

Admission, Discipline and Exclusion Policy

ADMISSION

The Pre-Prep is a small, non-selective school for children from age 3 to 7 years. There is one class per age group, that is, a Nursery, Reception, Year 1 and Year 2.

The Pre-Prep will attempt to offer a place for any child providing we can meet their needs, offer a suitable environment and provide a positive experience of learning. We will work with pupils, parents and professionals to ensure each child is offered a broad and balanced curriculum which they can access effectively. Further details of the School's policies and procedures on disabilities and accessibility to what the School offers children, can be found in that policy document.

Nursery and Reception classes have an optimum number of between 14 and 16 children, which rises to up to 18 in Years 1 and 2.

It is hoped that children coming to the Nursery and Pre-Prep will continue their education through to the Prep School.

Admission to the Nursery

The Nursery takes children from the term in which they are three, with term ending dates according to OFSTED being: 31st March, 31st August and 31st December.

Attendance at the Nursery is on a sessional basis. Sessions run 5 days a week and from 8.30am – 12pm and 12pm – 3.30pm. Children may attend half day or full day sessions.

There is only one criteria for entry, as long as needs can be met is:

1. Children must be ready to happily leave Mummy or the carer. We recognise that the initial moment of leaving is traumatic for some, we advise a definite 'Good bye I will be back for you later'. Children usually settle after a few minutes. Parents are welcome to stay as long as they wish to ensure for themselves that their child is happy. However care must be taken that their presence is not influencing or altering the situation. We will always try to telephone and reassure an anxious parent, when the child has settled. If after several attempts a child is truly unhappy about being left and cannot be distracted or consoled then they are probably not ready and we will advise the parents.

We recommend that children start with half days and as they get older combine a morning and afternoon session into a full day when they are older and/or ready. Nursery children may stay for lunch on any day. The Nursery follows the guidance and statutory guidelines of the Early Years Foundation Stage and plans their activities encompassing the six areas of learning, with a teacher:child ratio of 8:1.

If there are spaces available children may join the Nursery at any time. A Parent/Headmistress meeting gives both parties the opportunity to discuss the school and their child. At this meeting there is an opportunity for parents to discuss, in confidence, details of the nature and effect of any special needs or disability the child may have, and to consider any adjustments the school would need to take in order to offer the child the best access to the curriculum and the facilities. There is also the opportunity to look around the Pre-Prep and Nursery classrooms and facilities, and to discuss the curriculum and opportunities offered by the school.

The Pre-Prep and Nursery is on one level and all rooms can be accessed from the ground floor with slight modifications such as small ramps and making some doorways wider for wheelchair access or people with mobility difficulties.

There is an 'Experience Day' in the summer term to which all new children entering the Nursery in September are invited.

Admission to the Pre-Prep

Children normally enter the Reception Class in the September after they are 4 years old.

Children normally enter Year One Class in the September after they are 5 years old.

Children normally enter Year Two Class in the September after they are 6 years old.

If there are spaces available children may join the Pre-Prep at any time. A Parent/Headmistress meeting gives both parties the opportunity to discuss the school and their child. At this meeting there is an opportunity for parents to discuss, in confidence, details of the nature and effect of any special needs or disability the child may have, and to consider any adjustments the school would need to take in order to offer the child the best access to the curriculum and the facilities. There is also the opportunity to look around the Pre-Prep and Nursery classrooms and facilities, and to discuss the curriculum and opportunities offered by the school.

The Pre-Prep is on one level and all rooms can be accessed from the ground floor with slight modifications such as small ramps and making some doorways wider for wheelchair access or people with mobility difficulties.

Each class has a classroom assistant so the ratio of adults to children is high, 1:8. If a child needs assistance beyond that which we can offer, there would obviously be a cost implication.

There is an 'Experience Day' in the Summer term when all new children are invited.

The Headmistress is the person who decides whether a place should be offered to a child on application, and this decision is taken after discussion with the parents to help ensure that the School will suit the child and that the parents understand and broadly sympathise with the ethos and style of the School as well as the details of the School's policies and procedures. We feel it is important both for the welfare of the children and for the smooth and happy running of the School for the parents and School to share this common understanding and to have a sense of real partnership in the educational development of the children.

A tour of the Pre-Prep and Nursery normally lasts for half an hour, followed by the opportunity for parents to ask questions and to discuss their child and any relevant needs. Parents may then register their child for entry on the relevant Registration Form, which is in the back of the prospectus. The Registration Form includes a questionnaire on any disabilities the child may have in line with the School's disability policies and procedures. A Registration Fee of £30 is also payable at this point. This is not refundable.

Parents are requested to confirm their child's place by the Lent term at the latest prior to a September entry. Parents are encouraged to respond promptly to confirm their place, using the Confirmation Form, which includes the School's Standard Terms and Conditions, and requests a Confirmation Fee (of £100 which is credited to the final fee account) to be returned with the form. The Confirmation Form gives the parents the option to defer entry or to cancel their application.

Parents applying for entry the next term have explained to them carefully the likely expectation by their current school or nursery of a term's fees in lieu of notice and the ISC protocol about change of schools. They are told that the confirmation of the place can not be made until they have spoken with the current school and the Port Regis Pre-Prep Headmistress has then spoken with that school, to ensure that it is up to speed on the parents' plans and that the decks are clear. If the point of entry is more than a term away, and the prospective child is already attending school, the Headmistress writes first to the parents to ask if there is any reason why they do not want the current school to be informed of their intentions at this stage, and once any such problem has been discussed and dealt with, the Headmistress writes to the current school, making sure it is aware and asking for a report. This is done before the start of the child's final term at that school.

A Joining Pack, including the Nursery or Pre-Prep Information Folder, is then sent to the parents as well as an invitation to the children (and their parents), in the case of Autumn entrants, to attend Experience Day in May. This provides an opportunity for the children to familiarise themselves with the School and meet both current and other prospective children. It also allows the parents to ask questions of the Headmistress, other staff and parents, and in some cases effect the purchase of new and second-hand uniform. The children spend the day (or half day if Nursery age) in their prospective classrooms engaged with academic and/or sporting tasks, and this provides the School with a further opportunity to assess them. There is no element of selection in any of this procedure.

Bursarial Scholarships

There are no scholarships to the Pre-Prep or Nursery.

Bursaries

Bursaries may be awarded to families who encounter severe difficulties, usually of a tragic nature, and the level of these is determined by the means-testing process.

Bursaries may also be awarded, again on a means-tested basis, to applicants who commend themselves for one reason or another, such as disability or particular family circumstances.

DISCIPLINE

The Parents' Contract states:

Pupils' Conduct

- i. The Headmaster/Headmistress is responsible for the care and good discipline of pupils while they are in the charge of the School or its staff and for the day-to-day running of the School and the curriculum. Pupils are expected to behave with respect and good manners to those whom they meet both in School and in the community, to follow the School's rules of appearance and dress and to show a proper respect for the environment. The School Rules, as varied from time to time, form part of the contract between the Parents and the School.
- ii. The School reserves the right to monitor pupils' e-mail communication and internet use for the purpose of ensuring compliance with School Rules.

Discipline is exercised in accordance with the School's **Behaviour Policy**, which incorporates the values held important by both staff and children. The policy stresses the importance of kindness, consideration and courtesy to other people, and the **Golden Rules** are used to exemplify the importance - indeed the primacy - of these values.

The School's sanctions are held within the **Behaviour Policy** is introduced by the paragraph:

All children will, at times, need help and guidance in sorting out relationships, negotiating their needs and appreciating another's viewpoint. We have developed through discussion and practice an approach that is consistent and fair. A behaviour policy can only be effective if everyone in the school works towards the same goals

The section of this policy, which explains the “phased” approach to sanctioning misbehaviour, includes the paragraph:

“Every situation involving a sanction must be assessed and judged by individual members of staff, who should consider the child(ren) involved. The following sanctions are a guide, and staff should use their own professional judgement and knowledge of the individual child(ren) involved when carrying out sanctions.

The development of self-discipline is at the heart of the School's objectives in this regard, as is the positive reinforcement of good behaviour. We aim to provide an environment where

- expectations are high, we expect children to be courteous, thoughtful and kind
- children's self-esteem is high
- children begin to develop an appreciation of other's needs and wants
- children begin to be self disciplined
- good behaviour is recognised and rewarded by praise
- transgressions are dealt with promptly, fairly and consistently
- punishments are minimal and fair
- unacceptable behaviour is forestalled and diverted wherever possible.

Our Philosophy is:

Praise the behaviour you want and ignore, wherever possible, the behaviour you don't want.

OR

You get more of what you notice.

Children may be awarded stars for acts of kindness and thoughtfulness above the high standards expected, as well as academic endeavour. Stars are recorded on a star card/chart and 10 stars results in a 'big star' being stuck on a jumper.

In the Nursery stars are normally given and worn instantly.

Children are also rewarded when appropriate by being named by class teachers within Praise and Celebrate assemblies. Within these assemblies children named are given a Headmistress' sticker and congratulated on their achievements either of an academic or pastoral nature by the rest of the school.

The overall aim of the Behaviour policy is to ensure that all children have a clear picture of what is acceptable as part of the community and that all adults have a clear and consistent approach to

helping children achieve that acceptable behaviour. Ultimately we want them to learn to behave well for the right reasons, that some form of sanction may follow an act of bad behaviour, but their main motivation should be something more positive and profound than fear of punishment.

EXCLUSIONS

Exclusion of any sort will always be regarded as an expression of the School's severe disapproval of an act of extreme bad behaviour or of a series of acts which have earned previous admonition and, probably, punishment without due effect.

The Sanctions Policy indicates:

'If a child's poor behaviour persists and continues to be unacceptable even after parental involvement and discussion with the Headmistress; or if the child is considered to be of danger to others or themselves, then after discussion with the Headmaster/Headmistress exclusion, either suspension or expulsion may be necessary.'

This statement is subject to discretion and flexibility, with the circumstances being taken into account.

Exclusions may take the form of suspension or (the more serious) expulsion.

- **Suspension** is the requirement for a child to be excluded from the School for a certain period of time decided by the Headmistress after liaising with the Prep School Headmaster.
- **Expulsion** is the requirement for a child to be excluded from the School forever. In this event, neither the child nor the parents have any right to a reference from the School, although the School may agree to assist in helping the family find another school. The Headmistress will not expel a pupil without consulting the Headmaster and in turn the Chairman of Governors.

The legal basis for exclusion is contained within the Standard Terms and Conditions (the "Parents Contract") that include the following:

- *The School reserves the right, without refunding fees, to remove a pupil from the School if, after consulting with the Parents, the opinion of the Headmaster/Headmistress is that the pupil's academic, pastoral or other needs would be more suitably provided for elsewhere. The School will whenever possible give one term's notice except where there are serious grounds for removal at once or on shorter notice.*
- *The School reserves the right, without refunding fees, to remove a pupil from the School temporarily or permanently at any time in the event that:*
 - (a) *the conduct of the pupil or the pupil's presence at the School has seriously damaged or is likely seriously to damage the discipline, safety, reputation or good order of the School. Reasons for removal of a pupil under this heading may include the bullying of other pupils, non-attendance of the pupil without good reason, bad behaviour, possession or use of alcohol or illegal substances or persistent or serious non-conformity with standards of dress and appearance and/or other school rules; or*
 - (b) *a parent has treated the School or members of its staff unreasonably.*
- *The Headmaster/Headmistress will always endeavour to consult with Parents before any such action contemplated in the two sub-paragraphs above is taken but may take action without consultation at his discretion.*
- *The School will act fairly and properly in deciding whether a pupil must be removed from the School and wherever possible will seek the agreement of the Parents before a decision is taken.*

If the Parents are unhappy with a decision to remove a pupil permanently from the School they may ask the School to review the decision in which case a review will be undertaken by one or more of the Governors of the School.

- *The removal of a pupil at the request of the School for whatever reason does not constitute a suspension of the pupil's right to an education, which may be obtained at another independent school or at a State school.*
- *In the event of a pupil being removed temporarily or permanently from the School all outstanding fees and extras must be paid. The Confirmation Fee will be credited but fees in lieu of notice will not be charged.*

In unusual circumstances the School may feel it necessary to exclude a parent or third party. The Parents Contract states:

- *A Parent or other third party may be excluded from the School premises if the Headmaster/Headmistress acting properly considers such exclusion to be in the best interests of the pupil or of the School.*

In all instances of exclusion, the School will endeavour to apply fair and reasonable action.