with the child or in a designated location

These plans are developed collaboratively between families, school staff, and relevant health professionals, as recommended in national model allergy policies.

IHPs are reviewed annually or sooner if a child's needs change.

Food Brought into School

To help keep all pupils safe:

- Foods containing any of the 14 major allergens—especially nuts, sesame, and shellfish—must not be brought into school. These are the allergens most likely to cause severe reactions and require careful control.
- Food sharing is strictly not permitted between pupils.
- Home-baked goods should not be sent into school unless specifically requested by staff and accompanied by full ingredient lists, in line with best practice guidance for schools.

We understand this requires collective effort, and we are grateful for your support in keeping our pupils safe.

Catering and Allergen Management

Our catering team follows the Food Information Regulations, which require clear allergen identification and safe preparation practices in schools. This includes:

- labelled menus and allergen-aware food preparation
- strict cross-contamination controls
- staff training
- separate preparation of allergen-safe meals where needed

We ask parents to keep us updated about any new allergies or changes so we can continue to support your child effectively.

Hygiene and Awareness

To reduce risk further, we:

- teach pupils not to share food or utensils
- reinforce hand-washing before and after eating

- provide staff with up-to-date allergy training and emergency-response procedures
- ensure safe practices in lessons involving food (e.g. cooking or science)

These steps support a whole-school approach that protects pupils and builds awareness.

Emergency Procedures

All staff receive training to recognise the signs of an allergic reaction and follow the appropriate emergency steps. Our procedures are aligned with UKHSA guidance and model school allergy policies.

If a child shows symptoms of an allergic reaction, staff will:

1. administer the appropriate medication immediately
2. call emergency services (999) if symptoms are severe
3. contact parents/carers as soon as possible

We also keep a "spare" school adrenaline auto-injector on site where permitted, following national guidance.

How You Can Help

Parents can support our allergy-safe environment by:

- informing the school immediately of any newly diagnosed allergies
- checking packed-lunch items carefully
- ensuring all medication is in date and supplied to school as required
- reinforcing at home the importance of not sharing food
- attending review meetings for IHPs

Thank you for your partnership in keeping our school welcoming, safe, and inclusive for all children.

For further information please do not hesitate to contact us.

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.

FIRE DRILLS

We conduct fire drills to prepare pupils and staff for emergency fire-related situations that require evacuation from the school building. These drills are essential for ensuring everyone knows how to respond quickly and calmly, minimising confusion and potential harm. Further risk assessments are written for those who have reduced mobility.

LOCKDOWN DRILLS

We conduct lockdown drills to prepare pupils and staff for emergency situations such as intruders, nearby threats or other dangers that require immediate sheltering in place. These drills are essential for ensuring everyone knows how to respond quickly and calmly, minimising confusion and potential harm.

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.

CCTV CAMERAS

CCTV cameras are positioned at the front of the school, as well as at multiple entry and exit points within school corridors. The presence of CCTV within our school environment plays an important role in promoting safety and wellbeing. CCTV helps to deter inappropriate behaviour, supports the safeguarding of pupils, assists staff in maintaining a calm environment and provides reassurance to parents, visitors and the wider school community. In the unlikely event that an incident does occur, CCTV allows for accurate and fair review, helping to ensure issues are dealt with appropriately and transparently.

CCTV is in place solely to protect pupils, staff and visitors, and is not intended to intrude on anyone's privacy. The cameras will only be used when necessary and in line with relevant data protection, safeguarding guidelines and the Lancing College CCTV policy. Access to the CCTV system is strictly limited to a very small number of senior members of the management team.

All CCTV-related reports and requests are managed through the Security Manager, Joe Seymour.

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 'Friends & Families of Lancing Prep Worthing'. 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 Friends & Families of Lancing Prep Worthing 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 and the weekly newsletter. The newsletter is available on our website every Friday to inform you of forthcoming events and dates to note for the following week. 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. If pupils have travelled on the school minibus to and from school, then these phones should be handed in to the bus driver as they get onto the bus.

In all off-site circumstances, including lessons at Lancing College, day and residential trips, it should be assumed that mobile phones and internet-enabled devices are not permitted.

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. Please contact the school if your child requires the use of a mobile phone or similar electronic device for a medical need or SEND purpose as an exception will be considered. Please note that this exception must be formally agreed by members of the Senior Leadership Team (SLT). 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 8.15am 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 was one formal complaint 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 pre-arranged appointments only.

The online school shop can be accessed from the College website (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 the Uniform Shop on 01273 465928 or email 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.

Jewellery

Pupils are permitted to wear one small stud in each ear lobe. Pupils are not allowed to wear bracelets or other jewellery in school. There are a range of reasons for this such as:

- reducing the pressure on young people to look/dress a certain way at school
- the fact that jewellery can be expensive and easily lost in a large, busy school environment; the school cannot take responsibility for pupils' personal property
- the fact that removing jewellery can cost significant learning time in practical subjects; collecting and then returning numerous items of jewellery from 20-30 pupils is a time-consuming process.

Pupil safety is our highest priority. For this reason, we strongly prefer that earrings and studs are not worn during the school day, and they must be removed for sports and physical activities to prevent injury. We advise parents to schedule any new piercings at the start of the summer holiday so that there is sufficient healing time and jewellery can be safely removed when required. Pupils and parents are responsible for ensuring earrings are taken out before lessons,

and if removal is not possible for medical reasons, parents should inform the school in writing. In such cases, pupils may be asked to wear protective tape over earrings during activities.

However, it should be noted that The British Association of Advisers and Lecturers in Physical Education (BAALPE) and The Association of Physical Education (AfPE) guidance suggest that taping earrings creates a perception of safety and is not recommended and that there have been incidents where children's ears have been injured from earrings being pulled out from under tape.

Hair and Make Up

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.

Badges

Only school-related badges may be worn on the uniform. Pupils are not permitted to display non-school badges, pins or decorative items on blazers, jumpers or bags. This ensures that our uniform remains smart, consistent and reflective of the school community. Any badges awarded by the school for achievement, service or participation may be worn with pride.