



Chafyn Grove School

Parents' Survival Guide

UT SIBI SIC ALTERI
'Do as you would be done by'

ADMINISTRATION AND ADVICE		
Address Details		5
Communication and concerns		6
Fee information	Fees Removal of child from school Insurance Scholarships and bursaries	7 8
FCGS	Friends of Chafyn Grove School	9
Information	Where to find it	10
Lost Property		12
Medical Information	Weighing and measuring Signs of illness at home Signs of Illness at school Injury at school Boarders Head lice Immunisations	13 14 15
New Pupils	Shadowing First day – day pupils First day – boarding pupils New parents	16
Parental involvement		17
School Staff		18
Stationary shop		18
Uniform shop		18
Year Group Representatives		20
DAILY LIFE		
Absences	General Holidays Appointments Illness Late Registration Boarders	21 22
Arrivals and Departures	Arrivals Late arrivals After school pick-up Prep	23 24
Class Room Equipment		25

Daily Routine		26
Exeats		27
Eights & Eights Leaders		28
Head Boy & Girl		29
Library		30
Meals	Meal times	31
	Birthday tea	32
Saturday School		33
School Events	Concerts & Plays	34
	Sports Day	
	Speech Day	
	Steeple Chase	
	Swimming Gala	
Worship	Daily	35
	Evensong	
	First & Last Sundays	
	Leavers Service	
	Harvest Evensong	
	Carol Service	
<i>EDUCATION</i>		
Education Introduction		36
Curriculum		36
Timetables		37
Assessments & Motivation	Academic Assessment	37
	Effort Grades	38, 39
	Attainment Grades	40
	Motivation	41
	Merits	41
	Demerits	41
	Stars	42
	Cups And Prizes	42
Setting & Streaming	Streaming	43
	Setting	
	Tutor Groups	
Examinations	School exams	44
	Results	45
	11+ & Common Entrance	
Discipline		46
Prep		47
Learning Support		47
Personal Tutors		48

Art	Location	50
	Curriculum	
	Monday & Thursday Activities	51
	Free Time Access	
	Evening Activities Holiday Workshops	
Drama	Curriculum	52
	Productions	
Music	Individual Instrumental lessons	53
	Starting an instrument	
	Contacting staff	
	Fees	
	Timetable	54
	Practice	
	Progress Reports	
	Music examinations	55
	Theory	
	Hire, Insurance & purchase	
	Notice to stop	56
Orchestra, Choirs, Ensembles		
School Concerts	57	
Informal Concerts		
Sports	Curriculum Sports	58
	Extra Curricular Sports	
	Matches	
	Sports Teams	59
	Colours	60
	Half Colours	
	Steeplechase	61
	Swimming Gala	
	Wessex Athletics	
Inter Eight Competitions		
Extra Curricular Activities	Paid Activities	62
	Riding	
	Golf	
	Sailing	
	Squash	
	Tennis	63
Pioneers		
Unpaid Activities	64	
Holiday Workshops		65

School Trips	Day trips Overstay trips	66
Senior Schools	Age Of Entry Choice Of Senior School Senior Schools Evening Entrance 11+ Entrance 12+ & 13+ Common Entrance (CE) Scholarships	67 68 68 69 69 70
BOARDING		
Boarding Introduction		71
General Information	Start Of Term First Term Of Boarding Trunks Uniform & Laundry Linen Personal Belongings Lost Property Trips Boarding Routine	72 73 74 75
Boarding Routine		69
Care of Boarders	Pastoral Care Issues & Concerns Contact With Your Children Letters/Email Hygiene Medical	76 77 78
Boarding Life	Exeats Free Time Weekends Duties Rewards & Sanctions Dormitory Competition Meals Prep Pocket Money Sweets Birthdays	79 80 81
Temporary Boarding		82
Appendices	Prizes and Cups Cost of Trips and Outings Main School staff list	83-85 86 87

ADDRESS DETAILS

Postal Address Chafyn Grove School
Bourne Avenue
Salisbury
Wiltshire
SP1 1LR

Telephone 01722 333423

Fax 01722 323114

Email office@chafyngrove.co.uk
headmaster@chafyngrove.co.uk
bursar@chafyngrove.co.uk

Staff can be contacted via email using:
initialsurname@chafyngrove.co.uk
e.g. jbloggs@chafyngrove.co.uk

BOARDERS

Post Address as above

Telephone Houseparents	01722 420885
Duty Housemasters Mobile	07759 323789
Matrons	01722 420883
Matrons' Mobile	07811 989150

Email boardinghouse@chafyngrove.co.uk (Mr and Mrs Webster)
matron@chafyngrove.co.uk (Matrons)

COMMUNICATION AND CONCERNS

- Sometimes it is difficult to know whom to turn to for advice
- If you have a query or concern about issues affecting your child's happiness or education in class, speak first to your child's form teacher/tutor
- It is best to arrange an appointment either via a note in your child's prep planner or when you see the teacher before or after school
- If you feel the problem is not resolved satisfactorily please follow the lines of communication in the table below

Year 3 and 4	Prep School (curriculum)	Prep School (general)	Boarders
Form Teacher	Personal Tutor	Personal Tutor	Personal Tutor
Head of Year 3 and 4	Head of Department	Deputy Head Pastoral	House Parents
Deputy Head	Deputy Head Academic	Headmaster	Deputy Head
Headmaster	Headmaster		Headmaster

- To contact a member of staff either write them a letter, send an email or leave a note in the school office asking the member of staff to contact you
- The school aims to attend to any concerns that you may have as quickly as possible
- If your query or concern is more general, contact your year group representative for a discussion
- Year group reps can bring your concern to the attention of the school at reps meetings however issues are required to be submitted in writing a few days prior to the meeting

FEE INFORMATION

- If you have any enquiries about the fees, extra charges or insurance, please contact the Bursar's Office (01722 321902)
- Current fee rates are published on the School website
- If you have any query about your account, please contact the Bursar as soon as possible before making payment

FEES

- Fee bills are due on, or before the first day of term
- Overdue accounts will be charged interest at 1.5% per month
- Extra-curricular activities and instrumental tuition will be charged for in arrears
- The majority of parents pay by a single termly cheque. Some pay by bank transfer. A few parents pay part of their accounts with Child Care Vouchers (CCVs).
- We do not use Direct Debits or accept card payments.
- Arrangement for termly payments by post-dated cheques can be made
- When paying by cheque write on the reverse the name of the pupil(s) concerned and attach the cheque to the detachable remittance slip at the foot of the term's bill
- When making a bank transfer, use the pupil's name or code as the reference and inform the school that you have made the payment.
- When paying with CCVs, make sure the payment is eligible (the rules are on the School website) and inform the school that you have made the payment
- If you require a receipt, please return the whole bill with your payment but retain the supporting vouchers
- If you have any problems with paying the bill please inform the Bursar at the earliest possible opportunity

REMOVAL OF A PUPIL FROM THE SCHOOL

- One clear term's notice is required for removal of a pupil from the school
- In default of such a notice the full term's fee is payable
- Details are set out in the School's Terms and Conditions

FEE INFORMATION Cont

INSURANCE

- Each pupil must be covered by personal accident insurance and a charge is made on each termly fee account
- Full details of cover are available from the Bursar's office
- This insurance does not cover private health care or the reimbursement of school fees should a pupil fail to attend the school through accident or illness
- Particulars of fee protection and school's BUPA schemes are available on request
- Although the school provides facilities for certain insurance schemes as a service to parents it is not an agent for the companies involved; the contract is between parent and insurer
- Please make adequate insurance arrangements for your child's personal property and effects
- Chafyn Grove School is unable to offer compensation for loss or damage to personal property

SCHOLARSHIPS AND BURSARIES

- If you are interested in further details about scholarships and bursaries offered by Chafyn Grove School please contact the Bursar
- Information about fee remissions can be downloaded from the School website

FCGS – FRIENDS OF CHAFYN GROVE SCHOOL

Chafyn Grove School actively encourages parental involvement in the school which helps maintain and explain the excellent relationship that exists between pupil, staff and parents.

- The Friends of Chafyn Grove School is a committee comprising parents and teachers. Its aim is to act as a social catalyst within the school and also combine that with raising funds for 'extras'
- Not everything organised by the Friends aims to raise money; in addition it tries to provide fun, social events for both the pupils and parents. Recently we organised a competition for the children to design a mug celebrating the Diamond Jubilee and the Olympic Games. Each child received a mug illustrated with the winning design. FCGS also organise the refreshments at the Cross Country Event and at Speech Day
- Events such as The Hatstand Opera, an Abba night, an 80's evening and a quiz have covered a wide range of tastes and interests amongst the parents and staff
- One of the main fund-raisers involving the whole school is the Chafyn Fair held in the Autumn term, an event dependent upon the excellent support it receives from parents, friends and pupils alike
- Larger items that FCGS have recently helped provide include a sound deck for the Performance Hall, lighting for the rec room, hurdles for the sports department and books for the library.
- Smaller requests such as floor cushions for the younger children in classrooms, sewing machines for activities, electric pencil sharpeners for classrooms ensure we try and balance out across the spectrum how any funds are divided that will enhance the pupils' learning environment
- The FCGS committee is always open to suggestions and offers of help from parents ensures its success

INFORMATION – WHERE TO FIND IT

In addition to this guide there are various other places to go for information

Grovely notice boards – the main source of information notices	Split into days of the week	Daily timetables for Years 3 – 8 Daily notices for assemblies, prep, sports, music, etc. Team and match information Eights information and duties Tutor group information Information on extra-curricular activities Prep rooms and duties
General notice board – Grovely notice boards	'School Notices' 'This Week' 'This Weekend' 'Future Events' 'FCGS' 'Year Group Reps'	General information What's on during the week Info for day and boarding pupils What's coming up Friends of Chafyn Grove info Info from year group reps
Grovely Plasma Screen		Notices and last minute messages
Calendar		Circulated to all parents before the start of every term Listing all major events: matches, concerts, plays, sports days, school trips, parents' evenings, exeats, social events, etc. Information on main events will be circulated nearer the time either via letter of on one of the notice boards

Matches	What time, where and when	In the calendar, on the website and on Grovely notice board Location maps for away matches available on the website and from the office
Website and Facebook	www.chafyngrove.co.uk	Sports information, music timetable, term calendar, menus and more

More information on some events is detailed under SCHOOL EVENTS and under other headings in the handbook

LOST PROPERTY

- The Lost Property Coordinator is the Director of Operations

FINDING NAMED ITEMS

- If your child loses a named item, they must first look in the lost property area next to the staff room
- Pupils whose things are frequently found in lost property will receive demerits
- If valuables, such as watches (which should be engraved with your child's name) are found, they will be handed directly to a member of staff who will either return them to the owner or put in the tin in the staff room

UNNAMED ITEMS

- There should not be any unnamed items of clothing or sports equipment
- These are put in the lost property area marked 'unnamed lost property'
- At the end of the term lost property is laid out on the 'milkbar' in order to be reclaimed but are then disposed of if not claimed by the beginning of the next term

MISSING ITEMS

- Parents should encourage their children to look all around the school particularly in places such as music rooms, arts centre, squash courts, ICT as well as changing rooms and their own classrooms
- Parents should then hand in a note to the child's tutor if the item is still missing

MEDICAL INFORMATION

- Good communication is very important with all medical matters
- Please inform the school (the School Office, matrons dept, form teacher or child's tutor) if you have any concerns about your child's health or there is any change which we need to know about to enable us to care for your child
- Things such as new glasses, hospital out-patient appointments and changes in regular medication and immunisations are all very important as the school can update your child's medical questionnaire, which you filled in when your child entered school, to prevent it becoming out of date

WEIGHING AND MEASURING

- Every pupil is weighed and measured twice a year
- This is recorded and you will be informed if the school thinks that there is a problem
- The record of this is given to you when your child leaves the school

SIGNS OF ILLNESS AT HOME

- Pupils should not be sent to school if they are too unwell to attend lessons, have a temperature or have had any diarrhoea or vomiting during the previous 48 hours
- If a decision is made to give some medication and then to send the child to school, please ensure that a note is sent in with the child; we can then give the appropriate care to your child
- If your child is well enough to come to school, but requires some medicine to be administered during the school day, please ensure that the medicine is taken to the matrons' department, clearly labelled with the pupil's name and when it is to be taken

SIGNS OF ILLNESS AT SCHOOL

- If a day-pupil feels unwell during school he/she will be sent to Matron
- Matron will either let the pupil lie down under observation or, if appropriate, administer medication
- If medication is administered to a pupil during the day a note will be sent home with them to inform the parents

- If a pupil is deemed not to be well enough to continue with lessons, every effort will be made to contact the parent or guardian so that the pupil can be taken home
- If we are unable to make contact the pupil will be taken care of until the end of the school day

INJURY AT SCHOOL

- Minor cuts and scratches will be dealt with by the Matron
- A note will be sent home with any pupil who attends the department with a head injury
- In the event of an injury requiring a visit to the A & E department, every attempt will be made to contact the parent or guardian but the school will take responsibility for the child until the parent can arrive to take over

BOARDERS

- Boarding pupils can be registered with the school doctor, Dr Totman
- If a child needs to see the doctor, an appointment will be made and the parent will be notified and can attend or will be notified of the outcome of the consultation
- If a boarding pupil is unwell and admitted to the sick bay, the parents are notified as soon as appropriate and may visit whenever they like or take the pupil home to recover
- Boarding pupils who receive an injury which requires a visit to the A & E department will be treated in exactly the same way as day-pupils, although we do understand that these parents may not be so easy to contact
- A Matron will accompany the pupil on any hospital visits that may be required

HEAD LICE

- Regular checks are made for head lice in pupils who are boarding, but it is expected that parents of day-pupils do this on a regular basis and treat as necessary

IMMUNISATIONS

- Immunisations carried out for public health reasons (e.g. HPV) are offered to day-pupils as well as boarders
- A note of consent must be signed by a parent prior to any immunisation being administered

NEW PUPILS

- All parents receive joining information prior to their child's first term
- If you have any queries, please contact the School Office
- Your year group rep will make every effort to contact you prior to the start of term

SHADOWING

- All new pupils (from Year 4 upwards) are allocated a 'shadow'; this is another pupil in their form who can help them to settle in

FIRST DAY FOR DAY-PUPILS

- On the first day of the first term, new day-pupils should arrive at 08.15hrs at the front door
- They will be taken to the Rec room to meet their year group rep and shadow
- The shadow will take them to their classroom and help through their first few days

FIRST DAY FOR BOARDERS

- New boarders will be introduced to their shadow on their first evening
- The shadow will take the new boarder to lessons, meals, break etc until they get used to the routine

NEW PARENTS

- Each year group has two year group representatives
- Year group reps help and advise new parents, to liaise between parents and staff as necessary, taking forward concerns, ideas, etc. to be discussed
- Ad hoc coffee mornings and evenings out are organised by the year group reps by year group

PARENTAL INVOLVEMENT

- Chafyn Grove School parents are encouraged to be actively involved with their child's school life
- There are a number of concerts, plays, sporting events, etc. going on throughout the term which parents are invited to attend
- Parents are often called upon to provide costumes for plays, etc. – let your child's form teacher know if you are interested in helping
- At other school events there is often a parent rota to help out on the ice cream or Pimms stalls!
- Each year group has two representatives who arrange the occasional small social event for the year and are there to discuss any issues with other parents

SCHOOL STAFF

- A full list of staff and governors can be found on the School Website

STATIONERY SHOP

- This is open twice a week, just for the pupils (Monday and Thursday)
- All basic stationery is stocked – cartridges, pens, pencils, etc.
- Notes are taken in the shop as to what pupils purchase, and these items are then added to the bill at the end of the term

UNIFORM SHOP

- The uniform shop, which is run by a member of staff and volunteer parents, sells all items of new school uniform
- All items of sports kit are only available from the school shop
- A full list of required and optional school uniform and sports equipment is available to view and download on the school's website
- The school shop also allows parents to sell second-hand items of school uniform and sports kit
- The shop also supplies the all-important name tapes and shoe name labels
- All profits from the uniform shop go towards purchasing goods for pupils to use

SELLING ITEMS

- All clothes and equipment offered for sale must be clean and in very good condition
- No underwear is accepted
- You should staple or pin a label to each item you want to sell, giving your child's name, the size and nature of the item and the date you gave it to the shop
- The shop will deduct 30% from the purchase price and forward the remainder to you at the end of each term
- You may wish to donate the proceeds of the sale to the Headmaster's current charity or to the uniform shop funds (please indicate if donation)
- The shop reserves the right to dispose of any item not sold within 2 years or not of saleable quality

UNIFORM SHOP Cont

- You can leave items for sale in the School Office or outside the shop
- Some items of sports equipment like cricket bats and helmets, tennis racquets and hockey sticks, can be provided by the school
- If your child wishes to bring their own sports equipment they are welcome to do so, but each item must be clearly and permanently named

PURCHASING ITEMS

- The shop opens at the following times during term times:

Monday	08:00 – 9:30 hrs
Wednesday	1:30 – 16:00 hrs
Thursday	15:15 – 18:15 hrs
Saturday	12:30 – 14:30 hrs (by appointment)

- During the holidays it is open at times specified on the website

YEAR GROUP REPS

- Year group reps exist to create a focused point of contact within each year group
- There are two reps per year from Nursery to Year 8 and two reps for boarders
- Each rep represents a year group in which they have a child
- The term of office is two years; however only one new rep per year group is elected to maintain continuity
- The role of the rep is to:
 1. Welcome new parents and pupils into their year group
 2. Help communicate parents' views, queries and comments on day to day matters to the most appropriate person within the school
 3. Allow parents to put forward thoughts to the school's management through a general forum – all subjects parents wish to air should be handed to your form rep in writing who will include it on the next rep meeting agenda
- Minutes of meetings are emailed to parents and are on the website
- The year group reps also arrange the occasional coffee morning or evening out for parents to get together

ABSENCES

GENERAL

- The school secretary must be told each day when a pupil is absent from school either by phone or email
- Should there be a fire or any other emergency requiring evacuation, all pupils must be accounted for
- It is a requirement, by law, that the school accounts for all pupils who are absent and there must be a written record for each occasion a pupil is away from school

HOLIDAYS

If you are planning for your child to be away from school during school time –

- Write to the Headmaster, requesting time off, noting the dates your child will be absent, together with the reason for this
- Relevant staff will be informed

APPOINTMENTS

If you are collecting your child for a dental or doctor's appointment you should:

- Inform the School Secretary with dates and times of the appointment
- Inform your child's form teacher or tutor in advance, in writing
- Collect your child from the office
- Please notify the school office (in person) when you and/or your child leaves and when returns

ILLNESS

- Telephone or email the school secretary (tnelson@chafyngrove.co.uk) on the day that your child is unwell, before 09:00 hrs, or leave a message on the answer phone
- Staff will be informed
- Follow up your telephone call with a letter or email to the Headmaster briefly noting the dates and reasons for your child's absence

ABSENCES Cont

- This letter can be dropped in at the school office once your child has returned to school

LATE REGISTRATION

- Drop your child at the school office and register their arrival, preferably before 09:00 hrs

BOARDERS

- If a parent, guardian, friend or relation is taking a boarder out for the day or weekend please telephone or write to the boarding house staff

CLASSROOM EQUIPMENT

Each child requires the following equipment

- Year 3 Children in Years 3 do not need pencil cases; all stationery is provided.
- Year 4 A small pencil case containing two HB pencils, pencil sharpener, eraser, a 15cm ruler and coloured pencils. Children should have one pencil case only.
- Year 5 – 6 Handwriting pen
Pencils – HB and 2H for maths
Short and long rulers
Protractor and compass
Simple calculator (top set need pi)
Glue stick
Scissors
Coloured pencils
- Year 7 – 8 A more sophisticated scientific calculator is now useful. One with 'pi' is essential for maths. Protractor, compasses, rulers, pens, pencils are all required and should be in school at all times. It is unacceptable for pupils to turn up for lessons without the necessary equipment.

DAILY ROUTINE

Day start	08:25 hrs 08:55 hrs	Monday – Friday Saturday
Mon - Chapel	08:35–08:50 hrs	Whole School
Tue - Chapel	08:35–08:50 hrs	Years 3-5
Tue - Tutorial	08:30 hrs	Years 6-8
Wed - Lessons	08:30 start	Whole School
Thu - Tutorial	08:35-08:50 hrs	Years 3-5
Thu - Chapel	08:35-08:50 hrs	Years 6-8
Fri - Assembly	08:35-08:50 hrs	Whole School
Sat - Lessons	09:05 hrs	Years 4-8
Break	10:50–11:20 hrs	
Lunch	From 12:40 to 13:30 hrs	Varies per year group
Afternoon start	14:10 hrs	
Sport	Varies per year group	See timetable
Activities	15:30–16:40 hrs	Monday and Thursday
End of School	16:40 hrs (15:45 hrs Wed) Saturday at 12:40 hrs	Year 3-8 Years 4-8
Prep	17:00–18:00 hrs	See arrivals and departures
Latest collection	19:00 hrs	Unless a real emergency arises in which case, your child will be fed and given a bed for the night!

EXEATS

- There are two exeat weekends each term, one either side of half term
- Exeat weekends are marked on the termly calendar
- Exeat weekends are compulsory breaks from school
- Pupils usually finish at 16:40 hrs on the Friday but check time on termly calendar
- There is no Saturday school that weekend
- During the second half of the Autumn term there is a 'long exeat' which means pupils finish at 16:40 hrs on the Thursday evening and do not return to school until Monday morning (Sunday evening for boarders)
- During the first half of the Summer term the exeat starts on Saturday after school commitments and takes in the May Day bank holiday

EIGHTS

Eights is the 'house' system, which runs throughout the school including the Pre-Prep. They are called Eights because when the school was founded there were 32 pupils split into four groups. They are named after Aristophanes plays of about 400 BC

- On entering the school all pupils and members of staff are allocated to an Eight
- Each pupil remains in the same Eight throughout the school
- Pupils within families all have the same Eight
- Pre-Prep pupils move up into the same Eights 'family' in main school

	Eights			
Prep School	BIRDS	FROGS	KNIGHTS	WASPS

- Pupils work to gain points throughout the year for their Eight in music, behaviour, effort, sport and so forth
- At the end of each term a cup is presented to the highest scoring Eight
- A presentation is made at the end of the Summer term for the cumulative efforts of the year at an internal assembly rather than on Speech Day as it is usually a fairly tribal affair!

EIGHTS LEADERS

- All pupils will have a chance to experience the role of Eights' Leader.
- The pupils are split into three equal groups and each group will spend 7 or 8 weeks as the team in charge. The three periods are:
First half of the Autumn Term
Second half of the Autumn Term
The Spring Term, as far as the exeat at the beginning of March
- At that point pupils are selected who, in the opinion of the staff, have excelled or shown real potential in the role, to be Eights' Leaders for the remainder of the year. Only this final, appointed group will wear the darker striped shirt, signifying their election to the role of Eights' Leader.

HEAD BOY/GIRL

- From within the Eights leaders a head girl and/or boy are chosen
- The Headmaster chooses the pupils for this special position

- The term of office is one term

LIBRARY

- The library is divided into a fiction and nonfiction section which are catalogued alphabetically and according to a simplified Dewey System, respectively.
- It contains over 7000 books
- The library is available at all times to pupils in the main school (Years 3-8)
- Regular library lessons for all main school
- The system relies on a computerized fingerprint identification system
- Pupils may borrow up to 2 books at a time
- Books may be borrowed for up to 2 weeks
- Books may be renewed any number of times
- Day-pupils may take library books home
- Returned books must be placed in the return box in the library
- All books must be returned and checked before the last week of each term
- There are no fines for late returns but if a book is lost there is a basic charge of £6.00 for soft backed books and £12.00 for hard backed books .
- Please help the library by having the occasional book blitz at home to check for lost library books

MEALS

- The Catering Manager and the Domestic Bursar work together with the Food Committee and the School Council to plan the menu for pupils to provide a balanced healthy diet
- Special diets which cater for those with celiac and diabetes, etc., can be provided through consultation with the school nurse
- All food served throughout the school is nut free
- The weekly menu is posted on the website

BREAKFAST 07:30 hrs (Monday to Friday)
 08:00 hrs (Saturday)/07:00 – 0900 hrs (Sunday)

- Fresh fruit, cereals, yoghurt and toast with a selection of spreads, are served daily
- A cooked breakfast is usually served on Tuesday & Thursday morning and on a Sunday.
- Tea, coffee, milk and orange juice are served daily

MID-MORNING 10:50 hrs

- Biscuit, fresh or dried fruit, squash and water available
- Hot drinks are provided during part of the winter

LUNCH 12:40 – 13:30 hrs

- From Year 3 there is a canteen system within the dining room
- The pupils are supervised by members of staff, but there are no set places
- A hot meal with vegetables or salad and a jacket potato is served daily for all pupils
- On Tuesday and Thursday there are two choices of a hot meal available
- On a daily basis there is a fully stocked salad bar with a selection of cold meats and salad
- A vegetarian hot meal is always available
- A variety of puddings is served or a choice of fresh fruit and yoghurt
- Water jugs are placed on all tables for the children

MEALS Cont

TEA 16:40 hrs (except Wednesdays)

- Tea is served for all pupils in Years 3–8
- A choice of three sandwich fillings
- Tea or juice

BIRTHDAY TEA

- If your child has a birthday during term time, you will be sent a form at the beginning of the term giving you the opportunity to order a cake made by the kitchen staff. You can also order via the website (see under Newsletters and Mailings)
- The cost of the cake will be added to the following terms bill
- The birthday child will be given the cake on the specified day at tea and can invite any friends they wish
- Due to matches, birthday teas cannot be held on a Wednesday
- For boarders birthdays, see p76 in the Boarding Section

SUPPER 18:20 hrs

- A hot meal with vegetables or salad and a jacket potato is served
- On a daily basis there is a fully stocked salad bar with a selection of cold meats and salad.
- A variety of puddings is served or a choice of fresh fruit and yoghurt
- Milk, juice or water are provided

LATE SNACK 20:00 hrs

- Year 8 pupils may have a bowl of cereal

DAY-PUPILS

- Breakfast and supper are not normally offered to day pupils but can be available on request. There is a small charge.

WEEKENDS

- Saturday lunch is available for day pupils playing in matches
- Meals for boarders at the weekends are variable and relaxed

SATURDAY SCHOOL

- Saturday school is an important part of school life to ensure the school can continue to offer such a varied and interesting curriculum

Start	08:55 hrs
End	12:40 hrs

- Saturday school is compulsory for Years 5–8
- Saturday school is optional for Year 4 during the Autumn term and parents must opt in or out for the whole autumn term and not just part of it
- Saturday school is compulsory for Year 4 for the Spring and Summer terms
- There is Tutor time at the end of the morning
- Day pupils playing in matches may stay for lunch
- Matches usually start at 14:30 hrs
- Finishing times of matches vary according to the sport and the distance travelled to away fixtures
- Match teas are provided and the players are usually free to leave by 17:00 hrs
- During the summer cricket teams resume play after tea and usually end by 19:00 hrs

SCHOOL EVENTS

- A calendar is circulated electronically each term listing all events taking place during the coming term. A hard copy is available from the front office
- This includes all matches, concerts, plays, sports days, exeats, school trips, parents' events, uniform shop opening times, etc
- Full details on most events are circulated to parents or pupils nearer the time
- Following is a précis of what some of the main events involve

CONCERTS & PLAYS Held throughout the year

- See MUSIC and DRAMA sections in Education section of this guide

SPORTS DAY June

- Usual dress is smart/casual
- Heats are held on a day earlier in the week with finals on Sports Day
- On paper it looks like a long day but once you have had your prayers answered for fine weather, have settled down on your rug with your picnic and opened your bottle of chilled Chardonnay, the time flies!

SPEECH DAY Last day of the summer term

- Usual dress is smart
- Awarding of individual and Eights awards

STEEPLECHASE A Saturday in March

- Usual dress – warm!
- Years 3–8 run around a cross-country course marked out in the grounds
- Prizes awarded by year group
- Be warned – it can be exhausting for the very enthusiastic parent, as you can end up running about as far as your child!

SWIMMING GALA June

- Usual dress – waterproof if you are in the front row!
- Heats are held during games lessons in the week for individual events
- These are then followed by some very noisily-supported eights relays

WORSHIP

- Worship is an important and enjoyable part of daily life at Chafyn Grove School
- The following is an outline of the weekly worship followed by the special services

DAY	YEAR	SERVICE	
Monday	Years 3-8	Chapel Service	
Tuesday	Years 3-5	Chapel Service	Each class takes a turn to do a Chapel play
Thursday	Years 6-8	Chapel Service	Each tutor group takes a turn to do a Chapel play

SPECIAL SERVICES

- | | |
|------------------|--|
| Evensong | <ul style="list-style-type: none">• 19:00 hrs on specified Sundays• Held in the Performance Hall• Chapel Choir sing• Day and boarder parents and children welcome |
| Leavers' Service | <ul style="list-style-type: none">• A service is held in the Performance Hall at the end of every school year• Leaving pupils receive a blessing from a local vicar |
| Carol Service | <ul style="list-style-type: none">• Held in a local church on the last day of the Autumn term• The Chapel, Junior and Year Four choirs all perform |

EDUCATION

The Education section aims to cover all aspects of your child's education from the core curriculum subjects to advice on prep and school trips, etc.

It is intended to give parents some idea of how education is organised at Chafyn Grove School and the routines that develop around teaching and learning.

The core curriculum subjects are listed overleaf. If you require detailed information on any subject, please talk to your child's form teacher or personal tutor. Individual sections on art, drama and music are included in more detail because these subjects spill out from the normal timetable into all sorts of extra-curricular activities.

CURRICULUM

- The following subjects form the main curriculum and are taught throughout the school
Art
English Pupils are divided into ability sets in Year 3 and 4 for spelling
French Pupils are divided into ability sets from Year 6
Geography
History
ICT
Maths Pupils are divided into ability sets from Year 3
Music
PE
PSHCE (Personal, Social, Health, and Citizenship Education)
Religious Education
Science
Latin From Year 6. Pupils in the top stream of Year 5 do Greek.
- The teaching of all the core subjects is based on the National Curriculum
Further information about the curriculum is included in booklets sent to parents each year (5 – 8) and in the curriculum policy.

TIMETABLES

- A new timetable is produced for every form at the start of each year. A copy of your child's timetable is posted on their classroom notice board and they will be given a photocopy to stick into their planner

ASSESSMENTS AND MOTIVATION

- The aims and successes of each pupil is individually monitored throughout the school year
- Each pupil is not only rewarded for academic achievement but also for good behaviour and conduct
- Chafyn Grove School has a published code of conduct which reflects the school motto

'ut subī sic alteri'

'do as you would be done by'

- The school rules and an explanation of the behaviour that is expected in the school is set out in the Prep Planner
- The following sets out the formal assessment and motivation system which records each child's progress through the school

ACADEMIC ASSESSMENT

- One of the most important things that we do at Chafyn Grove School, having taught your children to the best of our ability, is to assess and communicate their progress to you
- We use verbal communication, either informally or at parents' evenings, a grades system at half term and the end of term and written reports at the end of the autumn and summer term
- Although it is the instinct of teachers to be positive and encouraging and would like to err on the generous side with grades, at Chafyn Grove School we aim to be as fair and consistent as possible – C for attainment and 3 for effort represents the middle of the range, they are not poor or negative results

- **EFFORT GRADES**

These effort grades are the same for Years 3-8

Effort Grade Descriptors

Effort Grade	Descriptors
<p style="text-align: center;">1* Outstanding</p>	<ul style="list-style-type: none"> • Working extremely hard • Always striving to improve • Work is detailed, thorough and completed carefully • Self driven to undertake extension work • Works hard at prep – often going beyond the task set • Uses own/other resources to enhance their work
<p style="text-align: center;">1 Very good</p>	<ul style="list-style-type: none"> • Working very hard • Participates actively in discussion and practical work • Undertakes extension work when directed to do so • Works hard in prep • Consistently high effort
<p style="text-align: center;">2 Good</p>	<ul style="list-style-type: none"> • Works hard • Follows advice to improve • Participates well in discussion/practical work • Class work is completed fully • Prep completed well
<p style="text-align: center;">3 Reasonable</p>	<ul style="list-style-type: none"> • Works satisfactorily • Work mostly well presented • Adequate participation in discussion/practical work • Prep done but not with especially great diligence • Some inconsistency of effort

<p style="text-align: center;">4</p> <p style="text-align: center;">Poor</p>	<ul style="list-style-type: none"> • Working below expected standard • Not focussed on the work • Work needing more care • Doesn't ask for help • Participates reluctantly in discussion/practical work • Doesn't follow instructions • Prep poor, minimal or late • Class work and prep regularly incomplete • Doesn't appear to care • Doesn't listen to advice • Poorly organised often without equipment for the lesson
<p style="text-align: center;">5</p>	<ul style="list-style-type: none"> • Minimal

ASSESSMENTS AND MOTIVATION Cont

ATTAINMENT GRADES Years 3-4

- These two year groups will concentrate on Maths and English at half-term with science joining at the end of term
- You will receive information about their achievement in a variety of areas within these subjects

ATTAINMENT GRADES Years 5-6

- Maths, English, Science, French, History and Geography will receive half term grades
- Latin will receive a grade in Year 6.
- Music will receive a half term grade in Year 5 but not in Year 6
- All other subjects will only receive an end of term grade
- Attainment grades will be given in relation to the expected standard for that age group at Chafyn Grove School

GRADE	COMMENT
A	Excellent
B	Above average
C	Average for this year group
D	Below average
E	Very weak

ATTAINMENT GRADES Years 7-8

- Maths, English, Science, French, History, Geography, Latin and Religious Studies will receive half term grades and end of term grades
- All other subjects will only receive an end of term grade
- Attainment grades will be based on the score that they are likely to achieve at Common Entrance if they maintain progress at this level

ASSESSMENTS AND MOTIVATION Cont

GRADE	COMMENT
A	Over 75%
B	Over 65%
C	Over 50%
D	Over 35%
E	Less than 35%

- Year 8 pupils sitting academic scholarships will receive scholarship grades
- A Working well at scholarship level
B Working towards scholarship level
C Not yet at scholarship level
D Not on course for scholarship level

MOTIVATION

- Pupils are motivated and assessed by a system of Merits and Stars
- Merits and Stars awarded to individual pupils are added to their Eights points total
- A master chart of progress is displayed in the Rec Room, in pupils' classrooms and in the Prep Planner

MERITS

- Merits are awarded to pupils who demonstrate particularly good behaviour and attitude
- Merits are recorded by form teachers and tutors and are displayed on the laser display screen. Anyone getting two merits in a week receives a reward from the Deputy Head (Pastoral) and their names read out in assembly.
- There is a section in the Prep Planner for pupils to keep their own record

DEMERITS

- Demerits are given for bad behaviour or attitude

ASSESSMENTS AND MOTIVATION Cont

STARS

- Stars are awarded for outstanding achievement and/or effort in the classroom
- These are awarded when a pupil is recognised to have exceeded expectation in any area of curriculum activity
- Certificates from the Headmaster are awarded for 20 Stars. 40 stars gains you a certificate and a £5 book token
- Termly and yearly prizes are awarded, both individually by year and to the winning Eight, to those with the most Merits and Stars

CUPS AND PRIZES

- A number of form and school prizes for excellence and effort in academic work and sports are awarded to pupils at an internal assembly, at the end of the Autumn and Spring terms and on Speech Day, held on the last day of the Summer term
- See the appendices section for full list of cups and prizes awarded

SETTING AND STREAMING

Up until Year 5 all the forms are of mixed ability but, to enable all pupils to work to their highest level of achievement, pupils are split into different ability sets in certain subjects from Year 3

STREAMING

- From Year 5 there will usually be two mixed ability forms and one 'top stream' form. This configuration might be altered to fit the particular needs of a year group.
- All pupils will cover the curriculum but the 'top stream' form will cover the curriculum faster and in more depth
- The top stream form in Year 8 is created for pupils sitting a scholarship or the Common Entrance exam for a school with a demanding entry requirement
- Setting will remain in Maths, most French classes and spelling (Years 3 and 4) across the entire year group and is not dependent on the form a child is in
- How the classes are arranged each year depends on the needs of the year group

SETTING

- From Year 3 the pupils are split into sets for Maths and spelling
- From Year 7 the pupils in the lower two stream classes are set for French and science and in Year 8 for Latin
- Sets are determined by analysing a pupil's attainment in a number of areas and on recommendation of the staff
- New pupils will be put into a set, based on test results provided by their previous school or on entrance tests and assessment
- Movement between sets is possible – this is down to the final decision of the form or subject teacher

TUTOR GROUPS

- The form tutor is responsible for overseeing the academic and pastoral needs of their form.
- From Year 7 all pupils usually have the same tutor for two years

EXAMINATIONS

Exams are introduced informally from Year 3 and continue throughout the school to prepare each pupil for their final test of 11+, senior school entry exam, Common Entrance or Scholarship exam

SCHOOL EXAMS

- As a further record of each pupil's progress school exams are sat at various points through the year

Autumn (Nov)	Years 5–8	English, Maths, Science, French, History, Geography, Classics (not Year 5), RS, Verbal Reasoning. (Non Verbal reasoning in Year 3 – 6)	
Spring (Mar)	Year 8	Mock Common Entrance exam	
Summer (June)	Years 3–4	English and Maths	Usually NFER exams, produced under the same assessment system as the SATS tests
	Years 5–7	English, Maths, Science, French, History, Geography, Classics, RS	These exams are either produced internally by members of staff or are 'bought in' national tests
	Year 8	Common Entrance exams	For more details see SENIOR SCHOOLS section

RESULTS

Years 3 and 4 No formal grades are given. Answers to the test are discussed as a group in class. Any pupil who has had problems with a test will have an informal discussion with their form teacher and any necessary help will be given

Years 5–8 Each pupil will be told of their results within one week of the exams

COMMON ENTRANCE and 11+

These examinations are covered in detail in SENIOR SCHOOLS which is the final heading in the EDUCATION section

DISCIPLINE

Part of every pupil's education includes learning right from wrong and learning how to treat other people and friends as they progress through life.

- All pupils learn and understand the Chafyn Grove School Code of Conduct

'ut subī sic alteri'

'do as you would be done by'

- The rules are set out in the Prep Planner
- This includes a section on bullying
- Good behaviour is encouraged and enforced by the Merit/Demerit system and if necessary a progressive scale of sanctions
- Two Demerits in any one week leads to a detention
- A detention involves missing free time to focus upon a fitting task at the discretion of the Deputy Headmaster
- A work detention may be given on Tuesday or Thursday lunchtime for poor effort in class or prep.

PREP

- Prep is given to pupils daily except on Wednesdays
- Prep is not given on Wednesdays due to many sporting engagements so there is supervised free time for boarders
- From Year 3 upwards pupils will receive a Prep Planner, which enables you and your child to keep a record of the prep set
- At the end of each week there is a space for your comments about the prep or any problems arising
- Prep is graded – full details of the grades system is given in the ASSESSMENT AND MOTIVATION section
- The Prep Planner also has a diary year planner and has useful information such as rules of the school, times etc
- Pupils staying for prep must inform their form teacher at registration
- After 17:00 hrs pupils are to go into prep if they have not been collected by their parents.
- Pupils who had intended to stay for prep but are collected before prep should inform the teacher who is taking prep
- Prep time at school is open to all pupils in Years 3–8

PREP TIMES

Years 3–5	17:00–17:30 hrs	Except Wed
Yrs 6–8	17:00–18:00 hrs	Except Wed

LEARNING SUPPORT

The aim of the school is to provide every possible opportunity to develop each child's full potential. Children with Special Educational Needs or a Disability must be valued as individuals and should be encouraged to integrate with their peers, both socially and academically. They should have access to the whole school curriculum. At all times, consideration will be given to maintaining and enhancing the self esteem of children with Special Educational Needs or a Disability. (SENDA)

Children join the Learning Support Department at Chafyn Grove for a variety of reasons. These include pupils with Dyslexia, pupils with English as an additional language and those who experience more general difficulties across the curriculum. Their needs are met both within the Learning Support Department and across the curriculum, by appropriate differentiation and support. Teachers in the Learning Support Department include specialists in Dyslexia and a range of other Specific Learning difficulties.

Access for all people with physical disability is provided wherever possible but may not be present in older areas of the school. The school has an 'Access Policy' which describes this in greater detail.

The SENCO is responsible for the overall needs and management of pupils with SENDA; there is an additional, designated person, in the Early Years setting to fulfil this role. The Headmaster has overall responsibility for all pupils in the school.

The Learning Support Department works closely with staff and parents to ensure that the needs of pupils are identified and met as they progress through the school. We aim to provide a secure, happy learning environment, to develop confidence, self-esteem and independent learning. Time is always given to listen to pupils' concerns, in a sensitive manner. A flexible, adaptable approach is encouraged and staff should be prepared to adjust to a variety of needs, as they arise. Pupils are encouraged to question, research and to reflect, in order to develop into confident, independent learners.

The complete policy for Special Educational Needs and Disability is available from the school office.

PERSONAL TUTORS

- In Years 3– 8 the pupil's form teacher is effectively their tutor
- They hold tutorials which involve either the whole group (where specific subjects e.g. treatment of others, are discussed in small groups) or individuals (if some of the pupils are finding some aspects of school life more difficult than others)
- Pupils usually have the same tutor for two years in Years 7 and 8
- A pupil's tutor is responsible for their academic and pastoral development and is, therefore, first in the line of communication
- If there are any changes in home circumstances, medical problems, discipline or learning problems, the tutor must be informed
- It is crucial to liaise with him/her
- Tutors are an important link with other subject teachers, house master, Deputy Head and the Headmaster with regard to the progress of your child
- They are your child's greatest support
- Tutorials take place on the following days:

Tue	08:35 - 08:50 hrs	Years 6-8
Wed	12:30 – 13:00 hrs	Years 3-8
Thu	08:35 – 08:50 hrs	Years 3-5
Sat	12:30 - 13:00 hrs	Years 4-8

- The tutor checks the Prep Planner looking for notes, checking prep details are correct and writing any messages to parents

ART

Art is a thriving and exciting department of school life. All pupils are expected and encouraged to take full part in all aspects of art.

LOCATION

- Located with the Music Rooms and Performance Hall in the block next to the tennis courts and playing fields.

Art Studio – used for painting and printing	Upstairs
Pottery – used for clay work and 3D projects	Downstairs – back room
Design and Technology Workshop	Downstairs – front room

CURRICULUM

- Years 7-8 1 x triple lesson per week:
 - One term is spent in the Art Studio focusing on painting and printmaking
 - One term is spent in the pottery focusing on a sculptural project
 - One term is spent in the DT Workshop using a range of materials
- Years 5–6 1 x double lesson per week in Art, 1 x double lesson per week in DT
 - Across each academic year, each pupil will work on a series of projects that are inspired by observational drawing and other artist's work. They will have the opportunity to cover all areas of art; painting, printmaking, textiles, collage, modelling and constructing.
- Years 3–4 1 x double lesson per week
 - Most projects for these pupils are linked to the classroom topics. However, they will also have the opportunity to use a wide range of materials and techniques.

MONDAY AND THURSDAY ACTIVITIES

- Art, pottery, sculpture and design and technology are all offered as extra-curricular activities, topics advertised in advance
- See EXTRA-CURRICULAR ACTIVITIES for more information

ART Cont

FREE TIME ACCESS

- The Art Studio is open every break time and in the evenings (times to be discussed with the Head of Art) for pupils who are producing work that will be put towards their portfolios for Art Scholarships.
- Any other pupils wishing to use the Studio in their lunch break will need to have permission from the Head of Art.
- Pupils are asked to sign in and out, to respect the facilities and to clear their space when they have finished

HOLIDAY WORKSHOPS

- All courses are open to 7–13 year-olds
- Sculpture Workshop during the summer holidays
- 3 days craft workshops in the Easter Holidays
- 3 days craft/pottery course in the Christmas Holidays

DRAMA

CURRICULUM

- From Year 3 upwards everyone has one period a week of drama
- Drama is assessed as part of the English curriculum but will also include dance and singing.

PRODUCTIONS

- There are several drama productions to enjoy during the school year
- These usually adopt the following pattern
- Autumn term: reception, early years and years 3/ 4 play
- Spring term: Years 7/8 (normally a larger production)
- Summer term: Years 5/6 and pre prep play
- Plenty of advance notice is given to parents as to when events are happening through the termly calendar, newsletters and the pupils' advertisements
- Participation is not compulsory, but the vast majority of pupils usually want to be involved, either on the stage or behind the scenes i.e. lighting
- Rehearsals can take place at various times – during drama lessons, in activity and free time or after school
- If pupils need to stay late, parents will be informed in good time
- Performances may be in the evenings, on Saturday mornings or (less commonly) during the school day
- You are welcome to attend any performance, even if your child is not performing
- Costumes, props, sets etc. are gathered, made and found throughout the term
- All offers of help are welcome

MUSIC

The Music department is run by the Director of Music and the Assistant Director of Music. Both teach music throughout the school and, together with a number of peripatetic staff, run the various musical groups on offer at Chafyn Grove School. They are well supported by a number of peripatetic music staff. The main Music block is in the same block as the Performance Hall.

INDIVIDUAL INSTRUMENTAL LESSONS

- From Year 1 individual instrumental tuition is available from either full-time music staff or peripatetic teachers who visit the school each week
- A wide range of instruments is taught as well as singing and theory lessons

STARTING AN INSTRUMENT

- At the beginning of the academic year you will be asked to fill in and return the 'extras' form indicating the required instrumental tuition
- This form will also state the current charges
- If your child wishes to start learning at any other time during the school year then the Director of Music will be happy to talk with you

CONTACTING STAFF

- The Director of Music and Assistant Director of Music may be contacted via the school office or by telephoning or visiting the Music office (off the main Music room) or by emailing them at ghill@chafyngrove.co.uk / ekillick@chafyngrove.co.uk

FEES

- The fees for private instrumental or singing lessons and for music theory sessions are published annually by the school and sent out with the beginning of school year paperwork
- Fees are payable one term in arrears
- The standard provision is for a total of 30 lessons per academic year

MUSIC Cont

- Most lessons last for 30 minutes
- Each teacher keeps a register of lessons given to individual pupils and a public register is displayed in the music room next to the performance hall

TIMETABLE

- The Director of Music is responsible for the weekly music lesson timetable
- Years 3 to 8 are organised on a weekly rotation basis
- Years 1 and 2 have fixed times which are allocated each term
- Timetables are posted throughout the music department, in the Grovely corridor, on the website, emailed to parents and are also sent to each class on a Saturday morning
- In Years 3 – 8 it is expected that pupils will record and remember the time of their weekly lessons and they are expected to be punctual
- Teachers will make every effort to find pupils if they are late or fail to turn up for their lessons
- The Music department will endeavour to make up any legitimately - missed lessons

PRACTICE

- A regular practice regime is vital for each individual if effective progress is to be made when learning an instrument
- Pupils will be expected to practise for approx. 20 – 30 minutes per day per instrument
- A timetable is produced at school to help boarding pupils practise effectively
- Boarders can sign up for a time and place to practise
- This facility can also be arranged for day pupils if necessary

PROGRESS REPORTS

- Music staff are happy to discuss your child's progress with you at any convenient time
- Written reports are produced by staff at the end of the autumn and summer terms

MUSIC Cont

- In the summer term there will be an opportunity to meet with most of the teachers at the Instrument Teachers' morning

MUSIC EXAMINATIONS

- Practical examinations take place at Chafyn Grove School twice per year, once at the end of the Autumn term and the second time in May
- Theory examinations take place only in the Summer term
- All exams are taken through The Associated Board Of The Royal Schools Of Music except for percussion which uses The London College syllabus
- Candidates will be submitted for entry at the beginning of each term

THEORY

- It is recommended that all pupils taking individual music lessons should start theory tuition after they have passed their Grade 2 exam
- The reason we suggest to start after Grade 2 is to encourage pupils to just enjoy playing music in the early years without being too overwhelmed with the theory of it!
- However, it is important to keep the theory in line with the instrumental or singing exams as Grade 6 Royal School of Music exams cannot be taken until Grade 5 theory has been passed

HIRE, INSURANCE AND PURCHASE OF INSTRUMENTS

- The school has a selection of instruments for hire although most pupils who continue learning will acquire their own instruments
- It is usually worth discussing buying a new instrument with your child's teacher before you purchase as they will be able to suggest the best type and often the cheapest supplier
- If your child uses a school instrument it is only insured whilst on school premises so you should arrange for insurance cover when the instrument is at home

MUSIC Cont

- It is expected that school instruments are treated with respect
- Pupils in Year 2 are taught to play the recorder as part of their music curriculum; if you child does not have a recorder then the department can provide one for purchase and charge it to your end of term bill

NOTICE TO STOP LEARNING AN INSTRUMENT

Half a term's notice in writing is required if a pupil wishes to discontinue lessons

ORCHESTRA, CHOIRS AND ENSEMBLES

There are numerous opportunities for pupils to perform once they have started learning an instrument or singing lessons as follows:

School Orchestra	Open to pupils who have passed their Grade 3 exam
Training Orchestra	Open to pupils who have passed their Grade 1 exam
Jazz Band	Open to pupils who have passed their Grade 3 exam on trumpet, trombone, clarinet and saxophone
Brass Group	Open to brass players who have passed their Grade 2 exam
Flute Group	Open to flautists who have passed their Grade 2 exam
Clarinet Group	Open to clarinetists who have passed their Grade 2 exam
Cello Group	Open to all cellists
Violin Group	Open to all violinists
Samba band	Open to all pupils
Year 4 Choir	This involves all the pupils in the year group
Junior Choir	Any pupil in Year 5 or 6 who wants to sing is welcome to join
Voces Parvae	Invited singers from Year 7 & 8
Chapel Choir	This is open to pupils from Years 5 – 8 by audition only

SCHOOL CONCERTS

We like to encourage performing and a variety of concerts are held throughout the school year. All musical activities are listed in the termly calendar and parents and friends are always welcome to attend

INFORMAL CONCERTS

We hold informal Lunchtime Concerts each term for the main school and once a term for the Pre-prep Department. Pupils wishing to take part are invited to ask their instrumental teachers to sign them up for the concert. Parents and friends are always welcome

SPORTS

CURRICULUM

- All pupils at Chafyn Grove School participate in regular sporting activities
- This comprises of three sessions of team games (two in Year 3) and one of PE each week
- The PE curriculum includes Health & fitness, gymnastics, dance, outdoor and adventure activities, athletics, swimming, net games, invasion games, target games, cross-country

SPORTS CURRICULUM

AUTUMN		SPRING		SUMMER	
BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS
Rugby	Hockey	Hockey	Netball	Cricket	Rounders/ Tennis

- Swimming takes place during the Summer and early Autumn terms during PE

EXTRA-CURRICULAR SPORTS

- The following, paid extra-curricular sports or coaching are available: squash, tennis, cricket coaching, horse riding, ballet, gymnastics, golf
- More information can be found in the EXTRA-CURRICULAR ACTIVITIES section below

MATCHES

- Matches are generally held on Wednesday and Saturday afternoons. Year 4 generally play on Tuesday afternoons or Saturday mornings
- Times may vary according to the sport but usually start at approx. 14:30 hrs
- Team lists are put up on the website and the notice board in the Grovely Corridor
- Team lists include details of the venue, start and finish times

SPORTS Cont

- Maps/Directions for away matches are available on the website and from the School Office

- Key tip – find out early about times and directions for matches; it avoids a lot of hassle for you and your child on the day!
- Parents are encouraged to come and support

TEAMS

At Chafyn Grove School we try to include as many pupils as possible in the sports teams as follows:

Year Groups	BOYS	TEAMS	GIRLS	TEAMS
Years 7 & 8	Rugby	1 st XV 2 nd XV 3 rd XV	Hockey	1st VII 2nd VII 3 rd VII
Year 6		Colts A, B & C XII		U11 A & B VII
Year 5		Junior Colts A, B & C IX		U10 A & B VII
Year 4		Mini Colts A, B & C IX		U9 A & B VII
Year 3		Micro Colts		U8s
Years 7 & 8	Hockey	1 st XI 2 nd XI 3 rd XI 4 th XI	Netball	1st VII 2nd VII 3 rd VII
Year 6		Colts A, B, C & D VII		U11 A & B VII
Year 5		Junior Colts A, B, C & D VII		U10 A & B VII
Year 4		Mini Colts A, B & C VII		U9 A & B VII
Year 3		Micro Colts		U8s
Year 7 & 8	Cricket	1 st XI 2 nd XI 3 rd XI 4 th XI	Rounders	1st IX 2nd IX 3 rd IX
Year 6		Colts A, B & C XI		U11 A & B IX
Year 5		Junior Colts A, B & C XI		U10 A & B IX
Year 4		Mini Colts A, B & C X		U9 A & B IX
Year 3		Micro Colts		U8s
Years 3-8	Athletics & X-Country	Girls and Boys		
Years 6-8	Squash	Mixed Girls and Boys		
Years 3-8	Swimming	Girls and Boys		
Years 6-8	Tennis	Girls and Boys		

COLOURS

- Colours can be awarded to any 1st team player at any point of the season
- Colours can be awarded for Rugby, Hockey, Netball, Rounders, Cricket, Athletics, Tennis and Squash
- Pupils are awarded a Certificate and a Tie (boys) or a Metal Badge (girls) plus a training top badge
 1. Colours will be awarded to those who have shown consistent effort and enthusiasm in practices and matches
 2. Pupils will have demonstrated a positive attitude at all times
 3. Pupils will have performed exceptionally well in a number of matches and their level of play is of the standard of an above average Prep School 1st team player

Half Colours

- Half Colours can be awarded to 1st or 2nd team players
- They would be awarded to Year 7 and 2nd team players only in exceptional circumstances
- Half Colours can be awarded at any point of the season
- Pupils are awarded a certificate
 1. Half Colours will be awarded to those who have shown consistent effort and enthusiasm in practices and matches
 2. Pupils will have demonstrated a positive attitude at all times
 3. Pupils will have made a very valuable contribution to the team throughout the season but their level of play, although high is not worthy of Full Colours

Colts/U11 Colours

- Colts Colours can be awarded to Year 6 pupils only
- Colts Colours can be awarded at any point of the season
- Pupils are awarded a certificate and a training top badge
 1. Colts Colours will be awarded to those who have shown consistent effort and enthusiasm in practices and matches
 2. Pupils will have demonstrated a positive attitude at all times
 3. Pupils will have performed exceptionally well in a number of matches and their level of play is of the standard of an above average Prep School Colts/U11 player

STEEPLECHASE (Cross-Country)

- All pupils from Years 3 to 8 take part in the Steeplechase in the Spring term

- This is a whole-school event with courses ranging from 1.2 to 1.8 miles

SWIMMING GALA

- At the end of the Summer term a swimming gala is held
- Heats are held during the swimming lessons in the week prior to the event
- All pupils can compete in the heats
- The finals gala also includes a number of Eights relays which are very loudly supported!

SPORTS DAY

- Sports Day is held on the first Saturday afternoon after the Summer half-term
- The timings are usually 13:00 to 16:30 hrs
 - All pupils choose which events they would like to compete in
 - The Sports Day finishes with exciting Eights relay races
 - Many parents come and support and enjoy a picnic on the bank

WESSEX ATHLETICS

- Many pupils are chosen to represent the school at the Wessex Athletics Championships at the end of the Summer term
- You are encouraged to support your child, take a picnic and be prepared for a long day!

INTER-EIGHT COMPETITIONS

- There are inter-Eight competitions in all the main sports at the end of term
- Information is posted on the notice board in Grovely

EXTRA-CURRICULAR ACTIVITIES

From the great variety of extra-curricular activities on offer at Chafyn Grove School there are two types – paid activities and those included in the termly fees

PAID ACTIVITIES

- All activities are taught by external, qualified staff
- Information sheets detailing the activity and costs ('extras' form) are sent out at end of Summer term, for Autumn and Spring terms activities and again at the end of the Spring term for Summer activities
- To book a place complete and return the reply slip attached to the information sheet
- An early response is recommended to ensure a place
- Completed forms must be in before the beginning of respective terms
- Fees are included on next term's bill

RIDING

- Summer term only
- For pupils in Years 3 to 8

GOLF

- This takes place within the School activities programme
- Pupils go to the Salisbury Golf Academy
- Cost is dependent on numbers

SAILING

- This takes place during School activities during the Summer and Autumn Term with some activity back at school when the evenings get darker.
- Pupils go to the lake at Ringwood.
- Cost is dependent on numbers

SQUASH

- Individual or group sessions are available for boys and girls, Year 2 upwards
- Sessions are fitted into individual pupil's timetable
- Sessions are available year-round

EXTRA-CURRICULAR ACTIVITIES Cont

TENNIS

- Available for boys and girls from Year 3 upwards as individuals or in groups of two or 4
- Available during Summer term and the first half of the Autumn term
- Timetable is arranged at end of Spring term
- Main school sessions are fitted around the timetable or after school
- Tennis holiday courses are offered during the Easter holidays
- Details are sent out during the prior term

PIONEERS

- An outdoor activity held during the Summer term only
- Culminates in a camp during the Summer term
- Open to Year 4 boys and girls
- There is a small fee towards equipment and camp expenses
- We suggest that your child has some experience of sleeping at a friend's house in preparation for camp

UNPAID ACTIVITIES

- Available to girls and boys Year 3 upwards
- Activities run year-round
- Unpaid activities are held on Monday and Thursday afternoons
- Activities are run by school staff and are offered according to staff interest
- Activities can change each term
- In the afternoon of the first day of term the activity choices are shown and explained to pupils at school. Afterwards pupils return to the registration groups to fill in three choices of activity in order of preference
- A list of pupils assigned to each activity is posted before the first weekend
- Following are just some of the activities that may be offered

EXTRA-CURRICULAR ACTIVITIES Cont

Archery	Fit for Rugby	Mosaic Making	Spanish
Athletics	Football	Nature Explorers	Squash
Calligraphy	Gardening	Papercrafts	Story Writing
Chess	German	Photography	Survival Skills
Clay Sculpture	Girls Rugby	Play Reading	Swimming
Command Tasks	Golf	Pottery	Table Tennis
Computers	Horse Riding	Printing	Tennis
Cookery	Imagination	Sailing	Toy making
Circuit Fitness	Indoor Games	Salsa	Trampolining
Debating	Jewellery Making	Scottish Dancing	Unihoc
DT	Kabaddi	Scrabble	Warhammer
Dominos	Mixed Rounders	Silk Painting	X-Country
Drama	Mixed Rugby	Sketching	
Dress Making	Model Making	Soft ball	

HOLIDAY WORKSHOPS

Various holiday clubs are held during the Summer, Easter and Christmas holidays. These are advertised in the exeat and half-term mailings as well as on the webiste.

SCHOOL TRIPS

DAY TRIPS

- Throughout the year regular school 'day-trips' are taken usually at no extra cost to parents
- The trips are taken by individual forms or whole year groups
- The subject of the trips relates to a subject or topic the pupils are working on for that term

OVERNIGHT TRIPS

- A variety of annual trips for older pupils are taken during the holidays or over weekends
- When a trip is due the relevant parents will be contacted by letter giving full details, dates and cost of the trip
- The same trips are not taken every year but the following are examples of trips taken regularly.

Skiing	Years 5 – 8	During the Christmas holidays
French	Year 5	3 day/3 night trip in March
Humanities	Year 7	One week in September
	Year 6	Overnight trip to Eden Project in January
Music	Years 4 -8	Orchestra tour in the Midlands
Sport	Years 7 – 8	Cricket/rugby or hockey tour, eg to Holland or Ireland

SENIOR SCHOOLS

The education offered at Chafyn Grove School aims to develop the confidence of every pupil in a range of pursuits and to provide the best possible academic grounding for the demands of senior school education. This could be at one of the many public schools at which Chafyn Grove School pupils have achieved success in the past or at one of the local grammar schools

AGE OF ENTRY

The main points at which pupils normally leave Chafyn Grove School are

End of Year 6 (age 11) Either to the Grammar Schools (via the 11+)
Or other schools with an entry age at 11

End of Year 8 (age 13) Via Common Entrance to Public Schools or
Grammar Schools
Or to other schools with an entry at 13 through
their own entrance exams

- The majority of pupils stay on until Year 8 by which stage the majority are boarding
- Pupils are prepared for their appropriate entrance exam whether it is for a day, grammar, independent or public school

CHOICE OF SENIOR SCHOOL

- The following is a suggested course of action

- | | |
|--------|---|
| Year 4 | - Start thinking about your child's next school |
| | - Send for prospectuses and have a preliminary chat with the Headmaster |
| Year 5 | - Make a shortlist of schools and carry out visits either on an open day (each school has at least one per year) or arrange your own visit to go and talk with the Head and tour the school |

SENIOR SCHOOLS Cont

- Years 6/7
- Deadline for entries into the respective schools
 - Some schools have pre-entry tests at this point (eg Marlborough, Eton, Winchester)
 - All parents are sent a form to complete
 - If your child is to move on to their senior school at the end of Year 6 or 7, a decision needs to be made by December of their final year
 - In reality, you need to make the decision earlier (usually by September of the final year) to give plenty of time to prepare for exams
- Year 8
- Deadline for entries into the respective schools
 - All parents are sent a form to complete
 - A final decision needs to be made by December
 - In reality, you need to make the decision earlier (usually by September) to give plenty of time to prepare for exams

- This is very much a joint decision between the parents, the school and the pupil
- Some of the more popular schools may require you to put your child's name on a waiting list earlier than Year 4
- If you think this may be the case with the school of your choice then please discuss with the Headmaster as soon as possible

SENIOR SCHOOLS EVENING

- The Headmaster holds an annual Future Schools meeting (in the Autumn term)

11+ ENTRANCE EXAMINATIONS (YEAR 6)

- The 11+ exams take two forms – either the Grammar School entry or entrance exams to independent schools

Independent These exams usually take place in the Spring
The exams vary from school to school
Some are subject based, some are reasoning tests,
some a mixture
An interview may also be involved

SENIOR SCHOOLS Cont

Grammar The papers are sat in September of Year 6 at the Grammar School (Bishop Wordsworth's School and South Wilts Grammar School)

The exam includes multiple-choice papers testing verbal reasoning, English and maths.

Chafyn Grove School runs familiarisation classes from half -term in the spring term for the reasoning tests used by a number of schools as well as extra maths and English sessions.

12+ and 13+ ENTRANCE EXAMINATIONS (YEARS 7 AND 8)

- Exams held during the Spring
- These exams are used by some schools who do not use Common Entrance e.g. King Edward's Southampton and the Grammar Schools to select pupils at 12 and 13 years of age
- They tend to be a mixture of reasoning and subject-based tests, although they are more subject based at 13
- There may be an interview

COMMON ENTRANCE (CE) (YEAR 8)

- Exams held in early June at a cost of £110
- Although pupils sit CE for a specific school, the papers are common to all schools apart from Winchester
- Each school sets its own pass mark depending on the standard it requires
- Some schools e.g. Winchester and Eton, have a pre-test at age 11 with an interview and exam
- This aims to stop people holding out vain hopes of a place when a pupil would be better suited elsewhere
- Pupils getting over this initial hurdle still have to jump the next one by passing the CE at the required standard
- By Year 8 pupils at Chafyn Grove School are in effect streamed according to the type of school/entry they are aiming for
- Those sitting a scholarship or CE for a school with a more demanding entry requirement are taught together
- How the classes are arranged each year depends on the needs of the year group

- As much thought goes into the selection of an appropriate school for a pupil, it is very rare for someone to fail the papers, however, if this does happen, the papers are passed on to a second-choice school after consultation between the Headmaster and all those concerned

SCHOLARSHIPS

- Most public schools offer scholarships along the following lines

academic	all-rounder	sports
music	drama	art

- Depending on the schools, scholarships are offered at 11+, 12+ or 13+
- Some scholarships are offered only for boarding places
- The amounts of money involved in scholarships vary enormously
- There are sometimes conditions attached e.g. pupil must stay on in the senior school until the end of the 6th form
- Each award is unique to the pupil and it will depend on what is available at the school
- To find out what is on offer, contact the Headmaster and the Head of the senior school in which you are interested
- This will enable you to find out more about the standards required, the assessment procedure and what help Chafyn Grove School can offer with preparation
- Scholarship examinations are held at different times throughout Years 6–8
- You can apply for more than one scholarship – at the same or at different schools
- Parents, not the school, make the application for scholarship
- Once you have an offer you will have to make a decision by the given deadline

BOARDING

Boarding is a happy and thriving part of Chafyn Grove School and the majority of the pupils in Years 5–8 board some or all of the time.

This section is designed only as outline information and it contains a few practical tips on boarding life.

This section covers

- General Information
- Boarding Routine
- Care of Boarders
- Contact with your child
- Boarding Life
- Other information
- Temporary boarding

Also, if you are interested in you child boarding then please contact the Houseparents on 01722 420885, who will be happy to talk to you.

GENERAL INFORMATION

START OF TERM

- Dates are clearly marked on the school calendar
- Boarders return to school the day before term commences at 17:00 hrs as this allows sufficient time to unpack and settle in before supper which is at 18:00 hrs
- You will be supplied with an information pack before your child starts boarding
- This contains a complete list of uniform and everything else they need, including the teddy

FIRST TERM OF BOARDING

- All new boarding pupils will be given a 'shadow' who is another pupil in their year and whose job it is to help them to settle in
- One or other houseparent telephones the new boarder and their parents before the start of term. He/she will also give parents a regular update as to how their child has settled in
- Parents are encouraged to talk to the boarding reps (See page 17 & appendix C) about any issues
- The boarding reps will be present between 17:00 – 18:00 hrs on the evening of the boarders return
- When delivering your child please see the school nurse and bring medical card and any medicines with you

TRUNKS

- Girls' trunks or suitcases should be unloaded or collected via the lobby door to the girls' changing room
- Boys' trunks or suitcases should be unloaded or collected at the boys' changing rooms – parents can park on the playground
- Top tip – pack all the games kit at the top of your trunk and unload it in the changing room before you carry it upstairs. There will be a list of locker numbers on the changing room wall
- At the end of term trunks are available for collection at 17:00 hrs on the penultimate day of term (that's the night before the break up!)

GENERAL INFORMATION Cont

UNIFORM AND LAUNDRY

- Matrons take care of the mending and washing of all boarders' uniform and casual clothing
- All uniform must be sent in clearly marked with a sewn-in nametape and in good repair
- School uniform and sports kit is laundered on a formal and regular basis
- Pupils are encouraged to put out casual clothes for washing as necessary
- Boarders have a set time for shoe cleaning during the week

LINEN

- A single charge is made, which will appear on the first school account, for sheets
- Pupils are asked to bring their own duvet, 2 sets of covers and pillow cases
- All boarders are expected to change their own linen but help is at hand for the younger pupils

PERSONAL BELONGINGS

- Pupils are responsible for making their own beds and keeping their possessions tidy
- All personal belongings should be clearly marked with your child's name
- A playbox (small securable trunk) can be stored at the end of your child's bed, this allows small personal belongings to be kept in the dorm
- These boxes can be secured with a padlock – please leave the spare key with the Houseparents
- Boarders may bring what they wish, bearing in mind the limitations of space!
- Mobile phones are not allowed with the exception being Year 8 in the Summer term
- iPods, MP3 players and games consoles are allowed in the boarding house but there is a policy in place to prevent too much use and antisocial behaviour.
- All personal belongings should remain in the boarding house and not be taken downstairs to be played with

GENERAL INFORMATION Cont

LOST PROPERTY

- Boarders' items are put in one of the black bins outside the staff room
- They are handed out to the relevant pupils during the term

TRIPS

- Trips and other events are organised throughout the year which usually are at no extra cost
- However, from time to time it is necessary to make a small charge for a big trip

BOARDING ROUTINE

The following is an outline of the routine followed in the boarding house:

07:15 hrs	All	Rise, wash, dress, make beds and tidy
07:35 – 08:00 hrs	All	Breakfast
08:10 hrs approx	All	Medicine cupboard Clean teeth and prepare for school
08:25 hrs	All	School day starts
10:50 – 11:20 hrs		Break
12:40 – 13:30 hrs	Time varies by year	Lunch
16:40 hrs	All	Tea
17:00 – 18:00 hrs	All	Prep – younger pupils end earlier
After prep until supper	All	Boarders change into casual clothes Evening activities/free time
19:00 hrs	All	Supper
19:45 hrs	Years 3–5	Up to dorms
20:10 hrs	Years 6–7	Up to dorms
20:15 hrs	Years 3-4	Lights out
20:30 hrs	Years 5	Lights out
20:45 hrs	Year 6	Lights out
By 20:45 hrs	Year 8	Should be showered and in Boarders' Sitting Room
21:00 hrs	Year 7	Lights out
21:15 hrs	Year 8	Lights out

The programme varies at the weekends. Getting up times and bedtimes are usually later.

CARE OF BOARDERS

PASTORAL CARE

- The Houseparents, two house tutors and 1 Matron all live on-site.
- The House staff and Matrons are responsible for the immediate welfare of your child
- They will monitor your child's well being, and will be quick to spot if there are any potential problems
- The matrons deal with the day-to-day health of the pupils
- Parents will be phoned promptly by the Houseparents should the need arise

ISSUES AND CONCERNS

- If you have any concerns about your child please call the Houseparents on 01722 420885 who will be happy to discuss any issues with you. There is an answerphone on this line
- The House staff use boarding mobile phones on these hours
 - Matrons
07811 989 150 07:15 – 21:15 hrs
 - Houseparents/Duty Housemaster
07759 323 789 24 hours
 - Emergency Line
01722 420895 24 hours
- Pupils are also encouraged to talk to the House staff and Matrons about any concerns they may have
- All issues are recorded with the house parents, and there is an evening update written daily by each duty housemaster which is emailed to all boarding house staff including the GAP students.
- Complaints and issues that have arisen are recorded, whether they have come from pupils or via a phone call from parents
- Matters that are deemed serious enough are recorded in the 'Welfare File' and any further necessary action is taken

CARE OF BOARDERS Cont

CONTACT WITH YOUR CHILDREN

You and your children can keep in touch in various ways

TELEPHONE

- You can call the Houseparents on 01722 420885 or leave a message on the answerphone
- The House staff use a boarding mobile phones on these hours
- - Matrons
07811 989 150 07:15 – 21:15 hrs
 - Houseparents/Duty Housemaster
07759 323 789 24 hours
 - Emergency Line
01722 420895 24 hours
- Parents tend to use the mobile numbers as House staff can locate your child fairly quickly or pass on a message
- There is an answerphone on the mobile if the phone is in use or out of range
- During school hours messages can be left with the school secretaries - 01722 333423
- There are two coin-operated BT telephones in the phone lobby for the pupils' use - 01722 333981 or 01722 328437
- Pupils can get 20p from the boarding staff or school secretaries which will be added to the school bill
- Boarders may ask to use the telephone in the secretaries' office or in the Matrons' sitting room

LETTERS

- To write a letter to your child, please use the school address
- All letters are either handed out at breakfast or are placed in the Green Room, to be collected by your child

CARE OF BOARDERS Cont

EMAIL/SKYPE

CARE OF BOARDERS Cont

- Direct email – boardinghouse@chafyngrove.co.uk
- Messages can also be sent via the school office – office@chafyngrove.co.uk
- Pupils can be emailed directly using their initial and surname @chafyngrove.co.uk e.g. jbloggs@chafyngrove.co.uk
- Boarders who live abroad can also use Skype in the evenings

HYGIENE

- Pupils have showers after games and also shower every night
- Year 8 may shower in the mornings from 07:00 hrs
- Hair is washed at least twice a week
- Toe and fingernails are checked and cut weekly
- Nit checks take place once a week and treatment is carried out as required

MEDICAL MATTERS

- Medical cards should be handed in at the start of pupils' first term in order that they can be registered with the school doctor
- It is very important that the medical questionnaire is completed and returned with the pupil at the beginning of their first term
- The school doctor holds a surgery every Thursday morning and emergency doctor is available out of surgery hours
- In between times boarders can have an appointment at the surgery
- The school is within easy reach of Salisbury District Hospital with a good A & E department
- Regular dental check ups can be arranged for a pupil whose parents live abroad
- Orthodontic treatment can be arranged if necessary
- Parents are informed as soon as possible if their child is sick or injured
- Medical matters are covered in more detail in the ADMINISTRATION AND ADVICE section
- If a boarder is unwell they will be placed in the sickbay
- The Matrons look after any boarders that are in the sickbay, although parents have the option to take their children home should they so wish

BOARDING LIFE

EXEATS

- Boarders may go out any weekend during the term except for the first and last weekends of term and are asked to stay in for one further weekend of their choosing
- Collection time on Saturday is 12.40 hrs unless they are in a match. It is important to sign out via the house staff
- If you wish to take your child out during the week you must let the Houseparents know by phone or email.
- Boarders may return from weekends away on Sunday evening before bedtime or on Monday morning
- Evensong is held on Sunday once a term; members of the choir must return by 18:30 hrs and everyone else by 18:45 hrs
- Once, each half term, there are exeat weekends; these are compulsory breaks from school. They are all clearly listed on the school calendar, which is sent to parents at the beginning of each term
- Normally exeats start at 16:40 hrs on a Friday

FREE TIME

- The range of activities available varies enormously from term to term
- Information on activities can be found on the 'Boarders Information' board in the Grovely corridor
- Prep finishes between 17:30 and 18:00 hrs and there is free time until supper and again some free time afterwards, depending on the age of the pupil
- For the range of activities available please refer to EXTRA-CURRICULAR ACTIVITIES in the EDUCATION section
- Tuck is given out on Wednesdays
- Pupils may bring clearly named bikes, roller blades etc to school – appropriate protective gear must be worn
- Bikes are kept in a locked store alongside the Sports Hall

BOARDING LIFE Cont

WEEKENDS

- There is a normal school programme from 08:55 – 12:40 hrs on Saturday
- Pupils are free to go home for the weekend from 13:00 hrs
- Many take part in matches in the afternoon
- Those staying in and not involved in matches will be catered for by the duty staff with a choice of activities or a planned outing
- After supper the House staff run weekend evening entertainments
- Evensong service is held in the Chapel at least once a term at 19:00 hrs

DUTIES

- Head of house is voted for by the children and staff, and will have some duties to perform through the week.
- Children have laundry duties to perform and one person on each corridor is responsible for taking the laundry downstairs each evening on a rotation basis.
- Y8 children have one night a week sitting at the end of the table in supper, and are responsible for the table manners and clearing/cleaning of that table.

REWARDS AND SANCTIONS

- To reward good behaviour there is always a liberal amount of praise as well as a dormitory competition
- It is occasionally necessary to administer sanctions for poor behaviour which may include early bedtimes, 'off tuck', 'off mufti/casual clothes' and table-clearing duties
- Persistent malefactors will be reported to the Houseparents and the Headmaster
- Older pupils are not allowed to give punishments

DORMITORY COMPETITION

- Points are awarded throughout the week, where the pupils are judged on tidiness, politeness, promptness, the quietest dormitory, helpfulness and general good behaviour etc
- At the end of each week the points are totalled and added to the chart in the boarders' sitting room

BOARDING LIFE Cont

MEALS

- For more information on meals please see MEALS in the DAILY LIFE section
- Breakfast is at 7.35am, lunch between 12.40 and 1.10, and supper is at 6.50pm.

PREP

- Years 6 – 8 do their prep in school with the day pupils
- Years 3, 4 and 5 do their prep in the school under the supervision of the Matrons who also hear them read individually.

POCKET MONEY

- Each child has £15 pocket money per term, which is added to each end of term bill
- This covers tuck money given out by the Houseparents for school and boarding trips
- Children can bring a box of tuck into the house, which is stored with matron. Tuck is given out on a Wednesday evening.

SWEETS

- Please do not bring sweets or food to school

BIRTHDAYS

- If your child has a birthday during term time you will be sent a form to complete with reference to this at the beginning of the appropriate term
- Each child may invite 13 other children (day or boarding) to a party which is held at supper time
- Cake and party items can be provided by the school and added to end of term bill

TEMPORARY BOARDING

- This is available to all pupils from Year 3
- Pupils can stay for the occasional night, a couple of nights or weeks or just for a regular single night each week depending on boarding space
- Temporary boarding is helpful to parents if they are away on business or holiday; it also gives the pupil a taster for boarding life
- To book a temporary boarding place contact the Houseparents on 01722 420885 where they will confirm availability and give you all the information you require
- A charge per night will be added to your following term's bill

APPENDICES

PRIZES AND CUPS

END OF TERM PRIZES

- Awarded each term during last Eights Assembly of term
- Prizes usually take the form of book tokens with a cup or medal
- Learning support 'Eden Star' and 'Shields' maths prize (Year 6) for endeavour and improvement.

ARTS DEPARTMENT

Junior Art Prize	Senior Art Prize
Junior Pottery Prize	Senior Pottery Prize
Junior Technology Prize	Senior Technology Prize

DRAMA DEPARTMENT

Junior Drama Cup	Senior Drama Cup	Back Stage Cup
------------------	------------------	----------------

MUSIC DEPARTMENT

Junior Music Cup	Senior Music Cup
Choral Cup	Practice Prize

SPORTS

	Autumn	Spring	Summer
Most Improved	U11 Hockey U13 Hockey U11 Rugby U13 Rugby	U11 Netball U13 Netball U11 Hockey U13 Hockey	U11 Rounders U13 Rounders U11 Cricket U13 Cricket
Best Player	U11 Hockey U13 Hockey U11 Rugby U13 Rugby	U11 Netball U13 Netball U11 Hockey U13 Hockey	U11 Rounders U13 Rounders U11 Cricket U13 Cricket Junior, Intermediate and Senior Swimming Cup
Eights Competition	Hockey Rugby	Netball Hockey	Rounders Cricket

STARS AND MERITS

Stars Certificates	Prizes awarded by year	Book token for the most stars per year group and for anyone with 40 or more in the term.
Merit Certificates	Various individual certificates	Book token for anyone with 10 or more merits in the term.

EIGHTS CUPS

Stars Eights Trophy	Merits Eights Cup
Effort Grades Eights Cup	Eights Challenge Cup – Points from a combination of sports, stars, merits, duties and effort grades

SPEECH DAY PRIZE GIVING

- Awards given out at Prize Giving on the last Saturday of the Summer term
- The end of term prizes, previously listed, will also be awarded at the end of the Summer in the final Eights Assembly or on Speech day
- Prizes usually take the form of book tokens with a cup or medal

DUMAS CUP	Awarded by House parents	For the best all-round boarder
GALLOWAY CUP	Awarded by Headmaster	Usually awarded to Year 8 pupil for outstanding contribution to the school
SMITH CUP	Agreed between Headmaster and staff	For pupil most successfully overcoming difficulties in any aspect of school life
DOWLING CUP	Voted by staff	For all-round best pupil
JUBILEE CUP	Voted by staff	Most charitable pupil (in all senses)

- Sports awards are given to the best girl and boy Year 6 and Year 8 sportsmen; the most improved; the best swimmer and the best at racket sports.
- An award is given for the best pupil in the following subjects (usually Year 8)

PRIZES AND CUPS Cont

Art	Classics	Design and Technology
English	Geography	History
ICT	Maths	
Religious Studies	Science	Music

- One attainment and one effort prize is awarded for each form from Years 3 – 8

Examples of 'Extra Cost' Trips and Outings (2015 prices)

All years		Charity Days	£1
	Optional	Charity disco (not every year)	£2
Year 4		Pioneer Camp (Mill on the Brue)	£162
Year 5	Optional	European Ski Trip	£960
		Geography/Science trip to Eden Project	£65
Year 6		French Trip to Normandy	£200
	Optional	European Ski Trip	As above
Year 7		Humanities Trip	£365
	Optional	European Ski Trip	As above
	Optional	Art trip to London	£25
Year 8		Leavers' Camp	£265/boarders £295/day
	Optional	Outdoor adventure weekends	
		One night	£114
		Two nights	£155

Prep School Teaching Staff

Simon Head	Headmaster	headmaster@chafyngrove.co.uk
Jane Barnes	Maths Teacher	jbarnes@chafyngrove.co.uk
Stuart Bell	Science Teacher	sbell@chafyngrove.co.uk
Ellie Buckey	Head of History	ebuckey@chafyngrove.co.uk
Aur�lie Chislett	MFL Teacher	achislett@chafyngrove.co.uk
Dan Gazard	Head of Science, Deputy Head (Academic)	dgazard@chafyngrove.co.uk
Tony Goddard	Design Technology Teacher	tgoddard@chafyngrove.co.uk
Sally Anne Harrison	SEN Learning Support	sharrison@chafyngrove.co.uk
Sarah Head	French, Geography Teacher	shead@chafyngrove.co.uk
Lynsey Hearsey	Deputy Head (Pastoral)	lhearsey@chafyngrove.co.uk
Will Hearsey	Maths Teacher	whearsey@chafyngrove.co.uk
Gary Hill	Director of Music	ghill@chafyngrove.co.uk
Vicki Jagoe	Science Teacher & Librarian	vjagoe@chafyngrove.co.uk
Emma Killick	Assistant Director of Music	ekillick@chafyngrove.co.uk
Edward Lewis	Head of Geography	elewis@chafyngrove.co.uk
Barbara Lovibond	Head of English	bhouse@chafyngrove.co.uk
Jenny McVeigh	EAL Teacher	jmcveigh@chafyngrove.co.uk
Pippa Napier	Learning Support	pnapier@chafyngrove.co.uk
Christine Nicklin	Modern Language teacher	cnicklin@chafyngrove.co.uk
Jo Pettitt	Head of Years 5 & 6	jpettitt@chafyngrove.co.uk
Marcus Reeve	Director of Sport	mreeve@chafyngrove.co.uk
David Renham	Head of Maths	drenham@chafyngrove.co.uk
Hannah Rogers	PE / Games Teacher	hrogers@chafyngrove.co.uk
Rosie Rule	English/French Teacher	rrule@chafyngrove.co.uk
Judy Salway	Head of Learning Support	jsalway@chafyngrove.co.uk
Rachel Shadlock	Head of Visual Arts	rshadlock@chafyngrove.co.uk
Michael Spice	Head of ICT	mspice@chafyngrove.co.uk
Lindsay Tory	Year 3 Teacher	ltory@chafyngrove.co.uk
Lucy Vuckovic	Head of Years 3, 4 and 5 Year 3 Teacher	lvuckovic@chafyngrove.co.uk
Katie Walker	English Teacher	kwalker@chafyngrove.co.uk
John Wallis	History, Classics Teacher	jwallis@chafyngrove.co.uk
Jason Webster	Senior Master, Head of TPR; Head of Boarding	jwebster@chafyngrove.co.uk
Sharon Webster	Year 4 Teacher, Boarding	swebster@chafyngrove.co.uk
Vicki Wellman	Games Teacher, TA	vwellman@chafyngrove.co.uk
Rachel White	Year 4 Teacher	rwhite@chafyngrove.co.uk
Emily Williams	Art Teacher	ewilliams@chafyngrove.co.uk