Our Ethos

We create, for every girl, an environment with the space to inspire, challenge, encourage and support her to develop her full potential to become the amazing person she can be in this fast changing world, with friends for life. Each individual is encouraged to develop intellectual curiosity, self-esteem, confidence without arrogance, respect and care for others, independence, excellence in all she does and a love of life.

Our Aims

To inspire the girls…
- to experience and enjoy success and develop resilience in as broad a range of spheres as possible
- to develop self-confidence, self-awareness and self-respect, appreciating the cultural and spiritual aspects of life
- to be part of an active community based on mutual respect with responsibilities to each other and to society at large
- to develop the capacity to make informed, rational and responsible decisions
- at all times to feel motivated by their studies and to be aware of their own level of performance and progress and to realise their full potential

To challenge…
- everyone to exceed all expectations

To encourage…
- all to be part of a ‘thinking school’
- tolerance and sensitivity and an appreciation of the value of courtesy
- a healthy lifestyle

To support…
- girls of all ages by providing a broad and relevant curriculum suited to their individual needs
- girls by providing opportunities to experience a variety of activities, ideas and attitudes and to consider a wide range of issues
A Welcome from the Head of the Preparatory School, Mrs Helen Snow

It gives me great pleasure to welcome you to Sunny Hill Preparatory School, and I look forward to your daughter having many happy years with us. The community spirit here is very special, and it is our aim that you will very quickly become a part of this spirit. We are really fortunate to have such a beautiful and inspiring setting within which to work and play, and fun is an important part of what goes on here. Your daughter will have many opportunities to extend herself and have some fun – I hope she seizes as many as possible!

We want everyone to have an amazing experience and if there are ever any worries or niggles you may have I urge you to share them with us as soon as possible so that we are aware of them and can work with you to put them right. An early conversation or email can usually resolve things very quickly, and we pride ourselves on working together to provide the best possible experience.

There is much on offer here at Sunny Hill Preparatory School and Bruton School for Girls and you need to know what there is and how you access it. This booklet seeks to provide key information on how we operate our policies in practice and your part in that. It is intended to give you a clearer insight into how we do things, so that we can all work together more effectively in ensuring the well-being of your daughter. It provides key practical information and explanations of some of the vocabulary we use. Effective communication is essential and is one of our main priorities to you as parents. If you have any further questions, or if there is an area in which we can improve our explanations, please don’t hesitate to contact admissions on admissions@brutonschool.co.uk, 01749 814401 as we are always looking to be even better in our communications.

We look forward to working together!

Helen Snow
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SCHOOL POLICIES

School Policies are reviewed annually. Current versions of the School's policies are available on the School website or on request from the School Office or from the Admissions Department.

Admissions Policy
Anti-Bullying
Behaviour & Discipline Policy (Prep)
Behaviour & Discipline Policy (Senior)
Boarding Principles
Complaints Policy
Curriculum Policy (Prep)
Curriculum Policy (Senior)
Education and welfare provision for pupils with statements and pupils for whom English is an additional language
Equality Act and Accessibility Plan Policy
Equal Opportunities
EYFS Administration of Medicines
EYFS First Aid Policy
Privacy and Cookies Policy
Safeguarding Pupils
Uncollected Pupil Policy

Copies of the following policies and guidance are included within this booklet:

Behaviour & Discipline Policy (Prep)
Uniform List
CONTACTING US

Sunny Hill Preparatory School
(Including Pre-School and Pre-Prep Departments)

Tel: (01749) 814427
Mobile: 07941 505510
Email: prepreception@brutonschool.co.uk  Website: www.brutonschool.co.uk

Bruton School for Girls (Senior School)
Sunny Hill, Bruton, Somerset, BA10 0NT

Tel: (01749) 814400
Fax: (01749) 812537
Email: reception@brutonschool.co.uk  Website: www.brutonschool.co.uk

Key Staff Contact Details
Parents may contact staff using the following school email addresses:
Mrs Helen Snow  hesnow@brutonschool.co.uk
Miss F Frost  prepreception@brutonschool.co.uk
Mrs L Sturdy  lsturdy@brutonschool.co.uk
Mrs R McCormick  rmccormick@brutonschool.co.uk
Bursary:  bursar@brutonschool.co.uk

Attendance:
No pupil may be absent from school without prior permission from the Head of the Prep School except in the case of illness. Parents are asked to arrange family holidays outside term time. The law surrounding ‘Children Missing Education’ and absences is much stricter now and we ask that you only request leave of absence for exceptional family circumstances.

Should absence through illness occur please contact Reception by 8.30am on the first morning of absence by email – prepreception@brutonschool.co.uk or telephone: 01749 814427. On the pupil’s return to school a written note, giving the reason for the absence, must be forwarded to Reception. If the absence is likely to be more than a few days, please inform Reception.

Communication
The Main School Reception telephone (01749) 814400 is manned from 8.15am until 6.00pm weekdays during term time, and from 9.00 am until 4.00 pm during the school holidays. The Prep School (01749) 814427 can be contacted directly between 8.15am to 9.30am and 3.15pm to 4.15pm daily. Outside of these times, Reception at main school will be able to assist. After 4.00pm, please contact the Prep School using the Prep School mobile – 07941 505510.

Parent Portal
This can be accessed via our website www.brutonschool.co.uk, by following the links on the “Contact” page. The user name for the parent section is: parent and the password is: Sunnyhill1900. This facility will allow you to access information such as diaries, sports fixture details, correspondence and news.
THE SCHOOL DAY

Prep School (Prep 3-Prep 6)
Sunny Hill Preparatory School has five teaching days a week (Monday to Friday). Your daughter will be given a copy of her timetable when she arrives. Each lesson is either 30 or 35 minutes long with a morning break from 10:05 – 10:25am. The Lunch break from 12.15-1.15pm includes an activities programme.

Parents can pick up their daughter at the end of school (3.55pm onwards) when after school care commences, including clubs and activities and time for completion of Prep. After School Care finishes at 5.35pm and there is the option of a Supper Club until 7pm. Further information is given in the relevant section in this booklet.

Travelling to and from school
The Preparatory School and Pre-Prep department has its own entrance and car park.

Parents are requested to park in the car park when collecting their children and are asked to take extreme care at all times.

Pupils travelling to School on the buses are met in the Senior School car park by a member of staff. Once all pupils have arrived, the group walks to the Preparatory School. Similarly, in the afternoon, all pupils walk together to the car park with a member of staff to wait for the buses. If your daughter is not travelling by bus on a certain day, please advise the Preparatory School Office in advance.

Supervision of Pupils
The School day starts at 8.35am. Pupils may arrive from 8.15am in the Clubhouse playground (or the Hall if wet). Before then there is no supervision. During playtimes and the lunch break, pupils are supervised in the playground by staff.

Once parents have collected their children, duty of supervision transfers to the parents.

After School Care
After school supervision is provided for all pupils between 3.50pm and 5.30pm. This supervision takes the form of structured and free play, games or activities and reading time for all pupils. Time is allocated from 5.00-5.30pm for the completion of Prep. A snack and drink are provided for all pupils that stay. There is no charge for this provision.

If parents are unexpectedly detained and unable to pick up their daughter before 5.30pm, we ask that they contact school. In this situation, pupils will go to the dining room with the boarders.

Please use the Prep School mobile phone number if you need to call the Prep School after 4pm.

Outings
Educational outings are arranged for all age groups during the year. Parents are always fully informed of the details and all trips are optional. Parents are required to give written consent and any cost will be added to the term’s fees.

If any pupil going on a trip is likely to suffer from travel sickness, parents are asked to notify the School and provide appropriate treatment and complete the relevant forms.
Uniform
The official school uniform supplier is Stevensons, and a uniform list is included in this booklet.

Stevensons, Uniform House, Unit 1, 7 Acrewood Way, St Albans, Hertfordshire AL4 0JY
Tel: 01727 815 700          Website: www.stevensons.co.uk (for online ordering)

Parents of day pupils are asked to contact the suppliers directly. For overseas boarders, orders should be placed via the Stevensons website and items can be delivered to the school.

In addition, the Parent Staff Association runs a Second Hand Uniform Shop. This is open most Monday afternoons (3.00pm to 4.15pm) during term time. Alternative times are available by appointment. Messages can be passed to the Uniform Shop via Reception – Tel (01749) 814400.

Appearance
Long hair must be tied back. Only green, black or brown hair accessories are permitted and no pupil may wear fancy slides or clips. The wearing of a watch and one pair of plain studs in pierced ears is allowed. We strongly recommend that, when watches are purchased, they should be of the non-digital type. Watches must be named. All jewellery must be removed for PE. No make-up or nail polish is allowed. All items of personal property must be clearly named.

Personal Possessions and Money
Mobile Phones and iPods should not be brought to school unless permission has been sought from the Head. They must then be left in the school office during the day.

Pupils are discouraged from bringing money into School. Should they be required to bring money for any reason it must be in a sealed envelope or purse stating their name, form and the purpose of the money. It should be handed to their Form Teacher upon arrival.

Equipment
Each pupil in Prep 3 – Prep 6 should have a pencil case containing the following:

15cm ruler       Small glue stick
Pencil sharpener  In Prep 5 and Prep 6 a simple geometry set
Eraser
Selection of coloured pencils
Lead pencils
Fountain pen
Fine tip felt pens

Fixtures – Inter-School Competitions
The girls take part in a variety of sporting fixtures. We are keen to encourage parental support and welcome you to matches both at home and away.

Extra-Curricular Activities
Many of these take the form of lunchtime activities or after school clubs. Some clubs and activities are free of charge, and some are charged as an extra. The pupils are informed of the clubs available at the end of the preceding term and parents are asked to make a choice and commitment for each term. The clubs available vary from time to time.
Promote the Positive
At Sunny Hill we wish to promote a positive environment by placing an emphasis on accentuating the positive rather than focusing on the negative. We encourage, teach and reward good behaviour and positive relationships.

Head’s Commendations (Reception – Prep 6)
In the ‘Good Work’ assembly on a Friday, Head’s Commendations are awarded for achievements both in and out of the classroom. This is an opportunity to celebrate personal achievement and progress. Where there is ‘evidence’ of success in the form of certificates, cups, work books and projects, these are displayed for a week in the glass display cabinet in the Prep School reception area. Head’s Commendations are worth three credits (see below). The recipients of this award are announced in the weekly bulletin sent home to parents.

Head’s Conduct Award (Reception – Prep 6)
In the ‘Good Work’ assembly on a Friday, pupils from across the whole Prep School are awarded a certificate and badge to wear for a week in recognition of good conduct. This is an opportunity to acknowledge such qualities as kindness, thoughtfulness, consideration and politeness. The member of staff who has nominated the pupil explains to the assembly why the pupil has been put forward. The recipients of this award are announced in the weekly ‘bulletin’ sent home to parents. Head’s Conduct Awards are also worth three credits.

Credits
Credits can be given for good behaviour or good work. These will go towards the House Score. A credit may be awarded for good work in art or science, or, for the younger ones, perhaps they read well or found out interesting information from home. All full marks do not need to be creditable if it is what the teacher would expect but they must be sure the pupil knows why and support the pupil by giving further differentiated work.

Debits
A debit is the opposite and is given for poor behaviour or for offences such as continually handing work in late.

Homework (Prep) and Presentation of Work
From the age of seven, girls will be given approximately 30 minutes homework three evenings a week. Girls are given a Personal Planner. The purpose of the planner is to keep parents in touch with the work that is being done and parents are asked to inspect the diary regularly and sign it at the end of each week. There is also provision within the planner for recording reading that has been completed.

Communication
A Weekly Bulletin is emailed out every Friday with important information, pupil achievements and any changes which are taking place in the coming week. Parents also receive an emailed copy of the “Buzz@Bruton” the senior school weekly newsletter.

Special Educational Needs Co-ordinator (SENCO)
The Prep School has a SENCO Co-ordinator (Special Educational Needs Coordinator), who supports and advises staff regarding pupils with Special Educational Needs. The skills development work is coordinated by the Head of SDU in the Senior School. The school has systems in place and experience of supporting pupils with a statement. (See Special Educational Needs Policy for further details and information).
Each pupil’s work is closely monitored and anyone who is not making steady progress is assessed in the Skills Development Unit initially and, if further advice is required, an assessment with an Educational Psychologist is recommended. There is an additional charge for assessment.

If you feel your pupil may have a specific learning difficulty or if a difficulty has already been identified, do inform the School so that the appropriate action can be taken. The primary objectives of the Skills Development Unit are to help all pupils with a specific need to access the curriculum most effectively, to fulfil their potential and to experience success, thus enhancing their self-esteem.

Moving On to the Senior School
Girls from Sunny Hill Preparatory School progress directly into the Senior School. Entrance assessments take place in the Spring Term.

Scholarships are available for girls entering the Senior School. Advice and applications are available from the Head of the Preparatory School or the Director of Admissions. Applications should be delivered to the Admissions Department by the date indicated.

All girls are invited to attend the Senior School Induction Day held in the Summer Term and parents are encouraged to join us for tea at the end of the afternoon session.

Academic and Pastoral
There are opportunities throughout the year for you to meet with the teaching staff and be informed of your pupil’s academic progress and pastoral care (see Parents’ Evenings and Reporting). Should you have any queries outside of these occasions, including request for additional learning support for your daughter please contact: prepreception@brutonschool.co.uk

Occasional/Flexi-Boarding
Should you wish to book your daughter in for occasional/flexi-boarding or if you are considering a change for your daughter from day to boarding, please contact the Admissions Department on (01749) 814401 or email: admissions@brutonschool.co.uk. Please provide as much notice as possible as places are limited. Your daughter’s place as a casual boarder will be confirmed by Admissions Department.

If you wish to discuss a boarding matter concerning your daughter, in the first instance please contact:

Housemistress, Cumberlege               Mrs Bennett       jbennett@brutonschool.co.uk
Head of Boarding                        Mrs Robbins       rrobbins@brutonschool.co.uk

Financial
For any matters relating to School Fees or other payments please contact the Bursary on: 01749 814430.
**PARENTAL COMMUNICATION**

We aim to make parents feel comfortable and welcome through good communication and understanding. We hope that parents will feel able to discuss any matter concerning their pupil, if and when it arises.

**Parents’ Evenings**
Parents will be able to discuss their daughter’s progress and achievements at Parents’ Evenings. (The online School Diary in the parent section of the website has details/dates).

**Reporting**
In the Prep School, detailed individual reports are sent home twice per year at the end of the Autumn and Summer Terms. Grade sheets are sent to parents of pupils in Prep 3 – Prep 6 a Easter and a form report is sent at October half term.

**Correspondence**
Correspondence for parents is usually distributed via email and occasionally as a hard copy. Such correspondence includes letters from the Headmistress and Head of the Preparatory School, school newsletter, letters regarding trips and excursions and other general information about the activities and events at the School. Wherever possible, correspondence is sent via email.

**Weekly Bulletin**
Preparatory School pupils receive an emailed copy of the Weekly Bulletin detailing events and information pertaining to the forthcoming week. Hard copies are available in Reception.

**Email**
Parents will be emailed with relevant information such as copies of the Weekly Bulletin, announcements, event news and other school matters as appropriate.

**Website - www.brutonschool.co.uk**
Parents can visit the Website to obtain information such as the School Diaries, the Weekly Bulletin, the Fixtures List, as well as other items of school news.

**Bad Weather Conditions**
The School does not close in inclement weather because of our boarding community. However, we do ask you not to take unnecessary risks during adverse weather conditions by bringing your pupil to School. The bus companies decide whether they are able to run their services. Should an additional emergency situation arise the School will publish a message on its website.

**Extra-Curricular Activities**
Details of all regular Extra-Curricular Activities are sent to parents at the beginning of the relevant term. For Preparatory School pupils, parents are asked to sign the form giving permission for their daughter to attend the relevant activities. Any changes to these arrangements must be confirmed in writing.

**School Events**
Parents are most welcome to attend concerts, sporting fixtures and social events held throughout the year. Information about all events including those run by the PSA (Parent Staff Association) is detailed in the Weekly Bulletin and Buzz@Bruton.
**Examinations**
The Prep School has a week of exams every year in the Summer Term (May/June). Pupils in Prep 3-Prep 6 are examined in Mathematics, English and Science.

**Church Services**
Parents are invited to attend School Church Services held throughout the year. These take place at St Leonard’s Church, Pitcombe. Traditionally, Harvest and Christmas Services are held in the Autumn Term and an Easter Service is held on the last day of the Spring Term.

**Buses**

**School Minibuses**
The School Minibuses are used by all pupils of all ages. They are fully equipped with seat belts and all the required safety precautions.

**Bus Routes**
Bruton School for Girls is accessible from all directions and served by our own minibus service and local bus companies. Details of bus routes and contact telephone numbers are available from the Admissions department and on the website.

Please remember that we cannot be responsible for your daughter on the bus.

**Charities**
A number of charities are supported through fundraising events organised by the pupils during the year. Preparatory School pupils work with their Form Teachers and Head of House to arrange various activities.

**Meals**
All pupils take lunch in the Dining Room in Old House. Meals are prepared and cooked on the premises. There is a choice of courses, both main and dessert. Food is of a high quality with emphasis on a healthy diet. Special dietary needs can be catered for.

A mid-morning drink and snack is provided for all pupils. Afternoon snacks are provided for all boarders and any day pupils staying for after-school activities.

**Breakfast Club**
Pupils may attend Breakfast Club, being dropped off at Cumberlege boarding house from 7.45am to be cared for by house staff and joining the boarders for breakfast. They will be supervised until breakfast finishes and they go to their normal form rooms or playground. A nominal charge is made.

**Supper Club**
In the evening, pupils may participate in After School Care and Prep or Senior Prep or activities and then stay for Supper Club. Girls may be collected from the Dining Room at 6.15pm or from Cumberlege boarding house by 7.00pm. Supper Club is available to all pupils from Prep 3 upwards and to younger Pre-Prep pupils on an individually assessed basis. A nominal charge is made.

Parents wishing to use the Breakfast or Supper Club services must book in with the Preparatory School at least 48 hours in advance. For further information contact the Admissions Department or email prepreception@brutonschool.co.uk
Music
Music plays an important part in the life of the School. All pupils are given the opportunity to participate in musical activities.

Individual instrumental tuition is available, at an additional charge. Lessons are arranged on a rota basis throughout the week. This may include missing a curriculum lesson. Pupils are expected to catch up missed work in their own time. If you would like your daughter to learn a musical instrument, please contact the Director of Music. Tel: (01749) 814413. Half a Term’s notice is required if instrumental music lessons are to cease.

SAFETY AND WELLBEING

Email and Internet Usage
All pupils from Prep 3 upwards have access to email and the internet through the ICT facilities once their ICT User Agreement has been signed. Pupils can use this service for academic and learning purposes and for communication with family and friends. The School expects each pupil to use the internet and email responsibly and adhere to the ICT User Policy (see School Policies).

E-Safety
Children today have greater expertise and freedom to explore the world of the internet and experience all the fantastic opportunities that the ‘virtual world’ affords. However, as in the real world, there are risks attached.

At Bruton School for Girls, we have a rolling programme of information and education on cyber-technology and its use and on e-safety. This has been devised to inform and educate, in order for all our young people to make informed decisions, assess the risks and keep themselves safe. This is as important on the internet as out and about on the street.

Our filtered network and monitoring has enabled us to supervise and safeguard school computer users, and will continue to do so for all who use personally owned laptops and other devices (BYOD) connected to the school networks. However, increased ownership and use of ‘internet enabled’ devices with live video facilities such as Skype and Facetime, and devices which do not need a connection to the school network, such as students’ 3G and 4G phones, means that young people are more vulnerable, since these devices have unfiltered and unsupervised connection to the internet.

There are implications for both day pupils and boarders, and their families.

At home, families can keep computers in supervised areas. However with the new technology, it is easier for young people to go online anywhere, at any time.

In the boarding houses at school, many of the girls have these ‘new generation’ devices. We will continue to educate and encourage good sense, and house staff will be aware of the presence of the devices and that they might be used in study bedrooms. Although we will supervise discreetly, you will understand that we cannot guarantee that inappropriate use is not being made of such communications devices.

Owners of new technology devices must therefore take responsibility for their use. We will continue to educate and advise, and ask parents to work with us in this endeavour to enable your daughters to enjoy and benefit from the technology safely.

Social Networking
Social networking and the use of chatrooms is ubiquitous in teenage (and younger) circles and part of adolescent culture. Bruton School for Girls manages this development both by restricting access and by educating pupils on the safe use of such websites.
For example, social networking sites are not to be used during lesson times, or at all by those under the age of 13.

Monitoring is active - all screen content is automatically monitored by the school system's software. Whenever a violation is triggered, or an attempt is made to access a forbidden file or URL, the screen is automatically captured and maintained within a secure database. This creates a comprehensive audit log, incorporating images and violation details, and provides evidence which is reviewed regularly by a member of the Senior Leadership Team.

Useful websites and resources:

www.thinkuknow.co.uk )

www.childnet.com

www.swgfl.org.uk

http://parentzone.org.uk/

MEDICAL

Our Medical Administrator co-ordinates all medical needs and can be contacted at medical@brutonschool.co.uk or 01749 814426.

If your daughter is unwell during the day we will care for her as appropriate and contact you if necessary. During the night, if your daughter is unwell, she will be treated by the House Staff who are all emergency first aid trained. Parents and medical professionals will be contacted as appropriate.

School Doctor
The School Doctors are based at: The Surgery, Bruton  Tel: (01749) 812310

Medicine
Safeguarding legislation demands that no pupil may keep medication on their person. Please support us in this requirement by ensuring medication is handed directly to Reception or House staff who will co-ordinate dispensing of the medication. We are sure you can appreciate that this is a difficult rule to enforce and so spot checks on pupils may be carried out at any time, without prior notice.

Counsellor:
The school has a counsellor with whom girls can book confidential appointments – see ‘Advice for Girls’ below for more details.

For some children a single or a few sessions may be all that is needed to help put the world to rights, but for others a more open ended approach is appropriate. Some girls find it helpful to dip in and out of the service. The school policy is to underwrite the cost of three sessions, after which we ask that parents meet the cost of the counselling.

The counsellor, Bryony Cranstoun, is professionally qualified and experienced in working with children and young people. Bryony can be contacted via email: bcranstoun@brutonschool.co.uk or telephone: 01749 814406.
Medical appointments:
It is not always possible to arrange consultant and orthodontic appointments out of term time but if it is unavoidable please let the school know, in writing, at least 48 hours in advance. On the day of the appointment the pupil must sign out and in on return in the book which is kept in Reception. Girls being collected during the school day should arrange to be met at Reception. Should a boarder need to attend an appointment the school will be able to facilitate transport.

Head Lice
It is essential that each girl’s hair be checked regularly. In the event that head lice are found, please treat your daughter accordingly and inform the school. If a child in school is found to have lice, parents will be contacted and asked to check their child’s hair and treat accordingly. We do ask for your co-operation regarding this matter.
ADVICE FOR PUPILS

What to do if you have worries or concerns

This might be about anything to do with school, your school work or about personal issues

You can talk to:
- your tutor
- the subject teacher
- your Head of Year
- a peer mentor or buddy
- your housemistress
- any other member of staff

You can contact the school counsellor directly on 01749 814406 counsel@brutonschool.co.uk Bryony Cranstoun. You can call the Independent Listener on 01749 813083 (Mrs Watts)

There are also a number of independent helplines and websites:

- www.childline.org.uk 0800 1111
- www.samaritans.org 116 123
- www.al-anonuk.org.uk 0207 4030888
- www.talktofrank.com 0300 123 6600

Somerset Children’s Social Care 0300 123 2224

Children’s Legal Centre (CORAM) http://childlawadvice.org.uk/ 0300 330 5480

NSPCC (National Society for the Prevention of Cruelty to Children) www.nspcc.org.uk 0808 800 5000

The Children’s Commissioner www.childrenscommissioner.gov.uk 0800 5280731
www.relate.org.uk 0300 1001234
(Children and young people’s counselling)

The Mix www.themix.org.uk 0808 8084994

www.christianhelplines.co.uk 0845 120 4550
ASSOCIATED ORGANISATIONS

Parent Staff Association (PSA)
The Parent Staff Association organises and supports a variety of activities including Quiz Nights, Craft Fairs and social events. Parents are invited to join the PSA when their daughter joins the school. You can contact the PSA by email: psa@brutonschool.co.uk

Sunny Hill Old Girls Association
All girls who have attended Bruton School for Girls are invited to join the Sunny Hill Old Girls Association (SHOGA). For more information please visit the website – www.brutonschool.co.uk/alumnae-link or email: shoga@brutonschool.co.uk
Uniform
Sunny Hill Preparatory School
Prep 3 – Prep 6

To be ordered directly from the School's uniform supplier, Stevensons
Stevensons, Uniform House, Unit 1, 7 Acrewood Way, St Albans, Hertfordshire AL4 0JY
Tel: 01727 815 700 Website: www.stevensons.co.uk (for online ordering)

- 1/2 Kilt in school tartan
- 1/2 Pullover with School crest (sun motif)
- 1/2 Cardigan with School crest (sun motif) (summer term only)
- 1/2 Striped summer dress (summer term only)
- 3/4 White long sleeved cotton blouses
- 1 Green school coat
- 1 Pair green fleece gloves
- 1 Green fleece scarf
- 1 Green fleece hat

Sports Kit – Compulsory Items (Midnight Navy/Lime colourway)
- 1/2 BSG Polo Shirt
- 1 BSG Skort
- 1 BSG Tracksuit bottoms
- 1 BSG Storm jacket
- 1 BSG Hockey socks
- 1 Sports Bag

Optional Items
- 1 BSG Hoody
- 1 BSG Base layer
- 1 BSG Base Layer leggings

To be obtained from any shop
- 5 Green tights
- 5 White ankle socks
- 2 pairs White games socks
- 1 pair Sports trainers eg cross trainers (not black)
- 1 pair Black shoes (low heel)
- 1 pair Astroturf shoes (optional but recommended)
- 1 pair Shin pads
- 1 Waterproof “mac in a sac” cagoule type jacket
- 1 pair Waterproof over trousers
- 1 pair Black leggings
- 1 Black swimming costume (Summer Term)
- 1 Swimming hat (available from Stevensons)
- 1 Swimming goggles (available from Stevensons)
- 1 Swimming towel
- 1 Hockey stick
<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gum Shield*</td>
</tr>
<tr>
<td>1</td>
<td>Ruck Sack</td>
</tr>
<tr>
<td>1 pair</td>
<td>Wellingtons</td>
</tr>
<tr>
<td>1</td>
<td>Tennis racquet (optional)</td>
</tr>
</tbody>
</table>

*Every girl MUST have a gum shield for hockey, which can be obtained through her dentist, or O’pro gum shields can be bought and fitted at most good sports shops.

Long hair must be tied back with green, black or brown ribbon or hair accessories. No jewellery is allowed other than a watch and a small pair of stud earrings.

All items are compulsory unless otherwise stated.

Please ensure that all items or uniform are named using sew-in nametapes. Nametapes are available from Stevensons.

The Bruton School for Girls Parent/Staff Association operate a second hand uniform shop which is open at selected times during term time and some school holidays. Please contact the school Reception (01749) 814400 for opening hours
SUNNY HILL PREPARATORY SCHOOL

Behaviour and Discipline Policy
To promote good behaviour and set out rewards and sanctions to be adopted in the event of misbehaviour including exclusions, incorporating the Sunny Hill Preparatory School Code of Conduct

To be read in conjunction with the Use of Reasonable Force to Control or Restrain Pupils

Aims
At Sunny Hill we wish to promote a caring and positive environment by placing emphasis on accentuating the positive rather than focussing on the negative. We expect, teach and reward good behaviour. We encourage awareness of each other and mutual respect. Pupils will thrive in an environment in which they feel safe, happy, secure and supported. At Sunny Hill we believe that good behaviour and discipline are achieved by the school working in partnership with pupils and their families. We liaise closely with parents and other agencies to enable this. Good behaviour and discipline are fundamental to the functioning of the school. At Sunny Hill we are concerned with the encouragement of diligent work, attentiveness in class, courtesy and consideration for all; this is founded on good relationships and the generous use of rewards rather than sanctions.

Encouraging Positive Behaviour
We continually encourage and reinforce positive behaviour and make reasonable adjustments for disabled pupils and pupils with special educational needs. We encourage positive behaviour through:
- praising and reinforcing good behaviour
- encouraging sharing and negotiation
- ensuring members of staff set good examples
- consulting with pupils about rules
- encouraging responsibility
- helping pupils where appropriate to challenge unacceptable behaviour

Rewards
Rewards take the form of positive reinforcement at every opportunity both verbal and in writing by teachers in pupils’ books and school reports. A range of incentives is used to recognise and encourage good behaviour, effort and achievement.
Pre-Prep  
**Stickers**  
Pupils in Early Years Foundation Stage and Key Stage 1 are awarded stickers for good work, effort, a positive attitude and good behaviour.

**Golden Certificates**  
In the weekly Pre-Prep Golden Assembly the award of Golden Certificates is made in recognition of good work and behaviour. The recipients of this award are announced in the weekly bulletin and the certificate is displayed in the Pre-Prep foyer for a week.

Pre-Prep Cup for Kindness  
At the end of each term the pupil who has excelled in terms of kindness and thoughtfulness to others is awarded this cup.

Prep School  
**Head’s Commendation (Reception – Prep 6)**  
In the ‘Good Work’ assembly on a Friday, Head’s Commendations are awarded for achievements both in and out of the classroom. This is an opportunity to celebrate personal achievement and progress. Where there is ‘evidence’ of success in the form of certificates, cups, work books and projects they are displayed for a week in the glass display cabinet in the Prep School reception area. Head’s Commendations are worth three credits (see below). The recipients of this award are announced in the weekly bulletin emailed to parents.

**Head’s Conduct Award (Reception-Prep 6)**  
In the ‘Good Work’ assembly on Friday three to four pupils from across the whole Prep School are awarded a certificate and badge to wear for a week in recognition of good conduct. This is an opportunity to acknowledge such qualities as kindness, thoughtfulness, consideration and politeness. The member of staff who has nominated the pupil explains to the assembly why the pupil has been put forward. The recipients of this award are announced in the weekly bulletin emailed to parents. Head’s Conduct Awards are also worth three credits.

**Credits**  
A credit is awarded to a pupil for work that is of a high standard for them or when a pupil’s general behaviour and conduct have pleased a teacher.

**Smiley Faces**  
When work is of a good standard but not worthy of a full credit a teacher may award a smiley face; these can be accrued and count towards a pupil’s total number of credits. Three smiley faces are the equivalent of a credit. Credits are recorded by staff, reported to parents in reports and at the end of each term the pupil with the most credits is awarded a certificate in the end of term assembly. This is reported in the ‘Sunny Hill Times’ (the end-of-term newsletter).

**Cup for Kindness (Mother Teresa Cup)**  
At the end of each term the pupil who has excelled in terms of kindness and thoughtfulness to others is awarded this cup.

**End-of-term certificates for effort and achievement (EYFS – Prep 6)**  
One certificate for effort and one for achievement is awarded per class by the class teacher at the end of term. The certificates are awarded to the pupil whom the teacher feels is most deserving of the awards. The certificates are awarded in the end-of-term assembly. Names are reported in the ‘Sunny Hill Times’ (the end-of-term newsletter).
Games Colours
These are awarded at the end of each term to pupils who have excelled in sport. Awards of games colours and team colours are reported in the ‘Sunny Hill Times’. The Director of Sport is responsible for selecting pupils for these awards following departmental guidelines.

End-of-Year Prizes

Form Prizes
At Speech Day Form Prizes (Reception – Prep 6) are awarded. These take the form of a cup and book tokens for the nominated pupil in each class.

Subject Prizes
These prizes (a cup and book token) are awarded usually to Prep 6 pupils for excellence in each of the curriculum subjects.

Sanctions

Prep School (Prep 1 – Prep 6)

For Minor Offences
The school uses a number of strategies to enforce its rules and code of conduct.
- If a pupil misbehaves he or she will be disciplined accordingly. This may involve:
  - a verbal warning by the class or duty teacher reminding the pupil of the school’s expectations
  - moving the pupil to sit somewhere else in the room or playground or to another teacher’s room.
  - other age-appropriate sanctions, for example letters of apology
  - Pupils who re-offend after a warning may be awarded a ‘strike’ (loss of a credit). Pupils will be given an orange slip and will be sent to the Head of Prep who will talk through the reason why the pupil was given the strike.
  - A debit (loss of three credits) may be awarded for seriously unacceptable behaviour or persistent re-offence of unacceptable behaviour.
  - The Head of Prep will see the pupil and contact the parents. A note will be made on the pupil’s file. Debits are recorded on school reports.

More Serious Offences

Referral to the Head of Prep
- If a pupil’s misbehaviour is deemed serious enough on the first offence or for pupils who re-offend, the Head of Prep should be informed. One of the following courses of action will be followed whichever is deemed most appropriate:
  - Head of Prep sees the pupil and talks to him or her about their unsatisfactory behaviour;
  - An Informal meeting between the Head of Prep and class teacher with parents and where appropriate with the pupil too;
  - A Formal meeting between the Head of Prep and class teacher with parents and where appropriate with the pupil too.
  - A record is made of the meeting and placed on the pupil’s file.
‘On Report’
In rare cases, the Head in conjunction with the class teacher may put the pupil ‘on report’. The pupil’s parents would be notified before the pupil is put ‘on report’ and would be kept fully informed of their child’s progress. Both the pupil and parents would be seen at the end of the ‘on report’ period.

Suspension and Exclusion
In severe cases of breaches of discipline suspension and exclusion procedures could be implemented.
This would be done in consultation with the Headmistress and Governing Body.

Sanctions
Early Years Foundation Stage
Mrs Albison is the nominated EYFS practitioner for Behaviour Management.

Minor Breaches
Minor breaches of discipline are dealt with by class teacher or key people. Sanctions may include:

- A verbal reprimand and the pupil being reminded of expected behaviour
- Moving the pupil to another place in the room
- The use of other age-appropriate sanctions: for example at playtime the child sitting on the bench with the teacher having ‘time out’.
- At times it will be appropriate to discuss breaches of discipline with the whole class or a small group of pupils.

Staff always work with parents to discuss discipline matters and strategies for dealing with issues relating to this.

More Serious Offences
If the pupil’s behaviour does not improve and it is appropriate the following will happen depending upon what is most appropriate:

- The pupil will be removed from the classroom and will spend time in the classroom of the Prep 1/2 teacher;
- The pupil will miss break or lunchtime.
- Staff will discuss the misconduct with the pupil and the pupil’s parents will be informed.

If these sanctions have not worked the pupil will be seen by the Head of Prep and their teacher/EYFS coordinator. Parents will be notified.

One of the following courses of action will be followed whichever is deemed most appropriate:

- Head of Prep sees the pupil and talk to him or her about their unsatisfactory behaviour;
- An Informal meeting between the Head of Prep and class teacher with parents;
- A Formal meeting with between the Head of Prep and class teacher with parents.
- A record is made of the meeting and placed on the pupil’s file.

Boarding Sanctions
Housemistresses may reprimand the boarders in their care and restrict or withdraw privileges according to the guidelines in the boarding manuals as is appropriate to their position ‘in loco parentis’; for example: boarders may be gated for breaking bounds or being late back into the house. They may be asked to tidy up if they have been disorganised or made an inordinate mess.

Occasionally, a pupil who has committed a misdemeanour may be placed in an area away from other pupils for a limited period, in what are often referred to as seclusion or isolation rooms. Any use of isolation would not prevent a child from leaving the room of their own free will and such a sanction would only be considered in exceptional circumstances. (For example if the child had committed an
The health and safety of any pupils in isolation and their safeguarding and pupil welfare are of paramount importance and, unless there were exceptional circumstances, access to private communication with parents/guardians or other family members would be facilitated and encouraged. Pupils would not usually be kept in seclusion or isolation for longer than one weekend (maximum 3 nights) unless there were exceptional circumstances, and their time spent there would always be used as constructively as possible. Access to meals and bathroom facilities should never be denied in such circumstances.

**Bullying**
Bullying is not tolerated. Details of the School Policy can be found in the document ‘Countering Bullying’.

**Intervention**
If a pupil attacks another child or adult and does not respond to requests to calm down and leave the person alone physical restraint may be necessary to avert immediate danger of personal injury. If restraint is required, this will be documented and the child’s parents informed on the same day or as soon as reasonably practicable. Further details in the ‘Use of Reasonable Force to Control or Restrain Pupils’.

**Corporal Punishment**
No sanction will involve humiliation, corporal punishment or the threat of it.

**Discipline File**
This is kept by the Head of Prep. This is a record of any serious disciplinary action she has taken and sanctions used with regard to pupils.

**Meeting Information Sheet**
A Meeting Information Sheet is completed or an email is sent to record any discussions or meetings that have taken place with parents regarding a child’s behaviour. Once it has been completed it should be passed to the Head of Prep. It will then be put in the pupil’s file (academic or welfare) depending on the subject matter.

**Classroom Rules**
Each class will work with its class teacher to establish the class rules which should be displayed in the classroom once they have been agreed with the Head of Prep.

**Monitoring and Review**
The Head of Prep monitors and reviews the effectiveness of this policy with the Headmistress on a regular basis. Information is logged, tracked and filed centrally in the Senior School.

This policy should be read in conjunction with the Safeguarding Children Policy, the E-safety Policy, the ICT AUP, the Anti-bullying policy and the policy for the Use of Reasonable Force to Control or Restrain Pupils.

Preparatory School Code of Conduct

At Sunny Hill Preparatory School we:

- Aim to be the best we can be in everything we do
- Use kind words and hands and are thoughtful towards others at all times
- Know that we can always speak to a member of staff if we need help
- Share and cooperate with others
- Include others in our play
- Always show good manners
- Are good and proud representatives of our school
- Take pride in our appearance and follow the uniform guidelines
- Hand in money and mobile phones
- Stay within the school bounds

Prep 3 – Prep 6 worked together to formulate the Code of Conduct

A copy of the Code of Conduct is displayed in each form room