

BEACHBOROUGH HANDBOOK

PRE-PREP 1 - FORM VIII 2023/2024



WELCOME

Welcome to Beachborough, a school where learning and having fun go hand in hand. Happy children are successful children and we focus on creating an inspiring, nurturing learning adventure where each and every child can flourish.

We hope you find the following information useful and further details can be found on our website www.beachborough.com.



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PRE-PREP SCHOOL DAY

For children in Pre-Prep 1 and 2, the school day runs from 8:30am until 3:30pm. Registration is taken between 8.30am and 8.45am and we ask that if you arrive at school later than this time, you register your child with the school office.

Wraparound Care is available from 8:00am until 8:30am and between 3:30pm – 6:00pm. Children are supervised by Beachborough staff and teaching assistants, who the children know well.



Pre-Prep 1 & 2 Monday to Friday

A child may be picked up from the Boardman at:

- 3.30pm At the end of the school day
- 4.30pm After Co-Curricular Activities or after Tea if not in an Activity
- 5pm After Tea if attending a Co-Curricular Activity
- 5 - 6pm From Wraparound Care

For those children staying at school beyond 3.30pm:

- 3.30pm Children go to Wrap Around Care or Co-Curricular activities
- 4pm Children not in a Co-Curricular Activity to go to Tea
- 4.30pm Children in a Co-Curricular Activity to go to Tea
- 5pm Children return to the Boardman for Wraparound Care until 6pm

Please inform us if you are going to be later than you thought to collect your child. Please telephone the School Secretary on 01280 700071 and let them know, as this will avoid your child becoming distressed unnecessarily.

There is no charge for this extra care and tea will be provided for children at 4pm or 4:30pm, depending on if they attend a Co-Curricular Activity or not. We do ask that if you arrive at school when your child is in tea to please wait until they have finished to collect them as, this can be very upsetting for other children who are not being collected. Children are to be signed out and collected from the Boardman.

In the event that a parent/carer is unable to collect a child, they will be taken to the boarding house until contact is made and collection possible. Our Missing Children Policy can be found in the Safeguarding Policy on the school website.

PREP SCHOOL DAY

For children in the Prep School, from Form III to VIII, registration is taken at 8.30am and we ask that if you arrive at school later than this time, you register your child with the school office.

Wraparound Care is available from 8:00am until 8:30am and after their school day ends until 6.45pm. We offer flexibility with respect to collection times allowing parents to choose from the collection times listed.

If you have any queries, please contact your child's Form Teacher or Tutor.

Forms III & IV

Monday, Wednesday, Thursday, Friday

A child may be picked up at:

- 4.30pm at the end of the school day from their classroom
- 5pm after Tea from The Hub
- 6pm after Co-Curricular Activities from The Hub
- 5 - 6.45pm from The Hub

For those children staying at school beyond 4.30pm:

- 4.30pm Children go to Tea
- 5pm Children go to Wraparound Care or Co-Curricular Activities
- 6pm Co-Curricular Activities finish
- 6.45pm Wraparound Care finishes

Tuesday (Match Day)

- If a child is involved in a match they may be collected after match tea
 - If there is no match, then a child may be collected at 3.30pm
- Alternatively, the same options as the rest of the week are available.

Co-curricular activities run throughout the week, to which all children in Forms III & IV may attend.





Form V to VIII

Monday, Tuesday, Thursday and Friday

A child may be picked up at:

- 5pm Pick-up from outside the Front Hall
- 6.45pm Pick-up after Tea and either Co-Curricular Activities or Prep

In the lead up to a drama production, the rehearsals that occur during Co-Curricular Evening Activities are compulsory for all children in the relevant year groups.

Wednesday (Match Day)

- If a child is involved in a match they may be collected after match tea
- If there is no match, then a child may be collected from 3.40pm before Prep and Tea
- If matches are cancelled, normal Games lessons occur, with pick-up from 4.30pm.





SIGNING IN /OUT

We ask that if you arrive at school later than registration in the morning that you sign your child in with the school office. Form V-VIII children must 'check in' their names in the Front Hall of the Manor House each morning. When Form III-VIII children depart each day they MUST sign out with a member of staff.

Children attending appointments during the school day or attending an appointment from which they will not return, should sign out in the School Office.



CO-CURRICULAR ACTIVITIES

A range of after school clubs are available for the children each term. Parents are sent information regarding these clubs before the school holidays. If you would like more information regarding clubs, please contact Mrs Sanders at v.sanders@beachborough.com.



INDIVIDUAL MUSIC LESSONS

If you would like your child to take up a musical instrument or have singing lessons, please contact the Director of Music, Mrs Chatfield at a.chatfield@beachborough.com.

Half a terms notice is required to cancel lessons.



HOLIDAY CLUB

Ultimate Activity run a holiday club at Beachborough in the Easter and Summer holidays and this is open to children aged 4 and over. If you would like further information, please visit <https://www.beachborough.com/school-life/holiday-clubs/> or www.ultimateactivity.co.uk.



BOARDING

Boarding is very popular with many children in Forms III and above.

For further details please contact our Houseparents, Mr and Mrs Blithe on s.blithe@beachborough.com to request a tour of the Kites Boarding House.



SCHOOL CLUBS (HOUSES)

There are four Clubs, and each is a vertical group of Reception to Form VIII pupils.

There are various activities during the year which are Club based such as sporting, poetry, art, cookery, maths, and general knowledge competitions.

Credits are awarded when children show any of our 'Intellectual Characteristics' through collaborative and individual tasks. Credits are counted, with a winning Club being celebrated each week.

Pupils in Forms III-VIII attend Club meetings regularly as a social group for assembly and this is an opportunity for members of the Club to present something to the others. All teaching staff are attached to a Club.

Each Club has its own colour shirt (Forms III-VIII) and there is fierce loyalty, especially evidenced on Club Sports Day.

- Boardman Club – green
- Carder Club – yellow
- Chappell Club – blue
- Sprawson Club – red

CONTACT DETAILS

All parents are requested to submit accurate contact details to the School Office. These should include address, telephone numbers (landlines and mobiles) and e-mail addresses.

No contact details will be given out to third parties without permission. Change of address or telephone numbers etc, should be given to the Office and Bursary immediately.

PREP SCHOOL WEEKLY FIXTURES

All team lists are sent out directly to the relevant parents, and can be found on the notice board in the Manor House on the day before the match for the children to view.

In the event of bad weather and cancellations, parents are contacted directly via email or telephone.

TEAM SELECTION

Our aim is to include as many pupils in matches against other schools as possible. Whilst our 1st or 'A' teams will always consist of the strongest players for a particular sport, taken from the two-year band in which we must work, our 'B' or 'C' or 'D' teams give the less able a chance to represent their school in a competitive situation.



MEDICAL MATTERS

The School Medical Room is based in the Manor House and is open from 8.00 until 6.45pm Monday to Friday. The school Medical Team will look after your child if they feel unwell during the school day. The Medical Room door is always open; however, we do encourage non emergencies to be dealt with at break times, if possible, to avoid disruption to classes. If a pupil is unwell during the night, the Boarding Parents, Matron or onsite duty staff can be called upon at any time.

Pupils must not bring medication into School for their personal use unless prescribed by a doctor. All medicines must be handed immediately to the School Nurse or Matron. A 'Parental Consent for School to Administer Medicine' form is to be completed each time your child requires regular or occasional medication.

When joining the school, it is a requirement that we ask parents for signed permission for us to administer over the counter medicines such as Paracetamol, Ibuprofen, Piriton, as well as non-medication items, such as sun cream.

If a child has been given any medication overnight or before they come to school, it is a parent's responsibility to inform the medical team.

Tummy bugs spread quickly; children should not return to school until at least 48 hours after their last episode of sickness or diarrhoea.

If you have any concerns about the health of your child or wish for your child to be off games, please contact our team on: medical@beachborough.com.

ELECTRICAL ITEMS

ALL TECHNOLOGY MUST BE NAMED

- Watches and Fitbits (or equivalent) with **no internet access** are allowed
- Pupils are not allowed to bring phones into school. If transport arrangements for a child warrant them needing a phone, then please consult with either the Head of Boardman (Boardman) or the Headmaster (Manor House)
- Kindles (or equivalent) with no internet access are allowed
- Tablets and laptop computers are allowed if it is agreed with the Head of Learning Support
- Separate arrangements for use of mobile technology is made prior to some school trips and residentials with a long travel time

This policy will be reviewed regularly to reflect the ever-changing landscape of mobile technology.



ELECTRICAL TESTING

In order to meet legal obligations under Health and Safety legislation regarding electrical equipment and appliances, it is **ESSENTIAL** that parents ensure that any electrical appliances and equipment to be brought to the School by pupils, have been tested by a competent electrician and labelled as having passed a portable appliance test. All electrical musical instruments **MUST** be fitted with a residual circuit breaking device (RCD).



HAIR

Hair should be kept neat and tidy and of a reasonable length.

Hair should be tied back if longer than shoulder length. Only blue, black or Beachborough tartan hair bands and 'scrunchies' are acceptable.

Hair dye or gel is not allowed.



WATER

Pupils are allowed to bring water bottles to school so that they may drink at any time during lessons and taps are clearly labelled for the purpose of drinking water. The bottles should be named and contain still water only, it is preferable that the bottles are transparent. Pupils are allowed to go to the dining room to ask for a drink at any break between lessons.



HOLIDAYS

Holidays are designed to allow all members of the school community to re-charge batteries and prepare for the challenges ahead. Consequently, parents are asked to restrict holidays to the advertised times. However, this may not always be possible and requests for absence during term time should be emailed to the Headmaster on: **headmaster@beachborough.com**. It is not our policy to provide work for a child taken out of school.

PERSONAL PROPERTY

Pupils are discouraged from bringing too much personal property to school (other than games kit and musical instruments). Any items that are brought in must be clearly named. Parents should be aware that the school insurance policy does not cover such items.



TELEPHONE MESSAGES

Pupils have access to the telephone in the School Office or Front Hall. However, they must ask for permission before using the phone.

BIRTHDAYS

Birthdays are important days for the children and we enjoy sharing these special days with them. We will celebrate by singing 'Happy Birthday'. Unfortunately, due to food allergies we don't share cakes or sweets at school.

JEWELLERY

Jewellery, other than studs for pupils with pierced ears, may not be worn.

For health and safety reasons all jewellery must be removed for the duration of Games/PE lessons. In the case of recently pierced ears, tape is provided to cover the earrings during lessons for a temporary period of approximately 4-6 weeks while ears are healing.

Beyond this period, we would ask that pupils remove their studs and parents provide a small box for their child in which to store earrings safely for the duration of the lesson.



PREP SCHOOL PERSONAL SPORTS EQUIPMENT

PLEASE NOTE: PARENTS MUST NOT ENTER THE CHANGING ROOMS UNDER ANY CIRCUMSTANCES.

Football and Rugby Boots

Boots with moulded plastic studs or blades are acceptable. However, if the boots have screw-in studs, these must be for the correct sport.

Mouth Guards

All children playing hockey, rugby and lacrosse (sports which have a high level of physical contact) MUST wear a mouth guard. The British Dental Association advises that custom made mouthguards provide better protection and are less likely to become dislodged or inhaled.

There are three types of mouth guard:

- The “boil and bite” self-moulding mouth guards
- The “shock doctor” mouth guards
- The dentist fitted mouth guards



Shin Pads

Shin pads are required for hockey, lacrosse and football. It is important that shin pads are kept permanently in school.

Shoulder Pads and Head Guards

In rugby, players of any age are allowed to wear protective head and shoulder pads as long as they comply with RFU regulations.

This is not essential equipment, but you are very welcome to buy protective clothing for your child.

Cricket Helmets

For cricket, pupils must wear a helmet to bat or keep wicket. The school has a supply, though regular team members may wish to purchase their own.

ALL KIT MUST BE CLEARLY NAMED



STATIONERY EQUIPMENT LIST

Children from Form III and above require the equipment listed below.

- 2 x non-biro blue ink pens - (Form IV only)
- 2 x cartridge pens with spare blue ink cartridges - (Forms V and above)
- Purple handwriting pen - (Forms III and above)
- 2 x HB pencils
- Pencil sharpener
- Highlighter pens
- Ruler 30cm - (Not of the bendy variety!)
- Colouring pencils and felt tips (Optional)
- Solid glue stick
- Pencil case, 30cm length are the most popular
- 360° protractor and compasses - (Form V and above)
- Scissors
- Scientific calculator - (Forms VII and VIII only)

Please keep a regular check on your child's stationery and replace used or lost items.



Children in Pre-Prep 1 and 2 will be given the stationery equipment they require in their classroom.

COMMUNICATION

Beachborough is a busy school with lots going on every week. We share all our exciting news stories in the following media:

- The Beachborough Newsletter
A roundup of all the news is emailed to parents weekly, where possible. The newsletter also contains essential information about the following week and future events.
- School website
www.beachborough.com

Digital signage screens around the school are also a great way to follow the daily news stories, videos and photos and view details of upcoming events.

- Facebook (@Beachborough)
News stories for you to view with friends and family.
- Instagram(@BeachboroughPrep)
News stories for you to view with friends and family.
- Twitter (@Beachborough)
News stories as they happen each day.
- Flickr
Photos for you to view.

Our Headteacher also shares exciting stories on her Instagram (@BeachboroughHeadlineNews) and Twitter (@BBPrepHead).






THE PARENTS' HUB

The PARENTS' HUB page on the school website is a resource centre for parents with useful information, news and links to documents such as the lunch menu.

To access the PARENTS' HUB:

- simply click on the PARENTS' HUB button in the top right corner of the homepage on www.beachborough.com.

We recommend you save an icon on your smart phone or iPad home screen by clicking the  'Action' button and then 'Add to Home Screen' button.

THE PARENT PORTAL

All families will receive individual registration details, which allows them to set up their PARENT PORTAL account. The portal can be accessed by visiting our website, and clicking the padlock icon in the top right corner of the home-page.

The Parent Portal gives access to documentation such as school reports, effort grades, the school calendar and school news, as well as electronic forms, staff contact details and relevant web links.

Registering also gives you access to the iSAMS Parent App, found on the iPhone App Store or Android Google Play Store, using the same login credentials, where you can find all of the documentation and information listed above.

PARENT PLANNER

The Parent Planner gives details of events and matches, staff information, term dates, the code of conduct, and timetables. Please refer to Beachborough's Newsletter for any last-minute changes to the planner.

BEACHBOROUGH FRIENDS

We have a vibrant and active parents' association, called the Beachborough Friends (BF), who organise whole school social events such as the Summer Ball, the Christmas Bazaar and other termly events. Each class has a parents' year representative. Their role is to support both new and existing parents, answer questions and organise social events for your year group. They will regularly email you information about social events.

PARENTS' PIGEON HOLES

In the front lobby of the Manor House are wooden pigeon holes for parents to share items of correspondence with other parents. Please do not leave valuables here, as it is unattended.



INDEPENDENT SCHOOLS INSPECTION REPORT

We are delighted that our most recent inspection, gave the school the highest possible rating of:

EXCELLENT IN ALL AREAS

A copy of the full inspection report can be found on our website:

<https://www.beachborough.com/about-us/independent-schools-inspection-report/>

POLICIES

All of our school policies can be found on the Beachborough website:

<https://www.beachborough.com/about-us/school-policies/>



BEACHBOROUGH MAP

KEY FACILITIES

- | | |
|-----------------------|----------------------------|
| 1 School Reception | P Parking |
| 2 The Manor House | 10 Playground |
| 3 School Clothes Shop | 11 Front Lawn |
| 4 The Whybrow | 12 Astroturf |
| 5 The Boardman | 13 Netball & Tennis Courts |
| 6 Sports Hall | 14 Games Pitches |
| 7 The Hub | 15 Forest School |
| 8 Dining Room | 16 The Wetlands |
| 9 T.E.D Suite | 17 Westbury Church |

PRE-PREP BOYS' UNIFORM

ALL TERMS

Waterproof Coat
Beachborough Jumper
Light Blue Shirt (No Polo Shirt)
Grey Shorts or Trousers
Grey Socks Knee or Ankle Length
Black Shoes
(no lace-up or light up shoes please)
Wellingtons
Boiler Suit
Book Bag
Clear Waterbottle

AUTUMN & SPRING UNIFORM

Navy Hat
Navy scarf (optional)

SUMMER UNIFORM

Beachborough Cap

GAMES - ALL TERMS

Navy Sweatshirt
Navy Polo Shirt
Navy Shorts
Navy Jogging Trousers
Navy Short Socks
Indoor Trainers
Outdoor Trainers
Rucksack (For Games Kit)
Rucksack (For Swimming Kit)
Swimming Trunks, Cap, Towel

GAMES - AUTUMN & SPRING TERM

Rugby/Football Boots - Velcro Only

GAMES - SUMMER TERM

Plain White Games Socks

For our full and up-to-date Uniform Brochure, order forms, and information on second-hand uniform, please visit <https://www.beachborough.com/admissions/school-uniform/>

To arrange your 1-2-1 appointment, or if you require any help with sizes, please contact: shop@beachborough.com





PRE-PREP GIRLS' UNIFORM

ALL TERMS

- Waterproof Coat
- Navy Cardigan
- Sensible Navy or Black Shoes
(no patent leather or pumps please)
- School Tartan Scrunchies
- Blue or Black Hair Bands
- Wellingtons
- Boiler Suit
- Book Bag
- Clear Waterbottle

AUTUMN & SPRING TERM

- Tartan Pinafore Dress
- Light Blue Blouse (No Polo Shirt)
- Navy Tights or Knee Length/Ankle Socks
- Navy Hat
- Navy scarf (optional)

SUMMER TERM

- Short-Sleeved Dress
- Navy Knee Length or Ankle Socks
- Beachborough Cap

GAMES - ALL TERMS

- Navy Sweatshirt
- Navy Polo Shirt
- Navy Shorts
- Navy Jogging Trousers
- Navy Short Socks
- Indoor Trainers
- Outdoor Trainers
- Rucksack (For Games Kit)
- Rucksack (For Swimming Kit)
- Swimming Costume, Cap, Towel

GAMES - SUMMER TERM

- Plain White Games Socks

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FORM III- VIII

BOYS' DAILY UNIFORM

ALL TERMS

Waterproof Coat
Beachborough Jumper
Light Blue Long or Short-Sleeved Shirt
School Tie
Grey Shorts or Trousers
Grey Socks
Black Shoes
Wellingtons
Boiler Suit
Book Bag (Forms III & IV Only)
Navy Hat (optional)
Clear Waterbottle



FORM III- VIII

GIRLS' DAILY UNIFORM

ALL TERMS

Waterproof Coat
Beachborough Jumper
Navy Tights or Knee Length/Ankle Socks
Plain Black Leather Shoes
(no patent leather or pumps please)
School Tartan Scrunchies
Blue or Black Hair Bands
Wellingtons
Boiler Suit
Book Bag (Forms III & IV only)
Navy Hat (optional)
Clear Waterbottle

AUTUMN & SPRING TERM

Light Blue Long or Short Sleeved Blouse
School Tie
School Kilt

SUMMER TERM

Short Sleeved Dress
(optional Forms VII & VIII only)



FORM III- VIII

BOYS' SPORT UNIFORM

GAMES - ALL TERMS

Tracksuit Top
Hooded Jumper (optional)
Polo Shirt
Club Polo Shirt
Games Shorts
Athletics Shorts
Tracksuit Bottoms
Indoor Trainers
Outdoor Trainers
Sports Bag
Rucksack
(For Swimming Kit - Forms III & IV Only)
Swimming Trunks, Cap, Towel
(Forms III & IV Only)
Towel (with loop in middle of long edge)
Comb

GAMES - AUTUMN & SPRING TERM

Reversible Top
Navy Base Layers (optional)
Games Socks (2 pairs)
Rugby/Football Boots
Mouth Guard & Shin Pads

GAMES - SUMMER TERM

(no logos or bands of colour)
White Cricket Jumper
White Polo Shirt
White Base Layers (optional)
White Cricket Trousers
Plain White Games Socks
White Cap

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FORM III- VIII

GIRLS' SPORT UNIFORM

GAMES - ALL TERMS

Tracksuit Top
Hooded Jumper (optional)
Short Sleeved Polo Shirt
Long Sleeved Polo Shirt
Club Polo Shirt
Navy Base Layers (optional)
Games Skort
Games Shorts
Tracksuit Bottoms
Indoor Trainers
Outdoor Trainers
Sports Bag
Rucksack
(For Swimming Kit - Forms III & IV Only)
Swimming Trunks, Cap, Towel
(Forms III & IV Only)
Towel (with loop in middle of long edge)
Comb or Hairbrush

GAMES - AUTUMN & SPRING TERM

Games Socks (2 pairs)
Mouth Guard & Shin Pads
Rugby/Football Boots (optional)

GAMES - SUMMER TERM

(no logos or bands of colour)
White Cricket Jumper
White Polo Shirt
White Base Layers (optional)
White Cricket Trousers
Plain White Games Socks
White Cap

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