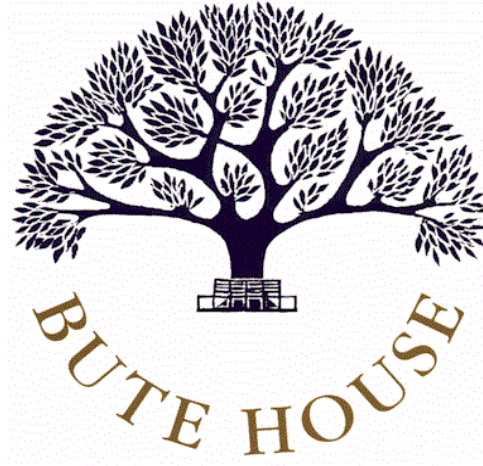




PARENTS' HANDBOOK

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INTRODUCTION

We would like to welcome you and your family to Bute House Preparatory School. We hope that your daughter will be very happy here as a Bute House pupil.

This booklet should answer many of the questions you have, and our website also contains plenty more information. However, we highly value our relationship with you so please ask us if there is any other query you would like answered.

Ms Sian Bradshaw
Head

GOVERNANCE

Bute House Preparatory School is a charitable trust. The Board of Governors are the trustees of the charity. Bute House Preparatory School for Girls is registered with the Charity Commission, number 312739. The aim of the charity is to advance education by providing a day school for girls aged 4 to 11. The School aims to provide public benefit by the provision of high-quality education through the delivery of a broad, balanced and stimulating curriculum to all pupils, in order to allow them to attain the highest possible standards of personal development and academic achievement. Members of the Board are appointed according to their skills and expertise. The Board meets termly, as do the various sub-committees. The list of Governors is on the website.

MANAGEMENT

The School Leadership Team (SLT) is the key management group within the School. It is made up of the Head, the Senior Deputy Head, the Director of Finance and Operations, and two Deputy Heads. In addition, there is a Leadership Team made up of the Head of Pastoral Care, Head of Learning Enrichment, Head of 11+ Transition and the Heads of Lower School, Middle School and Upper School.. The Staff list is on the website and photographs of all the staff, with their titles, are in the atrium.

SCHOOL FEES

Information on any changes to the school fees is sent directly to parents and the School will give not less than one term's notice of any increase in fees. Fees cover tuition, general stationery, textbooks and scientific materials, school lunches and most non-residential school trips. All fees are paid termly in advance before the first day by direct debit. Parents should contact the Director of Finance and Operations with any queries.

SCHOOL STRUCTURE AND CLASS ORGANISATION

From Reception to Year 2, there is one mixed ability class in each year group. These classes are made up of pupils who have been chosen from the 4+ ballot and siblings of older girls in the School. All these pupils continue automatically to Year 3 unless a pupil's special needs cannot be met reasonably, and in these unusual circumstances a pupil may be asked to seek another school which is more suitable, following discussions with the parents. The 7+ assessment results in additional pupils joining Bute House; the Year 2 class is divided up as they join Year 3 with the 7+ entrants, to form three new classes. From Year 3 to Year 6, there are three equal mixed ability classes in each year.

The classes are reviewed by the Leadership Team and SLT ahead of the start of each academic year. Parents are encouraged not to make requests for their daughter to be in a particular class or to avoid another pupil, as our aim is to promote good relationships with everyone.

POLICIES

The School has a number of its policies on the website. We especially draw your attention to the following policies: Safeguarding (Child Protection), Anti-Bullying, Complaints Procedure and Health and Safety. Parents have the right to see any additional policies. Requests to see any policies not listed on the website, should be sent to the school office via email.

SAFEGUARDING AND KEEPING YOUR DAUGHTER SAFE AND WELL

Bute House is committed to keeping its pupils and staff safe, and to cooperating with outside agencies in carrying out that duty. Staff and visitors to the school must refer all concerns about children and young people who show signs of vulnerability or radicalisation to the Designated Safeguarding Lead, (DSL) who is the Senior Deputy Head, and in their absence the Deputy Designated Safeguarding Lead. All members of staff share the responsibility for promoting and safeguarding the welfare of the pupils within the School. Each staff member has a responsibility to adhere to, and ensure compliance with, the school's Safeguarding (Child Protection) Policy which is available on the website for parents to read. If, in the course of carrying out their duties, a staff member becomes aware of any actual or potential risks to the safety or welfare of the pupil, they must report any concerns to the School's DSL.

HEALTH AND SAFETY

The health and safety of pupils and staff is paramount. Fire drills and emergency lockdown procedures are routinely practised at least once per term. We have emergency evacuation procedures in place to cover the eventuality of any extreme circumstances.

FIRST AID

Qualified First Aid Staff

Many members of staff are fully trained in First Aid procedures. The School designates a Senior First-Aider, located in the School Office, who is consulted in the event of sickness or accident. There is also a qualified teaching assistant in Paediatric First Aid in the Reception class (EYFS). First Aid boxes are available in locations throughout the building. A defibrillator is in the building and key staff members are trained in its use.

ACCIDENTS

Any accidents that happen at school are recorded in writing by the First Aider who deals with the incident. Any head bumps will be assessed by the Senior First Aider; with the child given a 'head bump' sticker and parents contacted by phone.

Pupils who feel unwell are taken to the First Aid room where they can lie down and will be supervised by an adult. If a pupil needs to go home, the School Office will ring the contacts listed on the school database. Class Teachers are kept advised if a pupil is sent to lie down or sent home. Parents of pupils in Reception Class (EYFS) will receive notification in writing if their daughter has had an accident.

MEDICINES

If it is vital for pupils to be given prescribed medicine during the school day, please hand this over to the School Office clearly labelled with her name. Parents will also need to complete a Medication Form, available from the School Office, giving the School permission to administer prescribed medicine and giving full details of dose, name of drug, etc. No pupil should have in their possession, on the school premises, any medicines in any form including throat sweets and homeopathic remedies. If the pupil requires an inhaler or Epi-pen, these are kept in a named box in the School Office. All staff are informed about any pupil who has such medication in school. Parents of those pupils who have a chronic condition (e.g. asthma, epilepsy, anaphylaxis, diabetes etc.) will also be asked to complete an Individual Health Care Plan, which is kept with the pupil's medication, and will be updated annually.

SCHOOL ORGANISATION – PRACTICAL ISSUES

SCHOOL HOURS

8.30 - 3.25 Reception (optional 2.30 pick-up on a Wednesday for Reception)

8.30 - 3.30 Years 1 and 2

8.30 - 3.35 Year 3

8.30 - 3.35 Year 4

8.30 - 3.45 Year 5

8.30 - 3.45 Year 6

After-school activities are offered from 3.30, to certain age groups.

EARLY ARRIVAL AT SCHOOL

Wraparound care (from 7.00 am to 8.15 am and 3.30 pm – 6.00 pm) is available at Bute House for pupils from Year 1 to Year 6, we do not provide wraparound care for pupils in Reception (except on a Wednesday between 2.30pm - 3.30pm). This is provided by our own staff. Sessions are booked directly with the school towards the end of each half term for the following term. Each session booked is charged, and will be added to your termly invoice.

In all other circumstances, with the exception of Breakfast Club, sports practices, or occasional small groups which may take place before school, we can accept no responsibility for pupils on the school premises prior to **8.15 am** when staff supervision becomes available. We do not expect pupils to arrive before that time.

On arrival at school, pupils enter the school building independently. Parents of Reception pupils may take them to the playground in the first half term until their daughters feel confident enough to come in on their own. Pupils are supervised in the playground. If the weather is inclement, pupils in Reception go straight to their classroom; those in Year 1 and 2, Middle and Upper School go to the Hall. All pupils go to their classrooms at 8.30 am when their teachers will be there to welcome them. Pupils are not allowed into the classrooms alone before 8.30 am, for safety reasons.

REGISTRATION

The register is taken at 8.40 am and again after lunch. Your daughter will be registered as late if she arrives after 8.40 am. Pupils must be signed in at the Reception desk if they are late.

ATTENDANCE

Pupils are expected to attend school during term time and not be absent for extra days or half days either side of half terms or the beginning and end of the terms. Family holidays during term time should not occur, and each request for absence other than for medical reasons will be considered individually. Written permission from the Head will only be given in exceptional circumstances, such as a family emergency. Any extra holiday taken will be entered as an unauthorised absence in our registers. School dates are published well in advance so that holidays may be properly planned. Consistent poor attendance will result in a meeting with the Senior Deputy Head to ensure that there are no significant problems at home affecting attendance. Please do not ask to take your daughter out of school for extra holiday time.

ABSENCE FROM SCHOOL

Pupils must arrive at school on time and by 8:30 am. Consistent lateness will be followed up by the Deputy Head. If your daughter is absent from school, please inform us before 9.30am. If no message to account for absence has been received, the School will telephone parents to ask them the reason for the pupil's absence. In the interests of safeguarding, an explanation should always be sent to the school via mail@butehouse.co.uk or by phone in all cases of lateness or absence. This will be passed on to your daughter's Form Teacher. Please send an email to school if you know in advance that your daughter will be absent or late.

Attendance is regularly monitored, and parents will receive a letter from the School if their daughter's attendance is of concern.

ABSENCE THROUGH ILLNESS

We appreciate that parents want their daughters to attend school regularly, but we would ask you not to send your daughter to school if she is unwell. Often, one day away at the beginning of an illness will prevent it from becoming worse and avoid spreading infection at school. If your daughter is suffering from vomiting or diarrhoea, she must not return to school until 24 hours after the last incident.

ABSENCE OF PARENTS FROM HOME DURING TERM TIME

Of course, there will be times when parents are away from the family home, but it is imperative we have the contact details of whoever is in loco parentis for safeguarding reasons and in case of illness. We must know who to contact in an emergency. Parents who will be absent from home whilst their child is on a residential trip must inform the School Office in advance with alternative details of who to contact in an emergency.

COLLECTION FROM SCHOOL

When your daughter joins Bute House, you will be asked to give us details of her collection arrangements. You may arrange a regular rota of parents on a school run. In which case, it will be sufficient to give the names of those parents without specifying the exact days they will collect.

Please note that if anyone else, even a Bute House parent, comes to collect your daughter, we will only let her go with that person if you have informed us by phone, or email sent to collections@butehouse.co.uk. It is, therefore, essential that you keep us fully informed of all changes to your regular arrangements. All children are dismissed by a teacher at the end of the day. In Year 6, pupils are permitted to travel to and from school alone, but we must be informed of this in writing.

All pupils will be dismissed from the Atrium, except for Years 2, 4 and 5 who are dismissed from the Swimming Pool gate. Parents are kindly requested to wait outside the school premises until the time of your daughter's dismissal, and then to remain outside the front door at all times during dismissal. **Please ensure that you collect your daughter on time.** It can be distressing for your daughter if she is collected late.

At the end of the school day, parents are requested not to allow younger siblings to play on the equipment in the playground. The School is responsible for the health, safety and welfare of its pupils only and cannot take responsibility for siblings who are not pupils.

PASTORAL CARE

Form Teachers have the primary responsibility to get to know the pupils in their forms both individually and as a group, and to notice and deal with any individual or group worries or issues that may arise. In practice, the size of the school means all pupils will be known well by many members of staff. We provide an ordered, secure and supportive environment where pupils know to whom they can turn should they need to do so. The Senior Deputy Head ensures that the policies and procedures for Pastoral Care and Safeguarding (Child Protection) are in place. They are always available should parents or pupils wish to see them. Pastoral care is paramount; all staff are committed to ensuring that every pupil is looked after and that any concerns she may have are addressed.

ASSEMBLIES

There are a range of assemblies that take place each week, with the whole school coming together regularly. Each class in Years 3-5 performs an assembly to the School on a topic chosen by the Form Teacher and parents will be invited to attend these assemblies.

DISCIPLINE

There are rarely any serious disciplinary issues, as pupils are encouraged by positive reinforcement and example to be self-disciplined, courteous and considerate. However, on the rare occasions when further action is needed, the Form Teacher will initially talk to the pupil and discuss her conduct. If this does not resolve matters, the Phase Leaders or Head of Pastoral Care, then the Deputy Heads will see any pupils involved, and listen to their opinions and the reasons for their actions. If necessary, the pupil's parents will be actively involved at this stage. In serious disciplinary circumstances, pupils see the Head. You may rest assured that these unusual incidents and issues are always dealt with in a fair, open manner, and in accordance with our Positive Behaviour policy, so that the pupils learn to take responsibility for their actions.

SCHOOL UNIFORM

Please make sure that your daughter wears the correct uniform at all times, including small items such as hair bands, socks, scarves, etc. which are obtainable from: www.stevensons.co.uk, Stevensons, 1-15 Heath Road, Twickenham, Middlesex TW1 4DD. (020 8892 2201). All clothing should be clearly named, even socks. Unnamed uniform in the lost property box is put into the second-hand clothing sale after one month and other items are given to charity. A School Uniform List is available on the school website.

PARKING

The School is situated in a very busy residential area and it is important that parents park considerately. Please do not block the road and our entrance, even if you are sitting in your car waiting to collect your daughter. We also ask that parents do not leave their car engines running whilst they wait.

COLLECTIONS OF MONEY

Collections of money are not allowed in school unless the Head has first given permission. We are anxious to avoid undue pressure being exerted by pupils on their friends, teachers or parents to make contributions for any special cause. Please do not allow your daughter to ask members of staff to sponsor them. This can be expensive if all the children in a class request it of their teacher.

Money brought to school should always be in a named purse and handed into the Form Teacher; pupils should not lend money to each other nor have money on them in school.

MOBILE PHONES

No mobile phones are allowed in classrooms. However, Year 6 may leave their mobile phones in the School Office each day. We ask that parents do not attempt to contact their daughters during the school day on their mobiles, but deliver any urgent messages through mail@butehouse.co.uk. Any reading devices, such as Kindle Fire, may be brought into school but must have any 3G or 4G access disabled. Pupils are expressly forbidden to access the Internet in school on their own devices.

We also ask that parents refrain from using mobile phones when on school premises.

Parents wishing to take photos on mobile phones, for example during a special event or concert, should only photograph or video their own children. If a photo includes other pupils in the School, this should not be uploaded onto social media sites without the express permission of the parents of those pupils.

PARENTS AND THE SCHOOL

We appreciate the active involvement of parents in the activities of the School and value our relationship with you. The Head and staff encourage you to speak to them about any concerns or anxieties in order that they can be dealt with swiftly. We urge you to come in and speak to us about any such concerns rather than being given incorrect information by other parents. It is our experience that most anxieties can be resolved quickly and positively. There are a number of ways in which parents receive information about their daughter's education.

BUTE HOUSE PARENTS' REPS

Representatives are sought from each class in the School at the beginning of the academic year and any help is much appreciated.

EVENTS FOR PARENTS

There are a variety of events for parents that take place throughout the year. These include social events, open mornings, class assemblies and productions, music concerts and musical presentations, Performing Arts Showcases, sports matches and swimming galas. There is also a whole school Sports Day and Summer Fair at the end of the Summer Term, and a Christmas Celebration at the end of the Autumn Term.

WELCOME MEETINGS

These are general, informal meetings held near the beginning of the Autumn Term, when parents are invited to meet together to listen to the class or year group teachers explaining the

ethos of the school, the programme for the year ahead, the expectations of the pupils in that year and to ask any questions that they may have. There is a booklet containing the same information given to any absent parents, available on our website.

CURRICULUM EVENINGS

These evenings are held for parents in each year group and are an opportunity for parents to find out more about the content of the curriculum and how the curriculum is delivered. There are also Subject Specialist Curriculum Evenings where parents can gain a more comprehensive understanding of their daughter's education.

PARENTS' MEETINGS

The children clearly benefit from close contact between home and school. We have an opportunity for parents to meet their daughter's Form Teacher in the first week of the school year as part of the Autumn Term Information Evenings. There is a second meeting in the second half of Autumn Term which focuses on academic development. This takes place with Form Teachers in Reception to Year 4 and with the English and Maths teachers in Years 5 and 6. There are then further Academic Parents' Meetings in the second half of the Spring Term and Summer Term for Reception to Year 5. If, at any time, there should be a matter that is affecting the happiness or wellbeing of a pupil, parents are asked to get in touch with their daughter's Form Teacher straight away and not feel that they should wait for a Parents' Evening. Likewise, we will not hesitate to contact you if we feel the need to do so.

SUMMER REPORTS

In addition to the academic feedback given at the Parents' Evenings, a written report is sent home towards the end of the Summer Term. The report is written by the Form Teacher with input from the Subject Specialist Teachers. It celebrates each pupils' achievements, effort, character development, attitudes to learning and use of the Learning Powers over the course of the year. Parents are encouraged to contact their daughter's Form Teacher to discuss any queries they may have before the end of the academic year.

WRITTEN COMMUNICATION BETWEEN SCHOOL AND THE PARENTS

All letters about school matters are sent to parents by email **every Thursday**. A 'Weekly Headlines' email gives details of forthcoming events as well as containing reminders or items of interest. The weekly 'Bute Insights' from the Head, is sent out on Fridays by email.

COMMUNICATION WITH STAFF

Parents are asked to email their daughter's Form teacher for day-to-day matters. If you need to see a member of staff, they will usually be available by appointment during the week. We do ask that parents first report to the Reception desk for safety and security reasons, before coming in to see teachers.

If parents have any concerns, their first point of contact should be the Form Teacher. If the matter is still not resolved, or requires further attention, parents should contact their daughter's Head of Phase. If the matter still requires escalation, then it will be directed to either the Assistant Heads or the Deputy Head. The Head will see parents by appointment only. If you wish to contact The Head with an emailed query, you should address this to headspa@butehouse.co.uk.

WEBSITE

Parents are encouraged to visit our website (www.butehouse.co.uk) and sign up to the password protected Parent Area, which contains details of events, pupils' work and photographs of recent events. The website is also used to sign up for breakfast club, sports fixtures, after school clubs, parents' evenings, individual instrument lessons and music events. It is also used for parents to give permission for pupils to attend certain events, and to view lunch menus. There are also electronic information boards in the atrium where a great deal of information is displayed.

PARENT APP (Bute House Prep School App)

We have recently transitioned to a new system for communicating with parents, which has enabled us to have a branded Bute House Prep School app. The App can be downloaded from the App Store (iOS devices) and from Google Play (Android). This will be the method for communicating with the school back and forth with regards to most matters connected to your child like reporting absence, updating contact details and for the school to message you directly. You should download the app in advance of your daughter beginning at Bute House and you will receive an enrolment code a few days before the start of term.

TERMLY CALENDAR AND SCHOOL MAGAZINE

The calendar listing term dates and events is available on the Parent Area of the website. The School Magazine - called the Bute Tribute - is sent out to parents at the end of the Summer Term.

EATING AT BUTE HOUSE

BUTE HOUSE IS A NUT-AWARE SCHOOL.

Pupils and staff are forbidden to bring nuts into school. We acknowledge that many food manufacturers state something like – “this product may contain traces of nuts”. We are vigilant about such products, but accept such items onto the premises as it is felt that to do otherwise would be unworkable for the kitchen staff. It is vital that you disclose full details of any allergies affecting your child so that we may agree on any appropriate strategies to adopt.

All pupils, from the very youngest in Reception, are encouraged to try a wide range of foods. Excellent table manners, including using a knife and fork properly, are expected from all.

SCHOOL LUNCH

Lunch is a very important part of the day at Bute House. All the lunches are freshly prepared on site by our team of catering staff provided by Chartwells. There are two main course choices every week, one containing meat or fish (MAIN 1), whereas the other is vegetarian (MAIN 2). There are three rolling menus per term, available on the Parent Area of the website, and parents are asked to choose their daughter’s lunch on a termly basis. Care is taken to provide a variety of foods and flavours to give a healthy, balanced diet using fresh, high-quality ingredients. Festivals and special days are marked with appropriate dishes. Feedback from pupils is gained via the School’s Food Council, which is taken into account when the menus are chosen. All menus indicate any recognised allergens and Chartwells cater for any dietary and/or cultural requirements.

BREAKTIME SNACKS

Our catering company, Chartwells, provides a healthy snack for all pupils to eat at morning break, and in the afternoon for pupils who will be attending a club after school. **Pupils are not permitted to bring any snacks into school under any circumstances.**

BIRTHDAYS

We appreciate that a child may not want to ask the entire class to her birthday party. If this is the case, to avoid hurt feelings, we would be grateful if invitations could be distributed by post or email and not brought into school. If the whole class is to be invited, we will happily distribute the invitations for parents.

We do not allow cakes or any food items to be brought into school for a birthday.

Those who have a birthday on a school day may wear the ‘Birthday Jumper’. If a birthday falls on a weekend, then we have a special badge for those children to wear on the first school day

closest to the actual birthday. If a child has a birthday which falls during the holiday, she can wear the birthday jumper during the last week of term.

PHOTOGRAPHS

Individual, group and class photographs are taken at certain points throughout the year and may be purchased by parents if they wish. A whole school photograph is taken once every three years.

Many photographs are taken during the school day and some of these are published on the 'Gallery' sections of the Parent Area of the website. Parents taking photos of their child at school events should only photograph their own child. Any photo that also contains images of other children **must not** be uploaded on to social media without the express permission of those children's parents.

Permission is sought from parents if the School wishes to use photos of students for publicity or marketing purposes.

CURRICULUM AND EXTRA-CURRICULAR

We follow and extend the National Curriculum and expect the pupils to work at their own levels within subject areas. The curriculum is designed to provide breadth and depth. The Heads of Department, along with Deputy Head with responsibility for the curriculum, oversee, review and monitor the teaching of their subjects across the School.

In Lower and Middle school, the pupils are taught mainly by their Form Teachers, except for: Languages, Art/Technology, Music, Gym, Dance, PE, Computing and Drama. From Year 4, the pupils learn Science with a specialist teacher. From Year 5 onwards, all the teaching is done by specialists.

A termly curriculum overview of the areas being covered in all subjects is made available to parents at the beginning of each term on the parent area of the School website. Additional information may be found on our website, and policies for the individual subjects are available on request.

We also welcome many visiting speakers and groups to the School each year in order to enhance the educational experiences given to the pupils.

EXTRA-CURRICULAR OPPORTUNITIES

We are very proud of the extra-curricular provision at Bute House. This includes, but is not limited to extra music lessons/ensembles, choirs, swimming, gym, netball, cross country, football, tennis, 'kwik' cricket, athletics, street dance, speech and drama, ballet and tap.

MUSIC

We have a large team of peripatetic staff, and many pupils learn a musical instrument in school. Lessons are available for pupils from Year 3. Approval from the Head of Phase is required for pupils in Years 1 and 2 to attend lessons in school.

Pupils may only learn more than one instrument in school with the approval of The Phase Leader and the Head of Music.

We reserve the right to inform parents if it is felt that a pupil's academic progress is being affected by attending music lessons in school.

SCHOOL BOOKS

Any books sent home, for example reading books, are school property. These should be returned to school, and a charge will be made for any books which are lost or damaged.

LEARNING ENRICHMENT DEPARTMENT

Our Learning Enrichment Department oversees and provides for pupils throughout the School and enriches learning by providing either additional support or extension. It is important for parents to trust the School's judgement as decisions about support or extension are always made in the best interests of the pupil. Groups may work with staff from LED in class or out of class and the management of this is led by the needs of individual pupils. Parents are informed if a pupil requires an Individual Support Plan (ISP) which means that teachers will provide work and support which is different from the rest of the class in a particular area (usually Maths or English).

Parents should be aware that the school is a mainstream setting with some specialist Special Educational Needs and Disabilities (SEND) resources. The staff will use their ordinary professional skill and experience to identify and provide for SEND within the resources of an ordinary mainstream school. Ordinary reasonable adjustments for disability will also be made through our Learning Enrichment Department.

If more specialist advice is required, we will discuss this with a pupil's parents and will ask the parent to pay for such advice. If special educational provision is required (whether as a result of advice or not), which is additional to the School's ordinary mainstream resources, or any form of adjustment is required which it is not reasonable for us to provide, we expect the parent to pay for it or provide it themselves.

If, in the judgement of the Head, the School cannot provide for a pupil's SEND after all relevant provision and/or reasonable adjustment has been made (or we have requested it from a parent), the School reserves the right to ask the parent to withdraw his/her child. However, this would only arise after lengthy discussion with the parents. The School will give all the support it can to help find a suitable school for the child should that situation arise.

WEDNESDAY CLUBS

Bute House offers a unique and exciting opportunity for pupils from Year 1 upwards on Wednesdays from 2.30-3.30 pm. These are compulsory for all pupils (except Reception). During this time, pupils participate in a wide range of clubs run by staff. The pupils may choose clubs each term and are encouraged to try as many different ones as they can. They must list three choices of club and need to go online to the Parent Area of our website to make their selections before the beginning of the term when the new clubs take place (except for the Autumn term when choices will be available during the first weeks of the term). Pupils may be given any one of their three choices.

SCHOOL TRIPS

In addition to the annual residential school trips for the pupils, every class benefits from regular educational day trips during the school year. These may include art galleries, museums, concerts, theatre productions, working farms, zoos, etc, and are linked to the curriculum.

A permission form is completed by parents at the beginning of the Autumn Term for day trips undertaken during the whole of that academic year.

TIMETABLES

	Lower School – Reception, Year 1 & 2	Middle school Year 3 and 4	Upper School Year 5 and 6
09.00 – 09.30	1	1	1
09.30 – 10.00	2	2	2
10.00 – 10.30	Break	Break	3
10.30 – 11.00	3	3	4

11.00 – 11.30	4	4	Break
11.30 – 12.00	5	5	5
12.00 – 12.30	Lunch Break – in lunch hall	6	6
12.30 – 13.00	Lunch Break	Lunch Break – in lunch hall	7
13.00 – 13.30	6	Lunch Break	Lunch Break– in lunch hall
13.30 – 14.00	7	7	Lunch Break
14.00 – 14.30	Break	8	8
14.30 – 15.00	8	9	9
15.00 – 15.30*	9	10	10

** Please note the different collection times on page 6*

HOME LEARNING

Please read the Home Learning Policy on our website.

At Bute House, we aim to give a minimal amount of work to be done at home as research shows this has little impact on a child's progress. However, specific guidelines for each year group are outlined in the policy. Meetings at the beginning of the year will give specific details too. Pupils are expected to read regularly with a parent/adult, up to and including Year 6.

THE PUPILS

BEHAVIOUR

The pupils follow a set of class rules which they create at the start of the year and derived from our core values and beliefs. These are summarised in the 'Powerful Ways to be a Bute House Girl', which is then displayed in the form rooms and is used to remind them of the expectations at Bute House. These are as follows:

Powerful Ways to be a Bute House Girl

- ★ Approach every opportunity with curiosity and positive energy; *use your Diamond Power*
- ★ Challenge yourself to go out of your comfort zone - don't be afraid to make mistakes; *use your Ruby Power!*
- ★ Persist and keep going when things are hard. Spend time reflecting on your efforts; *use your Emerald Power*

- ★ Think before you speak or act and don't be afraid to admit when you're wrong; *use your Amethyst Power*
- ★ Be comfortable with your unique self – you are and have the right to be you. Speak up for the rights of others if they can't speak for themselves – make a difference; *use your Tanzanite Power*
- ★ Treat people with respect. Really listen to others and be prepared to change your mind; *use your Topaz Power.*
- ★ Strive for your best in all that you do; *use your Sapphire Power*
- ★ Value your own happiness; laugh with people, never at people. Be optimistic; your attitude can have a huge impact on your confidence and success. Smile; *use all your Bute House Powers*

Acceptable Use of Technology:

- I will treat equipment safely and respectfully
- I will ask permission to use any device that can access the internet to complete school work
- I will only use the Internet, Google Classroom or the SeeSaw app with the permission of an adult
- I will only use my home device to complete work set by my teacher during Home Learning
- I will only click on icons and links set by my teacher
- I will keep my usernames and passwords private
- I will never use computers to hurt or bully people in any way
- If I see something I don't like on a screen, I will always tell a trusted adult
- I will follow my parent(s) and teacher's rules on screen time, and take regular breaks to rest my eyes from a device screen

SCHOOL COUNCIL

Each term, each class (from Year 1 onwards), elects a Form Leader and a Vice Form Leader (KS1 just has one class representative).

There is also a School Council of six pupils, elected by Year 6, who take responsibility for running the School Council and school meetings, including keeping minutes. Suggestions are made by all classes in the school, including the Lower School, and every class' suggestion is discussed fully within each class.

A regular school meeting is held by the School Council with the Head and Deputy Head present, when these suggestions are voiced and then the whole school votes as to whether the suggestion has merit and should be looked at further.

REWARDS AND SANCTIONS

We always seek to support and praise pupils on a daily basis, but the following are explicit methods we use:

Gold Awards

These are given at the end of each term in the final assembly. Pupils are nominated by their Class/Form Teacher for a wide range of reasons. They are given a badge which they may wear every day.

Gems in the Jar

To encourage class spirit and a sense of communal responsibility for behaviour, a 'gem in the jar' system is used. Each class has to collect a certain number of 'gems' in the jar. A 'gem' is awarded for a whole class effort or displaying a particular Learning Power. When a class achieves their total, they are given a class treat .

Rewards and sanctions in Lower School

Well

Done

Certificates

Well Done Certificates are awarded at celebration assemblies to pupils who have done some particularly good work, achieved something wonderful with their learning or demonstrated some admirable qualities.

Golden Time (Lower School)

The purpose of Golden Time is to establish a consistent consequence for social behaviour and to support the guidelines of the Pupils' Code of Conduct. Pupils may bring their own toy into school for Golden Time, which takes place on a Friday afternoon for twenty minutes. Some children may lose their Golden Time in five minute chunks as a consequence of poor

behaviour. If at any time during the week a child is not behaving, a warning is given. It is important to verbalise the warning so the child has the opportunity to “right” her behaviour. Pupils can also earn their Golden Time back if they demonstrate further good behaviour.

Rewards and sanctions in Years 3, 4, 5 and 6

In the Middle School and Upper School, we have a credit and debit system. Credits are given for many reasons, for example if a pupil has displayed a particular Learning Power.

The class with the highest number of credits in a year group in a term will have a class treat. Credit totals are counted and given to the Head for announcement at the final assembly before the end of term.

Our school sanction system is applied when it is necessary in the circumstances to show appropriate disapproval. The sanction applied should be as constructive as possible. Pupils are encouraged to make reparation whenever possible and then staff ensure the pupils appreciate that the matter is closed.

Where a pupil does not respond to preventative strategies, tougher action will be taken. Parents will be kept fully informed and will be involved in this process.

Further information can be found in our Positive Behaviour Policy, which is available on the Bute House website. This includes information on fixed term or permanent exclusion from school. **Exclusion would only be considered in the case of extreme and persistently disruptive behaviour, e.g. bullying, physically, emotionally or sexually abusing another child, theft, fighting, racial abuse, etc. This could have occurred at school, on the school grounds or while on a school trip or residential visit. Any exclusion for even a short period must be discussed and agreed by the Head, Chair of Governors and representatives of the Governing Body.**