



# **PARENTS' HANDBOOK**

## **2020-2021**

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## DAILY ROUTINE

### Timing of the School Day

#### Pre-Prep

8.00 – 8.20	Drop off for Pre-Prep
8.25	Registration
8.55 – 9.55	Lessons / Learning Activities
9.55 – 10.15	Break
10.20 – 11.45	Lessons / Learning Activities
11.45 – 1.00	Lunch
1.00 - 2.45	Lessons / Learning Activities
2.45 - 2.55	Break
3.00 - 4.00	Lessons / Learning Activities
4.00	End of teaching day
4.10 – 4.40	Clubs
4.10 – 5.40	Snack and after school activities

#### Years 3 – 6

8.00 – 8.20	Drop off
8.20	Bell
8.25	Registration
8.30 – 8.50	Assembly / Tutor Time
8.55 – 9.25	Lesson 1
9.25 – 9.55	Lesson 2
9.55 – 10.15	Break
10.20 – 10.50	Lesson 3
10.50 – 11.20	Lesson 4
11.20 – 11.50	Lesson 5
11.55 – 12.55	Lunch
1.00 – 1.40	Prep/orchestra/choir/sports coaching
1.45 – 2.15	Lesson 6
2.15 – 2.45	Lesson 7
2.45 – 2.55	Break
3.00 – 4.00	Lessons 8 & 9
4.00 – 4.10	Snack
<b>4.10</b>	<b>Collection</b>
4.15 – 5.15	Prep / Activities
5.15 – 5.30	Prep
5.30	Boarders collected and any day girls still in school taken to Walters

## Arrival

From 8.00am there is a member of staff on duty in the front playground/Hall to receive girls from Years 3 to 6.

Any girl who is not in school for registration should report to the school office on arrival, so that the register can be updated.

## Morning Break

The girls are offered a drink of milk or water with either some fruit or biscuits in the front playground. In the event of rain, girls spend their break in the school hall with the member of staff on duty. The Pre-Prep have their own purpose built playground, but will join the rest of the school occasionally.

## Lunch Time

The girls walk up to the dining room in South Kitchen within Cooper House. The younger girls arrive a little earlier so that they may be settled in before the older girls arrive. Girls in Pre-Prep sit in year groups on their own tables with their teachers who, together with the lunchtime staff, help out with the cutting of food, pouring of drinks and clearing of places. Girls in Years 3 to 6 choose their own food from the servery, and sit at a table with a member of staff.

All girls are actively encouraged to eat a balanced meal, and to practise good table manners. After lunch the girls enjoy a play session which is supervised by the lunchtime assistants from Chartwells, our school catering company. The girls are brought back to the Prep after the lunchtime play session ready for afternoon registration.

## Assemblies

There is an assembly on Tuesdays (Miss Miller or a visiting speaker) and Thursdays (Dr Wood, the School Chaplain) in the School Hall.

Assemblies for Parents are usually held every Friday at 8.30am. Twice a term, on exeat weekends, the Parents' Assembly is held in the afternoon at 3.30pm.

On Monday and Wednesday mornings there is tutor time for girls in Years 3 – 6.

## Birthdays

Girls may bring a cake or small cakes in to school when they are celebrating their birthday. This is usually shared with the rest of their class either at break time or when appropriate. We do have some girls in school with food allergies and parents of birthday girls should ask for advice on suitable food from teachers or parents.

We celebrate girls' birthdays every Friday at the Parents' Assembly.

## Polite reminder - Photography and digital images

In keeping with our Safeguarding policy we request that you **do not take any photographs or digital images of the girls, and no images should be shared on social media**. If you would like a photograph of your daughter, for example being awarded a certificate in assembly, please speak to a member of staff who will help make this possible.

## End of the Day / After School Care

Lessons finish at 4.00pm for all the girls. Collection is at **4.10pm**.

At 4.00pm the girls in Pre-Prep are collected from the Nursery gate, where they are signed out by the teacher on duty. For parents who might have girls in both the Pre-Prep and Prep, it is best to collect the younger ones first.

Parents of girls in Pre-Prep who may be staying after 4.00pm should advise the member of staff of their anticipated collection time. Please advise the staff in advance if your daughter is to be collected by someone other than her parents. This can be done in writing by letter, via her homework diary or reading record, or verbally to the member of staff on morning duty, her teacher or the school office. This would also include arrangements made between parents when helping out with collections on a regular basis or for specific days.

Girls in the Prep (Years 3 – 6) may leave at 4.10pm or stay on for after school clubs and activities. These start at 4.15pm and finish at 5.15pm when the girls may be collected. There is a supervised late session until 5.30pm which is the latest collection time.

If your daughter is being collected by someone else on your behalf, please inform us in advance by email, this includes other parents. Photo ID will be required if someone is collecting your daughter for the first time and therefore is unknown to staff.

## Homework (also known as prep)

### Year 1

Homework is given on a weekly basis and will include differentiated spelling, some mental number work and reading. A piece of written maths is introduced during the Spring Term.

### Year 2

Some spellings, mental Maths, written number work and daily reading. Occasionally there will also be some topic work.

### Years 3 – 6

There is a prep session from 1.00-1.40pm. During this time the girls return to their tutor rooms and are supervised by a member of staff as they complete any prep tasks. If the work is not completed during this session, girls may continue to work in the second session (4.15 – 5.15pm) or take their work home to complete.

Homework is a consolidation exercise and whilst there will be times when the girls may need some guidance, they should do the work unaided. Please make a note in their homework diary if they finish the work quicker or slower than the allocated time.

Girls in Years 3 – 6 are given a copy of their daily timetable at the beginning of the academic year, which includes their homework timetable. It can then be pasted into the back of their homework diaries.

There will be parent/tutor meetings in the Autumn Term. Each girl is provided with a homework diary and a reading record, in which both parents and teachers can write short, relevant notes.

In addition to subject related homework, each girl in Years 3 – 6 should spend about 5-10 minutes every day reading her school reading book to an adult, or to themselves (depending on advice from their teacher). Spellings also need to be practised daily.

Parents are requested to look at homework diaries and reading records and on successful completion of the task they should sign and comment, where appropriate. It is a very useful channel of communication between the school and parents and is checked regularly by the staff.

Pre-Prep parents receive a weekly newsletter updating them on work covered in class and ideas for follow-up activities at home.

Curriculum overviews are circulated to Prep parents at the beginning of each term.

### Activities

The school organises a programme of lunchtime and after school activities. A schedule of the programme is sent out to parents before the beginning of each term.

Some of these activities require a commitment for the whole term. The activities are normally free of charge, except where we use the services of an outside organisation, e.g. Zumba and yoga classes. The costs for these activities are added in arrears to your daughter's school fee account.

### After School Care

We provide after-school care for all girls in the school from 4.00pm to 5.45pm. Girls in Year 1 and Year 2 attend a supervised session which is based in the Pre-Prep up to 5.45pm.

Girls in Years 3 – 6 either take part in their chosen club/activity or attend the prep sessions between 4.10pm and 5.30pm. There is also a designated member of staff who has overall responsibility for any girls in school up to 5.45pm.

For emergencies only, or to notify the school of any unforeseen circumstances which may affect a girl's collection time, please telephone the following number: 01722 430652. When telephoning after 5.00pm please allow extra time, because the duty member of staff will be manning the telephone as the school office will be closed.

### Boarding

The Prep boarders are located in Walters, the junior boarding house, and the contact telephone number is 01722 430540. The Housemistress is Mrs Reyes Avila and she can be contacted by e-mail: [avilar@godolphin.org](mailto:avilar@godolphin.org). The Resident Tutor is Mrs Wendy Laptain and she can be contacted by email: [laptainw@godolphin.org](mailto:laptainw@godolphin.org). The Walters House Matron is Mrs Ramsdale.

Return time for boarders at the start of term is 5.00pm. Return after an exeat and at the end of half term is by 6.00pm.

### Buses

The Godolphin School runs an excellent bus service which covers an extensive area. The service offered is extremely flexible, with parents only paying for journeys they actually make. Forms are available from the school office.

Girls are collected from the Prep each evening by one of the buses and taken up to the main school where they catch their own particular bus. On exeat weekends, half term and end of term, some of the minibuses come down to the Prep to collect both Senior School and Prep girls, and they depart at the earlier time of 4.15pm. The larger coaches will depart from the Senior School. Prep girls will be directed to the appropriate bus/coach.

### Exeat and Holiday Collections

The school closes at 4.00pm on exeat weekends. Half-term holidays and the end of term may vary. Please check the diary and the Red Pinny. All girls are expected to be collected promptly at 4.00pm as there is no provision for after school care. The duty member of staff will make sure that the girls who are using the school bus service on these days are signed out to their bus driver.

**Parents are requested to park in the marked bays on the hill outside school or in the surrounding roads only. The school car parking areas are used for all the minibuses and coaches and must be kept clear for their access.**

### Late Collection

In the event of circumstances which may mean a collection later than 5.45pm parents must notify the school.

If the duty teacher has not heard from a parent by 5.45pm and is unable to contact anyone between 5.40 and 6.00pm at the latest, then the girl will be taken to Walters House at The Godolphin School. Their telephone number is 01722 430540: Mrs Avila, Housemistress.

**This option is for genuine emergencies/circumstances only, as the school would normally be required by law to notify the Police and Social Services if a girl is not collected by 6.00pm.**

### School Office

The school office is open from 8.00am until 12 noon and from 1.00pm until 5.00pm. There is a voicemail facility available on the school number which operates when the telephone is in use and also when the office is closed. The office telephone is switched to voice mail at the end of the late session each day once all the girls have been collected.



## **ACADEMIC PROGRESS**

The school monitors every girl's progress through a planned programme of assessment, analysis and monitoring. The information gained from our tests also helps us to keep parents properly informed and to monitor the effectiveness of our own teaching.

Parents will receive reports in December, March and July. There will be parent/tutor meetings in the Autumn Term and subject teacher/parents' meetings in the Spring Term. In the Summer Term there will be optional parents' meetings.

### **Parents' Evenings, Workshops and Reports**

Autumn Term:	Social/ BBQ for girls, parents and staff. Parent/tutor Meetings Individual appointments for Year 5 Parents with Miss Miller re: Secondary School Transfer Full Report - December Workshops for Parents
Spring Term:	Parents' Meetings with subject teachers and tutors Interim Report Workshops for Parents
Summer Term:	Optional Parents' meetings Full Report Workshops for Parents

In addition to parents' meetings, staff are usually available in their classrooms in the morning between 8.00am and 8.20am for any parent who might need a brief, informal meeting or occasionally at 4.15pm. For any other appointment, please email the school office and we will arrange a time which is convenient for the member of staff concerned. The homework diary can be used for messages also, and it is very helpful if your daughter can be asked to take it to the relevant member of staff when she arrives in school.

Parents are welcome to email their daughter's tutor with any questions/comments/concerns:

<a href="mailto:southgatee@godolphin.org">southgatee@godolphin.org</a>	Mrs Southgate: Pre-Prep
<a href="mailto:fishera@godolphin.org">fishera@godolphin.org</a>	Miss Fisher: Years 3 & 4
<a href="mailto:lamb@godolphin.org">lamb@godolphin.org</a>	Mrs Lamb: Year 5
<a href="mailto:haynese@godolphin.org">haynese@godolphin.org</a>	Miss Haynes: Year 6.1
<a href="mailto:ingramr@godolphin.org">ingramr@godolphin.org</a>	Mr Ingram: Year 6.2

## Reports

### Grades – Years 3 to 6 only

Grades for achievement and engagement are used on reports on the following basis. Grade descriptors are circulated to parents with the reports.

### Attainment

GRADE	CRITERIA
A – EXCELLENT	<ul style="list-style-type: none"><li>• <b>Outstanding</b> work, showing <b>excellent</b> evidence of accurate and appropriate knowledge, understanding and skills.</li><li>• <b>Excellent</b> evaluative content shown where appropriate.</li><li>• <b>Excellent</b> use of subject specific and extended vocabulary.</li><li>• <b>Strong</b> evidence of independent work / thought</li></ul>
B – GOOD	<ul style="list-style-type: none"><li>• <b>Good</b> work showing evidence of accurate and appropriate knowledge, understanding and skills, with some minor gaps.</li><li>• <b>Good</b> evaluative content offered where appropriate.</li><li>• <b>Good</b> use of subject specific and extended vocabulary.</li></ul>
C – MODERATE	<ul style="list-style-type: none"><li>• <b>Moderate</b> work showing <b>some</b> evidence of accurate and appropriate knowledge, understanding and skills, but with some major gaps.</li><li>• <b>Some</b> evaluative content offered where appropriate.</li><li>• <b>Some</b> use of subject specific and extended vocabulary.</li></ul>
D - UNSATISFACTORY	<ul style="list-style-type: none"><li>• <b>Inadequate</b> work showing little or no evidence of accurate and appropriate knowledge, understanding and skills.</li><li>• <b>Little or no</b> use of relevant evaluative content offered.</li><li>• <b>Little or no</b> use of subject specific or extended vocabulary</li><li>• <b>This level of attainment is a cause for concern.</b></li></ul>

## Engagement

EXCELLENT (a)	<ul style="list-style-type: none"><li>• <b>Always</b> displays a positive attitude to learning and responds to advice</li><li>• <b>Consistently</b> produces work of an exceptionally high quality</li><li>• <b>Always</b> has the correct equipment and contributes positively to lessons</li><li>• <b>Always</b> meets deadlines</li><li>• <b>Regularly goes above and beyond what is expected of them</b></li></ul>
GOOD (b)	<ul style="list-style-type: none"><li>• <b>Often</b> displays a positive attitude to learning and <b>usually</b> responds to advice</li><li>• <b>Regularly</b> produces work of a good standard</li><li>• <b>Usually</b> has the correct equipment and sometimes contributes to lessons</li><li>• <b>Regularly</b> meets deadlines</li></ul>
MODERATE (c)	<ul style="list-style-type: none"><li>• <b>Sometimes</b> displays a positive attitude to learning and <b>sometimes</b> responds to advice</li><li>• <b>Usually</b> produces work of an acceptable standard; sometimes work can be scrappy or incomplete.</li><li>• <b>Sometimes</b> contributes in lessons</li><li>• <b>Occasionally</b> fails to bring the correct equipment</li><li>• <b>Occasionally</b> fails to meet deadlines</li></ul>
UNSATISFACTORY (d)	<ul style="list-style-type: none"><li>• Rarely displays a positive attitude to learning and <b>seldom</b> responds to advice</li><li>• Work is <b>repeatedly</b> below a standard that is acceptable for this student</li><li>• <b>Regularly</b> fails to bring the correct equipment and rarely contributes to lessons</li><li>• <b>Often</b> misses deadlines</li><li>• <b>This level of effort is a cause for concern</b></li></ul>

## Advice and Support

The Head and staff are always available, either informally or by appointment, to offer support and advice on any matter concerning your daughter's education, and we trust you will take this opportunity whenever the need arises.

## Special Educational Needs

The school employs specialist teachers who offer lessons on an individual basis to pupils identified as having special educational needs. Parents would be contacted in the first instance if it were felt a girl might benefit from such lessons, and the staff liaise closely as part of the overall planning and progress for each pupil. The cost of these lessons is added to your fee accounts. Mrs Charlotte Palmer is the Prep Learning Support Co-ordinator.

English as an additional language lessons are available for pupils. There is an additional charge for these lessons.

### Music

Individual music lessons are offered by the school for girls who are in Years 3 to 6. The application forms are available from the school office and should be returned to the Director of Music, Mr Robin Highcock, who will then arrange for a peripatetic teacher to be assigned at the earliest opportunity. A contract is issued between the music teacher and the girl's parents, and this is also the channel of communication. For example, if a girl is ill and will not be able to attend her music lesson, it is the parent's responsibility to notify the music teacher direct.

A weekly timetable of music lessons is displayed in the classrooms and is circulated to all parents via email with the Red Pinny on Friday afternoon. The Director of Music is also more than happy to give advice to parents who might be considering music lessons for their daughter but are not sure which instrument would be suitable. Girls and parents are usually invited to attend a Music Circus at the beginning of the academic year to learn more about the instrumental lessons available.

Fees for the music lessons are invoiced at the start of each term by the peripatetic music teacher. Should a pupil wish to discontinue lessons, at least a full term's notice must be given in writing.

### Computers – Internet Use

As we offer the girls access to the Internet, the school requires all girls and their parents to sign an internet agreement which covers the responsible use of the School Internet system and E-mail.

### Swimming

All the girls in Godolphin Prep have swimming lessons as part of their curriculum studies. There is always a qualified lifeguard in attendance, in addition to Ms Donna Belsey, the swimming coach.

Girls should have a separate bag for swimming which should be clearly named. The school swimming costume and swimming hat are part of the uniform, and can be obtained from the school uniform supplier. Girls should also have a named towel, a pair of goggles and a hair brush.

### Off Site Visits

From time to time the girls will have the opportunity to visit places of educational interest. Parents are informed of the date, venue and cost via email and permission is required for the girls to participate. The school's insurance policy covers all pupils who are off the school premises on educational trips.

## **BEHAVIOUR**

A happy school is one in which girls and members of staff work together showing kindness, thoughtfulness and consideration towards each other. School should be enjoyable and a positive experience for all concerned.

Relationships within school are important for both work and play. Learning to get on with others is a lesson which may require effort but, nevertheless, is essential in order to promote a happy atmosphere. We work together on the understanding that we trust one another to behave responsibly and thoughtfully.

### **Praise, Encouragement and Reward**

Every opportunity is taken to praise, encourage and reward girls for a whole range of achievements and actions. Our Friday assembly is used as an opportunity to do this publicly. The school's philosophy is that praise and encouragement are essential if we are to nurture happy and well motivated girls.

Good work or good effort is rewarded with a sticker. Prep girls work towards achieving bronze, silver and gold certificates in each subject.

Community Spirit stickers are awarded to any girl judged to have been especially helpful and caring within our community.

House points are awarded for contributions to class/school life.

Certificates for other activities are also presented to the girls – whether gained in school or at home; for example: ballet, music, horse riding, swimming and so on.

### **Sanctions**

Girls who are involved in incidents of bad behaviour are normally spoken to by the member of staff concerned. This gives an opportunity to find out what has happened so that the member of staff can give the girl or girls involved the correct advice for their benefit. Should any girl continue to behave inappropriately, then Mrs Southgate or Miss Miller would speak to the girl/girls. Parents will be informed if their daughter has been referred to Mrs Southgate or Miss Miller on more than one occasion.

Girls who make insufficient effort with their work will be asked to repeat it, either at home or during part of the school day.

### **Serious breaches of school discipline**

Any serious incident involving a girl's behaviour would be dealt with immediately by a senior member of staff or the Head, who would notify the girl's parents, and if need be, the parents of any other girls who may be involved.

## School Rules

Godolphin runs on the understanding that we can trust one another to behave responsibly and thoughtfully.

Girls will be expected to observe the following:

- to be kind and friendly to others
- to be safe and sensible
- to walk, not run, whilst within and between buildings
- to hold a door open for the person behind, or for a visitor to the school
- to be polite to everyone and to remember to say “please” and “thank you”
- to answer questions truthfully and to the best of their ability
- to wear the correct uniform at all times and to look after it, especially in the cloakrooms
- to be ready on time for lessons and to line-up sensibly to walk up to lessons in the Senior School
- to sign out **with a member of staff** when leaving the school at any time of the day

Refer to: Behaviour Policy (on the website)  
Anti-Bullying Policy (on the website)

## School Houses

We have three houses: Douglas, Hamilton and Methuen, the same Houses as in the Senior School. There are many opportunities for the girls to gain house points and the staff keep a record of those awarded. Each week, they are totalled up and announced in the Friday assembly. The girls are very enthusiastic about gaining points for their own particular house, and the three House Captains support and encourage the girls. The House system is used for some charity events, inter-house competitions and, of course, Sports Day. Each of the Houses has a Senior School Prefect to help, support and encourage the girls in the Prep.

The House system runs throughout the school from Nursery to the Upper Sixth.

## Prefects

Girls in Year 6 have the opportunity to apply to be School Prefects and they carry out various responsibilities for example helping in the Library or in Pre-Prep and being responsible for play equipment at playtimes.

We also have Form Captains in Years 3 – 6 who are elected by their peers or chosen by their Tutor each term.

## COMMUNICATIONS

### Absence

As school terms tend to be fairly busy, it is crucial that absences are avoided as much as possible. The school holidays are lengthy and it is expected that family holidays will be arranged entirely within these times. Parents are asked to ensure that girls are not taken out of school during term time and that they return to school on the first day of school after any holidays. Should there be a special occasion that might necessitate an early departure or late return, permission should be sought in writing from the Head.

In the event of illness, please telephone the school first thing in the morning so that your daughter's tutor can be notified. When your daughter returns to school, a note of explanation is requested. If any girl has not arrived in school and no telephone call, verbal or written notification has been received by 9.00am, the school will telephone her parents to ascertain the reason for absence.

### Late arrival

Should any girl be late for morning registration for whatever reason, she should report to the school office **on arrival** so that the register may be updated. If your daughter is late due to unforeseen circumstances such as traffic conditions, a telephone call to the school is much appreciated, if at all possible.

### Accidents

The Prep shares a fully staffed Health Centre with the Senior School. In the event of an accident at school, parents will be notified and the appropriate action taken depending on the nature and severity of the accident. A parent may be asked to collect their daughter from school. This would also apply if a girl is taken ill during the day and is unfit to remain in school.

All head injuries are assessed by the member of staff present at the time and details are entered in the First Aid book in the Prep office. A sticker is given to any pupil who has suffered a head injury and her name is also written on a board in the staff room so that all staff are made aware of it. Pupils are encouraged to sit quietly, are observed by staff and take no further part in any PE lessons or other physical activity for the next 24 hours from the time of the injury. Parents are also notified by a telephone call or email and if possible staff speak to parents at the end of the day. For serious head injuries, the Health Centre is notified immediately and if there has been any loss of consciousness, however brief, an ambulance will be called for immediately.

### Medicines

If a girl requires any medication in school, for example antibiotics, an "Administration of Medicines/Treatment" Consent Form must be signed by one of her parents. This form and the medicine should be handed in to the School Office.

### Access to the Building

The main access doors to the Prep are operated on coded key pads. The girls know the codes for these doors but are encouraged to keep them secret. Girls are not allowed to open the door to anyone other than a member of staff. The codes are changed regularly to enhance this aspect of security.

Visitors to the school should ring the bell on the right hand side of the main doors and wait for a member of staff to arrive.

### Parental Support

We are always delighted by the support that our parents give us in so many areas of school life – it really does reinforce the “family” atmosphere that so many visitors mention. In order to make the school and grounds as safe as possible for everyone, we would ask that all parents observe the following:

- To park outside the school grounds when dropping off girls in the morning or collecting girls after school.
- To walk in with children using the footpath and pedestrian gate at the entrance to the school.
- To supervise siblings carefully when on the school premises, especially near the parked vehicles, walls, grassed banks, climbing frame and roads.
- To make sure your daughter does not bring any electronic devices/mobile phones/iPads, toys, money or items of value into school without prior permission.
- To make sure your daughter does not bring any food, drinks or sweets into school without prior permission.
- We ask parents not to bring dogs onto the Prep site.
- To observe the ‘No Smoking’ rule as the entire school site.

### School Closure

In the event of adverse weather conditions such as snow, ice or flooding – please check the school website for up to date information about opening times and buses.

### Concerns/Complaints

Initial concerns should be raised and discussed with your daughter’s teacher, who will refer these concerns to the Head. There is a full complaints procedure in place. Our Complaints Policy is listed on the school website and a paper copy is available on request.

### School Policies

The school’s policies are listed on the website and paper copies are available on request.

### Contact

Parents are asked to notify the school of any changes of address or contact telephone numbers as soon as possible, for use in the event of illness or emergencies.

At the start of each term, once any new telephone numbers or addresses have been notified to the school, the office produces a Parents’ Contact List which is available to all parents on request. The list gives details of all parents’ home addresses and telephone numbers and the name and Year of all the girls in school. If any parent does not wish their details to be included on this list, please advise the school office. The information provided in the Parents’ Contact List is **for social use in the school community only and is subject to the requirements of current Data Protection legislation**. It should not be used for any commercial purposes and should not be released to anyone outside the school community without the specific authorisation of the family involved.



## School Calendars

Each term the school issues a school calendar/diary which is sent home with the girls. It contains details about the school, the Governing Body, the staff, visiting music teachers, the Friends of Godolphin Prep (FoGP), after school activities, term dates and events. Parents are warmly invited to all school events such as Cathedral Services, matches and concerts. Regular updates may be found in the weekly edition of the Red Pinny.

## Communication with Parents

The school currently uses SchoolBase communication/information systems to send out all correspondence and other relevant information to our parents via email. You will receive a copy of the Red Pinny **every Friday**. This includes information about the week's activities and forthcoming events. You will also receive the Music timetable and the menu.

## Reports

These are available on the Portal. Mrs King will send you your password to access your daughter's report.

## Parents' Committee

The purpose of this committee is to provide a forum for parents to raise general school issues with the Head. It is not for the discussion of individual pupils which should be raised in consultation privately with a teacher or the Head. The committee comprises one volunteer parent from each year group. The full minutes of each meeting are circulated to the committee members and all parents.

## Friends of Godolphin Prep (FoGP)

The Friends of Godolphin Prep is a registered charity, existing to foster a feeling of 'community' amongst the parents through its social events whilst at the same time raising funds for the benefit of the School and the girls.

The committee consists of a group of dedicated, caring parents, covering all of the year groups across the School,

FoGP's aim is to raise money to provide equipment to enhance the lives of the girls at school. The aim is to hold different events throughout the year for the girls to enjoy, ranging from BBQs to the Christmas Fair. Further details of events are listed in the school calendar.

## School Charity

The school receives many requests from charities to become involved in their fundraising events and activities. As it is not possible to support every request, we choose one charity during each academic year and support that charity for all our school fundraising events. Year 5 girls have the responsibility of organising fundraising activities.

## Food

Lunch is cooked on the premises by our contract caterers. There is always a healthy selection available: hot main course choice, including a vegetarian option and a selection of salads. There is always fruit as an alternative to pudding and there are usually yoghurts. Copies of the menus are regularly distributed to parents. Should any parent have any concerns about the

school meals, they should speak to their daughter's tutor in the first instance. In the course of the year all parents are invited to join us for lunch. This provides an opportunity for parents to sample the range of food on offer and to enjoy the experience with their daughters.

### School Council (including Food Council)

The School Council comprises two representatives from each year group from Year 3 up to and including Year 6 and the Pre-Prep Prefect. These girls are selected by their peers. One of the Year 6 Prefects is the Chair at the Council and there is a member of staff present at the meetings. The purpose of the School Council is to involve girls in discussions and to gain their point of view on matters.

### Lost Property

Any personal property left lying around will be returned to its owner provided it is clearly labelled/named. All other lost property will be put in the lost property box in the changing room for girls to check. We would ask parents to check kit bags on a regular basis.

### Liaison with the Senior School

We have an excellent relationship with the Senior School and are often invited to join in with events, plays and concerts which they organise. The most obvious links we share with them are staff and use of the superb facilities available which include: netball and tennis courts, sports pitches, the sports hall, the indoor swimming pool as well as the Blackledge Theatre (Performing Arts Centre), two IT suites, the art, science and technology buildings.

The staff in both parts of the school liaise on their specialist subjects, which is particularly helpful for the girls in Year 6 moving up to the Senior School.

### Moving to Senior Schools

It is important to know that parents considering the Senior School for the next stage of their daughter's education should fill in a registration form and return it to:

The Head of Admissions, Godolphin School, Milford Hill, Salisbury, Wiltshire, SP1 2RA or via email to [florencec@godolphin.org](mailto:florencec@godolphin.org).

The Senior School holds regular Snapshot Meetings during the academic year and you are very welcome to attend one of these. Specific Snapshots for Prep 5 will also be held and you will be invited to these by Mrs Florence and the admissions team.

Miss Miller is available to answer questions about the transition to the Senior School and scholarships.

Parents considering other senior schools should contact them direct for details of registration and entrance examinations.

## **SCHOOL UNIFORM**

### **General**

Girls in Years 1 to 6 are expected to wear the school uniform correctly at all times, and parents should ensure that all items are clearly labelled/marked with their daughter's name.

**Winter Uniform** This is usually worn from the second half of the Autumn Term and throughout the Spring Term. Girls who are new to the school may wear winter uniform from the beginning of the Autumn Term, should they so wish.

**Summer Uniform** This is usually worn from the beginning of the Summer Term until the half term holiday in October, weather permitting.

The Godolphin School's uniform supplier is Schoolblazer: [www.schoolblazer.com](http://www.schoolblazer.com)

Some items of school uniform are available via the school shop which opens during term time. For purchasing enquiries please contact Natasha White: [whiten@godolphin.org](mailto:whiten@godolphin.org) or telephone 01722 430502.

The **School Shop** opens during term time on:  
Mondays 12.30 – 2.00pm and 4.00 – 5.30pm  
Tuesdays 11.30am – 2.00pm  
Thursdays 12.30 – 2.00pm and 4.00 – 5.40pm.

### **Pre-Prep PE/Swimming kit (can be sourced anywhere)**

- White t shirt
- Navy shorts
- Jogging suit or similar
- Trainers
- Swimming towel
- Swimming costume
- Swimming hat
- Goggles
- Large drawstring bag for PE kit
- Swimming bag – clearly named

**Girls in Reception, Years 1 & 2** may wear the School PE/Swimming kit.

### **Nursery**

Pupils in Nursery are asked to wear clothes which are comfortable, preferably predominantly red or blue. They will need a warm coat with a hood, again preferably red blue, and wellington boots. Girls will be presented with their pinnies when they join us.

## Prep Uniform, Sports Kit, and Packing Lists

Please ensure all items of clothing, linen and sports equipment are named  
(Uniform labelling service available from School Blazer [www.schoolblazer.com](http://www.schoolblazer.com))  
Numbers refer to minimum requirements.

### Uniform (Reception)

Qty

1		Blue tracksuit bottoms	<input type="checkbox"/>
1		White polo shirt	<input type="checkbox"/>

### Uniform (Years 1 to 6)

Boarder Sarum

Item(s)

1 pair	1 pair	School shoes (black, flat heeled, laced, buckled or loafer)	<input type="checkbox"/>
1	1	Red Pinny (10cm shorter than the pinafore or skirt) *	<input type="checkbox"/>
1	1	Salisbury check Pinafore (Years 5 & 6 may opt for check skirt) *	<input type="checkbox"/>
Opt.	Opt.	Salisbury check skirt (Option available for Year 5 upwards) *	<input type="checkbox"/>
4	4	Chambray revere collar blouse (Short or long sleeve) *	<input type="checkbox"/>
2	1	Navy jumper or cardigan *	<input type="checkbox"/>
1	1	Board/boater with Godolphin hat band *	<input type="checkbox"/>
1	1	Summer Dress *	<input type="checkbox"/>
5	5	Navy knee-high socks or tights (Winter)	<input type="checkbox"/>
5	5	White ankle/knee length socks (Summer)	<input type="checkbox"/>
A good supply of		Hair bands/scrunchies/hair slides (plain red, navy)	<input type="checkbox"/>

### PE Kit

Boarder Sarum

Item(s)

2	1	Fitness T-shirt *	<input type="checkbox"/>
2	1	Fitness leggings/Pro fit training pants *	<input type="checkbox"/>
2	2	Navy games skort *	<input type="checkbox"/>
3	3	White sports socks *	<input type="checkbox"/>
1	1	Softshell jacket *	<input type="checkbox"/>
Opt.	Opt.	Midlayer *	<input type="checkbox"/>
Opt.	Opt.	Baselayer *	<input type="checkbox"/>
Opt.	Opt.	Running shorts *	<input type="checkbox"/>
Opt.	Opt.	Games bag *	<input type="checkbox"/>
1 pair	1 pair	Football boots	<input type="checkbox"/>
1 pair	1 pair	Trainers	<input type="checkbox"/>
1	1	Gum shield (compulsory for hockey lessons)	<input type="checkbox"/>
1	1	Shin pads (compulsory for hockey lessons)	<input type="checkbox"/>
1	1	Swimsuit *	<input type="checkbox"/>
1	1	Swimming hat *	<input type="checkbox"/>
2	1	Swimming towel	<input type="checkbox"/>
1	1	Swimming goggles	<input type="checkbox"/>

## Additional outdoor and accessories

Boarder	Sarum	Item(s)	
1	1	Navy backpack *	<input type="checkbox"/>
1	1	Navy stormproof coat *	<input type="checkbox"/>
Opt.	Opt.	Heavyweight puffer jacket (Optional for Years 5 and 6) *	<input type="checkbox"/>
1	1	Red beanie hat *	<input type="checkbox"/>
Opt.	Opt.	Red scarf *	<input type="checkbox"/>
Opt.	Opt.	Red gloves *	<input type="checkbox"/>

## Required by boarders only

Boarder	Sarum	Item(s)	
1	–	Dressing gown	<input type="checkbox"/>
1 pair	–	Slippers	<input type="checkbox"/>
3	–	Night-dresses or pyjamas	<input type="checkbox"/>
	–	Underwear (enough for 1 week plus some spares)	<input type="checkbox"/>
1	–	Wash bag and contents	<input type="checkbox"/>
1	–	Laundry bag (pillow case or drawstring bag)	<input type="checkbox"/>
2	–	Hair brushes (1 for everyday use, 1 for swim kit)	<input type="checkbox"/>
1	–	Nit comb	<input type="checkbox"/>
1	–	Small overnight/weekend bag	<input type="checkbox"/>
1	–	Trunk or large suitcase	<input type="checkbox"/>
1	–	Laundry net ‡	<input type="checkbox"/>
1 pair	–	Casual shoes	<input type="checkbox"/>
1 pair	–	Casual trainers	<input type="checkbox"/>
1 pair	–	Wellingtons	<input type="checkbox"/>
1	–	Waterproof coat	<input type="checkbox"/>
3	–	Sheets (fitted are easier)	<input type="checkbox"/>
1	–	Pillow	<input type="checkbox"/>
3	–	Pillow cases	<input type="checkbox"/>
3	–	Selection of towels	<input type="checkbox"/>
1	–	Duvet	<input type="checkbox"/>
2	–	Duvet covers	<input type="checkbox"/>

## Additional items for boarders

Boarder	Sarum	Item(s)	
Opt.	–	Mug	<input type="checkbox"/>
Opt.	–	Teddy	<input type="checkbox"/>
Opt.	–	Selection of photos, cards, postcards (for pinboard)	<input type="checkbox"/>
1	–	Small travel alarm clock	<input type="checkbox"/>
Opt.	–	Small fold-up umbrella	<input type="checkbox"/>
1	–	Small Shoe cleaning kit	<input type="checkbox"/>
	–	Supply of name tapes	<input type="checkbox"/>

Home clothes may be worn at evenings and weekends. These should include items suitable for both formal and informal occasions (skirt essential). Please bear in mind that storage space is limited.

\* Available online only from the official outfitters School Blazer.

‡ Provided by the School and charged to fee account.