

HILDEN GRANGE
PREPARATORY SCHOOL
PARENT HANDBOOK



CONTENTS

Welcome	Page 3
Staff List	Page 3-4
Form Tutor	Page 5
Contact Procedures	Page 5
Parent App and digital Noticeboard	Page 6
What to do if you have a complaint	Page 6
Hilden Grange Association (HGA)	Page 6
Academic and Co-Curricular Programme	Page 7
Language of Learning	Page 7
SEND Provision	Page 8
Music	Page 8-9
Drama	Page 9
Homework/Homework App	Page 9-10
Assessments and Reporting	Page 10
Future Schooling	Page 10
The House System	Page 10-11
Pastoral	Page 11
Drop-off Facility	Page 12
Parking and Arrival at School	Page 12-13
Assemblies	Page 13
Daily Routine	Page 14
Lunches/Break Food	Page 14
Collection from School	Page 14-15
Additional Safety Notes	Page 15
Cycling, Walking and Public Transport	Page 16
Absence Procedure	Page 16
Health/Medication	Page 16-18
Illness/Accidents during the school day	Page 18
Summer Precautions	Page 19
Appearance, Health and Hygiene	Page 19
Dogs on School Premises	Page 19
Books and Stationery	Page 19-20
Mobile Phones in School	Page 20
Photos and Video Footage	Page 20
Sport	Page 21
Sports Kit	Page 21-22
Off Games	Page 22
Uniform and Lost Property	Page 22
Uniform and Naming of Clothing/Other Property	Page 22
Outgrown Uniform	Page 22
What to do if	Page 23

1. WELCOME

Welcome to Hilden Grange Preparatory School where we hope your son or daughter will be happy and successful and that you will enjoy your association with the school.

As a Preparatory School our main aim is to prepare our children for the Common Entrance or Scholarship or 13+ examinations to the senior school most suited to develop their individual talents and personalities. We also prepare thoroughly for the 11+ tests for those who wish to transfer to Grammar Schools.

We aim to bring out and develop the individual child's potential in the academic, creative and physical areas. Pastoral care and well-being are at the centre of what we do to ensure the happiest possible conditions for learning and growing. We expect our children to strive for high standards, to take pride in themselves and to gain satisfaction from their endeavours.

Courtesy, good manners and mutual respect are regarded as very important in our community, which is orderly and relaxed.

2. STAFF, PERSONNEL AND CONTACT PROCEDURES

Staff List and Responsibilities

Headmaster	M Gough, BA, LLB, LLM, PGCE	SLT
Deputy Head	Mrs R Jubber, BSc, HDE	Maths Teacher/Designated Safeguarding Lead/SLT
Assistant Head Academic	J Davie, BA (Hons), Dip Ed	Head of History/Training & Resources Officer/Examinations Officer/SLT
Assistant Head Pastoral	Mrs N Brown, BA (Hons), QTS	Assistant Head Pastoral/Maths Teacher/Head of PSHEE/Deputy DSL/SLT
Head of Pre-Prep and Early Years	Mrs S Sowerby, HDE, QTS	Head of Pastoral Nursery-Year 2/ Reception Teacher/Deputy DSL/SLT
Preparatory School	Mrs L Augarde, BSc (Hons), PGCE Ms L Beal, BSc (Hons), PGCE Mrs R Bruce, BA (Hons), PGCE Mrs H Burdon, MA (Hons), PGCE C E Cheeseman, BSc (Hons), PGCE Mrs J Ciacciofera, BSc (Hons), PGCE Ms M Collins, BA (Hons), NCEA Mrs C Crampton, BSc (Hons), QTS B Davisson Mrs L Fry, MA (Hons), PGCE Cantab Mrs S Fulford, BA (Hons), QTS Mrs S Hamilton, BSocSc, PGCE Mrs H J Henshall, BA (Hons), PGCE Miss J L Houghton, BEd (Hons) Mrs L Jackson Bartlett BA (Hons), QTS Ms G Kube, BA, MA, MEd Ms E Mason, BA (Hons), PGCE Miss H McNicholl, BA (Hons)	Science Teacher Head of Science Head of Art Spanish Teacher Head of DT/Science Teacher/Boys' Games Teacher Head of Mathematics Learning Assistant/Librarian Maths Teacher Learning Assistant/Pre-Prep Games Coordinator Languages Teacher Director of Music English Teacher/Maths Teacher/ French Teacher Head of Modern Languages and Classics Head of Girls' Games/History Teacher Digital Leader and Teacher of Computing Head of English Maternity Cover (SENDCo) Learning Support Assistant

	Miss M Napodano, BA (Hons), MA TEFL PGCE	English Teacher
	Mrs C Parker, BA (Hons), GSA.Dip, LGSM, ALAM	Head of Drama/Art Teacher
	S Pethers, BA (Hons), QTS	Maths Teacher
	Mrs R Sievewright, BA (Hons) QTS, PGCE-SEN	Head of Learning Support (SENDCo)/ Maths Teacher
	Mrs J Tait, BSc (Hons), QTS	Head of Religious Studies/Science Teacher/Charities co-ordinator
	Mrs Claire Wiacek, BA (Hons), PGCE	English Teacher
	Mrs V Williams, BA (Hons), MSc, PGCE, QTS	Head of Geography/RS Teacher
	Ms K Willis, BA (Hons) SEN TEFL	Learning Support Teacher
	G Withers, BSc (Econ), QTS	Head of Boys' Games/Geography Teacher/History Teacher/EVC
Pre-Preparatory School		
Key Stage One Leader	Mrs A Askew, BEd (Hons)	Teacher Year 1
Nursery Leader	Miss T White, CCLD Level 3	After School Care Supervisor
	Mrs S Bailey, BA (Primary Teacher Education), QTS	Reception Teacher
	Mrs K Barclay, BA (Hons), QTS	Teacher Year 2
	Mrs J Bartlett, BEd (Hons)	Teacher Year 1
	Mrs A Buck, BA (Hons), QTS	Teacher Part time
	Miss W Fordham, Dip. Pre-school Practice	Learning Assistant
	Miss J Young, BA (Hons), QTS	Teacher Part time
	Mrs A Abbott, NVQ Level 2	Learning Assistant
	Mrs R Bassett-Thomas, NNEB, STA 2b	Learning Assistant
	Miss L Barron, BEd (Foundation Phase /Primary)	Learning Assistant
	Miss R Judd, NNEB, ADCE	Learning Assistant
	Mrs S Luff, CCLD Level 3	Learning Assistant
	Mrs V Morris, CCLD Level 3	Learning Assistant
	Mrs S Shearman, BSc (Hons). SpLD	Learning Support
	Mrs N Young, BA (Hons), QTS	SEN Learning Assistant/Girls' Games
Administration	Miss E Catherall	HR Officer/Health and Safety Officer
	Mrs S Green	School Secretary
	Mrs S Grigor	Admissions Secretary
	Mrs F Lake	Marketing Consultant
	Mrs C Tipler	Office Lead
	Mrs F Toft	Finance Officer
	P Patience	IT Manager
School Nurse	Mrs C Wood, RGN, RSCN, HV (Cert), BSC (Hons), SCPHN (SN)	School Nurse
Catering	Mrs P Pascoe	Chef Manager
Grounds/ Maintenance	P Barker	Site Manager
	D Charrington	Assistant Caretaker
	M Little	Groundsman
	R Morgan	Caretaker/Grounds Assistant

In this Parent Handbook we have attempted to provide as much information as possible, but it would be advisable to look again at the school prospectus. If you are ever unsure of anything please contact the School Office or your child's Form Tutor and we shall do our best to help.

FORM TUTOR

Each Form has a Tutor who is responsible for the day-to-day administration of the children in his or her care. Any concerns regarding your son's or daughter's academic progress or welfare should, in the first instance be discussed with the Form Tutor.

The Tutor gains a close knowledge of each child, monitors academic progress, pastoral care and liaises with the Assistant Head Pastoral, the Deputy Head and the Headmaster, or as appropriate.

If children are absent through illness, a letter/email of explanation should be sent to your child's Tutor and the School Office on return to school. Requests for leave of absence to attend dental or doctors' appointments, etc., should also be addressed to the Tutor, please also advise the School Office.

There are regulations regarding leave of absence for students particularly requests for holidays during term time which may only be granted under 'exceptional circumstances'. I fully appreciate that Hilden Grange parents are very supportive of their children's education and such requests are rare. However, if leave of absence is required for an 'exceptional circumstance', please write to the Headmaster, giving at least 3 days' notice, requesting permission. This is a legal requirement, as unauthorised absence is reportable to the Department of Education.

Parents and staff meet throughout the year at Parents' Evenings and various social occasions organised by the school or the Hilden Grange Association. Parents are encouraged to make contact with their child's Tutor as soon as possible. Appointments can be arranged or information transferred by writing directly to your child's Tutor, or by telephoning the school office.

Tutors request that parents who wish to see them avoid doing so in the pre-school registration period, when tutors need to be settling their classes for the day ahead.

CONTACT PROCEDURE

The Headmaster is available for appointments or telephone calls at varying times in the day; please make appointments through the Headmaster's Secretary via the school office (01732 351169/01732 352706).

It is advisable to make contact during your child's time in Year 5 in the Prep School (age 9-10 years) in order to discuss the options for transfer to secondary school.

The Headmaster endeavours to keep parents informed of developments and notable events through half termly newsletters and an end of year report.

For academic enquiries it is possible to e-mail staff direct through links on our website www.hildengrange.co.uk. A list of staff may be found either on the 'Contact Us' page under the link 'Contact Teaching Staff'. Staff are always happy to talk to parents face to face or by telephone; to arrange this please contact the School Office.

For any other questions or concerns please contact your child's Form Tutor in the first instance.

We also have a suggestions email. This email serves as an opportunity to put forward suggestions that you may like the school to consider. Please email suggestions@hildengrange.co.uk and our Deputy Head will respond to you directly.

For your convenience there is a wall-mounted post box, which can be found outside the main entrance, it may be used to hand in letters or forms. This box is emptied regularly throughout the day.

PARENT APP - School Gateway App at Hilden Grange

We use the School Gateway app at Hilden Grange as the primary communication method between school and home. Please make sure that at least one parent has downloaded and logged into the app prior to your child coming to Hilden Grange.

Your login details will be automatically generated using the contact information Hilden Grange already has, so please make sure the details we hold for you are up to date. You can change these details by sending an email to office@hildengrange.co.uk.

On your child's first day at Hilden Grange, the app will populate with relevant data and you will be able to access key websites and message the school directly. We hope that you will find the School Gateway app very useful and informative.

Apple iPhone users can download the app here: www.schoolgateway.co.uk/iosdownload

Android phone users can download the app here: www.schoolgateway.co.uk/androiddownload

If you have any questions or would like some more information, please see the School Gateway site here: <https://schoolgateway.co.uk/>. You can also login to the online version of School Gateway via this site if you do not have a smart phone. Our Head of IT, will also be able to help should you have any problems or questions about the app.

Digital Noticeboard

We have a Digital Noticeboard with a secure login for parents on our school website or through the Parent Gateway App (see above for access information). The **login for the website is HildenPW**

When logged into the Digital noticeboard on the school website you will be able to find our Parent Handbooks.

All information that you will require will be placed on this digital noticeboard, so instead of sending multiple emails communications will be in one place. Details are added to the digital noticeboard weekly, they will indicate where action is required and a text message will be sent to notify you that the board has been updated each week.

However, where an individual parent needs to be contacted, a separate email is will be sent.

WHAT TO DO IF I HAVE A COMPLAINT

The school wishes for all its students and their parents to have a fruitful and rewarding association with the school during a child's career at Hilden Grange. However, should you ever have any cause for concern please raise the issue with the relevant member of staff, Tutor, Head of Department or Assistant Heads. Problems can often be overcome by talking to the person you feel has contributed to the concern. If you are not satisfied and wish to take the matter further please contact the Deputy Head in the first instance or ultimately the Headmaster. Full details of the complaints procedure are on the school's website.

HILDEN GRANGE ASSOCIATION (HGA)

The Hilden Grange Association is an organisation in which parents, friends and staff work together for the welfare of the school. Fund raising events such as the annual Fireworks display, Christmas Fair and Summer events have enabled the HGA in recent years to contribute to the development of a new DT room, an EYFS outdoor learning area, a 'trim trail' and a multi-use area 'The Oasis'. These are examples of a few of the HGA projects. Many social events are also organised by the HGA, e.g. comedy nights, quiz nights and wine tasting!

The committee consists of two members of staff and five or more parent members. Elections take place at the AGM which will be held in the Michaelmas Term. Each class is represented by a parent at liaison meetings.

All parents belong, by right, to the HGA and we look forward to your support and encouragement while your child is at school. Please see the HGA website (www.pta-events.co.uk/HGA) for further information, details of events, outgrown uniform and more.

3. ACADEMIC AND CO-CURRICULAR MATTERS

ACADEMIC AND CO-CURRICULAR PROGRAMME

The Prep School builds on the solid foundation established by the Pre-Prep. There are, however, significant changes. In the Pre-Prep children are with one teacher for most of the time. When they transfer to the Preparatory School they will experience specialist teachers who will cover a greater variety of subjects.

The Prep School day is divided into six 55 minute lessons finishing at 4.00 pm. The Prep School has two parallel forms in each year group. Streaming does not take place until Year 8 where students are divided into two separate teaching groups.

Students are placed in sets for English and Mathematics soon after the start of Year 3. There are three sets for English and Mathematics in Years 3 to 6.

Children have opportunities to learn French, Spanish and Latin in the Prep School. Pupils entering Years 7 and 8 will opt to study either French or Spanish. Latin and Classical Civilisation is introduced in Year 6 and continues in Years 7 and 8.

Computing is taken by all students in the Prep School. Art and Design Technology is taught from Year 3 to 8. History, Geography and Religious Studies are taught throughout the Prep School. Music and Drama are taught up to Year 8.

There is an extensive programme of Physical Education throughout the school including a range of major and minor games, creative movement, swimming and athletics.

Children are familiarised for the Kent Selection Tests at eleven. We also prepare Year 6 students for entrance to Independent schools at 11. Children in Year 7 and 8 are taught in line with the National Key Stage 3 curriculum as well as the ISEB Common Entrance syllabus. At the end of Year 7 pupils may be selected to join a Scholarship group in Year 8. They will then be entered for Academic Scholarship examinations during Year 8. All other pupils will follow our own Programmes of Study. There is an end of year examination at the end of Year 7 and Year 8. There are end of year examinations for Year 7 and Year 8 held in the Trinity term. Late entrants to the school at eleven are prepared either for independent or grammar school entry (if places are available) at 13+.

PSHEE is taught to all pupils at Hilden Grange. Regular assemblies supplement the PSHEE, religious and moral education programme. Children are encouraged to follow the Hilden Grange Way (Appendix A).

Children in the Prep School are encouraged to join extra-curricular clubs which include music (choir, orchestra, wind and string groups), art, drama (school musical), chess, computers, dance, fencing and a variety of sports clubs.

There are visits to theatres, art galleries, museums and other places of historical interest; geography fieldwork, an adventure week in Norfolk, a ski trip and foreign visits to Iceland, Italy, Spain and France which add breadth and rich variety to the curricular and extra-curricular programmes.

We endeavour to take each school year group on outings which have educational and cultural value to the students and which are related to their curriculum. We shall write to you about these trips, to request permission for your child to attend, along with payment.

LANGUAGE OF LEARNING

The Language of Learning is an important part of the Hilden Grange ethos. It is used in and out of the classroom and is based on six key traits: **challenge, perseverance, confidence, responsibility, positivity and communication**. Our merit system is based upon the Language of Learning and the children are awarded merits in relation to the traits they have shown. The weekly merit awards are recorded in the Homework Diary.

SEND PROVISION

Although we are a school which aims to achieve high academic standards, we strive to cater for the needs of all of our students. We aim to meet learning difficulties and disabilities through Quality First Teaching, differentiation and setting. At Hilden Grange our specialist subject teaching, and setting for Maths and English from Year 3, enable us to cater for each pupil's individual needs.

When 'Quality First Teaching' is insufficient to meet the whole remit of a pupil's needs we are proactive in providing early intervention. We actively encourage the involvement of staff, pupils and parents in the education of children with Special Educational Needs and Disabilities (SEND). Learning difficulties such as dyslexia, dyscalculia auditory short term and working memory, writing speed can be assessed in school and provided for in a variety of ways, so that children have the opportunity to develop to their full potential with the guidance and support of all their teachers. If a child requires a fuller assessment the SENDCo liaises with Educational Psychologists, Speech and Language Therapists, Kent Community Paediatrics and a variety of private assessors in order to obtain a complete picture of an individual's strengths, weaknesses and ways to support their learning.

Individual Learning Plans (ILPs) are written in collaboration with parents, students and staff when necessary and are reviewed bi-annually. Teachers and learning support specialists give extra time to those students who have challenges in their learning.

Provision is made when the children need it, but they are not defined for life by this provision. Support for bi-and multi-lingual learners, where necessary, is covered under the Learning Support Department umbrella.

MUSIC

The Music Department plays an active role in the life of the school and achieves high standards from the youngest to the most senior students who gain a significant number of scholarships to senior schools.

There is a string orchestra, string trio, brass band, wind group, flute group, recorder consort, Hand chimes choir, samba band, African drumming, guitar ensemble, young voices, G5 vocal ensemble and a large choir.

Students are encouraged to join the School Choir which rehearses on Tuesday and Thursday mornings at 8.00 am in the Gracey Hall. The School Choir competes in competitions such as the Tunbridge Wells and Sevenoaks Festivals and pupils are encouraged to participate in the festivals on instruments as well as solo voice and duets.

The choir plays a leading role in the school Carol Service which is usually held in Tonbridge Parish Church on the last day of the Michaelmas Term. We provide boy choristers who sing regular services at Tonbridge School; auditions for this take place in the summer term. Girls are also auditioned to become choristers and rehearse within the school day.

We have several school concerts over the course of the year, an annual music competition and a form singing competition. Boys and girls are encouraged to participate in these events.

Children in Year 3 and 4 learn to play the recorder during their class music lessons while pupils in Year 5 and 6 learn to play the ukulele.

Over half of the Preparatory School students learn a musical instrument and the department currently offers tuition in the following:

Clarinet/Saxophone/Bassoon	Mr S Rhind
Brass	Miss S Johnson
Guitar	Mrs J Harlow
Percussion	Mr A Maloney (Tonbridge School)
Violin	Mr T Nettle
Singing	Ms E Janes
Singing	Ms H Everton

Piano, Recorder and Flute
Piano
Piano
Cello
Percussion

Mrs J Cox
Mrs G Forsythe
Mrs R Sevastos
Mr O Mansfield
Mr P Ashwell

Fees are set by the Head of Music and are currently £22.00 per lesson of 30 minutes. The charges for groups are a sub-division of the hourly rate, according to the number of students in the group. Accounts are billed by the school, an invoice will be sent to parents along with their fees for the next term. Music tuition for the actual number of lessons that took place in the completed term and any other charges will appear on the invoice and all will be subject to the school's credit control policy. Where a child is in their final term at school, there will be a separate invoice for that term at the end. Half a term's notice is required to end music lessons and should be provided in writing to the Director of Music. Lessons are given on a rota basis; some lessons are given after school and in breaks by arrangement.

Pupils are able to sit Associated Board exams which take place in the Music block at the end of each term.

Anyone interested in any of the above opportunities should contact the Director of Music.

DRAMA

Drama plays a key part in school life at Hilden Grange, with the children reaching exceptionally high levels of performance, and many achieving scholarship success

At the end of the Lent term a school musical is produced. The children are involved not only on the stage but also in all the varied aspects of the theatre, including the lighting, sound and general back stage management.

Productions take place at the E M Forster Theatre, Tonbridge School, which gives the children the wonderful experience of performing on a professional stage.

Children who would like to take part in the school production will be sent details on the clubs and activities form about how to sign up. Children in Years 4-8 can take part. The rehearsals take place on Monday and Tuesday evenings, after school, from 4.10pm to 5.30pm during the Michaelmas and Lent Terms. Children are not required at every rehearsal but need to keep those times available and will be sent a more detailed time table as rehearsals get underway.

The director is also responsible for the casting and tries to include as many children as possible from Year 4 upwards.

Emphasis is placed on professionalism and team work, as well as enjoyment.

All children from Years 3-5 will have the opportunity to work with professionals from the industry on exciting projects, during Activities' Week.

HOMEWORK/HOMEWORK APP

The aim of homework at Hilden Grange is to consolidate and enhance learning and it will be set when it is appropriate to do so.

The homework in Years 3 and 4 will be geared to reading, spelling, English and Mathematics. The children are expected to read every night and there will be one Maths homework and one English homework set during the week. Each homework will last for 20 minutes and will include weekly tables and spelling activities.

Year 5 in the Michaelmas Term will have a homework timetable that includes English, Maths, Science, Modern Foreign Language, Geography, History and Religious Studies. Each homework will be 30 minutes in length.

In the Lent and Trinity Terms there is an emphasis placed on English and Mathematics and only these two subjects along with daily reading are set as homework. This is to help prepare the children for the demands of entrance exams at 11.

Year 6 will have a homework timetable that includes English, Maths, Science, Modern Foreign Language, Geography, History and Religious Studies. Each homework will be 30 minutes in length.

In Years 7 and 8 the pupils will receive homework in English, Maths, Biology, Chemistry, Physics, Modern Foreign Language, Geography, History, Religious Studies and Latin. The pupils may be set at least two homeworks each night. They should spend 20 minutes on their Science homeworks and 30 minutes on all other subjects.

The children will write homework tasks in their Homework Diary. This is to help develop their organisational skills as well as to be aware of what is required of them. However, to help support the children, the homework tasks will also be placed digitally on our Homework App. In order to access our homework app, a 'quick link' may be found in the Parents' Area of our website – login HildenPW. Alternatively, please click: <https://www.hildengrange.co.uk/parent-portal> , login and select Homework App.

On this page you will find a link to the Homework App and some helpful videos to show you how to use it. Children new to the school will be given a login for the homework app in one of their first timetabled Computing lessons.

Their username is their Hilden Grange email address which follows the format;

[First name][Surname][Start of the Academic Year They Would Leave In Yr8]@hildengrange.co.uk

For example, John Smith who would leave in Year 8 Academic Year 24/25 would have the email address;

Johnsmith24@hildengrange.co.uk

The Prep School students choose their own password in the classroom.

It is important that children do their own homework and that they take pride in the presentation of their work. Once completed, please sign the homework diary to show that you have seen the finished work. If assistance proves necessary, parents should indicate this in a note to the teacher either in the homework diary or in an email. It is important that students do not work on homework beyond the time suggested. They should not become overtired but go to bed at a reasonable time.

ASSESSMENTS AND REPORTING

Students have continuous assessments throughout the year in all subjects to enable us to track their progress. All students undergo standardised testing once a year. No preparation is required for these tests. These results help us to determine how your child is progressing.

Parents receive either a full report or a grade report each term.

Parents' consultation evenings are held regularly throughout the year. Parents are able to discuss their child's progress with all subject teachers. If a more detailed discussion is needed or you have specific concerns staff are always very happy to meet with you on an individual basis at any point during the year.

FUTURE SCHOOLING

If you wish to discuss general academic progress or transfer to a senior school, please feel free to speak to the Headmaster, preferably through the school office to arrange an appointment. It is important to keep in close touch about future options. The Headmaster will be happy to discuss your sons'/daughters' future schooling before the end of Year 5.

4. THE HOUSE SYSTEM

Houses

The school is divided into three Houses, **Norsemen, Saxons and Vikings**, the purpose of which is to establish vertical social bonding between the children and '*esprit de corps*'.

This is achieved through sport, in which the Houses compete both in team events and as individuals, with the aim of contributing to the success of their House as well as in music, general knowledge and other non-athletic activities. Good conduct, work or good manners are rewarded with merit marks which are totalled at intervals (mark readings) and virtue is finally rewarded with the presentation of the House Cup at the end of each term. Individual cups are awarded within each House for the highest number of merit marks and certificates are awarded to students for each 100 merit marks gained.

There is a House Assembly every fortnight which is often run by the children with guidance from staff.

Finally, the ultimate goal of the House system is to nurture a sense of responsibility of the older for the younger child, which we hope is learned and passed on to each generation in the school.

5. PASTORAL

Pastoral Care is inextricably linked with teaching and learning. It forms an integral part of the structural organisation of the School, promoting the pupils' personal and social development and fostering positive attitudes. We take great pride in supporting our pupils in a nurturing environment as happy children engage effectively in learning. Our focus is the whole pupil and all members of our community are engaged in and provide pastoral care. We regularly reflect on our pastoral care practices and a clear structure is in place for pupils, staff and parents; communication and collaboration are keys to our success.

We work collaboratively so that pupils will:

- trust that issues will be dealt with fairly and sensitively;
- feel able to approach staff with their concerns;
- understand that there will be consequences for their actions whether good or bad;
- will follow the 'Hilden Grange Way'.

Contacting the Pastoral Team:

If parents have any concerns, the following protocol should be considered when contacting the Assistant Head Pastoral:

- Form Tutor: day-to-day issues;
- Assistant Head Pastoral, Mrs Natalie Brown: Year 3-8, issues of a more serious and potentially confidential nature;
- The Deputy Head, Mrs Rosemary Jubber, is the Safeguarding Lead.

We trust that parents will support the pastoral team to guide their child in all aspects of school life.

Our children have many incentives to act in a positive and co-operative manner, to develop pride in their community and to benefit from the opportunities that are available. There are merit marks, commendations, prizes for progress and academic achievement, recognition of talent in the arts and sport and the personal qualities of endeavour, integrity, courtesy and service to the community.

Inevitably, from time to time, your child may make a wrong choice and need some involvement from the staff. The Form Tutor is usually the first person to deal with a child who has misbehaved. Any necessary sanctions will be relevant to the offence, e.g., a warning, a demerit or a letter of apology. In more serious cases the matter may be dealt with by the Assistant Head Pastoral, the Deputy Head or the Headmaster. Parents are kept informed of any serious incident and are contacted on the day or within 24 hours of being made aware as appropriate.

After school detentions may be given with 48 hours' written notice to parents. For Years 3 to 6, the accumulation of 5 demerits in any term will trigger a school detention. For Years 7 to 8, this will occur after 4 demerits. The record of demerits is cleared each term.

The Headmaster reserves the right to suspend or remove a child where this action would be beneficial to the boy or girl or for the welfare of our community as a whole.

The full behaviour and discipline policy is available on the school website.

6. PRACTICAL MATTERS

DROP OFF FACILITY

A drop-off facility at the front of the school is available to be used by parents dropping off **Prep School children ONLY (Years 3-8)**. The guidelines below must be read and followed, very carefully by ALL parents (Nursery – Year 8, **drivers and pedestrians**) in the interests of awareness and safety.

1. The 'Drop-off' system operates between **8.00am and 8.30am from Monday – Friday during term time unless otherwise notified. There is no 'pick-up' facility.**
2. The staff vehicular access gate closes at 8.00am. Staff arriving by car after that time are required to park 'off-site' for the duration of the 'drop-off' period.
3. Signage detailing the site speed limit and warning of the presence of children is placed at the entrance. Please note for the purposes of safety the site **speed limit is 5 mph.**
4. Parents wishing to use the system should enter the 'drop-off zone' via the West Gate which is situated on the London Road / Hildenborough side of the school.
5. The 'drop-off' point is adjacent to the medical/finance offices at the Eastern end of the main building, near the main school drive. Passengers should immediately join the pedestrian route into the school, proceed to the Dining Hall / classroom and not linger in the 'drop-off zone'.
6. Children should not be dropped-off at any other point within the 'drop-off area'.
7. Vehicles should exit the site via the East gate (gate at the top of the school drive), being aware of pedestrians accessing the site.
8. On leaving the site parents are advised to turn left to ensure the free flow of traffic.
9. Under no circumstances are parents permitted to park or stop within the school site for longer than it takes to safely drop children off, unless directed by a member of staff for reasons of safety.
10. Segregation of pedestrian and vehicular traffic is maintained by metal posts. These posts are placed along the whole frontage of the school, dividing the drive into two distinct lanes. Please take particular note of this point and drive carefully whilst on school property.
11. Parents leaving the site via the East gate must remember that Dry Hill Park Road is not subject to any part of this scheme, and due care and consideration must be applied on the public road, which is covered by the provisions of the Road Traffic Act 1988 (as amended by the RTA 1991) at all times.
12. Please be aware that should it become apparent that the 'drop-off system' is presenting an increased level of risk, or danger to any party, it will be halted with immediate effect. This will include any major build-up of traffic towards the B245 from vehicles queuing to enter the school site.

PARKING AT TONBRIDGE SCHOOL

Parking is available at the Tonbridge School Centre (TSC) car park at the junction between London Road and Dry Hill Park Road **at morning arrival and afternoon collection times only**. The car park can be accessed via the entrance on London Road, on entering the TSC area through the London Road gate the car park entrance can be found further along the driveway on the right. We suggest that parents park at the end of the car park nearest to the London Road, which will shorten the walk to Hilden Grange. A footpath can be found at this end of the car park leading to a crossing point over the driveway and a further footpath leads to the entrance gates and the 'light-controlled' crossing on London Road. **A Hilden Grange plastic car sticker (obtained from the HG school office) should be displayed in your vehicle should you wish to use the TSC car park at morning arrival and afternoon collection times.**

Please follow the guidelines below:

- Only park at the TSC at morning arrival and afternoon collection times and accompany your son/daughter to school.
- Exercise the utmost care when driving along the driveway and accessing the car park to maximise safety.
- To minimise congestion in the car park, return to your vehicle and vacate the car park as soon as possible; please do not linger and chat at school unnecessarily.
- In order to avoid accidents **please ensure that all children are properly supervised at all times.**

- Always use the designated footpaths and crossing points within the TSC area.
- Ensure that **ONLY** the 'light-controlled' crossing is used to cross London Road. The London Road/Dry Hill Park Road junction is very busy and **this action risks injury and death.**
- Finally, on very rare occasions the car park may be closed to Hilden Grange parents due to a Tonbridge School event. You will be notified in advance and asked not to use the car park on these occasions.

PARK AND STRIDE

If you would like to 'park and Stride' we recommend using the Longmead Stadium car park (map and further details are available from the school office) and would ask that you follow the guidelines below in order to make use of this facility:

- Please park in the Longmead Stadium/Sportsground car park. ***Please avoid parking in Welland Road and other roads nearby.***
- Please escort your children to and from school (Years N-5); Years 6, 7 and 8 pupils, who have permission, may walk to and from school unescorted.
- At the end of the school day please meet your children in the usual place, i.e. between the main building and the new buildings; do not ask them to meet you at the 'field gate'.
- When walking to and from the 'field gate' please walk around the edge of the field, picking up or leaving the path near the cricket pavilion.
- If the field is wet in the morning, please ask children to use the boot cleaners as they leave the field and also ask them to wipe their feet on the mats provided before entering the buildings.

ARRIVAL AT SCHOOL

Children should arrive at school between 8.00am and 8.25am, in good time for registration by 8.35am. Children arriving before 8.25am should not wait with parents but should go to the dining hall to be supervised in Early Room before registration. The dining hall should be entered via the drive and underpass not the steps down to the dining hall. All pupils should have a reading book for early room. They may also draw quietly with materials provided by parents. An organised and purposeful start is an essential foundation to a successful school day. Parents can give the best possible support to their children by seeing that they leave home in the right atmosphere, tidily dressed with shoes polished, clothes clean and pressed, ties tied, etc., and in good time for registration. Blazers should be worn to and from school at all times of the year.

There is no official supervision of children in the school until 8.00am; however, the school offers a Breakfast Club from 7.30am to 8.00am in the Dining Hall. The children are fully supervised by staff and have a wide choice of food freshly cooked. There is no need to book this facility, please accompany children to the dining hall, a register will be taken and you will be invoiced in arrears for sessions attended.

In the event of late arrival at school, children should report to their Tutor and the school office so that they can be marked present in the register. If arrival is during morning assembly (Thursdays and Fridays) children should make their way to assembly and sit at the back of the hall, taking care not to disturb the proceedings. Following assembly children should report to their Tutor and the school office so that they can be marked present in the register. If a child arrives after the assembly has finished, then he or she should report to the school office before joining the class.

In the event of a child having to leave school before 4.00pm for example a music lesson, illness, etc., he or she must report to the school office before departure so that a record can be made in the 'out of school book'. **It is very important that these procedures are strictly adhered to in case of emergency.**

ASSEMBLIES

Assemblies are taken in front of the whole of the Prep school on Mondays and Fridays, whilst on Thursday's assemblies alternate between a full school assembly and assemblies in Houses. Visiting speakers are welcomed as are musical performances by students, who perhaps play their musical instruments for the first time, before the whole of the Prep School.

Assemblies therefore may vary from a 'thought for the day' with a hymn, to musical appreciation or current affairs but they are all geared to a broad understanding of many important areas of life and promote British Values and an awareness of other faiths and cultures.

DAILY ROUTINE

The children should arrive by 8.25am in good time for registration by 8.35am. The pattern for the rest of the day is as follows:

Registration	8.25am
Assembly and Form Time	8.40 - 8.50am
Lessons 1 and 2	8.55 - 10.45am
Break	10.45 - 11.15am
Lessons 3 and 4	11.15 - 1.05pm
Lunch/Break	1.05 - 1.55pm
Registration	1.55 - 2.05pm
Lessons/Games 5 and 6	2.05 - 3.55pm
Tutors	3.55 - 4.00pm
Clubs and Activities or Late Room (Optional)	4.00 - 5.00pm
After School Care (Optional)	5.00 - 5.30/6.00pm

All students who have not been collected at these times should attend late room.

LUNCHES/SNACKS

Our caterers, CH & Co provide healthy school meals based on current Government guidelines: 'Food-based and nutrient-based standards for school lunches' for all children who request them; an additional charge is made and half a term's notice is required for cancellation of lunches. There are facilities available for those who wish to bring packed lunches. Please ensure a balanced meal is provided and avoid chocolate, sweets and fizzy drinks.

We are a nut free school and have a 'No nut or nut products policy' (a copy of our 'Allergen Policy' is available from the school office). Any food brought in for break time snacks or packed lunches should not contain nuts or nut as part of the ingredients.

Children may bring in a snack for break time, e.g., fruit or crisps, please avoid chocolate and sweets. Also students attending After School Care are allowed a snack at 4.00pm. Water in a sealed, named bottle can be brought into lessons apart from ICT, DT, Art and Science.

Eating is not allowed in the classrooms, changing rooms etc., and food should not be consumed at the gate or whilst walking home.

Birthdays – If treats are sent in for birthdays, snack size 'Haribo' mix type are preferable. Again please remember the no nuts policy.

COLLECTION

Year 3 children once dismissed at the end of their lessons or from games will return to their classrooms and should be collected from these rooms at the end of the day. Children in Years 4, 5, 6, 7 and 8 will be dismissed at the end of their day or from games and they will make their way to the area between the main and new buildings. When collecting your son or daughter at 4.00pm or later, please wait in this area. Please control siblings and other children in your care at this congested and potentially dangerous time of the day. Please prevent your children from climbing on walls, banks and trees or swinging on branches or railings.

Should parents be unavoidably detained, a member of staff will direct any children not collected by 4.10pm to the 'late room', where they may work or read quietly until collection. The 'late room' is situated in a Year 4 classroom in the upper east wing and is supervised until 5.00pm.

Parents may let their children use the 'late room' between 4.00pm and 5.00pm. **An after school care facility is available by prior arrangement from 5.00pm to 5.30/6.00pm depending upon demand for which a small charge will be made to cover costs including a sandwich tea.** After School Care is bookable in advance by filling out our booking and agreement form which will be made available to you termly. Ad-hoc sessions, may arranged by emailing AfterSchoolCare@HildenGrange.co.uk you will be billed for sessions in arrears.

On those occasions when children are not collected before 4.10pm they should be collected from the 'late room' and **MUST NOT WAIT AT THE GATE.**

The 'late room' is available to children who do not have an after school activity or late games practice and cannot be collected at 4.00pm. However, space is limited and the facility should only be used when necessary. **Children must be collected by 5.00pm** unless involved in an activity requiring a later collection or they are booked into the 'after school care' facility.

ADDITIONAL SAFETY NOTES

Dry Hill Park Road is a busy and potentially dangerous road, particularly at the 4.00pm school leaving time. There have been accidents in the past and the school is most concerned to avoid any painful and distressing incident of this nature in the future.

Parents are asked to help in making the arrival and departure of children as safe and orderly as possible by observing the following points:

1. If you are unable to park on the school side of Dry Hill Park Road, supervise your child across the road. Most days there is a School Road Crossing Patrol Officer in attendance.
2. Escort younger children (under 11) to and from the gate.
3. At collection time parents should meet their children in the area behind the main building. Children are not allowed to wait outside the School gate. After 4.10pm any child who has not been collected should proceed to the Prep School Late Room – usually in the Year 4 classrooms. Please help us to ensure that your child does not wander onto the pavement until you have come to fetch him or her. **THEY SHOULD BE INSIDE THE SCHOOL OR INSIDE THE CAR.**
4. Please clear the gate and waiting area as soon as possible in the morning and in the evening. If you do stay and chat it prolongs the congestion and increases the risks.
5. Parking on Dry Hill Park Road can be very difficult, but to be consistent with the Highway Code **PLEASE DO NOT PARK ON THE YELLOW LINES AT ANY TIME OF DAY.** Sight lines are blocked, congestion occurs opposite the junction with Dry Hill Road and problems are created when cars are forced to pull out into the busy flow of traffic. All this **CAUSES UNNECESSARY DANGER AND INCREASES THE RISK TO LIFE.**
6. Please show consideration for other drivers and our neighbours by parking carefully on Dry Hill Park Road and Dry Hill Road. Avoid double parking, dangerous parking near the junction of the two roads or in a position which will obstruct vision or our neighbours' driveways.

Every year around 3,000 children in the U.K. are killed or seriously injured on our roads. Please help us to do all we can to make sure that no one associated with Hilden Grange becomes part of this horrifying statistic. Please ensure that anyone involved in transporting your son or daughter to and from school who does not normally do so (for example grandparents) are made aware of the above guidelines.

THANK YOU IN ANTICIPATION OF YOUR HELP AND CO-OPERATION

CYCLING, WALKING AND PUBLIC TRANSPORT

Students wishing to cycle to and from school may only do so in their last three years at Hilden Grange (Years 6, 7 and 8). They should have successfully completed a cycling proficiency course AND have the written permission of the Headmaster. The school also strongly recommends the wearing of a cycle helmet made to British Standard BS EN 1078:1997. Cycles may be kept at school but it cannot accept responsibility for loss or damage to personal property brought to, or left at school. However, in the unlikely event of such a case, a strenuous effort would be made to recover the goods and determine responsibility.

Parents of those students who use public transport or walk to school unaccompanied should write to the Headmaster providing details of time, days and frequency so that a formal record can be kept. The school recommends that parents only consider this option for students in Year 6 upwards.

N.B. Notification concerning the cycling, walking and public transport etc. should be given annually and any changes conveyed to the school without delay.

ABSENCE PROCEDURE

If your son or daughter is absent from school due to illness please contact the school office before registration (8.25am) either using the Parent App, telephone or email. A message may be left on the answer machine at any time before 8.00am (**01732 351169**), an email may be sent (**office@hildengrange.co.uk**). Please ensure that a letter/email is written to your child's Class teacher on their return to school to explain any un-arranged absence. **This is a legal requirement.** Should a student be absent and no message has been received the school will then telephone to confirm his/her whereabouts. If it is necessary for a student to attend a medical appointment during school hours please inform the Form Tutor and also the school office in writing for registration purposes.

There are regulations regarding leave of absence for students particularly requests for holidays during term time which may only be granted under 'exceptional circumstances'. I fully appreciate that Hilden Grange parents are very supportive of their children's education and such requests are rare. However if leave of absence is required for an 'exceptional circumstance' please write to the Headmaster, giving at least 3 days' notice, requesting permission. This is a legal requirement, as unauthorised absence is reportable to the Department of Education.

HEALTH

Our School Nurse is the first point of contact for any medical matters relating to your child. Please keep us updated at all times with any health related information about your child(ren) in case medical assistance is needed during the school day.

During their time at school children inevitably encounter the usual childhood illnesses and minor ailments. In order to minimise the risk of infection, please note the following guidelines:

1. It is recommended by the Department of Health that all children complete a routine childhood immunisations programme. If you are unsure if your child is up-to-date with immunisations you should consult your health visitor or GP for advice.
2. Please inform the school of any medical conditions such as asthma, allergies, diabetes, etc., or medical history, e.g. hearing difficulties etc., which might have a bearing on your child's day-to-day life in school, along with details of any medication. Asthma UK recommends students with Asthma to have an Asthma Information Card completed annually. Students with severe medical conditions, such as risk of anaphylaxis will have a care plan completed annually. Please ensure we are alerted to any changes in the future including GP changes.
3. Should students fall ill during the school day, parents are contacted and asked to collect their children.
4. Obviously, when children are ill they should not attend school. There is sometimes confusion as to how long a child should be absent from school if he/she has been ill. Please see the following document – 'Should I keep my child off school?' published by the UK Health Security Agency.



Should I keep my child off school?

Yes

Until...

Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek



SCAN ME

Advice and guidance

To find out more, search for health protection in schools or scan the QR code or visit <https://qrco.de/minftec>.

Covid-19/Coronavirus:

Please see the following guidance published by the UK Health Security Agency:

<https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19>

Temperature: We recommend children should stay at home but may return to school once the temperature has returned to normal (less than 37.7°C using a thermoscan ear thermometer) without the administration of paracetamol or ibuprofen for 24 hours.

Conjunctivitis: We suggest that you consult your doctor as some types are more contagious than others, but all spread easily through a class. If treatment is necessary, we prefer that your child is **kept at home until free from infection.**

Tonsillitis: Please consult your doctor as absence will depend on the severity of the illness.

Verruca: It is suggested that children with a verruca should be taken to the doctor or chiropodist for treatment; a plastic sock (which can be purchased at a chemist) should be worn for swimming, gymnastics, etc., until it has cleared.

Splinters: Often a splinter can be successfully withdrawn from the skin using tweezers. However, if the splinter is deeply embedded and difficult to remove, it will be left in place and covered with a plaster. Parents are advised to remove the splinter at home or seek medical help.

Medication

We are happy to administer or supervise your child taking medicine during the school day provided that the medicine is handed into the School Office in a plastic bag along with a completed school 'Prescribed Medicines Form' (Appendix B). Whilst every care will be taken to ensure the correct dosage, the school cannot be held responsible for mis-timing of medicine. It is parents' responsibility to ensure that any medication kept in school for their child is in date and the school must be informed of any changes in medication.

Health education and personal hygiene are encouraged throughout the school, in particular in the Science and Games departments. For example, a variety of health related topics are explored to encourage healthy lifestyle choices. Senior children will receive information from the school staff and have an opportunity to discuss growing up and body changes, including menstruation.

ILLNESS DURING THE SCHOOL DAY

Should students fall ill during the school day, parents are contacted and asked to collect their children from the Medical Room.

Accidents

We are concerned for the safety and well-being of all students in our care. However, if an accident does occur the following procedure will be adopted:

- a. First Aid will be administered by a suitably qualified member of staff.
- b. If further treatment is necessary, parents will be contacted to discuss the next course of action.
- c. If parents are unavailable the school will take responsibility for the appropriate course of action and inform the parents as soon as possible.
- d. Forms will be sent home if medication has been administered or the child has suffered a head injury.
- e. An Accident Report Form is completed detailing the accident.

Please ensure that the school is kept up-to-date with any change in address, telephone numbers and email addresses of ALL the contact people listed, **especially work and mobile numbers and please regularly update these to the School Office.**

Summer Precautions

During the summer months we ask you to apply sun screen to your child's face, shoulders, arms and legs before coming to school and to provide a labelled bottle of sun cream for your child to apply later in the day. We also encourage the children to wear hats when outside.

Appearance, Health and Hygiene

In the interest of hygiene, safety and smart appearance, extreme hairstyles will not be permitted. Boys' hair should be clear of the collar and ears and should not be shorter than a Grade 5. Hair colouring and gel are strictly forbidden. Girls should tie long hair back with a purple, navy or black band. We strongly advise that girls' ears **SHOULD NOT** be pierced; if ears are already pierced a stud must be worn. No jewellery should be worn apart from watches and stud earrings if ears pierced as mentioned above. Anything else requires special permission. Nail varnish should also not be worn to school.

DOGS ON SCHOOL PREMISES

Dogs are not allowed onto the school site.

BOOKS AND STATIONERY

All text books and exercise books are included in the tuition fees.

Please ensure that your son or daughter has the following stationery (all items to be named) supplied in a named pencil case on a daily basis:

- 3 sharp pencils
- A rubber
- A 30cm ruler
- A sharpener
- A spare roller ball pen – friction pens are recommended (for use in Science)
- An ink eradicator
- Coloured pencils
- All students should have a set of cheap, wired headphones in their pencil cases to be used in conjunction with their device in class. They should also have a small case to put the headphones in whilst they are in their pencil case to keep them clear and safe. Like these:



- All students need to have two to three handwriting pens for writing focused subjects. Please choose from the types below:

Berol Handhugger Handwriting Pen – Blue Ink



Berol Manuscript Handwriting Pen – Blue Ink



Stabilo Easy Original (Comes in left-handed and right-handed grips and is a refillable pen) – Blue Ink.



- A fountain pen with a supply of the appropriate washable blue cartridges
(for students in Year 6 and above)

We ask for the co-operation of parents in stressing the importance of looking after books, equipment and other property. The school reserves the right to make a charge where loss or damage occurs to books, equipment or other property as a result of carelessness or misbehaviour. Obviously, in the event of a child mislaying or forgetting equipment, the school will happily supply what is needed until own stationery is restored.

MOBILE PHONES IN SCHOOL

Mobile phones may be brought in to school by pupils in Years 7 and 8. Years 5 and 6 are only allowed to bring mobile phones in if they are a chorister or have permission to leave school alone/walk home alone. ALL phones require a permission slip (available from the school) to be completed by parents. ALL phones must be handed into the school office for safe-keeping at the start of the day and collected as students leave at the end of day of day **at 4pm**. If a pupil then attends the Late room or After school care the phone must be handed to the member of staff on duty. Away matches – phones may be collected prior to leaving for an away match. They must be handed over to the member of staff for safe keeping.

PHOTOS AND VIDEO FOOTAGE

At Hilden Grange, we very much hope that pupils, parents and staff will enjoy and applaud the successes of our students. We are very aware that at school events, parents like to take photographs and video footage of their children participating in concerts, nativities, sports events, HGA activities etc. **This is to be welcomed for personal use; it should be noted that if these photographs/video footage feature children other than your own, they should not, under any circumstances, be posted on the internet or social media websites.**

SPORT

Hilden Grange has built on past traditions of games strength and has become a force amongst local prep schools. The teaching staff are well qualified, committed to producing a high standard of teaching and expect good attitudes in return.

The P. E. programme seeks to cater for all levels of ability, working toward each child reaching his or her potential. Children are taught athletics, gymnastics, hockey, basketball, swimming and fitness within the programme, in addition to the main games.

The main games are as follows:

Michaelmas Term	Hockey	Girls
	Netball	Girls
	Soccer	Boys
	Cross-Country	Boys and Girls
Lent Term	Netball	Girls
	Football	Girls
	Rugby	Boys
	Cross-Country	Boys and Girls
Trinity Term	Cricket	Boys and Girls
	Athletics	Boys and Girls

Swimming is also part of the curriculum and is taught to each year group from Reception to Year 4 when good weather permits, in the heated outdoor pool.

Personal care and organisation of all items of kit are emphasised from the outset. Appearance standards are monitored continually and children are encouraged that looking good is part of the process leading to being good! **ALL KIT HAS TO BE CLEARLY NAMED, PLEASE ENSURE LABELS ARE SEWN TO THE INSIDE OF EVERY GARMENT.** Kit is taken home each weekend (or more often if necessary) to be washed. We request that parents check labelling at this time. Children's personal organisation at this stage tends to be inconsistent!

We offer after school practice to all boys and girls and information regarding this is supplied on a regular basis. **Team members are expected to commit themselves first and foremost to any Hilden Grange team for which they are selected including selection by the school for matches outside normal school time, i.e. Saturdays. Fixture lists, available at the beginning of each term, assist in sorting out individual commitments. Please read the school calendar carefully.**

The school has 4 x 17 seat mini buses which are used for away matches (and also school outings, field trips, etc.) Seat belts exist on all seats. Occasionally parents help with transport to matches, which is appreciated.

Fixtures on a Wednesday and Thursday usually start at 2.30 pm unless otherwise stated. Team sheets are posted on the Games Department notice boards at the rear of the main school building and on the Homework App.

After games students may go home in their games kit but they must look presentable and wear their tracksuit top or blazer.

SPORTS KIT

The children should keep all their P E and games clothing in a fresh and clean state.

Mouth Guards

The school insists upon the wearing of mouth guards for rugby and hockey. Please see the table below which details for whom and when mouth guards are needed.

Year Group	Boys/Girls	Sport	Period
Years 7 and 8	Boys	Rugby	November to April
Years 5 and 6	Boys and Girls	Hockey/Rugby	September to April
Years 3 and 4	Boys and Girls	Hockey/Rugby	September to April

If you need any guidance in the purchase of your child's mouth guard please do not hesitate to contact us. Mouth guard specialists will visit the school in early September in order for children to have mouth guards fitted should you wish to use this service (details will be sent nearer the time).

OFF GAMES

If your child is unable to take part in games lessons or matches, but is well enough to attend school, please write an 'Off Games Note' to the Games Staff and hand it to the School Office. Please note that students will be supervised by a member of staff during off games sessions. Where appropriate children who are off games may join their class and watch the games lessons. However, please ensure that your child has a reading book as they may read silently or start their homework.

SCHOOL UNIFORM AND LOST PROPERTY

Clothing List: Please see attached sheet for full details of clothing requirements (Appendix C). Summer uniform should be worn during the Summer Term and until the October half term. At all other times winter uniform must be worn, including a tie. Blazers **MUST** be worn to and from school at all times of the year. **Please ensure any items purchased from the HGA Outgrown uniform sales are correctly labelled with your child's name.**

LOST PROPERTY

Miss Houghton is responsible for the operation of the lost property system. Items of clothing and other property found around the school and in changing rooms are returned to students as soon as possible. A table of lost property is put out on display for all parents to check at the end of every term any items not claimed will be disposed of.

UNIFORM AND NAMING OF CLOTHING/ OTHER PROPERTY

Lost property is a major problem in every school in the country and at Hilden Grange we do our best to keep this problem to a minimum. In order to make the location of lost items easier, and to save time and to save money, it is essential that **ALL** items of clothing, footwear and personal property, such as pencil cases, tennis racquets, cricket bats, watches, calculators, etc., are **CLEARLY** marked with your child's **FULL NAME** - initials are often not adequate.

Please ensure that this is checked regularly, as name tapes do come off and written names wear off after some time. The school strongly recommends that expensive items of personal property are not brought into school without prior arrangement with your child's Form Tutor. Unless these guidelines are followed, the school cannot accept responsibility for the loss or damage of personal belongings brought to or left at school.

Electronic games, e.g. handheld games consoles, are not allowed in school and jewellery should not be worn.

OUTGROWN UNIFORM

The Hilden Grange Association (HGA) organises outgrown uniform sales on a regular basis, providing an opportunity to make substantial savings on items of uniform and school kit. Any questions please contact the uniform team HGAuniform@gmail.com. The sales are publicised in advance, but further details are available through the School Office.

WHAT TO DO IF

What to do if I am concerned about my child's progress in class or a particular subject?

Contact the School Office to arrange an appointment with the Nursery Leader or Class Teacher (EYFS), Class Teacher (Pre-Prep) or subject teacher (Prep) to discuss your concern.

What if I am not satisfied with the discussion with the Nursery Leader, Class Teacher or subject teacher?

Contact the School Office to arrange an appointment with the relevant member of staff or e-mail via the website.

It is very rare that academic problems cannot be solved at subject teacher level. If you are still concerned then please contact the Head of Department, the Special Educational Needs Co-ordinator, the Assistant Head Academic, the Deputy Head, or ultimately the Headmaster as appropriate.

What should I do if I am concerned about my son's/daughter's overall academic progress?

Contact the School Office to arrange an appointment with your child's Class Teacher or Form Tutor. He or she will gather information from other teaching and support staff before meeting you.

If your concerns continue then a meeting with the Head of Pre-Prep and Early Years, the Special Educational Needs Co-ordinator, the Assistant Head Academic, the Deputy Head, or ultimately the Headmaster may be the next step, depending on the nature of the problem.

What should I do if my child is unhappy at school or seems to be getting into trouble?

Most pastoral matters can be solved by talking to your child's Class Teacher or Form Tutor but if you are still concerned or wish to ask for further advice, contact the School Office to arrange a time to meet with Head of Pre-Prep and Early Years, the Assistant Head Pastoral, the Deputy Head or ultimately the Headmaster.

What should I do if I think my son or daughter is being bullied?

Take their concerns seriously, listen carefully to what they say and try to remember the key points or names as it is important to establish the details of any incidents or unhappiness.

Reassure them that you want to help them.

You or your son/daughter should talk to a teacher, normally your child's Nursery Leader, Class Teacher or Form Tutor. If you feel the matter has already reached a serious level you should talk to the Head of Pre-Prep and Early Years or Assistant Head Pastoral. If you still feel matters are unresolved your next step is to raise the issue with the Deputy Head or ultimately the Headmaster.

The School takes its duty of care towards your children very seriously and believes that your parental duty of care is best fulfilled by raising concerns quickly in order for an early resolution to be achieved. You and your son/daughter will be helped and listened to and the best course of action will be taken. Early communication and working together in what can be complex situations is the key to maintaining a safe and happy school.

BULLYING IS NOT ACCEPTABLE AT HILDEN GRANGE AND IT IS RIGHT TO REPORT IT.

The school's Anti-Bullying Policy is available from the school website.

What do I do if I have a problem and I do not know who is the person to talk to?

Please ring the School Office staff who will do their best to help you or redirect you to the appropriate member of staff or to the Deputy Head or ultimately to the Headmaster.

In this Parent Handbook we have attempted to provide as much information as possible, but it would be advisable to look again at the school website. If you are ever unsure of anything, please contact your child's Form Tutor or the School Office and we shall do our best to help.

Revised June 2022, Review April 2023

THE HILDEN GRANGE WAY

**Treat other people with respect and
as you would like to be treated
yourself.**

Be kind and helpful.

Be truthful and live with integrity.

Be sharing and forgiving.

Always do your best.

Listen to others.

Take pride in your appearance.

**Treat property and the environment
with care.**

PRESCRIBED MEDICINES TO BE GIVEN AT SCHOOL

FOR THE ATTENTION OF **THE SCHOOL OFFICE**

Date:

Name of child:

Form:

I authorise the following medicine to be administered by school staff:

Name of Medicine:

Time to be given:

Dosage:

mls / mgs **

Does Medicine need to be kept in the fridge:

Yes / No **

Parent signature:

Print name:

**** Please delete as appropriate.**

THANK YOU.

HILDEN GRANGE PREPARATORY SCHOOL UNIFORM LIST

The official School Outfitter is Horncastles (Sevenoaks) Ltd.
66 High Street, Sevenoaks, Kent, TN13 1JR.
01732 453574 or www.horncastles.co.uk

All items marked * must be purchased from Horncastles

PLEASE ENSURE THAT ALL ITEMS ARE CLEARLY NAMED. SEW-ON NAME TAPES, ARE AVAILABLE FROM HORNCASTLES.

Summer Uniform
Winter Uniform

Compulsory April to October half term
Compulsory October half term to March

ALL CHILDREN:

- * School blazer - to be worn to and from School during all terms
- * School Coat black with HG logo – to be worn over the school blazer
- * Dark grey V-neck **pullover** with purple band or dark grey **cardigan** with purple band
- * Purple tie with House emblem:

Norsemen	N
Saxons	S
Vikings	V
- Black shoes
- Trainers – white plain, inexpensive, basic style
- * Purple Rucksack (**Compulsory for all year groups**)

BOYS:

- White long sleeved shirt (3)
- White short sleeved shirts (3) (**worn without tie for summer uniform**)
- * Mid-grey long trousers or shorts (2)
- Grey socks (3)

GIRLS:

- * Tartan skirt with box pleats (2)
- * Mid grey long trousers or shorts (optional)
- White shirt (3)
- Long dark grey socks or dark grey tights (3)
- * White short sleeved blouse (3) (**worn without tie for summer uniform**)
- Plain white short ankle socks (not trainer socks please) (3) (**for summer uniform**)

Optional Items:

- School hats:

* Winter:	Black beanie
* Summer:	Black baseball cap
- School scarf (only available from HGA uniform sales team)
- Hair accessories: Plain purple, lilac, navy or black

SPORTS WEAR:

ALL CHILDREN:

- * Purple Sports Kit bag
- * Match tracksuit top
- Black tracksuit bottoms

HILDEN GRANGE PREPARATORY SCHOOL UNIFORM LIST (Contd.)

BOYS GAMES (Winter – Football and Rugby):

- * Reversible purple/black football/rugby shirt
- * Black HG shorts (with logo)
- * Black rugby socks
- Football/Rugby boots
- Shin pads for Football
- Mouth guard for Rugby
- Underlayers (black) – an optional Hilden Grange baselayer available from www.playerlayer.com

GIRLS GAMES (Winter – Hockey, Netball and Football):

- * White HG Girls' Games top (with logo)
- * Black HG skort (with logo)
- * Black HG shorts with logo (optional)
- * Long black socks (netball and hockey)
- Shin pads for Hockey and Football
- Mouth guard for Hockey
- Football boots
- Underlayers (white tops, black bottoms) – an optional Hilden Grange baselayer is available from www.playerlayer.com

GIRLS & BOYS GAMES (Summer – Cricket and Athletics):

- * Girls: White HG Girls' Games Top (with logo) – same as winter kit
- * Boys: White HG Boys Cricket shirt (with logo)
- * White cricket jumper (with logo) – Boys and Girls
- * Black HG shorts (Boys) – same as winter kit (for Training)
- Black HG skort or Black HG shorts (Girls) – same as winter kit (for Training)
- White cricket trousers (for matches) – Boys and Girls
- White trainers or cricket boots
- White socks
- White trainers for cricket
- Underlayers (white tops, white bottoms, for cricket) – an optional Hilden Grange baselayer available from www.playerlayer.com

PE KIT (BOYS AND GIRLS):

- * House Polo Shirt
Norsemen Yellow
Saxons Green
Vikings Blue
- * Black HG shorts (Boys) or Black HG skort (Girls) – same as winter kit
- White socks
- Girls: One-piece Speedo swimming costume, blue or black
- Boys: Swimming trunks (plain colour), not Bermuda short style (Years 3 to 6 only)

Please ensure all clothing is named either inside the waist band or inside the garment collar accordingly.

HILDEN GRANGE UNIFORM SALES TEAM INFORMATION

Any questions please contact the HGA uniform team HGAuniform@gmail.com . The HGA also supply other school logoed merchandise, please see their website.

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