



THE ORATORY
PREPARATORY SCHOOL

Year 1 – 8 Parents' Handbook

2021 - 2022

Parents' Handbook

The aim of this handbook is to provide new parents of children joining Years 1 to Year 8 with key information about the school. There is also a handbook for parents whose children are new to Early Years (Nursery, Kindergarten and Reception).

Key Contacts

School Office	0118 984 4511
School Nurse and Matrons	0118 976 6916
Registrar	0118 976 6924
Finance Office	01491 683 600
Enquiries	office@oratoryprep.co.uk
Headmaster	headmaster@oratoryprep.co.uk
Registrar	c.atkinson@oratoryprep.co.uk
Finance	ops-finance@oratoryprep.co.uk

The Education Director is Steve Wade at swade@blvue.com. The Education Director performs the role of Chair of Governors, overseeing strategy, budget, safeguarding and academic provision.

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Mission Statement

- ❖ To respect each child as an individual and to give each child the confidence and self-esteem to develop his or her talents to the full.
- ❖ To develop the whole child: intellectually, morally, socially, spiritually, aesthetically and physically.
- ❖ As a Catholic school, to offer the experience of living in a Christian community and to encourage a personal relationship with God through prayer and participation in worship.
- ❖ To challenge and engage all children through the activities of school life and through the teaching and learning process.
- ❖ To promote creativity, collaboration and critical thinking through the activities of school life.

Our Catholic Identity

As a Catholic foundation, The Oratory Prep School strongly maintains that identity in its approach to the education of every pupil, while welcoming all, whatever their religious background, and encouraging an appreciation and awareness of faith across the spectrum.

At the heart of its regular routine of School Assembly are the best-known prayers of the Church and the spiritual heritage that inspired our Founder Saint John Henry Cardinal Newman. On rotation in weekly year groups in the Chapel and in larger school groups with parents and teachers in the theatre, on occasions throughout the year, the Chaplain celebrates Mass and seeks to explain the significance of what is taking place both in terms of its history and widespread use, and then of its application to behaviour in daily life. This is particularly important on the major Christian festivals which occur throughout the school year. Children are invited to take part on an entirely voluntary basis in reading, singing and assisting the priest at the altar during the ceremony.

Religious education is always related to the general curriculum. Children are helped to relate standards of behaviour and actions of kindness throughout the day to the shared values of the teaching of Jesus in the Gospel. The children also learn about the principles of different faiths and to respect the beliefs of others, as well as the traditions of respect and consideration that are common to all the major faiths and all people of goodwill. The method is one that encourages the child both to evaluate what is right or wrong in any chosen action and to appreciate that goodness in relation to actions makes for a happier and more mature attitude all round.

Catholic parents are invited to support their children in preparation for First Confession and Holy Communion. The programme is designed to teach children basic ideas about the Mass and its importance for Catholics. There is also instruction, at a level that the child can understand, of the ongoing process by which we can be led to appreciate the necessity of owning up to a wrong action so that forgiveness can follow quickly. This very much explains how Confession works. The child learns to make use of it also as a means of unburdening and making progress in awareness of weaker as well as stronger points in their personality.

Religion in the school is inclusive in that it supports the school's aim to educate the whole child in the broadest possible sense and not just to view pupils as recipients of information and objects of targets to be met. At the same time it gives priority to the teachings and practice of the universal Church.

OPPA

OPPA [Oratory Prep Parents Association] which was formerly known as the Friends of the Oratory Prep School (FOPS) was first formed in 1994. Its objectives are to foster and support the interests of The Oratory Prep School, in particular:

- By providing periodic social and other functions, to encourage contact, cooperation and good relations between parents, staff, pupils, former pupils, and all others wishing to further the interest of the school.
- Assisting in raising funds for the benefit of the school.
- Assisting to publicise the school and to make its existence and merits better known.

A committee of year group reps [ROPPA] are elected annually.

On the first day of the Michaelmas term, a coffee morning with the class reps is held to welcome parents of new pupils to the School, providing insight into the school from a parent perspective. In addition, the committee will organise, typically, two or three functions per term. Some will be for parents only, some purely for the children and some for the benefit of all.

Funds raised are used to provide additional facilities for the school which might not otherwise be affordable, previous purchases have been a Prep playground, lighting in the Theatre, an outdoor classroom and mobile lights for the astro turf.

The objectives of OPPA are common to all events and the intermingling of parents, staff and pupils for mutual benefit. In this sense, OPPA is not, and is not intended to be, a conventional parent-teacher association. It carries some of the hallmarks of a parent-teacher association but we believe it has a wider role, and one that helps distinguish the school from others. One aspect of OPPA is the Parent Forum, where the Headmaster arranges for topics of relevance to parents to be discussed as part of a meeting each term. There are also representatives of the school who help organise community events for the pupils and parents to enjoy throughout the year.

OPPA welcomes you and your child or children to the community of the school and hopes that you will have a long and happy association. They will also be keen to involve you in the running of events or support you in taking up the role of a representative of your year group.

Years 1 - 8

About the School

Year Groups

Each Junior Prep year group (Reception - Year 4) has two classes

Reception: ages 4 - 5 Year 1: ages 5 - 6 Year 2: ages 6 - 7 Year 3: ages 7 - 8 Year 4: ages 8 - 9.

Each Senior Prep year group (Year 5 - Year 8) is divided into two to three classes:

For 2021-22: Year 5: ages 9 – 10 Year 6: ages 10 – 11 Year 7: ages 11 – 12 Year 8: age 12 – 13

School Hours

Year 1 to 2	8.15am – 3.30pm (Monday to Friday) Optional AfterSchool Club and Activities (4.00pm to 5.00pm and/or 5.00pm to 6.00pm, Monday – Friday) Little Tea 3.30pm to 4.00pm
Year 3 to 8	8.15am – 5.00pm (Monday–Friday) (6.00pm on Monday, Tuesday, Thursday, Friday, if staying for activities)
Year 5 to 8	9.00am – 12.45pm (Saturday – optional Saturday Enrichment Programme)

Arrival and Departure

Arrival - Children are permitted to arrive in the classrooms from 8.15am and are required to be in registration at 8.25am. Parents of children in Year 1 and 2 are responsible for bringing their children through the school red gates and to their classroom. Parents of children in Year 3-8 should bring their children to the Prep red gates or to the Prep entrance foyer where they make their own way to their classroom.

No child should be dropped off before 8.15am unless attending Breakfast Club in the Dining Hall which runs from 7.30am - 8.15am. To book a place in the Breakfast Club, please email a request to the School Office at office@oratoryprep.co.uk and Mr Thornett at p.thornett@oratoryprep.co.uk

If there are extenuating circumstances where children need to be left at school before 8.15am, parents should request this at office@oratoryprep.co.uk and their child be brought to the School Office, which opens at 8.00am, where they can be supervised. Children should not be left unattended outside the classroom block or in any other areas of the school.

Children arriving after registration must be signed in by a parent or guardian at the School Office. Children in Year 1 and 2 are taken to their classroom by their parent. In Year 3 upwards, the

children can go to their class unaccompanied. Failure to sign-in will result in a telephone call from the school administrator to ascertain the child's whereabouts.

Children in Senior Prep, (Years 5 - 8), who are attending Saturday school should be taken to the red gates or the Prep school foyer where they take themselves to the venue of their first activity be that the Prep session, Enrichment Talk or first module. They will be registered there.

At the end of the school day, children should be collected from the Junior Prep classrooms [up to Year 2] or Prep School red gates [for Year 3 upwards]. Pick-up times are supervised by members of staff, with children remaining inside the gates until a parent or guardian is present. Staff will wait with children for 10 minutes after the scheduled pick-up time. After that time, Junior Prep children [up to Year 2] must be collected from the Barn and Prep children [from Year 3], from the School Office. Senior Prep siblings are not permitted to collect Junior Prep children.

With the exception of Year 1 and 2 children who go home in their games/PE kit on the days that they come into school wearing it, all children must go home properly dressed in school uniform unless they have been granted special permission from the Headmaster. They should not go home in Games kit.

Pupils who leave **before** the end of the school day must be signed out at the School Office before departure. Pupils who leave and return to school during the day (for example, for a dental appointment) must be signed out by a parent/carer when leaving and in again on their return.

No pupil may leave the school grounds unless accompanied by staff, parents or guardians, or those the school has been informed are responsible for their transport.

Absence Procedures

Permission for absence for any reason other than illness must be sought in advance by writing to or emailing the Headmaster. This is also necessary for absences from the Saturday Enrichment Programme [once signed up] or from Games commitments and matches.

In the case of absence through illness, the School Office must be notified on the first day of absence by email or telephone with details of the absence and updated on a daily basis before 9.00am. Failure to do so will result in a telephone call from the school administrator. Absences for which permission has not been granted will be recorded as unauthorised and will be noted on the child's school record.

The school must be notified if a child has a contagious or infectious disease. In such a case, the School Doctor will require that children are pronounced fit by their own doctor before being allowed to return to school. If in doubt, please consult the School Nurse.

Children must not return to school until 48 hours have elapsed following a case of vomiting and/or diarrhoea.

The Junior Prep School Day (Reception, Year 1 and 2)

8.20am to 8.30am	Registration
8.35am to 9.15am	Lesson 1
9.20am to 10.00am	Lesson 2
10.00am to 10.30am	Break
10.40am to 11.20am	Lesson 3
11.20am to 12.00pm	Lesson 4
11.55am to 12.25pm	Lunch 12.00pm to 12.30pm Lunch (Kindergarten 11.45am)
12.30pm to 1.05pm	Break
1.10pm to 1.50pm	Lesson 5
1.50pm to 2.30pm	Lesson 6
2.30pm to 3.10pm	Lesson 7
3.10pm to 3.30pm	Story/Assembly
3.30 pm	End of School Day
3.30pm to 5.00pm	AfterSchool Club and Clubs
5.00pm to 6.00pm	AfterSchool Club

The Junior Prep and Senior Prep School Day (Year 3 – 8)

A typical school day takes the following pattern:

8.10am	Reading Period
8.20am	Registration
8.35am	Lesson 1
9.20am	Lesson 2
10.05am	Lesson 3
10.45am	Morning break
11.25am	Lesson 5
12.05pm	Lesson 6 (seniors) / Junior lunch break
12.45am	Lesson 7 (Years 7 and 8) / Junior lunch break
1.05pm	Years 5 and 6 lunch break / Lesson 7 (Years 3 and 4)
1.25pm	Years 7 and 8 lunch break
1.50pm	Lesson 8 (Year 3 to Year 6) / Year 7 and 8 lunch break
2.30pm	Lesson 9
3.10pm	Lesson 10 (seniors) / Little Tea break (Years 3 and 4)
3.50pm	Little Tea break (seniors) / Lesson 10 (Years 3 and 4)
4.20pm	Prep / Lesson 12
5.00pm	End of school day (except for pupils in staying for activities) End of school for all year groups on Wednesdays
5.00pm	Activity programme begins.
5.50pm	Locker inspection
6.00pm	End of activities and After-School Club

First Day of the School Year

Children joining the Junior Prep [up to Year 2] should be taken through the red gates and straight to their classrooms at 8.15am.

New children in Year 3 – 8 should arrive for 8.30am and make their way to the Prep School foyer area where they will be met by a member of staff and / or a pupil mentor from their class and taken to their respective classrooms.

Coffee Morning for new parents

A Coffee Morning after drop-off with parent class reps (ROPPA) will be in the Old Hall for all new parents.

First Day of Term

On the first day of term, children in Year 3 upwards should bring all their games kit and other required items for that term. In addition, all children in Year 3 – 8 should bring the stationery they require (see page 17). This includes Chromebooks and if unfamiliar with their use, staff will show children how to navigate and access Google Classroom, emails from teachers and so on the first day or during the first week of term.

AfterSchool Activities and AfterSchool Club start for children in **Reception, Year 1 and 2** in the first week of term. Places in the AfterSchool Club for children in Reception, Year 1 and 2 must be reserved to comply with staff/child ratios.

No activities take place in the first week of term or the last week of term for **Year 3 upwards**. Therefore, the day ends at 5.00pm for these year groups. The school's afternoon bus service commences in the first week of term.

Exeats, Half-term and End of Term

Exeat weekends occur every three weeks and begin at 3.30pm on a Friday. There is no afternoon school bus on these days.

All terms and all half-terms end at 12.00pm for children from Reception to Year 2 and 12.30pm for Year 3 up to Year 8. There is no afternoon school bus.

Visitors

All visitors to the school must report to the school Office at the main visitor's entrance. The receptionist will ask the visitor/s to sign in electronically (stating whom they are visiting, the time and date and car registration) and will provide a visitor's badge and a Safeguarding leaflet.

Visitors are then escorted to, or collected by the person they are visiting. At the end of the visit, all visitors must sign out and hand their badge back to the receptionist. This includes external support teachers such as Speech and Language and Occupational Therapists.

Visitors to the school are never left unaccompanied in the school building.

Uninvited visitors will be approached immediately, to determine their presence and then escorted to the school Office. Further information on the school's Safeguarding and Child Protection Policy can be found on its website.

School Bus Service

The school operates its own minibus service home from school to Watlington, Monday to Friday, leaving school at approximately 6.10pm. There is also a school morning bus leaving Shiplake at 7.15am and Watlington at 7.45am, arriving at school at 8.15am, Monday to Friday.

Please contact Mrs Lisa-Jane Reynolds at l.reynolds@oratoryprep.co.uk for full details of this service, including route, times, cost and registration.

School Trips

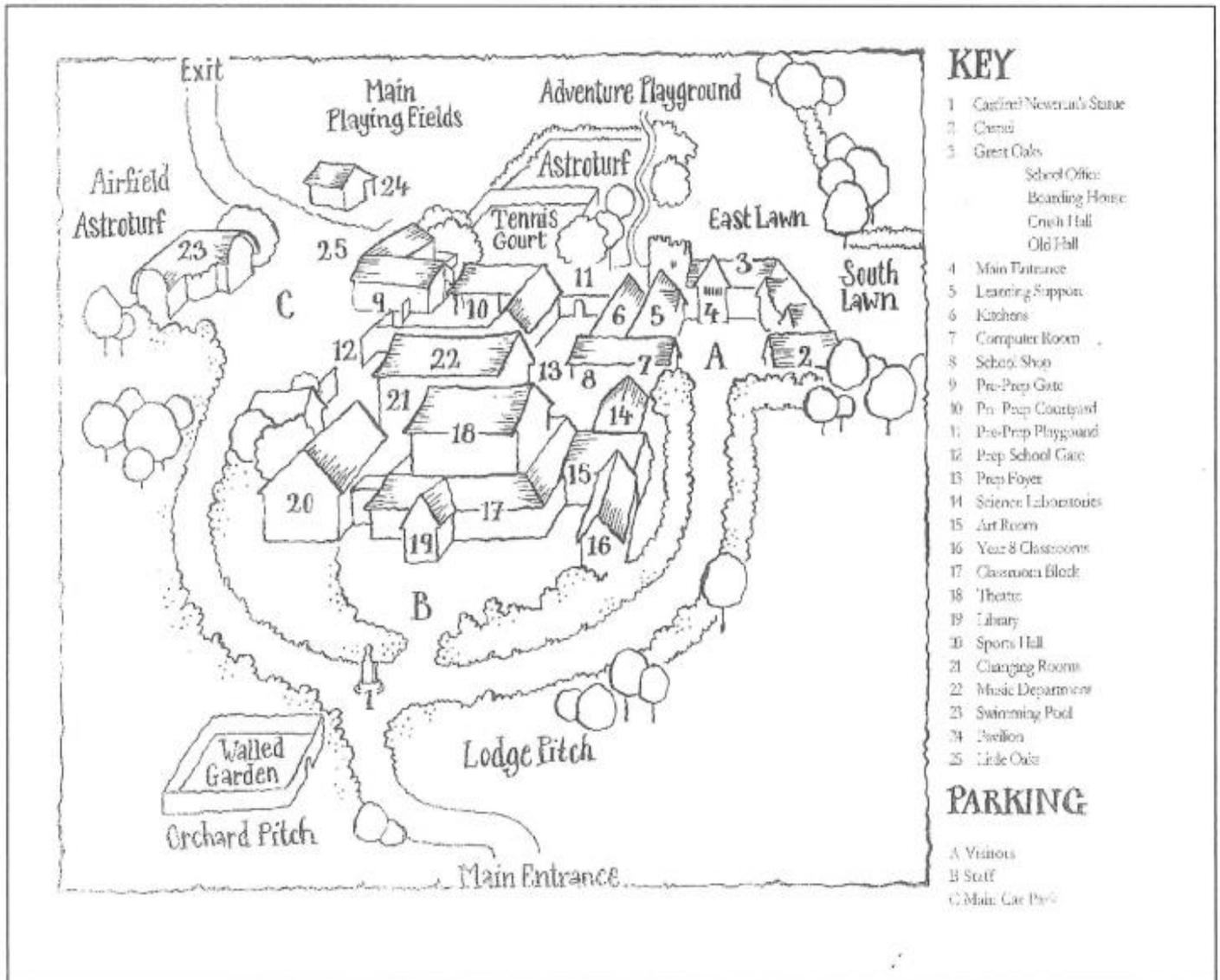
Pupils participate in a school trip to support their curriculum, once a term. Parents in the Junior Prep are invited to join the teachers and children to ensure our ratios are met. Parents inform the class teacher at the beginning of the school term if they would like to help on one of the three trips throughout the year and follow the procedures below to ensure the children remain safe at all times:

1. Arrive promptly for the start of the trip and read the risk assessment which will be provided by the class teacher.
2. Supervise your assigned group of children at all times.
3. Do not take children to the toilets without a member of staff present.
4. Engage with the children throughout the duration of the school visit.
5. Remain with their group of children until they return to the classroom.

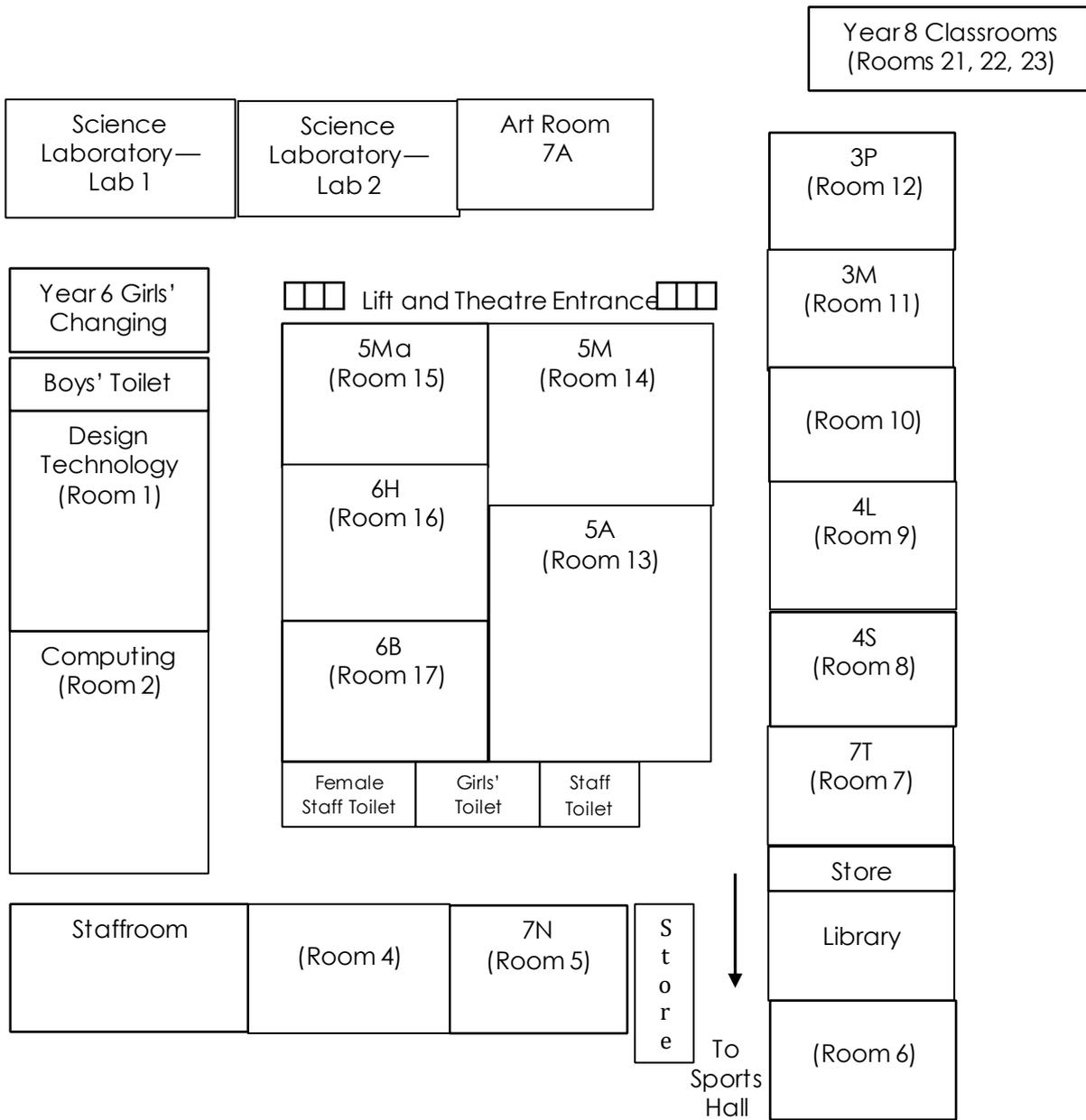
Publicity Permission and Privacy Policy

The Oratory Prep School publicises the achievements of the children and the school through the use of photographs and articles but understands that some parents may not wish their child to appear or be mentioned in such material. Prior to the first day of school a link to a publicity consent google form is emailed to all new parents by the Registrar and when completed, consents or otherwise are shared with staff before the beginning of term. Please also refer to the school website to view our Privacy Policy

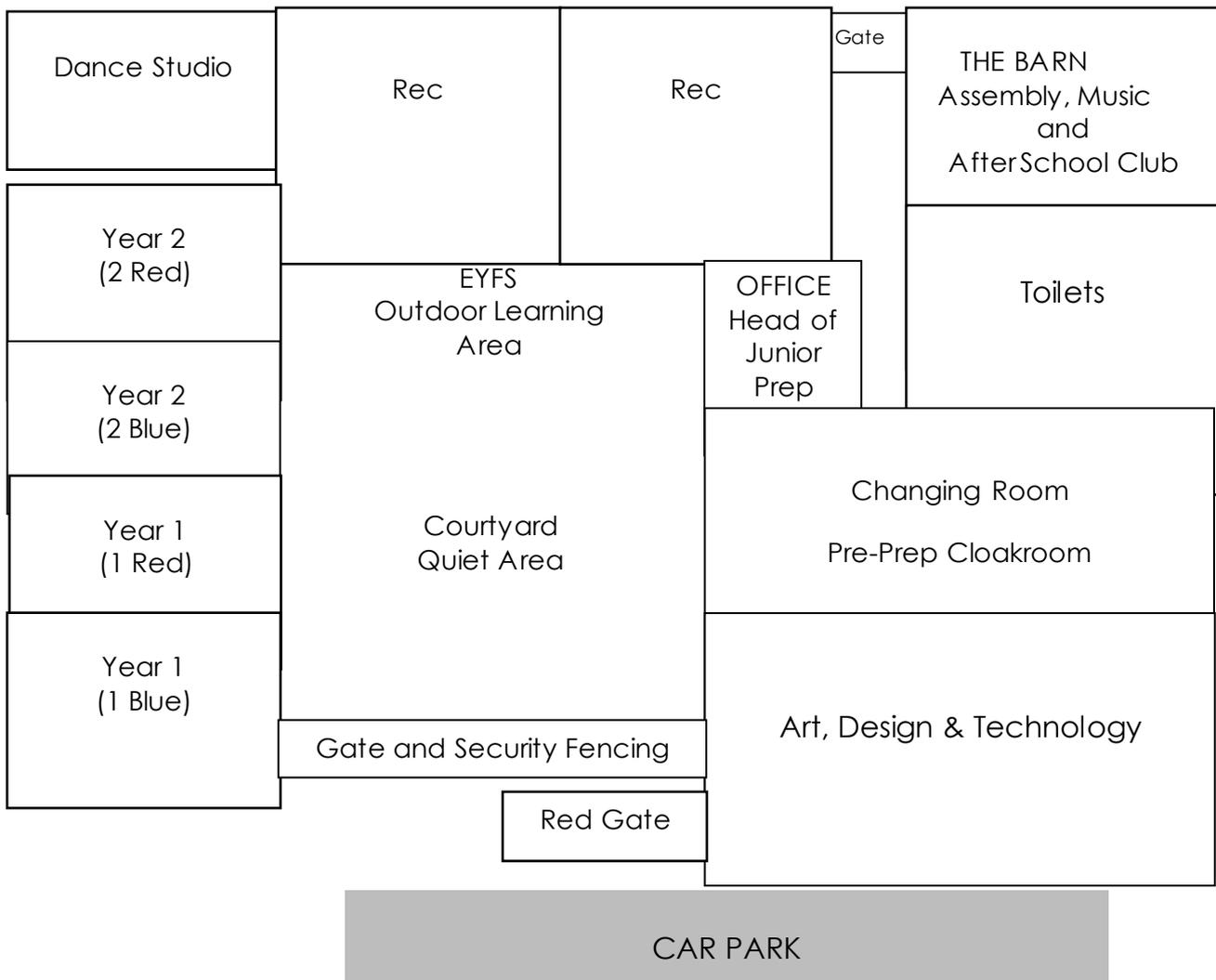
Plan of School



Plan of Junior Prep [From Year 3] and Senior Prep Classrooms



Plan of Junior Prep Classrooms to Year 2



Houses (Year 3 – 8)

When children reach Year 3, they are assigned to one of our four Houses, named after significant places in the school's history: Branksome, Caversham, Elston and Rosehill. Brothers and sisters are placed in the same House.

All children remain in their particular House throughout their time at the school. The Houses compete against one another in a number of pursuits: sports, cultural activities, academic points and merit rewards.

Each House has a Housemaster or Housemistress who is responsible for the organisation of teams and for the cultural and sporting activities that take place throughout the academic year:

House	Colour	Housemaster/Housemistress
Branksome	Red	Mr P Thornett
Caversham	Green	Mr L Chaffey
Elston	Blue	Mrs A M Engelbrecht
Rosehill	Yellow	Mr T Wilson

Books and Equipment (Years 3 – 8)

Every child in Year 3 - 8 is expected to own a Chromebook (in a padded carrier) which they bring into school and take home each day.

Children from Reception to Year 4 bring in a book bag and children in Senior Prep carry their items in a school bag.

Every child in Year 3 - 8 will be provided with a Pupil Planner booklet at the beginning of each term but the children are expected to own basic stationery items for their school work. The following is a guide on what each child should have:

Year 3 and 4

- Pencil case and pencils, including set of colouring pencils
- Ruler
- Sharpener
- Rubber
- Named water bottle

Year 5 and upwards

- Pencil case and pencils, including set of colouring pencils
- Ruler
- Sharpener
- Rubber
- Maths set and calculator (scientific)
- Ink fountain pen and cartridges
- English dictionary
- Named water bottle

School Meals

All children eat the school lunch provided. There is a wide choice and on most days the children may choose from two hot dishes or an extensive salad bar. There is a selection of puddings, with fresh fruit and yoghurts always on offer. A vegetarian option is always available and we can cater for most dietary requirements. Children up to Year 2 are served at the table and only have the offer of the hot meal.

Parents are asked to inform the school of other dietary requirements by completing and returning the Medical and Dietary Information form, available from the Registrar. It is vital that the school has an up to date list of allergies, although parents must distinguish between food that causes an allergic reaction and food that a child does not like. The latter should not appear on the medical form.

The children are supervised during the lunch queue, usually by the member of staff who taught them in the lesson prior to lunch, and are encouraged to take a reasonable portion. Staff sit with the children during the meal and monitor manners and behaviour.

At Morning Break, hot chocolate, tea or juice and fruit are provided to Juniors, whilst Juniors up to Year 2 have milk or water and then fruit and a snack. Senior pupils have a warm snack. At Little Tea (3.30pm), the children have juice or water and homemade cake or biscuit. Junior prep children [up to Year 2] who are staying for activities or AfterSchool Club will have Little Tea in the Barn.

Example of weekly menu:

Monday	Tuesday	Wednesday
Lunch	Lunch	Lunch
Butternut Squash & Cumin Soup Homemade Bloomer Chicken Chow Mein Prawn Crackers Sweet Potato & Chickpea Tagine with Apricots and Coriander Cous Cous (v) Salad bar Seasonal vegetables Home made Apple Crumble with Custard Home made yoghurt pots Fresh fruit	Spiced Carrot & Coriander Soup Homemade Bloomer Honey Roasted Gammon with Gravy Lentil & Spinach Curry with Mint Yogurt Salad bar Roasted Potatoes Carrots Broccoli Fruit Jelly Banana and Custard Home made yoghurt pots Fresh fruit	Vegetable Soup Homemade Garlic Bread Bolognese and Pasta Homemade Tomato Sauce (v) Mac & Cheese (V) Salad bar Mixed Vegetables Carrot Cake Home made yoghurt pots Fresh fruit
Junior Prep to Year 2	Junior Prep to Year 2	Junior Prep to Year 2
Sausage with Gravy Mashed Potato Seasonal Vegetables	Roast Chicken Roast Potatoes Carrots Broccoli	Ham and Cheese Pasta Mixed Vegetables

Home made Apple Crumble & Custard Home made yoghurt pots Fresh Fruit	Banana and Custard Home made yoghurt pots Fresh Fruit	Carrot Cake Home made yoghurt pots Fresh fruit
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Thursday	Friday
Lunch	Lunch
Tomato and Basil Soup Homemade Bloomer BBQ Pulled Pork in a Brioche Bun Stuffed Peppers (v) Salad bar Oven Baked Potato Wedges BBQ Beans Steamed Broccoli Rice Pudding with Fruit Compote Home made yoghurt pots Fresh fruit	Leek and Potato Soup Homemade Bloomer Freshly Breaded Fish of the Day served with Tartare Sauce Breaded Fish Fingers Spinach and Ricotta Lasagne (v) Salad bar Thick cut chips Baked beans Rice Crispy Cakes Home made yoghurt pots Fresh fruit
JUNIOR PREP to Year 2	JUNIOR PREP to Year 2
Shepherd's Pie Cheesy Mash Baton Carrots and Peas Rice Pudding with Fruit Compote Home made yoghurt pots Fresh fruit	Breaded Fish Fingers Thick cut chips Baked beans Rice Crispy Cakes Home made yoghurt pots Fresh fruit

Being Healthy and Staying Safe

The school nurses maintain a medical database, recording each visit. This is useful for spotting trends in symptoms and recording medication given.

The school nurses liaise closely with the school matrons who work together as a team. In their absence, the matrons (who are not medically trained but are qualified first-aiders) deal with pupils' medical needs such as first aid and sickness. At least three members of staff in the Junior Prep are trained in Paediatric first aid and all other Teaching staff have basic first aid knowledge. Regular first aid courses are conducted for the whole staff, with an emphasis on sports injuries for those who take Games.

The school nurses are the main point of contact for parents on medical matters. It is essential that the Medical and Dietary Information form is completed and returned before a child starts at the school. Changes in a child's medical needs that occur after the form has been sent in should be forwarded to the School Nurses in writing.

The information given on the Medical and Dietary form is used to maintain the pupil's safety. The nursing staff are responsible for giving teachers, who are leading trips, relevant medical information for the pupils on their trip. This is maintained based on the Medical and Dietary form supplied by the parents.

Any dietary information is shared with the catering team including a photograph of the pupil. The catering staff use this information to formulate a traffic light system allergy board and a cultural section for those pupils who have to avoid certain foods.

All medical information about children, both day and boarding pupils, is held in the dispensary and on the school IT system. If a child has a specific problem about which all members of staff should have knowledge (e.g. diabetes, asthma, serious allergies which may result in anaphylactic shock, etc.) that information is kept on the pupil's electronic profile so that the teacher has access to the information at all times.

Contagious or Infectious Diseases

The school must be notified if a child has a contagious or infectious disease. In such a case, the School Doctor will require that children are pronounced fit by their own doctor before being allowed to return to school. If in doubt, please consult the School Nurse.

Children must not return to school until 48 hours have elapsed following a case of vomiting or a stomach bug.

Holiday Information

Parents must inform the school if their child/ren catches any kind of infectious illness during the holidays, especially if transmission has occurred while travelling or staying overseas.

Medication

No medicines may be brought to school without written parental consent. Forms for parental consent are available from the School Office. Controlled drugs such as Ritalin require a letter from the child's doctor with clear instructions concerning dose and administration. The doctor's letter should be renewed each term or whenever the dose is altered.

The only medication that children up to Year 2 are permitted to carry on their person is medicine prescribed for diabetes. Inhalers, such as those used for asthma, and Epipens are kept in the First Aid cupboard and, when leaving Junior Prep, they are carried either by the child or a teacher (as appropriate).

The only medication that children in Year 3 - 8 are permitted to carry on their person is an inhaler such as the kind used for asthma, an Epipen or those medicines prescribed for a diabetic. All other medications must be handed in at the dispensary immediately on arrival at school. They must be in their original packaging with the dispensary label attached showing the child's name and instructions for administration. This is a legal requirement. All medications are stored in a medicine cabinet which is locked when not in use. No child is allowed in the dispensary unsupervised.

Day pupils are not given any medication beyond simple first aid for cuts and grazes. Paracetamol, ibuprofen, antihistamine or travel sickness medication will only be administered if parental consent has been given in the Medical and Dietary Information form returned pre-admission to the school. Parents will be informed if any medication has been administered and a record kept. If any further medical treatment is required, parents will be contacted immediately.

Smoking

The OPS has a no smoking policy throughout the school grounds.

Safeguarding and Child Protection

The School fully implements the Children Act and its procedures, especially with regard to the safeguarding and welfare (child protection) of all pupils. All new staff are provided with a Safeguarding Induction briefing by the Headmaster, who is the Designated Safeguarding Lead for the school including the Early Years Foundation Stage and must complete a Level 2 Generalist Safeguarding Training with OSCB. In addition, all staff are reminded of the OPS safeguarding procedures and updates at the start of each academic term. Please see the school's website for the latest Safeguarding and (Child Protection) Policy.

- Miss Kate Oakley (Head of Junior Prep) is the Deputy Safeguarding Lead for the Junior Prep and Miss Naomi Springer is the Deputy Safeguarding Lead for Early Years.
- Mr Steve Wade [Education Director] is the Safeguarding Governor.

The Independent Schools Inspectorate (ISI) will be notified of any allegations of serious harm or abuse by any person living, working or looking after children at the school. The school will also notify ISI of any action taken in respect of the allegations (within 14 days of the allegations being made).

Policy on Drugs

The position of The Oratory Prep School is that the use of drugs and other illegal substances by pupils is a most serious offence and, in normal circumstances, will result in expulsion. Some schools have embarked on a course of random drugs testing as a deterrent. The Oratory Prep School does not intend to pursue this particular route, but the Headmaster reserves the right to require appropriate tests in cases where there have been allegations or grounds for suspicion. The Oratory Prep School accepts that if such tests prove positive, this does not prove unequivocally that the drugs were present in the school on a particular date or used during term time. The results of such tests may, however, constitute evidence to support such an accusation or suspicion. At the least, a positive test would alert the school and the parents to a problem that needs addressing as a matter of urgency; a negative result would provide reassurance for all concerned.

The Oratory Prep School would be entitled to draw certain conclusions from the refusal of a child, or the parents of a child, to that child taking appropriate tests when requested. If the result of a drugs test was positive, then the parents would be required to withdraw their child from the school. In all cases, the Headmaster would make the final decision about a child's future at the school; this decision would be binding.

Policy on Mental Health

The school takes the issue of mental health very seriously. It is important that we distinguish between mental health and mental illness. Mental health is supported through the values, structures and activities of school life. However, as with physical health, pupils may experience anxiety or unhappiness in the course of their school life due to a variety of reasons such as exams or peer pressure. Whilst these feelings are quite normal we provide wide ranging pastoral support and pupils can talk to specific members of staff at any time throughout the school day. Several staff including some of the Boarding House Matrons, nurses and teachers have also received mental health first aid training too.

The Oratory Prep School has a qualified counsellor [Kerry Hulbert] who has extensive experience in supporting pupils of all ages with a range of mental health and anxiety issues. When parents or staff request counselling support for the children, an initial consultation takes place and parents are required to sign a permission form. For further information and advice please contact Mrs Hulbert directly at k.hulbert@oratoryprep.co.uk The first session is not charged, but thereafter sessions are charged at £40 each for 40 minutes or £50 for an hour session. These are arranged directly with Mrs Hulbert.

When a pupil is unsure whom they should speak to and their concern may be related to safeguarding issues, Miss Oakley and Mr Winterbottom, Deputy Head School Management, will always be available to support the pupils. We also have the school chaplain [Father Ken] who is happy to listen to and support the needs of the children, when he visits the school. Father Ken is also the parish priest of Goring and Woodcote.

Pupils in the boarding house have access to an Independent Listener who is a qualified counsellor. Mrs Angela Stanton can provide support on many levels which may include anxiety, friendship or family issues. She visits the boarders at least once a term to ensure the children are familiar with her and can build a rapport with them. She can also be contacted directly for private counselling on angelalstanton@aol.com

Enjoying and Achieving

Setting Arrangements (Years 3 – 8)

In the Junior Prep, Maths is taught in ability sets in Year 3 and Year 4, these sets are regularly assessed and there will be an element of fluidity within the groups around each concept. For example, if a child is in the lower set for number but has a greater understanding of time they would be moved into the higher set for this topic. All other subjects are taught in form classes in Year 1 to Year 4.

In the Senior Prep, Maths is taught in ability sets from Year 5 to Year 8, English from Year 6 to Year 8. French and Science are taught in ability sets in Year 7 and 8. All other lessons are taught to form classes.

Assessment in the Junior Prep

The progress of all children in the department is closely monitored. Teachers hold a Pupil Profile file for each child with examples of work collected at termly intervals throughout their time in the school up to Year 2.

The children are continually assessed in the core subjects to provide information which helps teachers plan effectively to meet individual learning needs and to help identify any early strengths or difficulties which may require extra support in or out of the classroom.

In Junior Prep, the school conducts the NGRT reading test in September. CAT tests are carried out for Years 2 - 4 in January. Years 1 to 4 sit Progress in Maths tests (PTM) and English (PTE) in late April. results are discussed with parents at Parent Evenings during the school year.

Some children show signs of unusual and very promising academic ability and are extended accordingly and some children exhibit difficulties in their social or physical development and occasionally there are behavioural difficulties. All children receive support according to their specific needs with an emphasis on encouragement for effort and praise for improvement.

Naturally, each child has individual strengths and weaknesses which we address in a range of ways, always working in close partnership with parents.

Assessment in the Senior Prep

The progress of all children in the department is closely monitored. The children are continually assessed in all subjects to provide information which helps teachers plan effectively to meet individual learning needs and to help identify any strengths and differentiated extension work or difficulties which may require extra support (in or out of the classroom). Every term, teachers meet to discuss pupils and assess the progress that they have made.

In the Senior Prep, the school conducts the NGRT reading test in January. CAT tests are carried out for Years 6 and 7 in September and in January for Year 5. Years 5 - 7 sit Progress in Maths tests (PTM) and Progress in English Tests (PTE) in the Summer term. Results are discussed with parents at Parent Evenings during the school year

Junior Prep (Homework: Years 1 - 2)

Year 1 – Reading, Spelling

Year 2 – Reading, Spelling, Times Tables

Junior Prep and Senior Prep (Homework: Years 3 - 8)

Prep sessions are built into the timetable. Pupils are expected to work in silence in the classroom, under the supervision of a teacher. While they are encouraged, as far as possible, to work independently, the teacher is there to give support and advice where needed.

In Year 3 and 4, there is a separate programme at this time which includes prep, reading, finishing off the day's work, work in numeracy or literacy using i-pads and also activities including swimming .

Most pupils in junior years will complete the day's work at school and bring no work home, other than reading, times tables, spelling and vocabulary learning. Mostly, prep set in Year 5 and Year 6. In Year 7 and 8, there is an increase in homework and it is not always possible to complete this in the allocated prep sessions at school so some work will be done at home.

Satis Cards and Conduct Cards (Years 3 - 8)

Occasionally, staff may feel it necessary to monitor pupils' academic performance more closely in which case a child may, for a short time, be issued with a Satis card. Satis cards are printed with a weekly timetable and are presented by pupils to their teacher at the beginning of each lesson. At the end of the lesson the teacher will assess the pupil's performance and record brief comments in the space provided.

Satis cards are issued by the Head of Junior Prep or the Head of Senior Prep, following discussion with the pupil's teachers and tutor. The department head ensures that pupils understand why they are on a Satis card and how it is hoped they will benefit from this procedure.

The tutor will ensure that a pupil's parents are made aware of the reasons for and the purpose of the Satis card. The tutor will also arrange for parents to see the card and monitor progress themselves.

There is space on the reverse of the card for comments from parents as well as the tutor. The Deputy Head reviews Satis cards each week. Normally pupils are only kept on Satis for a week unless it is agreed a longer term is required.

Please note that a Satis card is **not** a punishment. Rather, it is a way of monitoring a child's academic progress more closely and identifying more quickly ways in which individual children can be helped.

A Conduct Card is designed to monitor a child's behaviour if this is considered necessary. It is signed off each lesson by the teacher and monitored closely by the class teacher who is responsible for their progress.

It is intended that both Satis Cards (for academic concerns) and Conduct Cards (for behavioural concerns) are used sparingly and for short periods only in order to gather information and monitor academic matters and behavioural issues. Parents are kept fully informed. Should any further concerns arise from the information on the Conduct Card, the Head of the Junior or Senior Prep will liaise with relevant staff to create a pastoral care plan to support the needs of the pupil. This is shared with parents for approval and then shared with the teaching staff so that support is throughout the school and not placed with one or two teachers.

Pastoral Tracking (Years 1 – 8)

Each child's emotional wellbeing is of utmost importance to the school and PASS is used to help complete the pastoral jigsaw in our school. It is a cognitive screening tool which enables teachers to identify concerns that could otherwise go undetected. It supports early intervention and also the development of a pupil's positive sense of self and self-value, as well as supporting self-regulation as they mature and progress through the school. PASS findings also help inform a child's Pastoral Care Plan, where one is in place.

The Class Tutorial System (Years 3 - 8)

From September 2021, the child's form teacher is also their tutor. The role of the tutor is to oversee both the pastoral welfare and the academic progress of the children in his or her care. As such, they take a close interest in all aspects of a pupil's work and activity in the school. Class teachers in each year group work closely with one another and with subject teachers to build up a full picture of the overall progress of their pupils, in the broadest sense.

There is one Tutor period per week. During Tutor periods, children frequently use 'circle time' for voicing concerns or as a means of discussing personal issues such as relationships or difficulties they may be having.

It is central to the tutorial system that, by frequent daily contact, the class teacher can develop a relationship in which a pupil feels supported and fully secure. The class teacher in turn builds up a wealth of background knowledge which can be helpful in discussions on the pupil's current performance or future prospects and shaping the support we provide

Class teachers are the first point of contact and are always happy to meet parents. It is important that a very good line of communication between the class teacher and parents is established

from the outset. An appointment may be made either by sending a note via the child, by email to the teacher (initial.surname@oratoryprep.co.uk) or by telephoning the School Office.

Examinations

Pupils sit exams as follows:

Year 8

Year 8 pupils sitting Scholarship Examinations will have a mock examination at the end of the Michaelmas term in preparation for the real examinations which usually fall in the Lent term (at the end of February or the beginning of March, as determined either by the Independent Schools Examining Board or by the particular school for which a scholarship candidate is entered).

Year 8 girls may take entrance tests in November or January and will have a mock examination at an appropriate time.

All other Year 8 pupils have mock examinations in February and sit their external Common Entrance examinations (English, Maths and Science) for their chosen senior schools in early June.

Year 7

Pupils have internal examinations in all subjects in June.

Year 6

Pupils sit 11+ practice papers in English, Maths and Science in November. Those who sit the 11+ Common Entrance examinations will also have these entrance examinations in January. All pupils have internal examinations in all subjects in June.

Year 5

Pupils have internal examinations in all subjects in June.

Year 4

Pupils have internal examinations in Maths, English, Science, Geography and History in June.

Year 3

Pupils have internal examinations in English and Maths.

Year 2

Pupils have end of topic assessments in English and Maths

Year 1

Pupils have end of topic assessments in English and Maths.

Sitting and Preparing for Exams

Examinations are unaided and in Year 3 - 8 are invigilated by teaching staff under examination conditions. Pupils therefore gain experience of working under the pressure and formality of such conditions. They will also be supported in developing revision skills and all-round preparation.

During the lead-up to the examination period, children are helped as fully as possible by their various subject teachers within their lesson periods. Children in Year 3 and 4 will do all their exam revision and preparation at school. From Year 5 upwards, some revision will be done at school but

revision guides for all subjects and sample test papers are also available to children in Senior Prep via Google Classroom. Some guidance on home studying is also given.

Marking Procedure

Exam papers themselves and the marks awarded are standardised as far as possible across each year group in each subject, yet designed in such a way as to allow pupils of differing ability to show what they know.

Examination marks will contribute to an overall assessment of a pupil's progress. They will also be taken into consideration during discussion of a possible transfer between sets. However, such decisions are never taken on the basis of examination results alone.

We also monitor each child's progress throughout the year by a series of 'modular' assessments. These are structured tests which follow the study of particular topics in every subject. Revision and learning for these assessments are usually completed in a lesson or prep session.

Reporting Structure

From September 2021, reporting will be streamlined so key information about a child's potential as well as progress will be shared with parents. There will be formal parents evenings for children in each year group, which will be timetabled to align with standardised test data that can be reviewed alongside their class progress. Earlier in the year, pupils in most year groups take CAT tests which give an indication of the overall potential of each child. Later in the year, progress tests in Maths and English are taken, giving an indication of progress over the course of the year. Holding parents' evenings at these times will allow for the most informed conversations about where each child is in their learning.

At the end of the Michaelmas and Lent terms there will be tutor reports giving indications about the progress of each child in relation to three key areas of their development - their reasoning and academic skills; their personal development and participation in school life and; their moral development within the life of the school. In addition, individual targets for the following term will be identified. At the end of the Summer Term there will be a full school report which will include exam results and a set of subject reports for the year.

Learning Support (Year 1 and Year 2)

All children in Year 1 and Year 2 are taught basic core skills via a structured multi-sensory programme. This teaching forms the core of our curriculum and every opportunity is taken to help children to develop their oral skills as well as their reading and writing.

Small children have a different learning style from over-7s and, for a variety of reasons, do not always progress as expected or follow a smooth curve of development. In the Key Stage 1 phase children are closely monitored and regularly assessed by the class teachers with most reaching the high standards expected at each stage. Graduated Approach Plans (GAPs) are provided for those children with development and learning difficulties as necessary.

Children need time to assimilate and develop the skills they have been taught, and reinforcement and support is given in the classrooms, but if parents wish to support their children outside school with extra lessons, we are happy to cooperate with private tutors about our curriculum.

At Year 1 and Year 2 level, a member of staff qualified to teach children with specific learning difficulties provides support if required. Lessons are available for those children who will benefit from one-to-one or small group support in Numeracy and Literacy. Children who are recommended by class teachers for this specialised support are withdrawn from their classes when their peers are taking the same subject for example, Phonics, handwriting etc. Parents are advised and supported at all times, with lines of communication being kept open throughout the academic year or term, as applicable. For the majority of children, however, the most important work at home is regular daily reading with their parents, and very few require extra tutoring.

We regard self-esteem to be of paramount importance in the learning process and children are encouraged to feel positive about themselves and their abilities.

The Head of Juniors works closely with teaching staff when more specific pastoral issues arise.

Learning Support (Year 3 - Year 8)

The reasons for children requiring learning support for a brief or more extended period of time during their school life is wide-ranging and varied. The Learning Support Department aims to identify, support and monitor the individual learning needs and progress of pupils in order to enable them to achieve to their full potential. Nurturing self-confidence is also one of our key goals since it impacts upon and enhances long-term achievement and success.

To further assist pupils' learning needs the Learning Support Department has three members of staff qualified to teach children with specific learning difficulties. Pupils receive one-to-one lessons once or twice a week as appropriate. No core lessons are missed and to ensure minimum impact upon other mainstream lessons, consideration is applied when selecting the lessons from which a child will be withdrawn.

Teaching Assistants are deployed to lessons across all year groups up to Year 5 to assist small numbers of pupils requiring additional support. During lessons, teachers also accommodate and support the individual learning needs of pupils.

Extra English and extra Maths lessons are available to pupils in Years 6, 7 and 8 who will benefit from booster lessons in core skills.

When a pupil's attainment or level of understanding gives cause for concern a Record of Concern Form is completed by the referring member of staff detailing learning challenges or difficulties the pupil is experiencing. This is forwarded to the Head of Learning Support / SENCO. On the basis of a conversation with the referring teacher a decision will be made as to next steps. An observation and assessment may be carried out within the Learning Support Department. The results of any assessments administered will inform the decision on the level and type of learning support to be provided. This could take the form of in-class teacher/TA support, a recommendation for one-to-one lessons in school, or a recommendation for further investigation and assessment by an external professional. In some cases, it will be appropriate to recommend more than one source of support. The Head of Learning Support / SENCO will provide recommendations should a specialist assessment be considered appropriate.

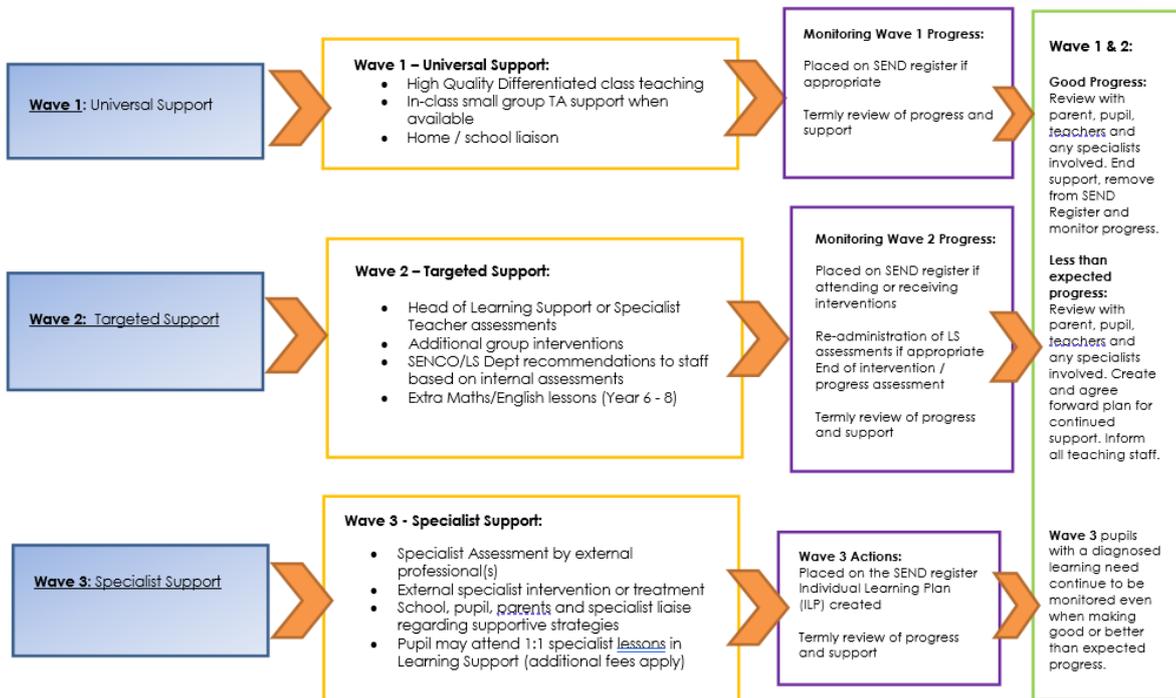
Following an external report (for example, from a Specialist Assessor, an Educational Psychologist, Occupational Therapist or Speech and Language Therapist), an Individual Learning Plan (ILP) will

be created and shared with staff. This document, which is agreed with parents, provides teaching staff with a summary of the external professional's conclusions and recommendations. In addition, a list of pupils who are receiving learning support or are accessing interventions is shared with staff on a termly basis. These documents highlight for teachers the individual learning needs of pupils who require additional support in order to ensure that differentiated teaching coupled with learning support interventions meets the needs of all pupils.

Via the School Office, parents can make appointments to meet with Learning Support staff. Regular meetings are arranged in order to share information on a child's progress and to help continue the momentum via any home support that has been recommended. Reports are provided twice a year. Discussions between Learning Support staff and teachers inform the transferral of skills taught in the Learning Support Department to whole-class lessons.

A meeting with the Head of Learning Support / SENCO can be made by appointment. Please contact the School Office for further information or to arrange an appointment.

2021-2022: The Oratory Preparatory School Local Offer Flow Chart – Wave 1, 2 and 3



Music at the OPS

Class music lessons from Years 1 to 8 ensure that all pupils are given a good grounding in practical music making, listening, and reading and writing techniques. They also learn about the place that music has in human culture, both here and all over the world, today and throughout history. In all of these areas, IT is used both as a research tool and in individualised theory programmes. Our music technology and composition suite, enables even more independent learning and creativity.

Year 3 children have class Ukulele lessons, followed by recorder in Year 4 and clarinet in Year 5. In their final two years the pupils develop compositional skills using Soundtrap.

In the OPS Music Department we value participation above all and there is a group for everyone to join in with.

All children in Year 3 and 4 sing in Junior Choir. All pupils proceed to Intermediate Choir in Year 5 and those pupils who love singing for pleasure can continue in Senior Choir where they may stay until Year 8. Those who are excellent singers and readers may audition for Choristers, a group which contributes to regular and special events in school life including, when possible, a Sung Mass each term, the Annual Requiem and other collaborations with our friends at The Oratory School.

Most children decide to learn an instrument in an individual lesson with one of our team of visiting music teachers, active performers on their own instruments, who bring their experience to widen that of the pupils and the greater school community in concerts, the House Music Competition and the Year 8 Musical, for example.

When pupils reach about Grade Two standard they join our Orchestra but they will already have experienced an ensemble for their instrumental family such as Clarinet Choir or Percussion Ensemble as part of the Activity Programme. Those who are keen may audition for our celebrated Jazz Band which performs at home and away and on special occasions such as Sports Day or the Christmas Fair. The department makes good use of technology to continue our provision of performance opportunity.

Children may be entered, as appropriate, for the examinations of The Associated Board of the Royal Schools of Music or Trinity/Guildhall. They are supported in applications for scholarships to their chosen secondary schools and we have an excellent record of attainment.

Staff and parents at the OPS are also involved in various ways in the Music Department. Some take individual instrumental lessons, even exams! Staff choir rehearses regularly and performs in concerts throughout the year. Parent choirs are formed on an ad hoc basis from time to time and have performed at such events as supper theatres and formal dinners.

Individual music lessons for pupils in the Junior Prep and Senior Prep are available upon request. Forms can be collected from the school office. Lessons are approximately 20 minutes and are taken during the school day. In Junior Prep, these lessons are scheduled on a fixed day and a fixed time, generally during break time.

In the Senior Prep, individual music lessons are scheduled on a fixed day but timings are rotated so that the same curriculum lesson isn't missed every week. A timetable is issued at the beginning

of the term and is displayed outside the Music Department so that children know in advance the time of their lesson for each week.

In Junior Prep, music teachers come to the classroom and take the children to their practice room. As they grow older and more independent, senior children go on their own to the Music Department for their lesson.

Everyone is welcome to contribute to music at the OPS just for fun or with more serious intent and at whatever level from the youngest (or oldest) beginner to those taking higher level Grade examinations. Music is part of life here and we are proud to be part of a community which values it so highly.

Keeping in Touch

The iSAMS Parent Portal and School Calendar

Parents should log on to iSAMS Parent Portal via <https://oratoryprep.parents.isams.cloud/> or through the iParent App where they can find their child's timetable, academic reports and a range of important information about the school.

At the beginning of each term, the School Calendar is published and updated online. This is available both on the School website and through the iSAMS Parent Portal. As it is such an important document it should be consulted regularly in order to keep abreast of school holiday dates, examination dates, special excursion, trip dates and Feast Days. Please consult the Calendar pages online regularly for any information regarding cancellations and alterations.

In addition to this, a half-termly Newsletter from the Junior Prep and Senior Prep is emailed to all parents and posted on the website. This provides additional information about forthcoming events, as well as special messages from the Headmaster and his staff.

Contact Details

It is a requirement of the school to hold the most up to date contact details for children and their parents, and emergency contacts, at all times.

The new iSAMS Parent Portal allows parents to update these details by following this simple guide:

Click on the 'Communication' tab at the top of the home page, then 'My Contact Information', edit and save the updates. An automated email will be sent to the School Office email address so that they also have a record, including the date of this change.

Messages

Urgent communications, for example cancellations to matches and school closures due to weather conditions, will be communicated to parents via email and the School's Twitter account.

TWITTER is also used to send photos and messages to parents when pupils are away for the day or for longer on a trip abroad.

Parents' Evenings

At all stages, meetings with tutors are actively encouraged in accordance with our belief that education is a three-way process in which the pupil, the school and the parents work fully together.

Reception, Year 1 and 2 Parents' Evenings are held in the Sports Hall using an appointment system, via SchoolCloud, our online booking system. These are held in October, March and May.

Year 3 and 4 Parents' meetings are held in the Sports Hall using an appointment system, via SchoolCloud, with the English and Mathematics teachers and the tutors who are the class teachers. Parents of children in Year 3 and 4 may also visit the classrooms on Tuesday mornings between 8.25am - 8.40am to look at their children's work. Year 3 and 4 Parents' Evenings are held in October, March and May.

Year 5, 6 and 7 Parents' Evenings are held in the Michaelmas and Lent terms. Parents are encouraged to consult their child's tutor to discuss progress, and also to talk to the subject teachers they would particularly like to meet.

Year 8 Parents' Evenings in the Michaelmas term (one for those children preparing for scholarships and one for those taking Common Entrance exams) and one meeting in the Lent term following the Common Entrance Mock exams, which the pupils are also invited to attend.

Other Parents' Meetings

Michaelmas Term

- Junior Prep Coffee Morning with the Headmaster
- Year 5 - 8 Parents and Tutors Evening
- New Parents' Meetings and Social Evening
- Headmaster's Open Forum
- Social Evening with the Headmaster

Lent Term

- Junior Prep Coffee Morning with the Headmaster
- Information Evening for Parents of Children in Year 2: the transition to Year 3
- Meeting for parents of children preparing for First Holy Communion
- Peripatetic Music Teachers Parents' Evening
- Reception to Year 2 Parents' Class Visits
- Year 7 Rome trip briefing
- Bushcraft Presentation for parents of children in Year 5
- Social Evening with the Headmaster

Summer Term

- Junior Prep Coffee Morning with the Headmaster
- Evening for Parents of children entering Year 3
- Evening for new parents of children entering Year 1 and Year 2
- Early Years Welcome Seminar for parents of Nursery, Kindergarten and Reception children
- Evening for Parents of Year 4 and 5 Pupils: Transfer to Senior Schools at 13+
- Headmaster's Drinks Party for Year 8 Parents
- Social Evening with the Headmaster

Parents' Appointments

Appointments with the Headmaster may be made by phoning or emailing the Headmaster's PA, Mrs Kate Saunders, on 01189 766 901 or by emailing k.saunders@oratoryprep.co.uk

Appointments to meet with the Head of Junior Prep may be made by phoning direct on 01189 766 919 or by emailing office@oratoryprep.co.uk

Appointments or contact with other members of staff can be made by emailing them at their email address which is formed as follows: initial.surname@oratoryprep.co.uk

Broader Horizons

Breakfast Club - Junior Prep [from Year 1 - 8]

The School operates a Breakfast Club from 7.30am - 8.15am each weekday morning. Breakfast Club is a helpful addition to the day for parents who need to leave their children earlier than the 8.15am arrival in school time allows for. Children in Reception who require Breakfast Club will join Little Oaks.

This facility includes a 'family breakfast', eaten in the school dining room and supervised care for the children from their drop off at Reception until they are escorted to either the Prep department or their Junior Prep classroom at 8.15am.

There is a daily charge for Breakfast Club and to ensure that the pupil/staff ratios are adhered to, we ask that bookings are made via Mr Thornett by emailing p.thornett@oratoryprep.co.uk on a first come first served basis and we recommend booking at least half a term in advance.

Breakfast Club runs Monday - Friday mornings only.

After School Club – Junior Prep up to Year 2

There is an AfterSchool Club which operates between 3.30pm and 5.00pm for those children who cannot be collected at 3.30pm. Should children need to be collected later, AfterSchool Supervision is available from 5.00pm to 6.00pm. Places may be booked in advance for the whole term or on an ad hoc basis by contacting the Head of Junior Prep. Numbers are limited to comply with specified adult/child ratios.

Children are escorted to the Barn at 3.30pm by their class teachers. They sit in their activity groups for registration and are then given Little Tea. A story is read until 4.00pm to ensure there is a calm atmosphere before activities or after school club begins. In the summer, they play outside for part of the time in the independent outdoor play area.

There is a daily charge for the AfterSchool Club. Parents are invoiced at the end of the term.

AfterSchool Club begins on the first day of the term and ends the penultimate day of term. There is no AfterSchool Club on the Friday of an Exeat weekend or on the day school breaks for a holiday.

After School Activities – Junior Prep to Year 2

The Junior Prep up to Year 2 offers a variety of after school activities including Rugby, Tennis, Science, Art and Craft, Dance, Fencing and Lego plus many others depending on the term.

The AfterSchool Activity Programme is shared with parents in advance of a new term via a school communication which contains a link to School Cloud, the school's online booking platform for activities. Charges are added to the end of term bills. There is a limited number of places available for each and these are allocated on a first come, first serve basis. A communication is sent out each term advising of the start and finish dates of the After School Clubs.

After School Activities - Year 3 - 8

The AfterSchool Activity programme for pupils in Years 3 - 8 is shared with parents in the same way as the programme for Reception - Year 2 as explained above. It runs every day (except Wednesday when the school closes at 5.00pm for all pupils), between 5.00pm and 5.50pm to allow time for locker checks and in readiness for a 6.00pm departure.

Activities range from bee keeping to science club, music clubs, debating, cookery and watercolor painting as well as an array of sports clubs on offer throughout the academic year.

The majority of children in Year 5 - 8 take part in the AfterSchool activity programme. However, parents who wish to collect their children at 5.00pm on a particular evening should indicate this when choosing activities at the beginning of each term. Parents must sign their children out at the School Office and let the relevant member of staff know if they are going to be missing an activity for any reason.

Year 5 - 8 Saturday Morning Enrichment Programme

Saturday morning school is optional for parents of pupils in Years 5, 6, 7 and 8. Pupils are strongly encouraged to attend the Enrichment programme.

The programme is designed to "enrich" each child. Modules change every half term and offer a wide variety to the children. The programme has included some of the topics listed below:

- An introduction to Philosophy
- An introduction to Ethics
- Local History and Politics
- Booster and Functional Maths
- Archaeology and Geology
- Interview Practice
- Public Speaking
- Science in real life
- French perspective on World War I
- Spanish
- Debating
- General Knowledge quiz club
- Classical Culture
- Lacrosse, mixed hockey, sprinting, cross country running
- Music
- Fashion Design
- History of Sport
- Cookery
- Life Skills
- Batik Textile Painting
- Greek philosophy
- The rise of the Athenian Empire

The morning is split into two half-termly programmes, each with two hour slots between **10.30am and 12.45pm**. Parents sign up to four-week modules. Pupils are then expected to attend those

sessions and permission must be sought from the Headmaster if children need to miss a session that a parent has signed up to.

In addition, there are talks before each morning session on a range of themes. These are split likewise into blocks that parents sign up to and start at **9.45am**. These will include topics such as: Study skills – growth mindset, grit, getting the most out of lessons and improving, revision and preparation for exams; Wellbeing – mindfulness, managing stress, improving mental health, nutrition and sleep; Leadership, captaincy, and assertiveness; What to expect in senior schools; Business and Entrepreneurial skills; Creativity, adaptability and the modern technological world.

There is also a 45 minute prep session at **9.00am** to catch up on lost prep time. This is done on a weekly basis with sign up on Thursday or by lunchtime on Friday].

The Games Programme

All children in school take part in the Games programme:

- **Year 1** have Games on Thursdays (variations may occur)
- **Year 2** have Games on Mondays (variations may occur)
- **Year 3** have Games on Tuesdays and Fridays
- **Year 4** have Games on Tuesdays and Fridays
- **Year 5** have Games on Tuesdays, Wednesdays and Fridays
- **Year 6, 7 and 8** have Games on Mondays, Wednesdays and Thursdays

In addition, pupils representing the school may have inter-school fixtures on Wednesday and/or Saturday afternoons; there are also occasional matches on Games days. Wherever possible, pupils return for Prep and activities and go home at the normal time.

The following team sports are played:

	Girls	Boys
Michaelmas term	Hockey	Rugby Year 1 and Year 2 Tag Rugby
Lent term	Netball, Football, and Cross-Country Year 1 and Year 2 Netball only	Football, Cross-Country and Rugby Sevens Year 1 and Year 2 Football only
Summer term	Cricket, Tennis and Athletics	Cricket, Tennis and Athletics

All children swim on a regular basis as part of the curriculum. Those in the swimming teams will also take part in inter-school swimming galas.

The opportunity to take part in other individual and team sports is provided within the activity programme.

School and House Matches

Children in Year 1 and Year 2 will be given the opportunity to play internal school matches and/or matches against other schools at least once a term.

For children in Year 3 - 8, it is our policy to provide, as far as we possibly can, sport for all, and so every effort is made to arrange fixtures, both internal and against other schools, for as many children as possible. The extensive range of fixtures on offer is published in the term Calendar and also on the website.

Matches against other schools, as well as inter-House and other fixtures, normally take place on Wednesdays and Saturday afternoons. Maps giving directions for away fixtures are available from the School Office. Postcodes for away matches can be found on the school website.

Children are expected to play if they are selected for either a School or a House team. Permission to miss a match will be given only for an important family occasion. Requests for such absences should be made to the Headmaster with at least a week's notice.

Children in **Year 3** upwards, with the support of their coach, are expected to read the notice boards to obtain relevant information concerning venues and timings. Details will also be posted on the SOCS, the school's sports website.

Lunch is provided on a Saturday for children in **Years 6 - 8** who are involved in afternoon matches.

Following home and away matches, tea is provided for both the teams and spectators. All children who participate in home matches are expected to go to tea and may not leave until the visitors have departed. Day children may then go home with their parents.

Day children may travel home with their parents from away fixtures, providing the team coach responsible for them is informed before they leave. Parents must not collect children other than their own unless prior arrangements have been made and team coaches have been notified in writing.

The school uses its own minibuses, as well as hired transport, to transport pupils to away fixtures. All are equipped with full seatbelts and accompanying staff ensure that they are securely fastened. Accompanying staff carry a mobile phone for emergency use or to inform the school if a team is not expected to return according to the published time.

Match Updates

Information regarding cancelled or postponed matches will be available as much as possible by 11.45am on the day of the fixture. The School sports website will be updated to show any postponements or cancellations. This is accessed via www.oratoryprep.co.uk and selecting Sports/School Sports. You can also link your child's fixture lists to your personal calendar (for example, Outlook). Any changes will also be updated on the school sport Twitter account (@OPS_Sports) The instructions are below:

Adding Fixtures Lists to your Calendar

Any team's fixture list can be downloaded to a personal calendar on a PC, laptop or mobile device such as an iPad or iPhone. Every time your device then connects to the internet it will check the SOCS content management system and synchronise any changes. As our school uses the Team Sheet Builder module, a link to the team sheet will also be included. This link appears automatically once the school has published the team sheet for the appropriate upcoming fixture.

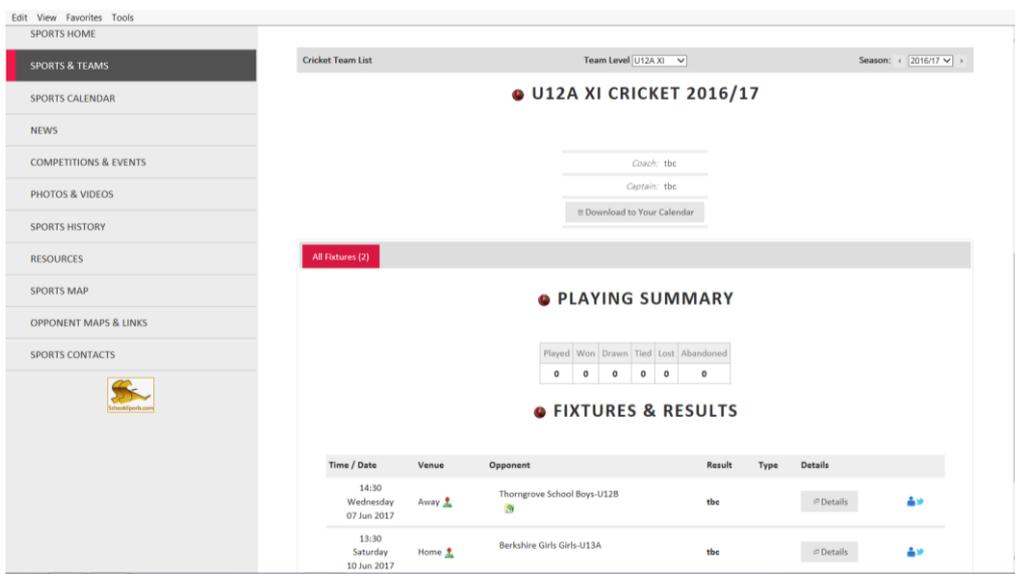
Instructions

To download and synchronize a team's fixture list with your personal calendar proceed as follows:

Step 1: Visit the dedicated SOCS sports website for the OPS via the OPS website and the sports tab. Click on 'School Sports'.

Step 2: From here, navigate to your chosen team via the Sports & Teams, Fixture & Results menu option.

Step 3: From your chosen team's fixtures and results listing click the Download to Your Calendar button (shown in the following screenshot). Then follow the instructions provided to subscribe to your team's fixture list.



The screenshot displays the SOCS sports website interface. On the left is a navigation menu with options like 'SPORTS HOME', 'SPORTS & TEAMS', 'SPORTS CALENDAR', 'NEWS', 'COMPETITIONS & EVENTS', 'PHOTOS & VIDEOS', 'SPORTS HISTORY', 'RESOURCES', 'SPORTS MAP', 'OPPONENT MAPS & LINKS', and 'SPORTS CONTACTS'. The main content area is titled 'Cricket Team List' and shows 'Team Level U12A XI' and 'Season: 2016/17'. Below this, it says 'U12A XI CRICKET 2016/17' and lists 'Coach: tbc' and 'Captain: tbc'. A button labeled 'Download to Your Calendar' is visible. A section titled 'All Fixtures (2)' is highlighted in red. Below that is a 'PLAYING SUMMARY' table with columns for Played, Won, Drawn, Tied, Lost, and Abandoned, all showing zero. The 'FIXTURES & RESULTS' section contains a table with the following data:

Time / Date	Venue	Opponent	Result	Type	Details
14:30 Wednesday 07 Jun 2017	Away	Thorngrove School Boys-U12B	tbc		# Details
13:30 Saturday 10 Jun 2017	Home	Berkshire Girls Girls-U13A	tbc		# Details

Removing Fixtures Lists from your Calendar

To remove previously synchronized fixture lists from your personal calendar, follow the instructions provided by the supplier of your device, calendar application and operating system version.

Making a Positive Contribution

The emphasis in the school is very much on reward and praise. Encouragement and expressions of approval are used whenever possible, and a positive attitude is adopted to behaviour and discipline. Children are invariably very keen to do well and have a natural and unbounded enthusiasm for all that we offer.

We aim to foster and encourage these qualities and believe very firmly that effective discipline comes from settled, happy and fulfilled children operating in an atmosphere in which the quality of personal relationships is very high.

The children realise, however, that although we praise, reward and focus on positive achievements whenever possible, if we use sanctions these will be fair, immediate and meaningful. Reward and positive reinforcement reduce the need for sanctions. If sanctions are to be imposed, the removal of privileges is the favoured option.

Junior and Senior Prep teachers are passionate about making a positive impact in classrooms and rewarding every child.

Rewards (Year 1 - 2)

Class Dojo System

The Junior Prep teachers use the ClassDojo communication app to share school values and instill a growth mindset. Teachers use regular, positive feedback to encourage the children and give them recognition for their efforts and progress in the form of Dojo points which are added to the children's digital portfolios and grow throughout the year.

Children are awarded points for:

- Helping others
- Participation
- Persistence
- Teamwork
- Creativity
- Staying on task

A Celebration Assembly is held every half term to celebrate effort, achievement, kindness and good manners.

Rewards (Year 3 - 8)

The Points System

The Points system allows pupils to be rewarded for their positive contributions to school life and helps create an environment in which all children are able to achieve their full potential. The system is designed for all areas of school life and points will be awarded for academic performance [including improvements and effort] and evidence of strong Catholic value-based behaviour such as kindness, courteousness and consideration for others.

Points are awarded for all activities in which the pupil has made a positive contribution and given their best. Effort and commitment are judged, not necessarily the standard achieved. Areas in which points may be awarded include contributions to monitor duties, Games, music, activities, drama, personal organisation such as class trays, games kit, day-to-day helpfulness and willingness to volunteer, as well as in academic work. The Points system is used enthusiastically to give as much positive feedback as possible to pupils in the many and varied areas of school life.

- A pupil is awarded a Bronze badge on achieving 50 points, a Silver badge for 75 points, and a Gold for 100 points. There is a platinum badge when pupils reach a total of 150 points. Certificates are also presented.
- The top point's winners in each class are rewarded by going on an outing at the end of the year, such as a visit to the cinema, ice rink or bowling rink. The school council determine the choice of outing.
- House Points Competition with a cup each for the House and the pupil with the most points.

Colours Awards

Please see the school's Policy on Sports Awards on our website.

Sanctions

Please see the Sanctions Procedure on the school website.

Expectations

There are two golden school rules:

- Always be kind, considerate and courteous to one another.
- Always try your best in everything you do.

Code of Conduct

In addition to these rules, all pupils should follow the school's Code of Conduct:

- I shall respect school property and other people's possessions
- I should be prepared and punctual for my lessons.
- I should listen attentively in class and not interrupt.
- I should always walk along corridors and around the school buildings.
- I should be aware of other people's needs, respect them, and help whenever I can.

Certain standards are expected from the children. The fundamental basis for school discipline is the belief that all people in the OPS community should respect one another and themselves, and should treat others as they would wish to be treated themselves. We believe in working together so that everyone can take full advantage of the many opportunities available to them at the school.

The Importance of Respect

- All pupils must show respect for themselves, all other people, and the environment at all times.
- Pupils must not hurt anyone or hurt other people's feelings.
- All forms of bullying, stealing and vandalism are extreme forms of a lack of respect to others and the environment in which we live, and they will be treated as serious breaches of the school rules.
- Giving a pupil's best in the classroom is a part of respect – pupils must not waste their time or talents, or the time and talents of others.

Good Manners

- Good manners are to be shown at all times to everyone who lives in, works at or visits the school.
- Stand when any adult enters the room.
- Hold doors open for adults.
- Greet adults as they pass by.
- Be punctual at all times, and make a proper apology if unavoidably detained.
- Seek permission from a member of staff before missing any lesson or activity for which that person is responsible.
- Keep hands out of pockets.
- Always display good table manners at meal times.

Dress Code

- Full school uniform is to be worn at all times unless specifically told otherwise.
- Appropriate kit must be worn for PE and Games.
- Shirts must be tucked in, socks pulled up, and shoe laces tied at all times.
- Jumpers must not be worn around the waist.
- Girls' hair should be neat, off the face and, if long, tied back using school colour bands or scrunchies. Boys' hair must be neat and not too long; it should not fall over their collars or ears.
- Girls are not permitted to wear jewellery, with the exception of those in Year 6, 7 and 8 who may wear a small stud earring.

Out of Bounds

The following areas are out of bounds:

- The changing rooms, unless changing for Games, PE or activities or to make use of the toilets at break times.
- The quad in front of the Old House and driveway.
- The classroom complex and music wing outside lesson times, except with the specific permission of a member of staff or when using the library.
- The swimming pool (unless accompanied by a member of staff).
- Pre-Prep children must remain within the playground boundary fence when outdoors and within the classroom area and courtyard during lesson times.
- Any area outside the designated play and teaching areas unless accompanied by an adult.
- No pupil may leave the school grounds unless accompanied by an adult.

Common Sense

At all times the rule of common sense will apply. Pupils must always act in a way that does not place themselves or other people in any danger. For this reason, the following activities are forbidden:

- Running in the corridors.
- Climbing through windows.
- Climbing trees [except those marked in the Year 1 and Year 2 playground].
- Climbing on any roof.

Policy on Bullying

A full copy of our policy is to be found on the school website. Please see the shortened version below:

At the OPS we do not accept bullying. Bullying is any behaviour that hurts, threatens, humiliates, isolates or frightens another person. All members of our community deserve to be safe and must be protected and supported, especially when feeling vulnerable.

If bullying does occur, seek help. If you are bullied it is important that you tell someone. Bullying does not go away if you do nothing about it. There are many people who can help: for example your class teacher, your tutor, the Chaplain, or any member of staff to whom you feel you can talk.

If you know someone who is being bullied, tell someone. Your action may save others from becoming victims of the bully. It is the duty of all members of our community to take action if bullying occurs.

What to do:

- Always ask for help.
- Talk to an adult.
- Ask your friends for advice: they can make sure you get help.
- Be confident that action will be taken to stop the bullying.

Money

Day pupils should not bring money to school unless requested to do so by the school, when it should be handed in immediately to a teacher or the School Office. All money brought to school by boarders (or sent to them in the post) must be handed in immediately to boarding house staff for safe keeping. This includes money needed for travel, Exeats and half-term.

Food and Sweets

No pupils should bring food or sweets to school. Tuck is issued to boarders three times a week.

Dormitories

These are out of bounds during the day without the permission of the boarding houseparent or the matron on duty. Permission to use the dormitories during the day, especially at weekends, will normally be given for quiet activities.

Summary

The OPS believes very strongly in maintaining the highest standards in every aspect of school life, and a great store is placed in the traditional values of discipline and good manners. The children are given clear instructions in these matters, they know where they stand, and we do not compromise our demands in this area. Having said this, however, we are also very conscious that we are dealing with young children who need sympathetic handling in disciplinary matters and who will occasionally break the rules despite themselves. Moreover, we also recognise the need to be flexible in our disciplinary procedure and that an approach that works for one child may well not work for another.

Internet Use and Email Access

The internet has become an essential element of so many areas of twenty-first century life, whether it be in business, leisure or education. Messages may be sent, ideas discussed and material published in a way which was unthinkable even a few years ago.

The internet plays an important part in many areas of school life, but particularly as a teaching and learning resource. Safe and effective internet use is an essential life-skill which all pupils need to master.

In common with other media, such as magazines, books and videos, some material available via the internet is unsuitable for pupils. The school takes all possible precautions to ensure that pupils access only appropriate material. Pupils are always supervised in the ICT rooms and the school makes full use of firewalls and other filters to censor inappropriate sites. In addition the ICT Support Department has the ability to monitor and record the internet sites visited by pupils.

The OPS Wireless network has two networks available, which are:-

OPS-Wireless – intended for school-owned devices which are used by pupils.

OSA-Guest – intended for short-term guest use.

The wireless network is available throughout most of the classroom areas, including Junior Prep, and also around the School Reception area.

Despite supervision, filters and our monitoring system, it is impossible to guarantee that unsuitable material will never be accessed on a school computer and the school cannot therefore accept liability for material accessed or any consequences of internet access. If pupils accidentally encounter unsuitable sites, the URL (address) and content should be reported immediately to the Head of ICT or another member of staff.

Each pupil has his or her own email address on the school's networked system. Pupils must not reveal details, such as their address or telephone number (whether their own or someone else's), or arrange to meet anyone in email communication. Pupils must immediately tell a member of staff if they receive any offensive messages.

Pupils will be made aware that the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

Pupils are required to sign a form acknowledging their understanding of the school's policy on internet use, except in Early Years where the form is signed on behalf of the child.

Mobile Phones and Wifi Devices

Pupils (with the exception of boarders), do not bring mobile phones into school at any time. They are not permitted on school trips or matches.

The boarders are allowed mobile phones for set social times in the evening. This allocated time is supervised by the boarding staff.

School Uniform

School Uniform can be purchased from School Blazer at www.schoolblazer.com

Please note:

- All items of clothing, shoes and bags should be clearly labelled on the inside.
- Watches should have the child's name engraved on the back.
- A locker padlock is not essential but if purchased, more easily identified if it has been engraved with your child's name.
- The school can take no responsibility for the loss of articles, but every attempt will be made to return items that have been clearly marked.
- Collar/shoulder length hair must be clipped back from the face or a hairband worn. Longer hair must be tied back in a ponytail.

Girls' Uniform

Years 1 - 2

- **Lent and Michaelmas term** – red tartan pinafore with a blue polo shirt and navy cardigan worn with either navy knee high socks or tights.
- **Summer Term** – blue tartan summer dress and navy cardigan worn with white ankle socks.

Uniform List

This list is all regulation clothes and sundries. All items are to be obtained from the Schoolblazer website except those marked *. These items may be purchased from Schoolblazer or elsewhere.

- Tartan pinafore
- Blue polo shirt
- Navy cardigan with red and blue trim
- Navy school coat
- * Navy blue tights or knee high socks
- School book bag
- * Plain black or navy blue outdoor shoes (no patent leather, heels no higher than 2cm)
- * Wellington boots
- * School waterproof trousers or splash suit
- * Hair band, scrunchie and clip in school colours (hair is to be tied back with bands or scrunchies that are navy or red)
- Navy beanie hat with school logo – optional
- Scarf – optional

Sportswear

All items should be clearly labelled with name tapes on the inside of every garment.

- Swimming costume
- Swimming hat
- School swimming towel
- School swim bag
- PE polo shirt with school logo

- Navy PE shorts
- White PE socks
- Games socks
- Skort
- Hockey shirt
- Red crested midlayer
- Tracksuit top - year 2 upwards
- Tracksuit bottoms - year 2 upwards
- Games Holdall - year 2 upwards
- Boot bag - year 2 upwards optional
- Baselayer top and leggings - optional
- * Gum shield (Michaelmas term)
- * Shin pads (Michaelmas term)
- * Trainers suitable for Astroturf
- * Trainers - predominantly white
- Cricket shirt and slipover (summer term)

Boys' Uniform

Years 1 - 2

- **Lent and Michaelmas Term** – blue polo shirt, navy jumper and grey shorts worn with knee high navy socks.
- **Summer Term**– blue polo shirt, navy jumper and grey shorts worn with navy ankle socks.

Uniform List

This list is all regulation clothes and sundries. All items are to be obtained from the Schoolblazer website except those marked *. These items may be purchased from Schoolblazer or elsewhere.

- Grey shorts
- Blue polo shirt
- Navy jumper with red and blue trim
- Navy school coat
- Navy knee high socks or ankle socks in summer
- School book bag
- * Plain black outdoor shoes
- * Wellington boots
- * School waterproof trousers or splash suit
- Navy beanie hat with school logo – optional
- Scarf – optional
- Navy baseball cap - summer only

Sportswear

All items should be clearly labelled with name tapes on the inside of every garment.

- Swimming jammers
- Swimming hat
- School swimming towel
- School swim bag
- PE polo shirt with school logo
- Navy PE shorts
- White PE socks
- Games socks

- Rugby shorts
- Rugby shirt
- Red crested midlayer
- Tracksuit top - Year 2 upwards
- Tracksuit bottoms - Year 2 upwards
- Games Holdall - Year 2 upwards
- Boot bag - Year 2 upwards optional
- Baselayer top and leggings - optional
- * Gum shield (Michaelmas term)
- * Shin pads (Michaelmas term)
- * Football boots - Year 2 upwards
- * Trainers - predominantly white
- Cricket shirt and slipover (summer term)

Girls' Uniform

Years 3 - 8

- **Lent and Michaelmas Term** – red tartan kilt, blue shirt, navy cardigan and blazer worn with navy tights or long socks.
- **Summer Term** – blue tartan summer dress and navy cardigan worn with white ankle socks and blazer.

Uniform List

This list is all regulation clothes and sundries. All items are to be obtained from the Schoolblazer website except those marked *. These items may be purchased from Schoolblazer or elsewhere.

Skirts and dresses must be knee length.

- Tartan kilt
- Blue shirt
- Navy cardigan with red and blue trim
- Blazer
- * Navy blue tights or knee high socks
- School rucksack
- * Plain black or navy blue outdoor shoes (no patent leather, heels no higher than 2cm)
- * Wellington boots
- * School waterproof trousers
- * Hair band, scrunchie and clip in school colours (hair is to be tied back with bands or scrunchies that are navy or red)
- Navy baseball cap – summer only
- Navy beanie hat with school logo – optional
- Scarf – optional

Sportswear

All items should be clearly labelled with name tapes on the inside of every garment.

- Swimming costume
- Swimming hat
- School swimming towel
- School swim bag

- House shirt
- Navy PE shorts
- White PE socks
- Games socks
- Skort
- Hockey shirt
- Red crested midlayer
- Tracksuit top
- Tracksuit bottoms
- Games Holdall
- Boot bag - optional
- Baselayer top and leggings - optional
- * Gum shield (Michaelmas term)
- * Shin pads (Michaelmas term)
- * Trainers suitable for Astroturf
- * Trainers - predominantly white
- Cricket shirt and slipover (summer term)
- Cricket trousers (summer term Year 5 upwards)
- Padlock for use in the changing room

Boys' Uniform

Years 3 - 4

- **Year round** – blue shirt, navy jumper and grey shorts worn with knee high navy socks and blazer.

Year 5 - 8

- **Year round** – blue shirt, navy jumper and grey trousers with grey ankle socks and blazer. Year 7 and 8 also wear a tie.

Uniform List

This list is all regulation clothes and sundries. All items are to be obtained from the Schoolblazer website except those marked *. These items may be purchased from Schoolblazer or elsewhere.

- Grey shorts -Years 3 and 4
- Grey trousers - Years 5 to 8
- Blue shirt
- Navy jumper with red and blue trim
- Blazer
- Navy school coat
- Navy knee high socks - Years 3 and 4
- Grey ankle socks - Years 5 to 8
- School rucksack
- * Plain black outdoor shoes
- * Wellington boots
- * School waterproof trousers
- Navy beanie hat with school logo – optional
- Scarf – optional
- School tie - Years 7 and 8
- Navy baseball cap - summer only

Sportswear

All items should be clearly labelled with name tapes on the inside of every garment.

- Swimming jammers
- Swimming hat
- School swimming towel
- School swim bag
- House shirt
- Navy PE shorts
- White PE socks
- Games socks
- Rugby shorts
- Rugby shirt
- Red crested midlayer
- Tracksuit top
- Tracksuit bottoms
- Games Holdall
- Boot bag - optional
- Baselayer top and leggings - optional
- * Gum shield (Michaelmas term)
- * Shin pads (Lent term)
- * Football boots
- * Trainers - predominantly white
- * Cross country spikes (team members only)
- Cricket shirt and slipover (summer term)
- Cricket trouser (summer term Year 5 upwards)
- Padlock for use in the changing room

Summer Term Only

- Cricket shirt and slipover
- Cricket trousers - Year 5 upwards
- * Cricket boots (essential for all senior teams; optional for all other teams)
- * Predominately white trainers (if cricket boots are not worn)
- Cricket abdo guard - Years 4 to 8