



Information for pupils and their parents

From the Headmaster

Dear Parents

It gives me great pleasure to send you this information booklet about Barnardiston Hall Preparatory School and I hope that this marks the start of a happy and successful partnership between your family and the School.

The education of their children is a joint responsibility between the School and our parents. We aim to work together to bring out the potential in your child and provide a happy environment in which progress and a wide range of experiences can be enjoyed. Please support the various events, be they sporting or cultural; you will receive the warmest of welcomes.

We have collated the majority of information sent to the parents of new pupils into one booklet, and this should be kept for reference. However, it is possible that the information you require is not here, so please also feel free to contact your child's Form Teacher, or me, with any questions which are not answered here. A copy of the previous year's academic results are also available in the School Office should you wish to see this.

I look forward to seeing you at Barnardiston Hall on a regular basis.

Yours sincerely,

Keith Boulter

Colonel KA Boulter MA (Cantab)

From the Registrar

Dear Parents,

In the case of an emergency, it is vital that we are able to contact you immediately. I would, therefore, be most grateful if you could ensure that the School Office is informed promptly if any of your contact details are changed, including email addresses and mobile telephone numbers.

On joining the School, you will be registered for Parentmail and many pieces of information will be sent to you using this method of contact. Please ensure that you respond to the initial email requesting you to confirm that you agree to receive information in this way.

Yours sincerely,

Lesley Gundersen

Mrs Lesley Gundersen

**BARNARDISTON HALL PREPARATORY SCHOOL
BARNARDISTON
NR HAVERHILL
SUFFOLK
CB9 7TG**

Telephone: 01440 786316

Fax: 01440 786355

Email: info@barnardiston-hall.co.uk

**Headmaster: Colonel KA Boulter MA (Cantab)
Barnardiston Hall Preparatory School
Barnardiston
Nr Haverhill
Suffolk
CB9 7TG
Tel: 01440 787788
Mobile: 07795 962690**

**Registered Office: Greenwood House, Greenwood Court, Skyline Way, Bury St Edmunds
Suffolk IP32 7GY
Telephone Number: 01284 752313**

Please note that several of our policies and procedures are available on our Website www.barnardiston-hall.co.uk. Alternatively, you may call into the Office during normal School hours and we will be happy to supply you with a hard copy.

From the Bursar

Dear Parents,

On entry of your son or daughter to Barnardiston Hall, there are various administrative matters to which I need to bring your attention.

There is an insurance scheme to cover certain personal accidents. Please see the section entitled Insurance later in this booklet for further details.

Fees are payable by the first day of term. A clause of our contract allows interest to be charged in cases of late payment. There are schemes for fee payment by lump sum in advance or by monthly instalments; please let me know if you would like to be sent details.

Should you at any time find difficulty in arranging payment of fees in full before the first day of term, please let me know in advance. Also, please inform me as soon as possible either if you wish the account to be sent to an address other than to your home address or by special arrangement.

I look forward to meeting you and hope that you will have a long and happy connection with Barnardiston Hall.

Yours sincerely,

Angela Gregory

Mrs Angela Gregory

CONTENTS

Subject	Page
Admissions	5 - 6
Bicycles	7
Boarding	7
Bullying	7-13
Clothing Regulations	13
Clubs and Societies	13
Complaints Procedure for parents and boarders	14-16
Curriculum Policy	16-18
Day Pupils	18
EFL	19
Equal Opportunities Statement	19
Exeats	19-20
Extra Curricular Activities	20
Fees	20-21
Guardians	21
House Points	21
Insurance	21-22
Medical Arrangements	22-24
Mobile Telephones	24
Music	24-25
Parents' Meetings	25-26
Parking / Drop Off / Pick Up	26-27
Pastoral Care	27
Personal, Social and Health Education	27-28
Pocket Money	28
Policies	28
Reports	28
Rules	29-30
Sanctions	30-38
School Visits and Outings	38-40
Special Needs	40
Speech & Drama Lessons	41
Statements / EHC Plans	41
Tennis Lessons	41
Travel Arrangements	41
Visa Requirements	41
Missing Child Policy	42-43
Staff List	44-45
Term Dates	46
Telephone Numbers	47

ADMISSIONS

Barnardiston Hall accepts girls and boys aged 6 months-13 years and offers day, weekly and full boarding. Substantial discounts are offered to Service personnel. All parents may apply for Bursaries or Scholarships as are detailed later.

Whilst broadly offering a Christian ethos, the School has no discrimination in regard of gender, disability, race, religion, cultural background, linguistic background, sexual orientation or academic or sporting ability.

The School operates two classes for each age-group with a maximum of 20 children in each. We have a Nursery for children aged 6 months to 3 years and a Pre-Prep Department for children aged 3-7 years. Children from aged 7-13 years attend the Prep School. Children in the Pre-Prep Department are divided into Classes 1-4 and children in the Prep School are divided into Form Groups I-VI. Children are prepared for entry into their senior schools at either 11+ or 13+ and most children sit Common Entrance examinations at these times. Children also leave Barnardiston Hall to attend local state secondary schools.

The School is registered by the Government to accept the Early Years' Grant and this is offered to the parents of all children for the five terms following their third birthday.

The School has a specialist learning support unit called 'The Bridge' which is CReSTeD registered and staffed by well-qualified professionals and experienced Learning Support Assistants.

All children in the Pre-Prep Department and the Prep School wear School uniform for both academic and sporting activities. Parents are able to purchase the uniform through either the second-hand uniform shop (on site) or from the School outfitters, Aubyn Davies in Bury St Edmunds.

Whilst most children start at the School at the beginning of the academic year, the School recognises that many parents move into the area at other times and, therefore, offer year-round entry.

Barnardiston Hall is non-selective and welcomes children of all abilities provided we believe that they will benefit from what we offer. The Bridge offers specialist educational support to children who require additional help and we are, therefore, able to welcome children with specific educational needs. The School also accepts Statemented children. We have a small number of children with autism and Asperger's Syndrome, all of whom are able to access the full curriculum with the necessary support.

The criteria for admission is as follows:

- 1) New parents frequently hear about the School through 'word of mouth' but there is also limited advertising in local newspapers and in Service publications.

- 2) Parents contact the School to request a prospectus. This includes information about the School, its Aims and Ethos, a copy of the Admissions Policy, a recent Newsletter, current School Calendar and recent Inspection reports.
- 3) Parents contact the School to arrange an informal visit. The School does not hold 'open days' but offers individual visits to any interested parents. Children of Nursery age are not required to attend at this time. However, parents are welcome to bring older children with them to meet the Headmaster. Parents do not need to prepare their child in any way for this but may wish to bring previous school reports if they feel that this might be beneficial. During the visit, parents and children will have the opportunity to spend time alone with a representative group of children to enable them to ask any questions they might have. This is followed by a tour of the School either with the Headmaster, Colonel Keith Boulter, Mr Tom Cooper (Deputy Headmaster), Mrs Rebecca Richardson, (Head of Pre-Prep and parent of two current pupils and one ex-pupil), Mrs Alison Tuer (Head of Early Years) or Mrs Lesley Gundersen (Registrar, who has had three children at the School).
- 4) If the Headmaster (and any other staff involved) believe that the child will benefit from an education at Barnardiston Hall, the parents will be given registration documentation to take away with them. If they do decide that they would like to accept the place, the form is completed and returned to the School Office which will prompt the start of the registration process. If there is any question as to the child's ability to access the curriculum at the School, specialist reports will be requested together with a copy of the latest current school report and an Assessment Day will be arranged. During this day, Mrs Lara Stark (Head of The Bridge) will spend some time with the child and may run some diagnostic tests. If appropriate, the child will be supported in class by an LSA during the day. The School aims to meet parents at the end of the Assessment Day and will endeavour to either formally offer a place or, in rare cases, outline to parents fully as to why a place cannot be offered and offer some practical alternatives. Places at the School are not offered when both the Headmaster and Head of The Bridge believe that an education at Barnardiston Hall would not be in the best interests of the child.
- 5) Upon offer of a place and receipt of the registration documentation, the School will contact the parents to arrange a suitable entry date. Prior to entry, the School will keep in contact with parents and, in the case of children aged 6 and above, will arrange a Familiarisation Day (and night for boarders). Where children have attended school previously, that school will be contacted by the DSL.
- 6) On the first day at School, children are taken to the School Office where they will be met by a 'buddy' who will be in the same Class/Form/Set. The buddy will stay with the new child until they have settled in and will ensure that they are integrated into their peer group. During this time, staff will be extra vigilant at break-times and will ensure that the new child is not left alone at any time.

BICYCLES

Boarders may bring bicycles to School but, if they do so, they must bring a padlock and chain. The bicycle must be in good repair and have the owner's name securely fixed to it, or have the name painted on the frame. Cycling helmets should be worn at all times. The School cannot accept any responsibility for the safe custody of bicycles and you should ensure that your own insurance covers loss or damage.

BOARDING

Barnardiston Hall, in close conjunction and co-operation with the parents, aims to provide an environment which will safeguard and promote the health, happiness and proper physical, intellectual, emotional, social and behavioural development of every pupil, as well as protecting the child from the risk of suffering significant harm or neglect. In particular, boarding focuses on developing the skills of children to live harmoniously within a community, whatever their individual strengths and weaknesses.

Good health will be promoted in partnership with the Headmaster, the medical staff, the residential staff and the PSHEE programme. This will include education on healthy eating, smoking, alcohol abuse, drug abuse and physical and emotional development.

Entertaining boarders

Boarders may only be invited to the homes of day pupils after 4.30pm on weekdays and from 9am on Saturdays and on Sundays, School commitments permitting. Parents are asked to inform the School Office by no later than the **PREVIOUS WEDNESDAY** if they wish to invite a boarder home at the weekend to enable the necessary contact to be made with the parents of the child being invited out.

ANTI-BULLYING POLICY

Introduction

The School takes the issue of bullying very seriously and has, in effect, a zero tolerance of it in all its aspects, whether physical or mental.

Children and parents are well aware of the School's attitude when the subject is discussed at the initial visit, Parents' Evenings or at Assemblies.

Although we have had little incidence of bullying at the School, we cannot afford to be complacent. Once it is known that the School has an anti-bullying stance, parents, pupils and staff feel more reassured.

The School is mindful of the document "Preventing and Tackling Bullying" (July 2017) which all staff are encouraged to read. A copy of this document is available in the School Office.

This policy states how we, as a school, take measures to counter bullying.

The Problem

Bullying by its very nature is insidious because children are likely to feel that "telling" will only make matters worse for themselves and leave them even more at the mercy of the bully/bullies.

Any strategy for dealing with bullying must ensure that it protects the child being bullied. For example, it is more appropriate for a member of staff to approach the bully on the basis of "We know what is going on" rather than to say that it was the victim who brought the matter to their notice.

Definition

At Barnardiston Hall, we believe that bullying can be defined as an action that is repeated over time and intentionally hurts another pupil or group physically or emotionally and is often motivated by prejudice against particular groups, for example, on grounds of race, religion, culture, sex, gender, homophobia, special educational needs and disability, or because a child is adopted or is a carer. It may occur directly or through cyber-technology (social websites, mobile 'phones, text messages, photographs and email). Examples of inappropriate bullying behaviour which pupils have identified include:

- Hitting, kicking or punching another child.
- Spoiling someone else's belongings.
- Making sexist remarks.
- Calling names.
- Teasing.
- Giving nasty looks.
- Making racist remarks.
- Spreading rumours.
- Not letting someone join in a game.
- Making homophobic remarks.
- Not talking to someone or getting other people not to talk to an individual.

Cyberbullying

The School is also aware of the problem of "cyberbullying", either via the internet or mobile telephone. Mr Bill Belsey, the creator of the website <http://www.cyberbullying.org> defined this unpleasant behaviour in the following terms: **"Cyberbullying involves the use of information and communication technologies to**

support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm others." Cyberbullying can involve Social Networking Sites like Whatsapp, Instagram, Snapchat, Bebo, Facebook, email or SMS messages / photographs via mobile telephones.

Pupils have monitored access to the internet and the use of mobile telephones is restricted to boarding children who have access to their telephones after supper each night and until they go upstairs when they are returned to a locked cabinet. Mobile phones are not allowed in the bedrooms and children sign a contract to agree to their use and access. Barnardiston Hall promotes safe use of the internet and this is reinforced in IT and PSHE lessons. Certain sites are blocked by our filtering system and our IT Department monitors pupils' use.

There are a number of websites which produce advice for parents, teachers and children and these include:

www.childnet.com

<http://www.anti-bullyingalliance.org.uk/>

<http://www.kidscape.org.uk/>

<http://diana-award.org.uk/>

<https://www.bullyinginterventiongroup.co.uk/index.php>

Bullying Outside School Premises

Teachers have the power to discipline pupils for misbehaving outside the School premises "to such an extent as is reasonable". This can relate to any bullying incidents occurring anywhere off the School premises, such as on School or public transport, outside the local shops or in a nearby town or village.

Where bullying outside School is reported to School staff, it should be investigated and acted on. The Headmaster will also consider whether it is appropriate to notify the police or anti-social behaviour coordinator in the Local Authority of the action taken against a pupil. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police will always be informed.

In all cases of misbehaviour or bullying, the teacher can only discipline the pupil on School premises or elsewhere when the pupil is under the lawful control of the staff member. More detailed advice on teachers' powers to discipline, including their power to punish pupils for misbehaviour that occurs outside School, is included in 'DFE Behaviour and Discipline in Schools – advice for Head Teachers and School Staff'

Possible Signs and Symptoms of Bullying

We are aware of the emotional and physical symptoms linked to bullying. Emotional symptoms can include:

- Loss of confidence, loss of self-esteem, irritability, aggression, anxiety, panic attacks, depression, suicidal thoughts and unwillingness to return to School.
- Generally symptoms can include
 - Failure to produce work, or producing unusually bad work, or work that appears to have been copied, interfered with or spoilt by others.
 - Books, bags and other belongings suddenly going missing or are damaged.
 - Change to established habits (e.g. giving up music lessons, change to accent or vocabulary).
 - Frequent absence, erratic attendance, late arrival to class.
 - Choosing the company of adults.
 - Talk of suicide or running away.

Physical symptoms can include:

- Sleeplessness, nausea, shaking, heart-racing, laziness, skin complaints, displays of excessive anxiety, becoming withdrawn or unusually quiet.
- Frequent visits to the Surgery with symptoms such as stomach pains, headaches, unexplained cuts and bruises.
- Displaying repressed body language and poor eye contact.
- Bed-wetting.

Although there may be other causes for some of the above symptoms, a repetition, or a combination, of these possible signs of bullying should be investigated by parents and teachers.

Factors

Whilst any child can be bullied, and none of these characteristics can excuse it, the following factors may make bullying more likely:

- Lacking close friends at School.
- Being shy.
- An over-protective family environment.
- Being from a different racial or ethnic group to the majority.
- Being different in some obvious way such as stammering.
- Behaving inappropriately, intruding or being a “nuisance”.
- Expensive accessories such as mobile phones or computer games.

Bullying and Disability

Pupils with disabilities are at risk of having their body language and behaviour misinterpreted by other children. This can lead them into difficulties as others may focus on their differences, or react to the individual's ‘odd’ behaviour.

The School's Response to Bullying

Staff vigilance is the most potent deterrent against bullying. Children who bully will then know that it will not be tolerated and the victims of bullying will have confidence for the same reason. Vigilance is required in both the School and during activities which take place within the local community and staff should report any incidents of bullying or harassment.

Within the School, we believe that we have created a culture and communication network where children are easily able to confide in staff if they are being bullied. In addition, for any children who feel unable to speak out, a post-box entitled "I Just Wanted to Tell You" is available for children to use to post a note giving details of their problem. This box is checked frequently and any problems are dealt with immediately, sensitively and as discreetly as possible.

Staff at Barnardiston Hall have access to the Anti-Bullying Policy and awareness of the issue is given priority. Within the classroom setting, anti-bullying work is addressed via the curriculum and, in particular, in PSHEE lessons.

The School takes very seriously the need to adopt anti-bullying strategies and to acknowledge the important role that prefects play in this work. Prefects will be given an induction into their prefect role. **See Prefect Duties, Powers and Responsibilities Policy** available in the School Office.

Assemblies are held on the subject during the year.

The School believes that both the bullied and the bully are in need of support.

Dealing with Bullying

Our guidelines are:

- The School will not allow initiation ceremonies of any kind.
- The School will actively encourage an environment in which bullying is seen to be totally unacceptable.
- The School will encourage children to report any incident of bullying or unkindness to a member of staff and will make children aware that quick and appropriate action will be taken where appropriate.
- Staff supervision will always be at a level where any instances of bullying will be quickly detected. All areas will be properly monitored by either staff or senior pupils.
- It is the policy of Barnardiston Hall to ensure that there is a balance between male and female staff. However, this may not be equal in individual areas (i.e. academic areas in the Pre-Prep may have more female staff whilst the Prep School staff may have a larger percentage of male staff).

The procedure for the detection of bullying is:

The incident is reported to a member of staff who will take full details.

Individual children will be questioned regarding the incident and a full picture of the situation will be gathered. Staff should:

- Be absolutely certain about the known facts.
- Confront the bully with the allegations.
- Make it clear that the behaviour is unacceptable.
- See each bully separately if appropriate.
- Be specific about sanctions if bullying does not stop.

Follow-up to check that behaviour has ceased.

1. Depending on the seriousness of the incident, children will be punished either internally or, in a more serious case, will be suspended. Any incident of a serious nature will be reported to the parent(s) or guardian of both the child who is bullying and the child who has been bullied.
2. The child who is bullying will be encouraged to understand why their actions are unacceptable to both Barnardiston and to other children.
3. Staff members who suspect another staff member of bullying must speak to the Headmaster. In the case of the Headmaster being involved, staff should speak to a member of the Senior Management Team.
4. A record of bullying which results in the involvement of SMT and/or a punishment of any description will be recorded in the Serious Incident Record Book by the SMT. In addition, the Form Teacher will be made aware of the problem and will assist in keeping a watchful eye on the situation in future. A record of the incident will be placed in the P-file(s) of the relevant pupil(s).

Follow-up and Monitoring

It is an essential part of the policy to follow-up any incidents of bullying to ensure that it does not start again. Research shows that bullying is less likely to continue if all parties are aware that it is being checked. This should be done by the nominated teacher within two weeks of the initial incident and, thereafter, for as long as deemed necessary.

Assemblies will be held which will make specific reference to the School's supportive ethos and how to approach any difficulties that are encountered. Children will be reminded of the policy.

Evaluation

We have a strong and experienced pastoral team of teachers, and matrons who all support the Headmaster, Colonel Keith Boulter, and who are trained in handling any incidents as an immediate priority and are alert to the possible signs of bullying.

Our trained School Councillor, Mrs Ann Mansfield, is an important member of our pastoral support service, providing specialist skills of assessment and counselling. She is available to give confidential advice and counselling support to pupils who are referred via the Headmaster.

Posters are displayed throughout the School giving advice on where pupils can seek help,

including details of confidential help lines and details of our Independent Listener, Mrs Anne Jessop.

All boarding children have access to either a mobile phone or will have a password to enable them to have access to a telephone line from any phone in the School.

The Headmaster is in frequent contact with parents and holds several Discussion Evenings each year during which parents are invited to discuss any points of concern or interest.

Any comments relating to the School Policy on Anti-Bullying are acted upon in conjunction with advice from the SMT and staff at the School and adjustments are made as necessary

Anti-Bullying Policy Reviewed September 2018

CLOTHING REGULATIONS

A uniform list is sent out to parents on registration and at the start of each term. Most of the items can be purchased either from the School's Second-Hand Uniform Shop or from the School Outfitters, Aubyn Davies in Bury St Edmunds. The Second-Hand Uniform Shop will be open for this purpose by prior appointment. Details of both are included on the Uniform List.

The clothing list has been drawn up showing quantities needed by boarders. While all day pupils must meet the clothing regulations, the quantities required are left entirely to the discretion of parents.

Name tapes should be of the sewn-in variety and should be securely fastened in an area of the garment where they can be readily recognised.

Children should be smart, shirts tucked in, shoes cleaned, ties done up properly. Full tracksuits should be worn in class when sports kit is allowed. Fleece are only used under the tracksuit top. Spare sports kit is required for changing into after a 'wet weather' sports session.

Permission to wear anything other than authorised school uniform must be obtained from the Headmaster or the teacher in charge of a specific outing or expedition.

CLUBS AND SOCIETIES

Barnardiston Hall offers a wide range of Clubs and Societies for children to attend both during and after school. Details of the various activities will be posted on the Main School Noticeboard at the start of each term and children are invited to sign up for any they would like to attend. Places are normally issued on a 'first come – first served' basis and so children are advised to check the boards promptly as some clubs do have a limit on numbers (ie Cookery Club, Pony/Pet Club).

COMPLAINTS POLICY

Introduction

Barnardiston Hall prides itself on the quality of the teaching and pastoral care it provides for its pupils. However, if parents / carers/ staff / pupils / social workers / or other* (*hereafter known as the complainant) do have a complaint, they can expect it to be treated by the School in accordance with this Procedure. This Policy refers to parents of pupils throughout the School, including the Early Years Foundation Stage.

Stage 1 – Informal Resolution

It is hoped that most complaints and concerns will be resolved quickly and informally.

If the complainant has a complaint, they should normally contact the relevant staff (e.g. the pupil's teacher) in the first instance. In many cases, the matter will be resolved straightaway by this means to the satisfaction of those concerned. If the person contacted cannot resolve the matter alone, it may be necessary to consult the Headmaster, Colonel Keith Boulter, who will be informed of any complaints as a matter of course.

Complaints made directly to the Headmaster will usually be referred to the relevant staff member unless the Headmaster deems it appropriate for him to deal with the matter personally.

Written records will be kept of all complaints indicating at which stage they were resolved. Should the matter not be resolved within one week or, in the event that the relevant staff member and the complainant fail to reach a satisfactory resolution, then the complainant will be advised to proceed with their complaint in accordance with Stage 2 of this procedure.

Stage 2 – Formal Resolution

If the complaint cannot be resolved on an informal basis, then they should put their complaint in writing to the Headmaster. The Headmaster will decide, after considering the complaint, the appropriate course of action to take.

In most cases, the Headmaster will meet or speak to the complainant and this will normally be within 3 days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.

It may be necessary for the Headmaster to carry out further investigations.

The Headmaster will keep written records of all meetings and interviews held in relation to the complaint.

Once the Headmaster is satisfied that, so far as is practicable, all the relevant facts have been established, a decision will be made and the complainant will be informed of this decision in writing within 28 days. The Headmaster will also give reasons for his decision.

If the complainant is still not satisfied with the decision, he/she should proceed to Stage 3 of this Procedure.

Stage 3 – Panel Hearing

If the complainant seeks to invoke Stage 3 (following a failure to reach an earlier resolution), he/she will be referred to Mrs Verity White, who has been appointed by the Headmaster to call hearings of the Complaints Panel.

The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of at least three persons not directly involved in the matters detailed in the complaint, one of whom shall be independent of the management and running of the School. Each of the Panel members shall be appointed by the Headmaster. The Chair, on behalf of the Panel, will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 20 days.

If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 5 days prior to the hearing.

The complainant may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.

If possible, the Panel will resolve the complaint immediately without the need for further investigation.

Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all facts it considers relevant, the Panel will reach a decision and may make recommendations, which it shall complete within 28 days of the Hearing. The Panel will inform the complainant of its decision by a pre-agreed method of communication (letter or email) and the reasons for it.

The decision of the Panel will be final. The Panel's findings and recommendations (if any) will be sent in writing to the complainant, the Headmaster and, where relevant, the person complained of. A copy will also be held on file in the School Office.

The School will always endeavour to resolve a complaint to the complainant's satisfaction or with another appropriate outcome which balances the rights and duties of pupils, without unreasonable delay.

Pupils will never be penalised for making a complaint in good faith.

The complainant can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except where the Secretary of State or a body conducting an inspection under Section 108 or 109 of the 2008 Act requests access to them or where any other legal obligation prevails.

It is the policy of the School to keep a record of all complaints made for at least three years. These will be made available to Ofsted and ISI on request, together with a written record of all complaints made during any specified period and a note of the action that was taken as a result of each complaint.

It should be noted that, if still dissatisfied, the complainant may wish to speak directly to OFSTED who can be contacted at:

OFSTED, Piccadilly Gate, Store Street, Manchester, M1 2WD

Tel: 0300 123 1231,

OR

ISI (Independent Schools Inspectorate) at:

ISI, CAP House, 9-12 Long Lane, London, EC1A 9HA

Tel: 020 7600 0100

After every completed stage of the complaints procedure, confirmation of satisfaction with the outcome is sought from the complainant by telephone or in writing from the Headmaster or Principal (depending on the nature of the complaint and about whom.) Outcomes are recorded and placed on file.

The School recorded no formal complaints in the academic years 2012/13, 2013/14, 2014/15 or 2015/16, 2016/17, 2017/18 and 2018/19 (to date).

Barnardiston Hall considers formal complaints to be those which have reached Stage 2 (Formal Resolution) of the Complaints Procedure.

Updated April 2019

CURRICULUM POLICY

Mission Statement

Barnardiston Hall aims to offer a broad curriculum which balances the areas of creativity, ethics, linguistics, mathematics, physical development, scientific enquiry, religious culture and spiritual well-being, a sense of heritage and social development. **Above all, we aim to develop in our pupils a lively and enquiring mind.**

We aim to:

- Promote the spiritual, moral, cultural, mental and physical development of children.

- Prepare children for the opportunities, responsibilities and experiences on offer here, at their senior school and beyond.
- Achieve the best possible outcomes for each of our pupils with regard to their ability and skills.
- **It is our belief that this is best achieved where children are living, working and playing in a safe, caring, energetic and structured environment, where each child is exposed to high standards of courtesy, honesty, loyalty and fairness. It is central to the ethos of the School that learning is seen as useful and enjoyable.**

This is achieved by:

- The planning and collaborative development of the curriculum by teachers who have good knowledge and some specialism in their areas of learning.
- In Early Years' education, following the Foundation Stages of Learning and individual profiling.
- Matching a pupil's needs and abilities to task.
- Maintaining positive attitudes to learning, personal and social skills through the use of praise and encouragement.
- Keeping resources up to date and stimulating to use.
- Assessing outcome and using it to inform personal and curricular development.
- Informing parents about attainment and progress.

Within this broad policy, we aim that each child will learn:

- Skills for learning, including listening, speaking and formulating ideas for discussion.
- To read with understanding and enjoyment.
- To write legibly and accurately.
- To communicate clearly and confidently in speech and writing in ways appropriate to purpose and audience.
- To understand the structure and grammar of languages and use them to communicate confidently.
- To use information technology critically, with speed and accuracy and to develop computational thinking and an awareness of how computers work.
- To understand mathematical concepts and processes.
- To show understanding of scientific ideas and methods of inquiry.
- To develop awareness of self and sensitivity to others.
- To learn about geographical, historical and social aspects of the wider environment, our national heritage and culture as well as that of others.
- To be able to use various art forms, craft and design skills as a means of expression and for practical life skills such as cooking, sewing and woodwork.
- To develop agility, fitness, physical coordination, confidence and a love of sport.

- To develop understanding of our bodies, how they change and the need to look after them.
- To learn to appreciate and participate in music-making and composition.
- To keep ourselves safe from exploitation – in life and using information technology. Where to get help.
- To value happiness, self-worth and care of others and that they may achieve by contributing to society.

This full policy can be viewed on our website or a hard copy can be collected from the School Office.

Updated September 2018

DAY PUPILS

The School Day starts at 8.20am Monday to Friday with either Assembly or lessons. Pupils are expected to be at School in good time for this. There is a recommended drop-off time for your child to avoid traffic congestion; timings start from 8.05am. Lessons finish at 3.30pm in the Pre-Prep Department and at 4.30pm in the Prep School. For parents of Pre-Prep children with siblings in the Prep School, there is a ‘connection’ service which allows Pre-Prep children to stay at School for drink and biscuits / activity until 4.30pm when their older siblings are collected. Various Clubs and Societies are run after school and children are invited to ‘sign up’ to attend these at the beginning of each term. Clubs and Societies generally finish at 5.30pm but full details will be given on each ‘sign-up’ sheet.

We provide a ‘Breakfast Club’ which allows parents to drop off at 7.30am and a ‘Supper Club’ which finishes at 7pm, thereby allowing working parents the flexibility of an early start / late finish. We also offer casual overnight boarding during term-time.

Parents wishing to book their children into either Breakfast Club, Supper Club or overnight boarding should contact the School Office who will make the necessary arrangements.

ENGLISH AS A FOREIGN LANGUAGE

Policy

All pupils, whether from an English or foreign background, should be enabled to access the curriculum.

Action

For any child for whom English is a second language, and who have insufficient language skills to understand the lessons being taught, or to communicate clearly, lessons in English as an additional language are offered.

In addition, there are clearly the benefits of 'immersion' within an English-speaking school, with daily use of English as a means of communication, which will assist the process of language assimilation. Geography and history can also take account of the differing backgrounds of the pupils and can use material with which the child is familiar (geography of birth place, historical / sports events of own country).

Aim

All children should feel comfortable in the language setting of the School. This includes having regards to their culture and background as well as any communication considerations.

EQUAL OPPORTUNITIES

The objectives of the School, the aims of the teaching staff, and the principles of boarding will be applied to all children irrespective of differences in ethnic background, culture, language, religion, gender and disabilities, so long as, in the latter case, the child is able to involve himself or herself in the activity concerned. Equally, differences will be recognised and respected.

EXEATS AND WEEKENDS

There are two exeats each term when all pupils either go home or to guardians.

At an exeat weekend, pupils may leave the School from 4.30pm onwards on the Friday and should return by no later than 6pm on the Sunday. If a pupil is selected to play for a School team and a match is arranged for the Saturday or Sunday, parents can either leave their children under the care of the School or, preferably, bring their child to the match from home.

Children should travel from and to the School in School uniform (not casual or sports

kit). All boarders should be signed out in the School Office.

Where previous arrangements have been made, boarders whose parents are not resident in the UK may remain at School where a programme of activities will be arranged.

For all children, any commitment at School will have priority in normal circumstances at weekends. Parents are encouraged to visit the School to support the various events in which their child is taking part. New pupils need at least two or three weeks to settle into boarding life, and visits by parents and relatives during this crucial period can be unsettling. Letters are much appreciated but especially in the early weeks.

EXTRA-CURRICULAR ACTIVITIES

A full list of all 'paid for' extra-curricular activities will be sent home each half-term and you may use this to select a new activity or to give notice of a current activity in which your child is participating. Due to contractual obligations, a full term's notice is required for a child to stop any paid extra-curricular activity.

In addition, there are many activities run by staff both during the day and after 4.30pm. Please see the section marked 'Clubs and Societies' for full details of these.

FEES

Payment Date

Fees for The Nursery and Early Years are payable a month in advance. All other School Fees are payable before the first day of term. Extras are charged one term in arrears. Interest is charged daily at the rate of 2% per month or part month from that date on all fees which are overdue. If there are any problems concerning the payment of an account, please contact the Bursar or the Headmaster as soon as possible.

Direct Debit

The School has a scheme which offers the facility of payment by monthly direct debit. The scheme is run by Premium Credit and the Bursar's Office will provide details on request.

Contact Details

Please advise the Bursar as soon as possible of the exact address to which accounts are to be sent (if this differs from the address in your Registration Documentation) and any special arrangements required. Please also notify the School of any changes as soon as they occur.

School Fees Remission Scheme

The attention of parents is drawn to the fact that no refund of fees is made if a pupil is absent from School for any reason. However, a School Fees Remission Scheme provides a proportionate refund of fees arising as a result of absence from the School through accident or illness for 10 consecutive days or more. No refund will be paid for absences of less than 10 days, or when resident in the School Sanatorium. The maximum amount refundable is limited to the fees actually paid for the term.

Absence from the School through the closing of the School for any reason whatsoever will not be covered by this Scheme.

The responsibility for initiating a claim rests with the parent who should write to the Bursar on the return of the pupil to School stating the dates when the pupil was away from the School. On no account will credit be given in respect of an illness which existed prior to membership of the Scheme being taken up and the School reserves the right to seek medical advice on this issue.

GUARDIANS

It is expected that parents will notify the Headmaster if they are to be away from home for an extended period during term-time and nominate a guardian who can be contacted should the need arise. There is no requirement for our overseas students to have guardians in the UK as the School acts in loco-parentis for these students. However, it is a legal requirement that the School is kept informed at all times of the contact telephone numbers and addresses of both parents and guardians.

HOUSE POINTS

All children in the Prep School are allocated a 'House'. This will be either Malcolm (Red) or Vestey (Blue). Children are encouraged to 'earn' house points in a variety of ways (good work, effort, helpfulness, extra-curricular activities) and a record of these is kept in their School Diary. Every week, points won for each House are tallied up and the results are read out by the House Captains during the Friday morning Assembly. House Point Certificates are awarded to children upon reaching 25, 50, 75 and 100 house points.

INSURANCE

Personal Accident

A Personal Accident Insurance Scheme is arranged for all pupils in accordance with the terms, conditions and benefits set out in the leaflet sent to parents. The benefits are strictly limited to death, disablement or dismemberment.

Personal Effects

Pupils may wish to bring articles of value such as computers, radios, cd players, cameras and items of sports equipment. The School cannot accept responsibility for loss or damage to any item. Parents are advised to ensure that their own insurance covers these eventualities. All boarders are allocated a locker which can accommodate valuables and can be safely locked.

MEDICAL ARRANGEMENTS

General

The School Doctor is Dr Selby who is a GP in Haverhill. The Nurse in charge of the School Surgery is Sister Sue Durrant.

Surgery times are: 8am Daily either with Sister Durrant or with First-Aid trained staff.

If your child is ill and unable to come to School, please telephone the School Office or leave a message on the Parent Line on 01440 786316 (select 1).

The Office opens at 7.30am, and there is a voicemail service for out of office hours. Any information will be passed to the appropriate staff member or pupil. If you expect your child to be away from School for any length of time, please speak to your child's Form Teacher to discuss whether it is appropriate for work to be sent home. If you think your child should be excused games or activities, please speak directly to our School Nurse.

Day Children

If your child is unwell while at School or requires medical treatment, this will be provided by either our First-Aiders or Nurse. The pupil will either remain in the San until normal pick-up time or parents will be contacted and the child taken home. However, if a pupil is ill at home, your own GP should be consulted. If you or your GP consider that your child should be off games, then please give him or her a signed note to be taken to the School Nurse or School Office. This will then be passed on to the appropriate teacher.

Boarders

If a boarder is ill whilst at School, they will be looked after by staff at the School. If necessary, they will be looked after in the San. Parents will be contacted immediately in the case of an emergency or if a child has to be taken to hospital or for any illness which involves a prolonged stay in the San.

Notification of Injury/Illness

Parents will not be notified of minor illnesses and minor cuts and grazes. They will always be informed if a child is admitted to the San or has had any type of head injury.

If parents have any concerns regarding medical care, please ring the Headmaster on 01440 786316.

Convenient times for parents to ring the School Nurse is from 9am–10.20am, Wednesday to Friday. Sister may be available at other times and may be contacted by telephoning the School Office.

All medical and nursing consultations are confidential. Pupils are welcome to discuss any concerns with Sister Durrant.

Boarders

All boarders will be registered with the School Doctor. **At the start of the new term**, the pupil's Medical Card (Form FP4), together with the completed Medical Questionnaire should be sent to the School Office. If a pupil requires treatment at home during the holidays, he/she should ask for it as a 'temporary resident' at the local GP surgery. It would be helpful if the School could be informed of any illnesses and treatment given during the holidays.

Day Pupils

Day pupils should stay on the list of their family doctor when they come to Barnardiston Hall but Sister Durrant is willing to advise on matters relating to their health and fitness. Pupils are encouraged to speak to Sister if they have any concerns about their health or well-being.

It is helpful to the School Doctor to have certain information about the health and immunisation status of Day pupils. **Please ensure that the medical questionnaire is completed and returned to the School Office.**

Dental treatment

Regular visits to the dentist, twice a year, are important during childhood. It is expected that parents will arrange for these to take place in holidays, since visits in term-time can interfere with important School activities. Only emergency dental treatment will be arranged during term and may incur a dental fee. It is recommended that advice be sought from the family dentist about the provision of an individually-fitted mouthguard to protect teeth and gums during contact sports and field games.

Eye Examinations

It is recommended that all children receive an annual eye test which is performed free of charge on the NHS. Parents are asked to make appointments for their children during School holidays. If a boarding child requires glasses, please provide a copy of the prescription to Sister Durrant who will be able to use this to obtain a replacement pair in the event of breakage.

Inoculations

It is intended that all pupils will be kept fully immunized whilst at Barnardiston Hall. Parents are asked to ensure that new pupils have up-to-date immunization against tetanus, poliomyelitis, measles, mumps and rubella. Please ensure that the Medical Questionnaire contains details of the current position.

Inoculations required for holiday travel (eg against typhoid, yellow fever or hepatitis) will be given and certified as requested for boarders, so long as sufficient notice of the need for these is given to the School Nurse.

MOBILE TELEPHONES

Boarders may bring mobile phones into School for use in the evenings and at weekends but these must be left for safekeeping in the Mobile Phone Charging Cabinet. As many mobile phones also have internet access, pupils are expected enter into an 'e-safety Agreement' prior to using their mobile phone at School.

MUSIC

General

There is a wide variety of instrumental music-making at Barnardiston Hall. In addition to the School Orchestra which involves many pupils, there are a number of smaller ensembles. Singing also plays a vital part in the life of the School and pupils will have the opportunity to join one of the School Choirs. As well as preparation for the Associated Board grade exams, pupils will be encouraged to take part in local competitions in which they may compete at various levels.

Tuition

Specialist instruction is available in many orchestral instruments as well as piano, guitar, and singing from several part-time teachers who visit the School weekly. It is important that the application form requesting tuition is completed for all pupils on the appropriate form which is sent out each term.

During an academic year, a pupil would expect to receive a course of 30 half-hour

lessons. Owing to the varying length of the three terms, this course is not necessarily divided equally with the result that a charge for a full term's tuition may not match exactly a quota of 10 lessons. In this instance, any shortfall in the expected course of 30 lessons will be taken into account at the end of the Summer Term. Pupils have a responsibility to attend these lessons. Missed lessons will be charged unless a pupil is ill or otherwise committed on a previously approved activity.

Provision of Instruments

The School has a small stock of instruments which pupils may hire. Please speak to the Bursar for further details.

The Music Department is always happy to advise concerning the purchase of instruments and, in some instances, can obtain discounts on both new and second-hand stock.

Musical Events

Parents are encouraged to attend concerts or other musical occasions at the School and the termly calendar gives details of all the musical activities.

Notice to cancel tuition: Owing to contractual obligations with the peripatetic teachers, notice to cancel a course of lessons **MUST** be received in writing by the last day of the preceding term (i.e. to cancel lessons for the Spring Term, notice is required by the end of the Autumn Term) directly to the teacher concerned. Cancellation after this deadline will necessitate a full charge for the following term's tuition and we would expect that most children will continue their tuition during this time.

Payment: Payment for instrumental lessons should be sent directly to the teacher concerned.

Attendance: It is the pupil's responsibility to note weekly lesson times which are arranged in advance. While changes in times may occasionally be accommodated given reasonable notice by the pupil to one of the full-time music staff, refunds are not given for absented lessons.

Insurance: Parents are asked to ensure that personally-owned instruments are covered by their own insurance. Only instruments on hire from the School are covered by the School's insurance. However, parents may wish to insure their own instruments through the School's insurers; details of the policy may be obtained from the Bursar.

PARENTS' MEETINGS

There are a number of occasions during the year when parents are invited to meet members of staff and discuss the progress of their children.

There are two formal meetings for the parents of each year group and these are normally held on a weekday evening. At this meeting, parents have the opportunity to talk on an individual basis about their child's progress.

In addition, Discussion Evenings for individual year groups are held throughout the year.

There are many other occasions during the year when parents are encouraged to attend events being held, including Speech Day, Bonfire Night, the Carol Service and PTA events. In addition, all are most welcome to attend concerts and drama productions (tickets may be required in some cases but application forms will be sent) and all sports fixtures. After home matches, tea is provided for pupils in the Dining Room and for visitors in the Main House.

PARKING / DROP OFF / PICK UP

1. Through the Front Gates. Speed limit in the School Grounds is 10mph. Staff Car Parks is on right next to the netball court.
2. Go up to the Connecting Road and turn right onto it. No parking on this Connecting Road.
3. First short-term parking spaces (2) available for Parents is on the left in front of the Pre-Prep Playground Gates - by Music Rooms - and the second place (5-6 spaces), again for Parents only, is on the opposite side of the road to the Boys' Changing Room in the parking bay.
4. Fast drop-off by the Boys' Changing Room. Cars should be stopped only long enough for a child to get out with his/her bags and then go off independently. There is no exit for cars straight ahead.
5. Turn left past the CDT Block. Parents' Parking (no Staff) along the hedge/pavement on the right.
6. The area behind the Barn (near the Girls' Changing Room) is another area for parents to park.
7. The new Car Park area. For Parents only, park in Bays A and B. This is the best place for Pre-Prep Parents but also good for the Main School but it is likely to fill up quickly in which case you will need to go round again.
8. Staff have been allocated long-term parking in Bays C-F

9. To exit the School, go to the Hall Road end of the new Car Park. Look left (only two houses and occasional farm traffic). Turn right. Drive at 30mph along Hall Road.

PASTORAL CARE

The ultimate responsibility for the pastoral care of pupils rests with the Headmaster and parents are encouraged to contact him over any matter. However, all members of staff have a part to play including the Matron, Office Staff and every single member of the School.

The pupils in our care have every right to be treated with consideration and fairness and, in line with the requirements of the Children Act. The School is open to inspection on a regular basis by ISI. Every member of staff is reminded of the School's Child Protection Policy. Any pupil who has a grievance should report that to either his/her Form Teacher, Boarding Staff, or any other member of staff. Grievances will be recorded and action initiated within a working day to investigate and deal with the complaint. Further details of these procedures are available from the Headmaster.

For children who feel unable, for any reason, to speak directly to a member of staff, we have a post box entitled 'I just wanted to tell you....' Children are encouraged to write down any problems they may have and put them into the box where they will be looked at by the Headmaster or Deputy Head and dealt with in a sympathetic and caring manner.

PERSONAL, SOCIAL AND HEALTH EDUCATION

There is considerable overlap between what is classified and taught as PSHEE and what we, at Barnardiston, constantly reinforce as the required "normal" standard of behaviour. In our everyday teaching, duties and dealings, we encourage "right" behaviour - consideration and respect for others and the achievement of highest personal standards.

This message is reinforced in assemblies by stories / representations by pupils and staff. We celebrate, on a weekly basis, the achievements of the children of all ages - from the Pre-Prep to Form VI. Staff achievements are also applauded and shared.

The "Barnardiston Way" is a caring and mutually respectful one.

Children are taught, by example and experience that their actions have consequences. Good behaviour is acknowledged and rewarded by an approving word and also with House Points.

Poor behaviour is sanctioned with a detention or, in more serious cases, being sent to speak with a senior member of staff. Their greatest "punishment" is often to register disappointment and surprise. Children are reminded of good or appropriate behaviour and the consequence of inappropriate behaviour and how it affects others around them.

We aim to develop well-rounded and spirited children who are well on the way to reaching their true potential, regardless of academic ability, by the time they leave us. Such aims cannot be met entirely within the confines of the classroom.

The PSHEE taught programme is based on the National Curriculum. In the course of an academic year, children visit the areas of Personal Development (including Growth and Puberty), Citizenship, Lifestyle and Relationships at levels appropriate to their age and development.

POCKET MONEY

It is neither desirable nor necessary for pupils to have large sums of money available. It is suggested that a sum of £100 should be adequate for the term; this can always be supplemented if necessary at half-term. Any money brought into School should be deposited with Mr Cooper who will arrange for its safe-keeping. Boarders will always be given pocket money for any School event for which day children may bring in money from home. This includes Harvest Festival and other similar events where a small sum is required. This will be added to your end-of-term fee account.

POLICIES

There are a number of policies which parents may wish to read in full. These are obtainable via our website – www.barnardiston-hall.co.uk or from the School Office.

REPORTS

General

The monitoring and reporting of a pupil's academic progress are carried out on a regular basis and at several levels both within the School and in writing to parents. In addition parents may, at any time, contact their child's teacher or the Headmaster to discuss any aspect of progress.

End of Term Reports

After the end of the Autumn and Summer Terms, parents will receive a full written report on the pupil's work and progress for that term. The report includes objectives and

achievements of the term. It also give an attainment grade and an effort grade, plus reports on any peripatetic lessons taken and summary reports by the pupil's Class Teacher, Matron (in the case of a boarder) and the Headmaster. At the end of the Spring Term, pupils receive a 'short report' which contains grades and comments for each subject but no objectives.

Reports are sent out by post together with an end-of-term Newsletter, invoice and various other documentation. These are sent to parents prior to term starting.

Other Reports

Teachers may communicate with parents, not necessarily in writing, at other times to give interim progress reports as necessary.

SCHOOL RULES

Behaviour

- Treat others as you would like to be treated yourself. Be polite at all times and do not use unacceptable language.
- Bullying is totally unacceptable and will not be tolerated at any level.
- Always walk around the School in an orderly manner. Running in corridors is not allowed; it would help if you walk on the left when meeting 'oncoming traffic'. Line up quietly outside classrooms while waiting for a teacher.
- Break is to be eaten only in the playground or Dining Hall. Food must not be consumed in any other areas. Good table manners will be insisted upon in the Dining Room.
- Day pupils are not to leave the School premises during the day once registered as being present in the morning without the prior permission of the School Office. Boarders are not allowed off the premises at any time without the prior approval of the Headmaster or Deputy Head through the School Office.

Out of Bounds Areas

The following are out of bounds to pupils:

- The Science Laboratory (except for lessons).
- The boarding floors of the opposite sex unless specifically invited, and accompanied by, a member of staff.
- Going through the Front Door except in an emergency (i.e. fire).
- The front staircase.
- Staff accommodation.
- The Pond Area.

- Maintenance Storage Areas.
- DT Block.

Dress / Uniform

- All children at School must wear full School uniform / sports kit. Only County ‘hoodies’ may be worn during School time with full sports kit but not for matches. Casual wear will be worn by boarders in the evening.
- Children are not allowed to wear any jewellery other than small stud-type earrings.
- Hair must be kept neat and tidy. Any child with shoulder-length hair must have it neatly tied back at all times during the School Day.
- Clean footwear only is to be worn around the School and in the Main Courtyard area. Dirty boots must be left in the boot locker room / changing rooms. Correct footwear should be worn on the astro-turf.

SANCTIONS AND REWARDS

School Disciplinary and Exclusion Policy (including Sanctions, Rewards and Restraint)

This practice guideline should be read alongside the following School documentation:

- Behaviour Policy.
- Responses to Alcohol, Smoking and Substance Abuse.
- Anti-Bullying Policy.
- Early Years / Pre-Prep Behaviour Policy.

This policy also takes into account the following guidance from the DOH and DfE

- Use of Reasonable Force, Guidance for School Leaders, Staff and Governing Bodies (2013).
- Use of Reasonable Force – Guidance for School Leaders, Staff and Governing Bodies – July 15.
- DfE Guidance 2014 for Schools on “Screening, Searching and Confiscation”.
- DfE Guidance 2016 Behaviour and Discipline in Schools.
- April 2015 National Minimum Standards for Boarding Schools – Standard 12.

Understanding and Managing the Challenging and Unwanted Behaviour of our Pupils

Whilst the School does not have any major behavioural issues with its pupils, it recognises that unwanted behaviour may arise from characteristics associated with emotional needs or as a result of impaired communication and socialization skills, lack of empathy, obsessive or ritualistic behaviours, over-sensitivity to stimuli and anger. Some pupils with learning difficulties may also have damaged self-esteem. Challenging and unwanted behaviour may be an attempt for the individual to control a situation or communicate distress or frustration.

As professionals working in a mutually supportive partnership with parents, we must seek to understand any pupil's behaviour in the wider context of the individual, their difficulties and their response to their environment at School and at home.

Whilst we understand that certain behaviours are characteristic of the needs of our students, we teach appropriate social skills and coping strategies to help the pupil understand and accept boundaries of reasonable behaviour. We aim to understand the underlying factors causing the behaviour in order to respond positively, consistently and effectively. We will provide structures and strategies to empower the individual to manage their own behaviour, promote independence, enhance communication and socialization and raise self-esteem. This work is in line with our mission statement for the whole School and statement of purpose for the boarding aspect.

Expectations

- We have clear expectations of behaviour shared with pupils, parents and staff via our School values, ethos and prospectus. We aim to provide a happy, healthy, mutually respectful working environment for our pupils and staff, where bullying, intimidation or interference by any party will not be tolerated.
- Behaviour expectations are translated into class and boarding rules for our students. These are reinforced in assemblies, PSHEE lessons, reflection and reward times in School, at individual and Boarders' Meetings. A set of School Rules on behaviour is attached.
- Children should treat others as they expect to be treated themselves.
- In cases of special needs or circumstances, a multi-disciplinary team including parents either at Annual Reviews or other meetings will discuss behaviour.
- Behaviour targets are set where necessary, and reviewed termly to give staff and parents an agreed and shared focus.

- Liaison with parents takes place through personal contact, phone calls, letters, emails and at Parents' Evenings. We operate an open door policy for parents to come in and discuss behavioural issues.

Positive Approaches/Rewards

We are committed to positive approaches to behaviour management and throughout Barnardiston we offer a reward system to motivate and help the pupil to learn appropriate behaviours. These include:

- Verbal praise.
- Showing good work – to class or a member of the Senior Management Team.
- Written praise in exercise books and Prep Diary (House Points).
- Class Reward Chart – tick chart, smiley face, stickers, award books for younger pupils.
- House Point Certificates for good work/behaviour.
- Achievement assemblies.
- Valuing pupils' work through display.
- External accreditation.
- Reward/favourite activities built into the boarding day/evening.
- Annual Subject and Year Group prizes for achievement and effort awarded at Speech Day.
- Reports to parents.
- Achievements recorded in the Newsletter.

Responses to Challenging and Unwanted Behaviour

The table on the next page details acceptable responses to challenging and unwanted behaviours as they occur. Our responses are always underpinned by a deeper understanding of the factors affecting individual pupils, their difficulties and their motivations. They will be consistent and will be in line with pupils' long-term behaviour targets. Responses will depend on the individual needs of the pupil and his/her level of comprehension. Reasonable adjustments will be made for SEN pupils. Responses to behaviour will be positive, respectful and non-confrontational. We will make clear to the pupil through our language that it is the **behaviour we disapprove of, not the pupil himself or herself**.

It is important to discover the root cause of the misbehaviour. Pupils may need support to manage anger or to deal with other personal issues that have been factors in causing the problem. If they need some degree of counselling, they will be passed on to our dedicated team in The Bridge or referred to our Independent Listener.

Staff will be guided through meetings and INSET sessions on how to deal with behavioural issues. They are also expected to have read and understood fully School policies on discipline and how to implement them. It is important that staff dealing with serious incidents speak with a senior member of staff to learn from the incident, seeing if a different approach is needed in future.

Behaviour	Response/Strategy	Staff Involved
Minor incidents, e.g. <ul style="list-style-type: none"> • Non compliance to a reasonable and understood request • Inconsiderate behaviour towards others • Minor disruption • Distracting others • Inappropriate language • Minor verbal aggression • Inappropriate touching 	<ul style="list-style-type: none"> • Responses may include one or more of the following <ul style="list-style-type: none"> ○ Ignoring inappropriate behaviour and praising/rewarding appropriate behaviours ○ Praising the appropriate behaviour of others as an example/peer pressure ○ Diffusion/diversion to an appropriate task ○ Verbal/visual reinforcement of behaviour expected ○ Withhold class reward token (i.e. tick/smiley face) ○ Verbal response/expression of disapproval and reasons ○ Use of social stories ○ Use of a sanction, for example, detention at morning break with relevant task to complete 	<p>Teachers Boarding Staff</p> <p>Classroom Assistants</p>
Repeated or more major incidents e.g. <ul style="list-style-type: none"> • Repeated/continued refusal to comply to a reasonable request or routine • Disruption to the lesson/work of others • Verbal aggression (i.e. offensive language, shouting or screaming) • Threatening behaviour/intimidation • Inappropriate physical approaches - aggressive/sexual (i.e. touching, poking etc) 	<p>Responses may be as above, but may also include one or more of the following</p> <ul style="list-style-type: none"> • Sent to Headmaster as last resort • Loss of reward/privilege • Loss of play time/favourite activity • Moving within the group • Moving from the group to another area of the room • Moving from the classroom to outside the room (to be observed/monitored by member of staff) • Separate group from individual/backing off • Remove to playground/Hall or Bridge (for physical release of frustration) • Allowing the individual time and space to calm down • Inform parents - letter/email/homework diary/immediate phone call for more serious incidents • Allowing pupils to talk to parents on the phone • Individual behaviour monitoring sheets may be drafted for certain pupils detailing agreed responses to specified behaviours. These will be circulated to all staff working with the student • In the Boarding House, pupils can be sent to their room for quiet time or early 'lights out' • Parents and other agencies may be required to attend School at this stage to formulate and agree a more detailed "Behaviour Management Plan" • In serious cases, suspension and expulsion will be considered <p>(see Formulating a Behaviour Management Plan Section Below)</p>	<p>Class/group Teacher</p> <p>Headmaster</p> <p>Boarding Staff</p> <p>Parents</p>

<ul style="list-style-type: none"> Minor damage to property Opting out, removing self from the room 		
Serious/potentially dangerous behaviours/incidents i.e. <ul style="list-style-type: none"> Persistent threatening intimidating behaviour Physical assault on peer/staff Damage to property Self injury Alcohol/drug abuse Sexual harassment or misconduct Parental behaviour Theft Racist abuse Malicious accusations made against staff 	Responses may include those above but will also include <ul style="list-style-type: none"> Individual will be seen by Headmaster who is likely to suspend/expel the child Parents will be brought in, the matter discussed, and appropriate action taken (see Formulating a Behaviour Management Plan Section Below) 	Class/group Teacher Boarding Staff Parents Headmaster

Strategies and responses to minimise challenging and unwanted behaviour are in line with the permitted sanctions outlined in the DfE Behaviour and Discipline in Schools (September 2015)

Punishments that are humiliating or degrading will not be used. The following sanctions/punishments will never be used:-

- Corporal punishment.
- Any form of hitting of a child (including hitting a child in anger or retaliation).
- Deprivation of food or drink.
- Enforced eating or drinking.
- Prevention of contact by telephone or letter with parents or any appropriate independent listener or helpline.
- Requirement to wear distinctive clothing or the wearing of nightclothes by day.
- Use or withholding of medical or dental treatment.
- Intentional deprivation of sleep.
- Use of fines other than by way of reparation and not exceeding two thirds of the child's immediately available pocket money.
- Locking in a room or area of a building.

- Intimate physical examination of the child.
- Withholding of any aids or equipment needed by a child.

Behaviour Management Plans

Where a pupil's behaviour is causing expressed concern from home or School, parents will be required to attend a meeting with School staff and relevant agencies to formulate and agree an "Individual Behaviour Management Plan." This plan may need to address the issues of physical interventions (see below) or the use of quiet areas. If the pupil is under the guidance of The Bridge, relevant staff will be involved in any strategy decisions.

The use of a quiet area will differ according to the needs or preference of the child/ young person.

- *The behaviour management plan will consider the factors underlying the behaviour and the antecedents or triggers to the behaviour. The plan will set out mutually agreed strategies for managing the behaviour. The plan will be subject to review by the staff and parents, as necessary.*
- *The following are given as suggested headings for an individuals' behaviour management plan –*
 - Description of behaviours.
 - Target behaviours.
 - Factors affecting behaviour (i.e. pupil's difficulties, communication problems, anxiety, environmental factors).
 - Antecedents to behaviour (i.e. triggers, what leads up to/ precedes the behaviour).
 - Strategies for managing the behaviour (i.e. environmental changes, structures/ strategies to be implemented, responses to behaviour, description of language to be used, physical intervention – see below).
 - Procedures for monitoring/ recording the behaviour.
 - Signatories of all those involved in formulating the plan.

Physical Intervention

It is highly likely that any pupil requiring physical intervention more than on an isolated occasion will be removed from the School. However, in the case of having to initiate physical intervention, the guidelines below may be of use.

In law, everyone has the right to live without "interference" from others. Staff have a duty of care to all students – to protect them from harm and to handle them in a gentle, respectful manner. As staff, we also have the right to protect ourselves from injury and minimise the risk of harm to pupils. When managing difficult behaviour, staff aim for the minimum but most effective intervention – first trying avoidance, distraction, backing off, talking down, moving other children out of the way and giving the student time and space to respond to our requests. In all circumstances, staff are trusted to use the minimum amount of physical effort possible.

Behaviour Monitoring, Recording and Reporting

Minor incidents are logged in a Detention Book. Detentions then take place on Monday, Wednesday and Friday break times with a member of staff on duty. Sanctions in detention should try to 'fit the crime'. After 3 detentions in a term, the pupil will speak with Colonel Boulter and receive a warning that, on receiving a fourth detention that term, they will attend a 2-hour weekend detention with him. If they do receive this detention, a letter is sent to parents giving the reasons why. Staff record incidents where more serious incidents occur in a "Incident Record". The information records exactly what has occurred and the sanction that has been put into place. Incident reports of a serious nature will be put in pupil P files. Depending on the nature of the incident, parents will be telephoned or asked to come into the School for a meeting with the Headmaster or a senior member of staff. Where a physical intervention technique has been used, the Head and parents will be informed as soon as possible and the incident will be fully recorded as above.

Where a physical injury as a result of a pupil's behaviour occurs, an incident report form will be completed and passed to the Headmaster. He and the class teacher may liaise to write individual behaviour monitoring report cards for certain pupils detailing specific behaviour issues. For a boarding pupil, this process would involve boarding staff. Such strategies are then disseminated to other staff at staff meetings. Where applicable, details of strategies can be found within individual pupil's files.

For some pupils, the frequency and incidents of their behaviour may be monitored and recorded by the teacher or boarding staff for initial analysis in drawing up a "Behaviour Management Plan" and subsequently in the monitoring of its effectiveness.

When a pupil moves from the Pre-Prep to the Prep School, staff will liaise to discuss any behavioural issues and relevant strategies needed for individual pupils. When sending information to senior schools, it will be made clear before the pupil's transition if there are any behavioural issues that senior schools should be aware of.

Guidance on confiscation of pupils' belongings and pupil searches

Confiscation

The Education and Inspections Act 2006 and Guidance for Schools on "Screening, Searching and Confiscation" (DfE, Aug 2011) provides that confiscation is an appropriate disciplinary measure when applied in a reasonable and proportionate way. Any member of the School staff may confiscate, retain or dispose of a pupil's property in order to enforce the School's rules and to maintain an environment conducive to learning, where the rights of all pupils to be educated in a safe and orderly environment

are safeguarded. Such circumstances may include:

- an item that poses a threat to others. For example, a laser pen is being used to distract and possibly harm other pupils or staff.
- an item that poses a threat to good order for learning. For example, a pupil uses a personal music-player or mobile phone in class.
- an item that is against School uniform rules. For example, a pupil refuses to take off an unauthorised item of clothing (such as a hooded top) on entering a classroom.
- an item that poses a health or safety threat. For example, a pupil wearing jewellery in PE or Games lessons may present a safety threat to other pupils.
- an item which is counter to the ethos of the School. For example, material which might cause tension between one community and another or is illegal for a child to have such as racist or pornographic material, alcohol, illegal substances.
- any other prohibited or dangerous items as detailed by the School Rules.

In general, items should be confiscated for the duration of a lesson or until the completion of the same School D when they can be returned to parents. The basis for confiscations for a longer duration should be discussed and approved by an appropriate senior member of staff.

Pupils have a right to expect that confiscated items, especially those of monetary or emotional value, will be stored safely until they can be returned and staff should present such items to the School Office in an envelope with the details of the pupil and agreed arrangements for return.

Particular care should be taken when deciding whether to confiscate items of clothing or jewellery, with appropriate regard to whether the item in question has religious or cultural significance to the pupil. When confiscating items, staff should avoid physical contact or interference with pupils' clothing of a kind that might give rise to child abuse allegations.

Pupil Searches

Legal provision in the Violent Crime Reduction Act 2006, inserted in the Education Act 1996, and guidance issued by the Department for Education (August 2011) makes it lawful for the Headmaster (or staff designated by him) to search pupils for any item banned under the School rules, with their consent. There is also a statutory power to search pupils or their possessions without consent where there are reasonable grounds to believe that the pupil has certain prohibited items. Reasonable grounds may include overhearing pupils talking about an item or a pupil behaving in an unusual or suspicious manner. Prohibited items include knives, weapons, alcohol, drugs and stolen items. School staff can confiscate any banned or prohibited item found as a result of a search which they consider to be harmful or detrimental to School discipline.

The power to search pupils with consent allows a teacher to ask a pupil to turn out their

pockets, bag or desk/locker. The power to search pupils without consent, with the authorisation of the Headmaster, should be carried out by a staff member who is the same sex as the child. There must always be a witness (also a member of staff) to the search and, if at all possible, they should also be of the same gender as the pupil. The power to search without consent extends to a personal search involving the removal of outer garments and searching of pockets, bags and lockers.

If it is felt necessary for a pupil to be subject to an intimate search for (say) illegal drugs or stolen property, or if staff feel that they will encounter any resistance from the pupil, then the School will ensure such searches are carried out according to agreed protocols by the Police, following notification to parents.

Items found as a result of a 'without consent' search:

1. Alcohol may be retained and disposed of appropriately.
2. Controlled substances (or suspected controlled substances) will be delivered to the Police in accordance with the School's Substance Abuse policy.
3. The School will judge if stolen items also need to be reported to the Police and, when appropriate, the goods will be returned to their rightful owner.

The School is not required by law to inform parents before a search takes place or to seek their consent to search their child. However, Barnardiston will seek to inform parents of any serious disciplinary incident that may involve a search of their child as soon as is practicable.

April 2018

SCHOOL VISITS AND OUTINGS

School visits are very much part of the programme of extra-curricular activity offered at Barnardiston Hall.

Regulations

The Headmaster will issue approval for all visits.

When a particular outing or visit has not been undertaken before, the leader will either take appropriate professional advice, or make a preliminary visit. For a visit abroad, the leader will already have been on such a visit or journey.

The party leader will be a member of the staff, although other adults may act as additional supervisors as long as at least 50% of the supervisors are members of staff. The minimum number of adults to accompany each party is set out below. However, levels of

supervision in excess of the minimum will be decided for each individual visit according to circumstances.

Visits of one day or less: two adults for up to 20 pupils; an additional adult per 10 additional pupils or less.

Visits of two days or more: three adults for up to 20 pupils; an additional adult per 10 additional pupils or less.

- One member of staff per 3 children aged 6 months to 2 years.
- One member of staff per 4 children aged 2-3 year.
- One member of staff per 5/6 children aged 4-6 years.
- One member of staff per 10/15 children aged 7-10 years.
- One member of staff per 15/20 children aged 11 and over.

The School would exceed these ratios if the safety and welfare of the pupils require it.

For hazardous pursuits, the leader will have the appropriate qualifications or experience.

On a residential visit or journey abroad, one of the adults will be responsible for welfare matters, including pills or medication and first aid.

Arrangements will be made for parents to be informed adequately in case of any emergency and, if necessary, liaison between the parents and the party during the visit.

Under the School's insurance, cover is available as follows:

School Travel Insurance

The School policy covers all travel organised by the School within and outside the UK. All trips and visits are covered automatically without the need for prior notification of insurance, except for those involving hazardous pursuits which are excluded. Cover includes medical expenses and repatriation (outside UK), cancellation or curtailment, loss of or damage to baggage, loss of money, travellers cheques, tickets, personal liability cover, delay or diversion (outside UK).

Public Liability

This policy covers the legal liability of the School and members of the staff in connection with injury to third parties, including pupils and visitors, or damage to the property of third parties arising out of claims for negligence. The cover is extended on a World Wide basis in respect of journeys directly supervised by the School. The limit of indemnity is £10 million in respect of any one occurrence.

Personal Accident Scheme

This insurance provides cover for pupils in respect of any permanent disability and there are no exclusions regarding sporting or hazardous pursuits. The maximum benefit is

£600,000 and a scale of compensation applies in respect of various disabilities. The Personal Accident Insurance is an automatic payment and is not subject to proof of negligence on the part of the School, as is the case with the Public Liability Insurance. This cover is effective worldwide.

Motor Insurance

The School has comprehensive insurance cover in respect of any motor vehicle owned by, or lent to, the School being used by an employee for School business.

Away Matches: If you wish your child to be driven by other parents to matches, please advise the School of this. Otherwise, children must use School transport.

SPECIAL NEEDS

Barnardiston Hall accepts children of mixed ability and the special needs of children, including those with formal Statements of Special Need, are looked after by the staff in 'The Bridge'. The School is CReSTeD-registered and has specialist teachers for the teaching of English as a Foreign Language (EFL). The Bridge is supported by a team of Learning Support Assistants (LSAs) who provide in-class support. If the School has any concerns about your child's academic progress, The Bridge may be asked to do an assessment. Parents / guardians will be informed about the outcome of any tests and you will be invited to the School to discuss the results and the way forward. Parents are also welcome to speak to a member of staff in The Bridge at any time should they have any concerns. However, the first point of contact would normally be the child's Class / Form Teacher or the subject teachers concerned.

SPEECH & DRAMA LESSONS

These lessons are designed to develop individual skills and increase self-confidence. They are organised on a similar basis as music lessons; thirty half-hour sessions per year for one individual pupil or in small groups for Pre-Prep children. Pupils will have the opportunity to prepare for grade examinations if they wish to do so (London Academy of Music and Drama) and also enter local drama festivals and public-speaking competitions. However, these lessons are also beneficial for pupils who lack confidence or who need particular help in any area of oral communication.

The cost of lessons is shown on the Fee List, and is paid directly to the teacher concerned.

EHC PLANS

Some pupils at Barnardiston Hall will have EHCP Plans and the normal rules for these children will apply, namely that there will be Annual Reviews in line with County practice and the School will be required to meet the individual, identified needs of the pupil. Support, both one-to-one and in class will be put in place and multi-sensory teaching will be carried out.

IEPs will be put in place for all Statemented pupils. There will be regular reviews of progress, with achievement being compared with chronological age. The School has its 'own' Educational Psychologist and Counsellor.

TENNIS LESSONS

Our professional tennis coach visits the School several times a week and coaches children at all levels. Lessons are generally held in small groups. Please see the Fee List for details of cost. Again, payment is made directly to the teacher.

TRAVEL ARRANGEMENTS

If requested, the School arranges travel between Barnardiston Hall and airports (Gatwick, Heathrow or Stansted) at the beginning and end of each term and at half-terms. The cost of this is debited to the following School bill amongst any other charges which may arise as extras.

VISA REQUIREMENTS

Barnardiston Hall is a registered sponsor of Non EEA students and holds a Tier 4 Licence.

Parents of Non EEA students attending the School must inform Mrs Lesley Gundersen or the Headmaster immediately in the event of there being any delay to their child joining / returning to the School (07795 962689 / 07795 962690). Any unauthorised absences will be reported immediately to the Border Immigration Department as required by UK law. It is a condition of acceptance to the School that all parents inform the School Office / Headmaster of any change in circumstances including permanent address, telephone number, mobile telephone number or email address.

Missing Child Policy

A register of students on students will always be in the School Office. Registers of all children will be taken at 8.20am and 2pm. All absences and sickness are notified to relevant staff.

In the event that a child is discovered to be missing, an immediate search of usually frequented areas will be effected by the staff currently responsible for the child(ren).

If, after a thorough search of the premises the child is not found, the most senior member of staff is to be called. They will notify the police, the child's parents or guardians and, if appropriate, social services. In the meantime, all available staff members will initiate a further search of the premises and School locality.

Further action will be taken in liaison with the police and social service authorities.

Off School Premises

Children involved in off-site visits are to wear ID lanyards detailing the School telephone number and a mobile telephone number of the person accompanying.

Details of children attending the outing, together with information of accompanying staff and their contact telephone numbers, details of the vehicle in which they are travelling and a copy of the letter to parents giving information about the visits will be held in the School Office.

Children will be in small groups under the direct control of a member of staff. A count of children is made at regular intervals and always before transport departs.

If a student is discovered to be missing, the staff member should:

- Notify, if appropriate, the staff at the venue that is being visited and ask them to initiate their lost child protocols.
- Notify the most senior member of staff at the School and act on any instructions.
- If the child is not found quickly, notify the police and provide them with as precise a description of the student as possible, the last known whereabouts of the student and supply the police with any other details they may require.
- The School will notify the student's parents.

The member of staff initiating the search should remain in situ until the police or assistance from School arrives.

In such stressful circumstances, it is important that the staff remain as calm and collected as possible. It is important that, following an incident, the issues that arise are addressed: For example:

- Update the risk assessment for the activity.
- Talk through the incident with the student involved, emphasising the worry that was caused.
- Formally record the reasons given by the child as to why they have gone missing.

If the student gives a reason for going missing that is linked to either bullying or inappropriate behaviour, it is important that this is both recorded and reported to outside agencies following the policy as outlined in the Complaints and Child Protection policies.

Updated April 2018



Staff 2018/19



Senior Management Team

Principal
Vice Principal
Deputy Head
Director of Studies
Bursar
Registrar/Principal/Headmaster's PA

Lt Col KA Boulter MA (Cantab) PGCE (**Head of Maths**)
Mrs R Richardson BA (Hons) (**Head of Pre-Prep**)
*Mr T Cooper MEd BA (Hons) PGCE
Mrs A Dobson MA (Cantab) PGCE (**Head of IT**)
Mrs A Gregory
Mrs L Gundersen

Teachers

Pre-Prep Department

The Nursery	6mths-3 years	Miss R Clark BA (Hons) Diploma Level 3 Mrs E Hatfield Diploma Level 4 (Deputy Manager) Mrs C Williams BSc (Hons) Diploma Level 3 (Deputy Manager - Maternity Leave) Miss R Argent CACHE Level 3 Mrs R Blythe Miss A Goody Diploma Level 3 Miss J Hart Diploma Level 2 Miss A Hughes Diploma Level 3 (Maternity Leave) Miss C Jeggo Diploma Level 3 Miss A Pass Diploma Level 3 Mrs L Rawlins Diploma Level 2 (Bank)
Class 1	3-4 years	Mrs A Tuer NNEB (Early Years' Coordinator) Miss A Grandinetti Diploma Level 5 Mrs K Bagley Diploma Level 5
Class 2	4-5 years	*Mrs L Ecuyer BA (Hons) QTS
Class 3	5-6 years	Mrs R Richardson BA (Hons)
Class 3 Classroom Assistant		Miss C Tuer Diploma Level 5
Class 4	6-7 years	Mrs A Wilcox BEd QTS
Class 4 Classroom Assistant		Mrs J Hall NNEB

Prep School

Form I	7-8 years	Mrs R Cooper MA, BA (Hons), DELTA, CELTA (Head of English)
Form II	8 - 9 Years	Mrs A Dobson MA (Cantab) PGCE (Head of IT)
Form III	9-10 years	*Mr T Cooper MEd BA (Hons) PGCE
Form IV	10-11 years	Mr D Gamble BSc (Hons) QTS (Head of PSHE) *Miss S Wells BSc (Hons) (Science and Maths)
Form V	11-12 years	Mrs A D'Arcy-Hulusi BA (Hons) PGCE TEFL (Head of French) Mr H Wilcox BA (Hons) PGCE (Head of Sport)
Form VI	12-13 years	Mr T Dodgson BA (Hons) PGCE (Head of History and RS) Mr P Conway MA PGCE Dip NSVM (Head of DT, Head of Malcolm House)

Other Subject Teachers

Art	Mrs L MacRae BA (Hons) PGCE (<i>Head of Art</i>)
DT	Mrs T Knee NNEB
Geography	Mrs G Dowsett BA (Hons) (<i>Head of Geography</i>)
Music	Mr L Ottevanger MA (Cantab), (<i>Head of Music</i>)
Sport	Mrs V White MEd
Latin	Mrs E White BSc (Hons) QTS (<i>Head of Latin</i>)
	*Mr M Jacques MTheol (Hons) CELTA

The Bridge – Specialist Learning Centre

SENCO	Mrs L Stark MEd PGCE (Maternity Leave) Mrs P Harvey-Samuel BA Hons PGCE
Learning Support Assistants	Mrs E Cornish Mrs A Mansfield Mrs M Statham Miss R Todd
Independent Listener	Mrs A Jessop
EFL	*Mr M Jacques MTheol (Hons) CELTA
ESOL	Miss E John Cert CELTA

Extra-Curricular Teaching

Brass	Mr C Matthews LLCM
Cello	Mr R Brown GLCM, LVCM, AVCM
Dance	Mrs J Oakley BA (Hons) RTS RAD
Drums	Mr J Randall
Gymnastics	Mrs A Gregory BAGA Coach, Mrs J Humphreys BAGA Coach
Hockey/Cricket Coach	Mr M Surridge, PGCE,
Hockey Coach	Mr J Herod Level 2 Hockey Coach
Judo	Mr D Etchells-Butler BJA Coach BA (Hons) MA, Adv Dip Ed PGCE
Piano	Mr L Ottevanger MA (Cantab)
Piano/Woodwind	Mr C Charlesworth BA (Hons)
Singing	Mrs P Anderson BA (Hons)
Speech and Drama	Miss S Tucker BA (Hons) LAMDA
Tennis	Mr R Jeffs LTA Coach
Violin	Mrs R Sokolowski AGSM, PGCE, Mrs N Pakenham GRSM PGCE

Secretarial Staff

Accountant	Mrs J Basham MAAT
Accounts Assistant	Mrs T Knee
Bursar's Assistant	Mrs K Egan
School Secretary	Mrs C Fuller
Transport Control Officer	*Mr G Sampson
IT Technician	Mr R Manning (plus <i>Maintenance</i>)

Additional Medical/Pastoral Staff

Doctor	Dr N Selby GP
Sanatorium	Mrs S Durrant RGN
Matron	Mrs D Clifton
House Staff	Mrs R Sianglam, Mrs H Hart
Gap Students	*Mr H Addison, *Miss L Matthews, *Mr M Scargill

Catering Staff

Head Cook	Mrs R Whitehead
Weekend/Evening Cooks	Mrs E Dodgson BEd (Hons), Mrs L Missen
Kitchen Assistants	Miss G Butterfield, Mrs S Wiseman, Mr J Hazard

Maintenance Department

Mr G Sampson (<i>Driver</i>)	Mr R McKeown (<i>Driver</i>)
Mr M Hand (<i>Painter</i>)	
Mr D Coote (<i>Grounds</i>)	

Cleaners

Mrs C Argent, Mr J Blythe, Mrs G Burt, Mrs S Gault, Mrs Y Yang
--

Laundry

Mrs R Sianglam, Mrs P Turner

*Staff with House Duties

TERM DATES

Summer Term 2019

Staff Meeting/Inset	Tuesday 23 April
Boards return	Tuesday 23 April between 4-6pm
Term Starts	Wednesday 24 April
	Monday 6 May (<i>Bank Holiday Monday</i>)
Exeat	4.30pm Friday 10 May to 6pm Sunday 12 May
Half Term	4.30pm Friday 24 May to 6pm Sunday 2 June
Exeat	4.30pm Friday 21 June to 6pm Sunday 23 June
Term Ends	12 noon Thursday 4 July

Autumn Term 2019

Staff Meeting/Inset	Friday 30 Saturday 31 August
Boards return	Sunday 1 September between 4-6pm
Term Starts	Monday 2 September
Exeat	4.30pm Friday 20 September to 6pm Sunday 22 September
Half Term	4.30pm Friday 18 October to 6pm Sunday 3 November
Exeat	4.30pm Friday 15 November to 6pm Sunday 17 November
Term Ends	Friday 13 December

Spring Term 2020

Staff Meeting/Inset	Friday 3, Saturday 4 January
Boards return	Sunday 5 January between 4-6pm
Term Starts	Monday 6 January
Exeat	4.30pm Friday 24 January to 6pm Sunday 26 January
Half Term	4.30pm Friday 14 February to 6pm Sunday 23 February
Exeat	4.30pm Friday 13 March to 6pm Sunday 15 March
Term Ends	Tuesday 31 March (<i>Easter 10 – 13 April</i>)

Telephone numbers

Main School Telephone Number	01440 786316
Fax Number	01440 786355
Email Address	info@barnardiston-hall.co.uk

Extension Numbers

Headmaster	281
Registrar	200
School Secretary	208
Bursar	204
Assistant Bursar	203
Sister Durrant	211
The Bridge	219
Nursery	258
Head of Pre-Prep	225
Dining Hall	218
Girls' Boarding	505
Boys' Boarding	506

To inform the School that your child is unwell and will not be attending, please dial Extension 299 and leave a message including the name of your child, details of his / her Class Teacher and a brief description of their illness including details (if known) of when you expect him / her to return to School.