



SWANBOURNE HOUSE



Upper School Handbook

11s – TY

2019 - 2020

Take One **Bright** Mind...

Index

	1
Welcome to the UPPER School – 11S & TY	5
A letter for pupils	5
Information for parents	6
The First Day	6
The School Day	6
The Start of the Day	6
The End of Day	7
Registration	7
Break	7
Lunch	7
Saturday School	8
Pastoral Care	8
Personal Tutor	8
Form Tutor	9
Reward System	9
Send-ups	9
House Points	9
Conduct House Points and Conduct Send-Ups	9
The Swanbourne Way	10
Academic	11
PSB @ Swanbourne House	11
The Curriculum	11
Prep	12
Prep Diary	12
Swanbourne Digital Learning (SDL)	12
Effort Grades	13

Physical Education and Games	14
Equipment	14
Lost Games Kit	15
Etiquette	15
Team Selection	15
Cancellations	15
Washing	15
Match Timings	15
Other Activities	17
Activities	17
Drama	17
Holiday Courses	17
Music	17
Swim Squad	17
Trips	18
Learning Support	18
Caring for Your Child	19
Birthday Cakes	19
Breaks and Lunch	19
Bullying	19
Discipline	20
Equal Opportunities	20
House System	20
Medicines	21
School Counsellor	21
Security	21
Sun Hats and Sun Cream	21
Boarding	23
Boarding Routine	23
School Uniform and Games Kit	24

Take One **Bright** Mind...

The School Shop	24
Lost Property	24
<i>Map of the School Grounds</i>	25
<i>Keeping in Touch</i>	26
How We Keep in Touch With You	26
Swan Newsletter	28
How You Keep in Touch With Us	28

WELCOME TO THE UPPER SCHOOL – 11S & TY

A LETTER FOR PUPILS

Dear Pupils,

Welcome to the Swanbourne House Upper School Handbook which will tell you and your parents everything that you need to know about life here at Swanbourne.

You will meet lots of new friends and teachers and discover an array of new and exciting things over the next year. Our aim is to make your time at Swanbourne a fun and adventurous journey to unlock your individual talents and passions. We want you to live a broad and enriching school life and enjoy all that is on offer here.

Your Form Teachers and Personal Tutors are there to help you with your personal and social care, as well as your educational development. If you ever have any questions, or concerns, please don't hesitate to come and talk to them or to me.

Yours sincerely,

Ms. I Swain

Senior Tutor Upper School

Take One **Bright** Mind...

INFORMATION FOR PARENTS

THE FIRST DAY

On the first day, you will need to arrive at 8:15am and come to Reception. You and your child will be welcomed and introduced to their 'Shadow' who will help guide them through their first weeks.

Uniform for the beginning of the Autumn Term is either the Summer or Winter uniform depending on the weather, we leave that decision up to you.

THE SCHOOL DAY

7:45am	Breakfast for Boarders
8:15am	Registration
8:25am	Chapel or Assembly
8:45am	Lessons
10:45am	Break
11:15am	Lessons
12:15pm-1:15pm	Period 4 (including Registration) Lunch 1 and 2
1:15pm-2:15pm	Activity or Free Time
2:15pm	Lessons except a Wednesday which will be a Match or Games session
3:15pm	Little Tea
3:30pm	Lessons " "
4:30pm	End of the day Registration and Form Time on Monday, Tuesday, Thursday and Friday. On a Wednesday the day finishes at 4:00pm or at the end of matches.
4:40pm	End of Day 1 collection from the Pupil Entrance
4:45pm – 6:00pm	Activities (Tea at 5:30pm)
5:30pm - 6:15pm	End of Day 2 collection from the Pupil Entrance
6:20pm - 7:20pm	Extra Study / Prep / Activities
6:30pm	Extra Study (Top Year only, Tuesday and Thursday)
7:20pm	End of Day 3 collection from the Pupil Entrance

THE START OF THE DAY

From 8:00am onwards, you and your child can enter the school via the Pupil Entrance and wait in the BM Hall before going to the classrooms. Blazers (with ties, for boys) are worn to and from school. Staff will be in form rooms from 8:10am.

Take One **Bright** Mind...

If necessary, your child may come to school at 7:30am and join our Breakfast Club entering via the Reception office - please talk to your child's Form Tutor to arrange this or email admissions@swanbourne.org. They may then go to the BM Hall at 8:00am and to their Form room at 8:10am. There are plenty of boarding and office staff around the Reception area at this time.

THE END OF DAY

End of the day collection is from the Pupil Entrance at 4:40pm. Any children in the 9s upwards that are not collected promptly from the Pupil Entrance will be sent to Prep.

If you are collecting your child later than 4:40pm, collection is from the Pupil Entrance. Pupils may have tea at 5:50pm and be picked up after this.

There are no lessons on Wednesday afternoons; this is traditionally a games/match time and the day ends at 4:00pm. If your child is in a match they will be aware of this earlier in the week. Parents are encouraged to support. If the match is 'away' the estimated return time may be later than 4:00pm.

REGISTRATION

Every morning your son/daughter is expected to attend registration - this is where they confirm their attendance and tell the teachers what time they are going home. This home time can vary if a child is at a club or is involved in a match, so it is important that your child knows what they are doing.

After registration, your child will attend the following -

Monday	Whole School Assembly (7s-TY)
Tuesday	Chapel
Wednesday	Personal Tutor Time
Thursday	Chapel
Friday	Chapel

Pupils will return to class and attend their first lesson of the day.

BREAK

At 10:45am they can have juice and a snack from the dining hall.

LUNCH

Lunch is served in two sittings in a way which combines the range of choices of a canteen service and the traditions of a family-style meal. Children have set places with teachers sitting at tables with them. A formal grace is said before each table is called to the buffet in turn. Hot options, soup, jacket potatoes, a vegetarian meal and a salad bar are followed by hot and cold desserts. Specific dietary needs are catered for. At the end of the meal the children clear the tables when all are finished and they set the table for the next sitting before they are dismissed table by table.

Staff are always on hand to help children with any problems they might have and to monitor that the children are eating healthily.

Take One **Bright** Mind...

SATURDAY SCHOOL

The academic curriculum is delivered Monday to Friday.

The school offers an exciting and diverse Enrichment Programme on Saturday mornings which is compulsory for 11s and Top Year. We also offer varied and bespoke Scholarship mentoring on a Saturday Morning. Designed to enhance the PSB core skill base, we offer an evolving world of opportunity at Swanbourne which is relevant, challenging, forward thinking, fun and opens children's eyes to the endless possibilities that exist in the big wide world. Examples on offer to Middle and Senior School children on Saturday mornings are: Ancient Greek, Swanbourne Farming Club, Clay Pigeon Shooting, Music Tech, Spanish, Engineering & Design, Fencing, Cooking, Golf, Photography, Mad Science, GAME (Growing & Moving Everyone), SET (Saturday Elite Training) and Team Building & Leadership skills. As always, we very much welcome parents' suggestions and involvement, as well as ongoing input and suggestions from our pupils. Full details will be published in advance of each term to allow children to make their selections. There will be no additional charge for the Saturday Enrichment Programme activities save for occasional off-site expeditions/visits.

Saturday Enrichment is from **8:15am to 12:15pm**, or later if your child is involved in a match. If there is a Saturday fixture, then pupils are expected to be available unless they have specifically sought permission from the Head to miss the fixture.

PASTORAL CARE

PERSONAL TUTOR

Swanbourne House is a broadly selective prep school and we aim to provide a broad education for our pupils.

- Meeting the academic needs of children across a relatively wide ability range
- Enabling the social development of children from a wide range of backgrounds
- Fostering the interests and talents of children across a range of activities

Our ambition is that every child by the end of their time at Swanbourne House will have developed academically, socially and in other activities so that they will be able realistically to identify genuine strengths in one or more areas. This can only be achieved if children are guided, set targets and monitored in their development. Up to the 8s it is the responsibility of the Form Tutor to take the lead in this; from the 9s to Top Year this role is taken by a Personal Tutor.

From the 9s the Personal Tutor scheme works as follows:

- A Personal Tutor will oversee the development of their tutees for the remainder of their time at Swanbourne House
- Each Personal Tutor is allocated around 8 tutees; all full-time teaching staff in the 9s-TY who are not Form Tutors in 7s and 8s are Personal Tutors

Take One **Bright** Mind...

- Personal Tutors discuss a range of issues with their tutees which cover the start of their work with a pupil and across the years
- Personal Tutors will be expected to do the following:
 1. To be the first point of contact for parents of tutees and to be proactive in fostering relations with parents.
 2. To know the individual tutees in every aspect of their education and to set and monitor appropriate targets for them on a termly basis.
 3. To discuss with their tutees academic, pastoral and other issues at each weekly meeting.
 4. To be able to speak in detail at staff meetings about the background and progress of their tutees.
 5. To raise concerns on behalf of tutees with the Deputy Head, Assistant Head, Director of Pastoral Care, Head of Senior Tutors, Head of Middle School Tutors or other staff as appropriate.
 6. To liaise with other staff in all departments concerning their tutees (especially Learning Support, Music, Sport or an area of scholarship potential).

FORM TUTOR

The role of the Form Tutor in the Upper School is for registration and other administrative purposes (such as the passing on of messages about Off Games). The Form Tutor in Upper School is not the most significant point of contact for parents and will not be expected to monitor children's progress beyond their own teaching.

REWARD SYSTEM

At Swanbourne House we feel that it is very important for each child to feel proud of their work and to be rewarded for their hard work. Rewards can be awarded in a number of ways as detailed below.

SEND-UPS

These are awarded for exceptional work undertaken by an individual child. Send-ups are rare and highly prized. The child's work is sent up to the Deputy Head who will give praise and arrange for a Send-up certificate to be presented in Assembly. They are worth four House Points.

HOUSE POINTS

Pupils are rewarded for their hard work with House Points. These are awarded for effort and attainment in work and activities. They are recorded by the teachers in your child's Prep Diary and are accumulated over the term.

CONDUCT HOUSE POINTS AND CONDUCT SEND-UPS

In the same way that pupils can be rewarded for their hard work in the classroom, pupils can be rewarded for acts of kindness and good conduct around school. Small acts which help to contribute to the life of the community at Swanbourne House are rewarded with Conduct House Points, which more significant acts of helpfulness – going above and beyond – are rewarded with a Conduct Send-Up. As with an academic Send-Up, a Conduct Send-Up is worth four House Points.

Take One **Bright** Mind...

THE SWANBOURNE WAY

At Swanbourne House **these core values** apply to all that we do:

- **Respect** for each other, for all who work in the school, for visitors, for the school environment and for the local community. There is no tolerance for bullying. Good manners should be present in all of our relationships
- **Kindness** in our words and actions so that each member of the school community seeks to help others every day
- **Personal responsibility** for our appearance, our work, our books and equipment, our time and our behaviour. We have a culture of trust which requires all to be worthy of that trust
- **Endeavour** which means that we expect everyone to do their best and to aim to improve in every part of school life

Therefore, pupils and teachers have agreed the following **code of conduct** to describe what we expect behaviour at Swanbourne House to be like:

- Use positive language
- Follow instructions
- Be honest
- Keep hands, feet and objects to yourself

Take One **Bright** Mind...

ACADEMIC

PSB @ SWANBOURNE HOUSE

Pupils take the PSB @ Swanbourne House. This is a course that seeks to assess a pupil's achievement across the two year period of the 11s and Top Year. A final summative document accompanies the transfer to senior school and offers a 360 description of a pupil's progress, abilities and attitudes.

Assessment is tiered to ability and designed to build self-awareness and self-esteem alongside the acquisition of knowledge and skills. Senior schools are looking not only for evidence of academic achievement but also wish to know about what are often called the "soft skills" such as independence, communication, collaboration, resilience, reflection, and leadership to name but a few. These skills are integral to PSB @ Swanbourne House and thus form an important part of a teacher's planning and assessment throughout the course. We believe, these skills will best equip a pupil for the demands of the world in the 21st century.

THE CURRICULUM

Mathematics, English, French, Science, History, Geography, Classics, Religion and Ethics, Art, Design and Technology, Computing, Music, Drama and PE are all assessed in the PSB @ Swanbourne House.

The content of the curriculum has been certified by senior schools to ensure rigorous and appropriate academic standards. Any updates/changes to the curriculum are always validated by senior schools, as well as being subject to the Independent Schools Inspectorate inspection cycle.

The aim of PSB @ Swanbourne House is to produce stimulating, relevant and modern programmes of study that will engage the pupils over two years; preparing them academically, technologically, personally, socially, culturally and spiritually for the next stage of their education.

ASSESSMENT

Throughout PSB @ Swanbourne House, assessment will be both formative and summative.

Units of work are assessed on completion and in some cases continuous assessment is appropriate. Paper based tests, orals, presentations or debates are all equally valid.

Formal examinations are held in the 11s and Top Year in some subjects. Assessments and examinations are moderated for subject content, standards and consistency by the PSB group and associate senior schools.

CORE SKILLS

Independence, communication, collaboration, resilience, reflection, and leadership are integral to life at Swanbourne House and pupils are expected to act in accordance with these fundamental values and principles. The skills/attributes that underpin these values are actively promoted, tracked and monitored throughout the PSB course.

Take One **Bright** Mind...

PREP

Two 30 minute Preps are set each night of the week except for Wednesday and Saturday nights. Prep can be completed in school during a supervised session from 4:45pm - 6:00pm or it can be taken home to complete. It is 'best practice' to complete Prep on the night it is set, so as to avoid a backlog. If Prep is not completed and handed in to the subject teacher on the date it is due in, pupils will be expected to attend a supervised 'catch up' session on a Wednesday during first break.

In Top Year Extra Study sessions are run on Tuesday and Thursday evenings from 6:30pm-7:15pm. Attendance is not compulsory but the work set must be completed.

PREP DIARY

The children have a Prep Diary, where they write the appropriate Prep tasks for that day. You may use the Prep Diary to pass on important information to the Form Tutor, if you are not able to see them personally in the morning. Parents are asked to co-operate fully in ensuring that Prep and other assignments are completed on time. If problems arise, please notify the teacher involved as soon as possible.

SWANBOURNE DIGITAL LEARNING (SDL)

As well as having paper copies of preps, your child will be shown how to access the SDL to download their prep if they misplace it or forget what they should be doing.

Your child can access the material as follows:

- on the school Website: www.swanbourne.org
- click on SDL in the top right hand corner
- pupils then can enter the username and password that they use at school and click Login

They then find the subject of the prep that they are looking for; for example - if they are looking for Mathematics prep, then they click on 11s or Top Year Maths and the prep will be in that section.

EFFORT GRADES

Each half term we report on children's progress in all subjects with an assessment grade for effort and attainment. We emphasise with the children the importance of effort in raising their attainment and encourage them with the following advice:

The 6 Ps of Excellent Effort	
Being prepared to learn	Are you ready and well organised for every lesson? Do you settle quickly at the start of a lesson? Do you go into the classroom with a positive attitude?
Presentation	Do you work carefully? Do you take pride in your work? Do you check your work to make sure it is accurate?
Participation	Do you take part in lessons? Do you ask questions?
Perseverance	How do you react when work is hard? Do you choose more difficult work or work which is quite easy for you?
Personal ambition to do better	Do you ask your teachers for feedback on your work? Do you listen to your teachers' advice? Do you try to improve when you have made mistakes?
Prep	Do you try hard and take care with all of your preps? Do you complete prep on time and hand it in? Do you think for yourself when doing prep?

Take One **Bright** Mind...

PHYSICAL EDUCATION AND GAMES

Physical Education and Games is a big part of school life at Swanbourne House. The major competitive sports during the year are:

	BOYS	GIRLS
Autumn Term	Rugby	Hockey
Spring Term	Football Hockey	Netball
Summer Term	Cricket Athletics Tennis	Cricket Rounders Athletics Tennis

All of the children in the year group will be given the opportunity to represent Swanbourne House in these sports against other schools over the course of the academic year. These matches normally take place on Wednesday and Saturday afternoons.

The children swim on a regular basis as part of their PE lessons in the Autumn and Spring Terms.

EQUIPMENT

Often parents ask what equipment is needed for each specific sport. The general rule is that pupils wear their games kit for each specific sport along with the following equipment.

SPORT	EQUIPMENT
Rugby	Gum Shield Football/Rugby Boots
Hockey	Gum Shield Hockey Stick (this should be no taller than the waist of the child) Astro Trainers Shin Pads
Football	Football Boots Shin Pads
Rounders	Rounders Bat (optional)
Cricket	Cricket Bat (optional) (this should be the right weight & length for your child)
Swimming	Boys: black 'Jammers' style trunks; Girls: black swimming costume and swim cap

LOST GAMES KIT

Often children can mislay their Games kit and as much as possible we do try to make them responsible for their own belongings. However, parents are allowed to enter the changing rooms prior to 8:30am to search for lost items. You will often find a member of staff who is cleaning the changing rooms around at that time who will be willing to help.

ETIQUETTE

Generally there is a certain etiquette that comes with playing 'fixtures' and we try to introduce that to the children from the very beginning. This includes - shaking hands after matches, giving 3 cheers, showing our visitors to match tea. It is very important that the children understand the etiquette of fixtures and staying for match tea is a very important part of this.

TEAM SELECTION

Generally whenever there is a fixture we try to get all of the pupils to play; however, there are occasions when only a small group is chosen.

All of the team information, including timings and venues, is displayed on the Games noticeboard by the House Noticeboards in the Cloisters Corridor. These team sheets are normally up 48 hours before a fixture. An email with details of the week's fixtures is sent to parents every Monday morning.

If a child is selected to play for the school, then they are expected to play unless they have a major family event that they need to attend e.g. a wedding.

CANCELLATIONS

At times, fixtures do get cancelled because of illness or extreme weather conditions. If the fixture is cancelled 48 hours before then a notice will go up on the Games Board and the online calendar will be updated. The calendar is the best place to check for up to date information. If the fixture is cancelled at late notice, then an email or text message will be sent.

WASHING

Games Kit and towels need to be taken home every Friday, as they do get pretty dirty, especially during the Autumn and Spring Terms.

MATCH TIMINGS

The timings of the Wednesday and Saturday fixtures are usually as follows:

For Home Matches:

2:30pm	Kick off
3:15pm	Match tea
4:00pm	Parents free to take children home after match tea

For Away Matches:

Depart in school minibus to away venue (times vary - normally between 12:55pm -1:15pm)

2:30pm	Kick off
--------	----------

Take One **Bright** Mind...

3:15pm Match tea

3:45pm Return to school in minibus (or with parents)

These times are a rough guide. As a precaution parents should always check the online calendar which holds the most up to date information.

It is School policy that if a parent is taking another child home the supervising coach MUST have spoken to or seen a note/ text message from that child's parent.

OTHER ACTIVITIES

ACTIVITIES

There are various clubs at lunchtimes and after school which may be joined voluntarily. Pupils are usually expected to sign up for a term at a time and there is often no charge for these clubs. However, where specialist coaching or equipment is necessary (e.g. for ballet, tennis, gymnastics, swimming club or golf) a charge will apply. A list of next term's activities will be sent to you ahead of the new term.

The clubs are held on the same day each week and parents are informed via the Swan newsletter if, for any reason, they are not being held the following week.

DRAMA

In addition to the class drama lessons, one-to-one or small group Drama (LAMDA) lessons are offered, at a cost which can be found at <http://www.swanbourne.org/Fees>. Please contact Miss Walters (rwalters@swanbourne.org) for more information.

HOLIDAY COURSES

Holiday courses are offered in some of the school holidays – details are available on the website and in the Swan in the lead up to the school holidays.

MUSIC

Music plays an integral part of School life at Swanbourne. As well as weekly lessons, many pupils choose to learn a musical instrument – anything from the piano and the violin to drums and guitar in lessons provided by a team of 12 peripatetic instrumental staff.

Full details of Music lessons are available on the school website and from Mr. Phillips (mphillips@swanbourne.org). Appropriate instrument hire in most cases is available through the school.

Concerts are held each term throughout the year and give all performers of all ages the opportunity to play or sing in front of parents and the rest of the school. The Termly Diary shows the dates of the concerts; parents are welcome to attend.

For more information on music at Swanbourne House, please take a look at the Music Department notice board or on the school website, or see the Twitter feed (@SwanbourneMusic).

SWIM SQUAD

This is for more able swimmers who enjoy the competition of Galas against other schools. It is held on Monday evening and is by invitation only.

Take One **Bright** Mind...

TRIPS

In order to enrich learning and support the curriculum your child will go on many school trips. Most will be day trips, for example to support a topic that they are studying, to watch a play or for Excursion Day in the Summer Term.

For each trip, you will be sent an email to tell you about the arrangements and any costs that are involved.

If you have signed a general trip consent form, then your child will automatically have permission for the trip, but the letter will stipulate a date if you wish to opt out of the trip.

LEARNING SUPPORT

We follow the guidelines from the Government using The Special Educational Needs and Disability Code of Practice 2015 (SEND Code 2015) & the Equality Act 2010.

The Special Educational Needs Co-ordinator (SENCo) ensures that all staff are aware of pupils that require additional support for their learning. This information is of course treated with strict confidence.

Our provision of Special Educational Needs is a staged model. It starts with a 'Record of Concern' which is kept by the Personal Tutor and is accessible for information and review by all staff involved with the learning and support for the individual child. Pupil's progress is monitored and it may be decided that it is necessary to give the pupil additional support. This is referred to as 'In School Support' where a pupil is given extra support in the classroom or the pupil receives individual lessons. The pupil may also be given an Individual Education Plan that sets out specific targets to address the pupil's specific needs.

The individual lessons are given by peripatetic staff with specialist training.

In the School, we have three specialist peripatetic teachers and a Speech and Language Therapist also visits the School as required. The lessons take place during academic time and the pupils are withdrawn from lessons to receive this support. The lessons are charged as extras and the cost is added to the end of term bill.

Costs can be found at <http://www.swanbourne.org/Fees>.

Pupils who receive extra lessons and additional support from outside professional agencies are placed at the 'School Support Plus' stage. This may lead to an application to the Local Authority for an assessment for a 'Statement of Need'.

Additional information about Learning Support can be obtained from our SENDCo, Mrs. Mitchener (jmitchener@swanbourne.org).

The Learning Support Department is located in the Cloisters above the 8s classrooms.

Take One **Bright** Mind...

CARING FOR YOUR CHILD

BIRTHDAY CAKES

Children are welcome to bring in a birthday cake to share with their friends on their birthday. It is useful if these are already cut as it is difficult for the staff to cut them. We are a nut free school - please do not supply any birthday cakes or sweets which may contain traces of nuts. There are also some children who are unable to eat gluten, dairy etc., if you are going to bring in a cake, we ask you to notify the Form Teacher 2 days in advance so that all children can be catered for.

BREAKS AND LUNCH

In the mid-morning break and mid-afternoon break (called Little-Tea), children are given a drink and snack. All children are provided with a meal, cooked on the premises, at lunchtime. There is always a choice of hot or cold, vegetarian or non-vegetarian, main course, soup, salad bar and a hot or cold pudding or fresh fruit.

If your child requires a special diet, please inform the office who will pass this onto our Catering Team (office@swanbourne.org). We will cater for as many dietary requirements as we are able to.

BULLYING

The Governing Body values the excellent relationships fostered by the School and expects that allegations of bullying will be taken seriously. Senior staff, having considered the evidence, decide if the allegation is correct. The Governors consider that this is the correct attitude that the School should adopt, as it is in line with the Child Centred Policy of listening to all children and giving opportunities for pupils to develop, mature and forgive in a Christian School.

All staff and parents are aware of the negative effects that "real" bullying can have on individuals and the school in general. Staff members work to develop good behaviour and tolerance in all our pupils and work towards ensuring that all pupils can work in an environment without fear. Young pupils often have no such concept of how their behaviour affects others and this has to be taught through the ethos of the school and also through PHSE and assemblies.

Bullying is unacceptable at Swanbourne House and is not tolerated. The school reserves the right to deal with any issues of bullying.

The aims of our Bullying Policy are:

- to demonstrate that the School takes bullying seriously
- to promote the measures that are taken to prevent bullying
- to support everyone involved in the identification and protection of those who might either "feel" or actually be, bullied
- to demonstrate to our School community that the safety and happiness of pupils is enhanced by dealing positively with bullying
- to encourage pupils to speak out if they are being bullied

Take One **Bright** Mind...

The General Approach is that:

- we expect parents and pupils to speak to us about any suspected bullying.
- most pupils who show unpleasant behaviour do not realise what effect their actions have on others.
- pupils are told that if unpleasant behaviour happens once, they are forgiven and will not be “in trouble”. If it happens a second time, they will be in trouble.

Behaviour at Swanbourne House is very good. Most incidents are settled using the General Approach. Repeat behaviour is dealt with appropriately. Part of the General Approach is that the member of staff monitors the child for a short period of two or three days. At Swanbourne, incidents are usually cleared with the children by this point. Please see the full policy on the school website www.swanbourne.org for further details.

DISCIPLINE

At Swanbourne House School we pride ourselves on having an excellent pastoral system.

We expect all the pupils to behave with responsibility for themselves and to others.

We are a School with a strong Christian ethos and within this context we expect our pupils to behave in accordance with Christian values.

However, there are times when pupils get it wrong and they require guidance and support to make amends and learn appropriate behaviour. Our Tutor System, supported by a House System, addresses the pastoral needs of all the pupils and prepares them to show good citizenship both in and out of school.

If a child “gets it wrong”, they may be kept in at a break time or given a minus (which detracts House Points from their house total) for a breach of the Swanbourne Way. In addition, to help the pupil learn from their mistake, the child will be asked to attend a short classroom detention at a morning breaktime, in a way that guides them to see the consequences of their actions. For more serious breaches of discipline, they may also be asked to talk to Ms. Swain, Upper School Senior Tutor, or Mr. Phillips, Assistant Head – Director of Pastoral Care.

EQUAL OPPORTUNITIES

We provide each child with the same education. Care is taken so that children are able to develop their potential irrespective of sex, nationality or ability.

HOUSE SYSTEM

We have a House System and the four Houses are:

- Cottesloe
- Evans
- Jameson
- Stanley-Price.

Take One **Bright** Mind...

Children are assigned to a House from the 7s onwards. Children with an older brother or sister already in a House will be put in the same House as their sibling(s).

House meetings are held each Monday at first break.

The House System is an integral part of the School and the inter-house competitions help to engender a healthy team spirit, friendships and responsibilities. The Houses are organised by a Housemaster or Housemistress, who is also there to support and guide your child through these formative years.

MEDICINES

Any medication that your child is taking must be handed in to the School Nurse (surgery@swanbourne.org) in the Surgery, in a named plastic bag with details of dosage etc. in the original packaging with the dispensing label. The Surgery is on the 1st floor of the Main Building. Please collect medicines from the Surgery at the end of the day.

SCHOOL COUNSELLOR

Sometimes the school may recommend to parents that children will benefit from talking to someone beyond the teaching staff. Our School Counsellor, Mrs Jane Rushton, is in school at times advertised to the children for this purpose. Children can also seek her advice for support for themselves.

Our Counselling Policy within the Safeguarding Policy is available on the school website (www.swanbourne.org/Policies).

SECURITY

The following are adopted as part of our overall school security strategy:

- A visitors' book
- Visitor labels for any person not accompanied by a member of staff
- Security lighting on the premises & security signs
- Communication of information to staff and children, through their Form / Personal Tutors
- Liaison with Community Police Officer
- Coded access only to the front doors and to classroom blocks

SUN HATS AND SUN CREAM

All children are required to have a named sun hat and named sun cream in the Summer Term.

Sun cream applied at 7:30am, or 8:00am, may not be effective at 3:30pm for Games. Pupils should apply sun cream before games, unless 12 hour sun cream was applied that morning.

Boarders can get their sun cream from the Surgery or from the Games Staff, but are responsible for applying it themselves.

Take One **Bright** Mind...

Take One **Bright** Mind...

BOARDING

Bookings for boarding should be made by contacting boarding@swanbourne.org and a list of items needed will be sent with confirmation.

If you would like a tour of the boarding house please contact boarding@swanbourne.org to arrange an appointment with Mrs Talkington, our Head of Boarding.

Children can be booked in for a regular night each week or on a more casual basis. For a 'first boarding experience' it is always best to try to book a night when other friends can keep your child company.

BOARDING ROUTINE

5:30pm	Tea begins
6:20pm	Boarders' Registration and change into home clothes
6:45pm	Optional Activities – Music Practice – Catch up Preps, (activities include art and craft, model making, team games, swimming, computing etc.)
7.45m	Activities end
7.50/8:00pm	Supper, with food such as cereal, toast and fruit. This is followed by showers and individual reading time.
9:00pm	Lights Out – 11s
9:15pm	Lights Out – TY

On Wednesdays after 4:00pm, or any sporting commitments, the Boarders change into home clothes. After tea, there are organised games/DVDs and the wonderful Tuck Shop.

There is a phone available to the children on each floor every evening and parents are welcome to phone in before 8:00pm. Pupils are welcome to bring their own device which is kept in the boarding office and made available in the evening to enable children to call parents.

Pupils are encouraged to bring their own duvets and pillows together with covers to personalise their own sleeping area. Sheets, mattresses and pillow protectors are provided by the school.

Take One **Bright** Mind...

SCHOOL UNIFORM AND GAMES KIT

A full School Uniform and Kit list is available on the website and from the School Shop.

THE SCHOOL SHOP

We have a School Shop in the basement of the Main House where second-hand items and some games kit can be purchased and re-sold.

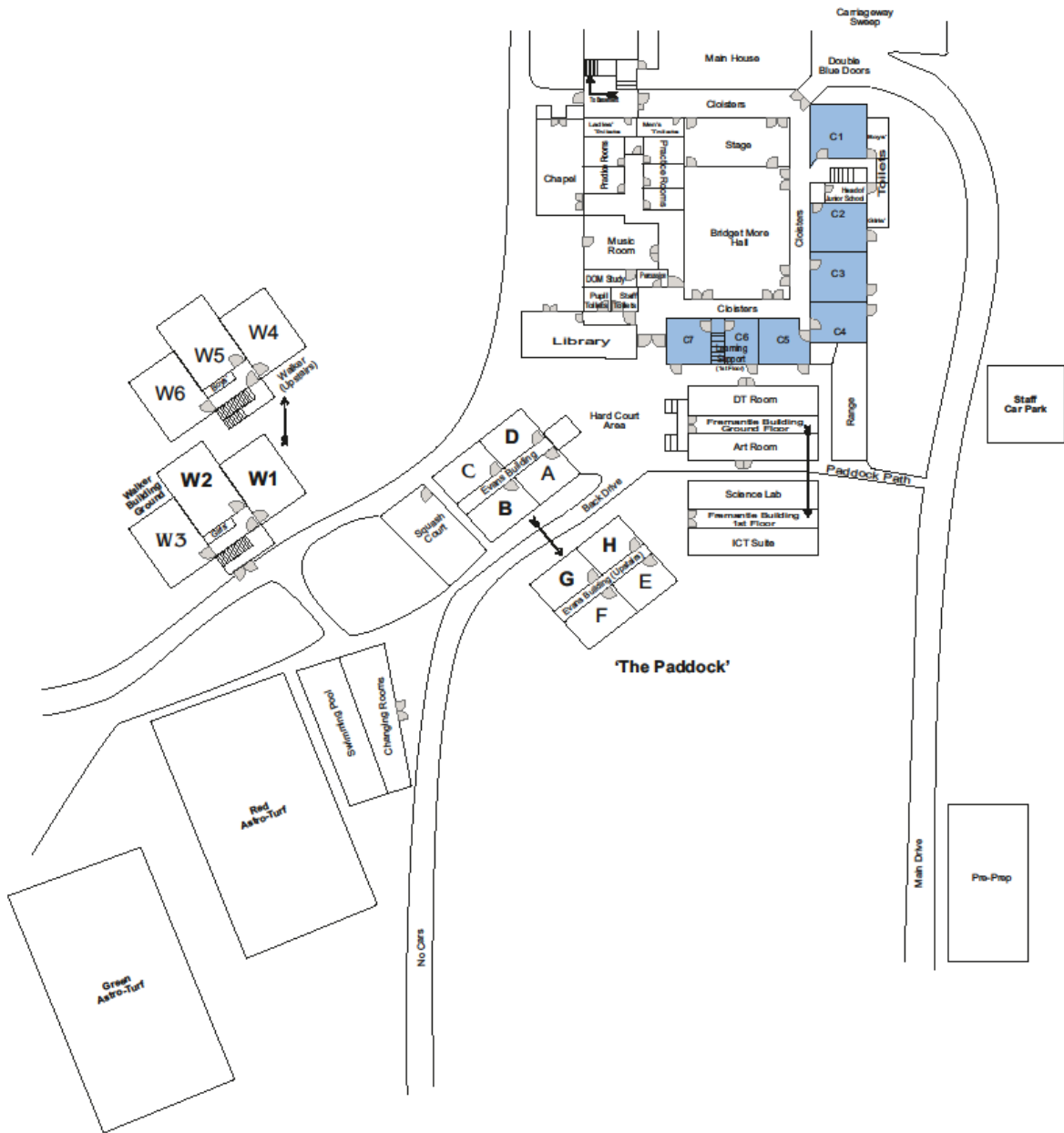
Opening dates for the School Shop are indicated in the Termly Diary and on the online calendar.

If you require assistance or would like to make an appointment, please email the School Office (office@swanbourne.org) or call on 01296 720264.

LOST PROPERTY

Please check the Changing Room area and in the Lost Property room in Cloisters by the Pupil Entrance. Please let the Form Tutor know that something is missing, sooner rather than later. The Form Tutor will also arrange for the children to look for the missing item. If there is still no success in finding the item please contact Mr. Phillips, who is responsible for lost property.

MAP OF THE SCHOOL GROUNDS



**Academic Area Site Map
Swanbourne House School**

Take One **Bright** Mind...

KEEPING IN TOUCH

HOW WE KEEP IN TOUCH WITH YOU

THE TERMLY DIARY

By the beginning of every term, all parents will have been issued with the Termly Diary Booklet. However, it is important to note that this information is for initial planning purposes only; for various reasons, arrangements often change. The most up to date information can be viewed on the 'on-line' diary on the website, which can also be downloaded onto any mobile device, and we encourage you to use this as the most accurate source of information regarding school activities.

LETTERS AND EMAILS

The majority of communications will be sent to parents via email, although occasionally letters will be sent home via the children.

THE SCHOOL WEBSITE

<http://www.swanbourne.org>

This shows the latest information on the school calendar, the school policies, and a gallery of photos from school events, weekly menus etc., as well as each edition of the weekly Swan newsletter.

PARENTS' EVENINGS

There is a 'New Pupils Parents' Evening' on the first Wednesday of the Autumn Term as well as an opportunity to meet your child's Personal Tutor. These events give you the opportunity to talk to relevant staff about how your child is settling in and ask any questions regarding academic or social matters.

Parents' Evenings for all 11s pupils at Swanbourne House are held during the Autumn and Summer Term. Parents' Evenings for TY pupils are held during the Spring term after the Common Entrance Mock exams and for the VI Scholars during the Autumn term after the Scholarship Mock exams. These meetings are held in the Bridget More Hall and you will be able to speak to all of your child's teachers. The dates for the Parents' Evenings can be found in the school calendar and detailed information is sent out closer to the time.

PROGRESS REPORTS

The Progress Report is designed to show you, and us, how your child is progressing in terms of attainment and effort. It provides a "snapshot in time" and is used by teachers to inform future planning.

Children are given an effort mark for each subject between 1 and 5* with 1 being more concentration and application needed, 3 being working well and 5* being excellent effort.

Progress Reports are produced twice during the course of each term.

Take One **Bright** Mind...

At the end of each term every pupil's Progress Report is reviewed and an average effort for the term is calculated. High averages are rewarded with certificates. The most prestigious certificate is the Gold, signifying a consistently diligent approach of the highest order.

REPORTS

Parents receive reports after school exams in the Spring Term and at the end of the Summer Term.

Autumn Term

Pupils in the 11s and TY receive two Progress reports, prior to half term and at the end of term. Pupils in the TY also receive a full report at the end of the term for each subject including Games plus a report by the Personal Tutor and if appropriate there is a report by Learning Support and individual music teachers.

Spring Term

Pupils in the 11s and TY (VI Form) receive a full report after the school exams for each subject including Games plus a report by the Personal Tutor and if appropriate there is a report by Learning Support and individual music teachers. Pupils in CE Forms receive their full report at the end of the term. Pupils in the 11s and TY receive two Progress Reports, one with the full report and for CE pupils one at half term and for 11s and VI Form at the end of term.

Summer Term

Pupils in the 11s and TY receive a full report at the end of the term for each subject including Games plus a report by the Personal Tutor and if appropriate there are reports by Learning Support and individual music teachers.

SWAN NEWSLETTER

This will be emailed to you every Friday in term time and contains all the information you need for the week ahead as well as reports and photographs of events in the week just gone. Any changes to the schedule will be included in the weekly edition, as will new information. Please do read it carefully!

HOW YOU KEEP IN TOUCH WITH US

ABSENCE

If your child will be absent from School, please email the School Office (office@swanbourne.org) or call 01296 720264 by 9:00am on each day of absence.

COMPLAINTS PROCEDURE

A parent who wishes to make a complaint should see either the Personal Tutor (if appropriate) or the Assistant Head or Deputy Head. If, after this there is no resolution, Mrs. Thorpe is available to talk to parents by appointment. To make an appointment contact the Head's PA, Mrs. Green on 01296 720264 or via email to sgreen@swanbourne.org.

A copy of the full Complaints Procedure can be found on the school website.

FOOD ALLERGIES

If your child requires a special diet, please inform the office who will pass this onto Connect Catering, via email office@swanbourne.org. We will cater for as many dietary requirements as we are able to.

LEAVING EARLY OR LATE

If your child arrives late, please report to the Reception in the Front Hall so that they can sign in.

If your child arrives or leaves school at an unusual time e.g. dentist at 2:00pm, please ensure that you report in/out at the Reception so that they can sign in/out.

MEDICINES & MEDICAL FORMS

Before the first day of the new academic year, completed medical forms should be returned to the Surgery (surgery@swanbourne.org).

Any medication that your child is taking must be handed into the School Nurse (surgery@swanbourne.org) in the Surgery, in a named plastic bag with details of dosage etc. in the original packaging with the dispensing label. The Surgery is located in Cloisters opposite the Bridget More Hall. Please collect medicines from the Surgery at the end of the day.

OFF GAMES/OFF SWIMMING/OFF SHOWERS

Please either speak to the Form Tutor or send a written note if your child is off games and/or off swimming, indicating when these activities may recommence. In an emergency, an email or telephone call to the Office is acceptable.

CHANGE OF PERSONAL CIRCUMSTANCES

Parents should email the School Office (office@swanbourne.org) or call on 01296 720264 with any change in personal circumstances, address, telephone number or emergency contact number.

Take One **Bright** Mind...

GETTING MESSAGES TO FORM AND PERSONAL TUTORS

Form and Personal Tutors are not always on duty at collection times, due to other teaching commitments, but there will always be a Senior member of staff on the Pupil Entrance if you want to get a message to a Form or Personal Tutor. Staff can also be contacted via email at any time – please see the website for email addresses.

The Duty Team is available from 8:15am until 8:00pm and they will deal with any problems that you have.

APPOINTMENTS WITH STAFF

There is a planned programme of Parents' Evenings throughout the year. However, parents can arrange to meet with staff throughout the school year. Please speak to or email the appropriate teacher to arrange a mutually convenient time.