



Boundary Oak School

Parents' Handbook 2017 - 2018

Contact Details

Boundary Oak School
Roche Court, Wickham Road,
Fareham, Hampshire PO17 5BL

Telephone

School Office	01329 280955
Boarders phone	01329 281063
Boarders mobile	07767 162986

*Please note: The Boarders phone is only in use after 6:30pm.
Prior to that time please contact the School Office.*

Useful Email Addresses

School Office	office@boundaryoak.co.uk
Headteacher	headmaster@boundaryoak.co.uk
Houseparents	cplumpton@boundaryoak.co.uk
Accounts	bursar@boundaryoak.co.uk

Please see the back of this booklet or the school website for contact details for your child's form tutor and heads of department.

Office Opening Hours

Term time:	08:00 to 17:00
Holidays	10:00 to 15:00

Website

Up to date school information including term dates, terms and conditions, school uniform lists, weekly newsletters and Parent Portal access are available at
www.boundaryoakschool.co.uk

Parent Portal

When you join the school you will be sent a log in to your online Parent Portal account. Within the Parent Portal you will be able to view your child's school timetable including clubs and activities, access their end of term report and update contact information such as change of address details. Within here you will also be able to access our live school calendar, download copies of parent presentations and access useful resources that have been suggested by teaching staff.



Communication

Your child's form teacher should be the first point of contact to discuss your child; any request for a meeting with a member of staff is to be arranged via the School Office. The Headteacher is always happy to see parents, preferably by appointment.

Correspondence from the school to parents is sent via email, Parent Portal, Book Bags (EYFSR-Y3) or through their School Planners (Y4-11). Please also look out for messages on the Notice Board, located beside the school drive.

Who to Contact

School Office

- Reporting a child absent from school
- Late registration
- Supplying medication or informing the school about your child's illness
- If you wish to contact your child
- Booking for After School Care, Breakfast Club or Big Tea.
- Clubs booking queries and forms
- Holiday Club Booking and enquiries
- Appointments with the Head
- Booking Peripatetic music or drama lessons

Form Tutor

- Your child's learning and progress
- Celebrations and achievements
- Baccalaureate grades and reports
- Concerns at home
- Friendships
- School trip and residential information
- General questions regarding your child at school or home

Head of School

- Head of EYFS (Pre-School and Reception), Mrs Caroline Phillips
- Head of Pre-Prep (Y1 - 3), Mrs Teresa Thomas
- Head of Prep School (Y4 - 6), Mr Joe Davis
- Head of Senior School (Y7 - 11), Mrs Sophie Savage

Designated Safeguarding Lead, Mrs Caroline Phillips

- Welfare or Safeguarding concerns

Deputy Head, Miss Emma Fownes

- Pastoral issues
- Academic concerns

Headteacher, Mr James Polansky

- Financial issues
- Scholarship Applications
- Bursary applications
- Staff concerns
- Permission to miss school for extraordinary events

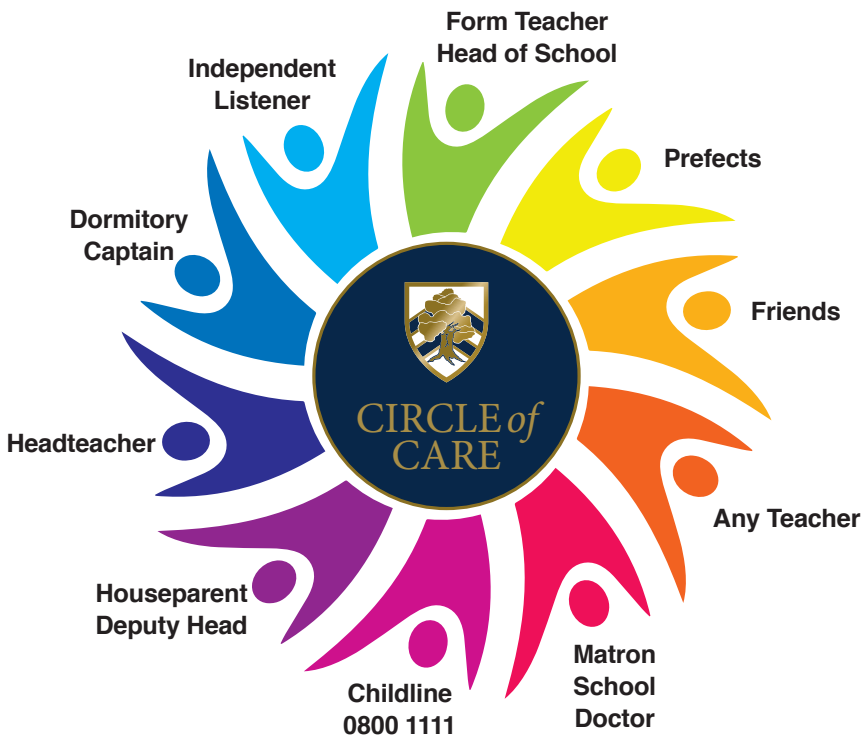


Aims of the School

To value and treat each pupil as an individual within a family community and to develop and support differing needs whilst fostering an enjoyment of learning and promoting a growth mind-set.

Our Circle of Care

At Boundary Oak we have a 'Circle of Care' for you in order to make sure you feel safe and listened to. There is ALWAYS somebody that you may seek in times of trouble, any trouble.



Everybody in the 'Circle of Care' has a vital role to play. Make sure you speak to someone if you have a problem.



Form & Department Structure

	Year	Age
EYFS	Pre School	2 - 4+
	Reception	4 - 5
Pre-Prep	Year 1	5 - 6
	Year 2	6 - 7
	Year 3	7 - 8
Prep	Year 4	8 - 9
	Year 5	9 - 10
	Year 6	10 - 11
Senior	Year 7	11 - 12
	Year 8	12 - 13
	Year 9	13 - 14
	Year 10	14 - 15
	Year 11	15 - 16



What to Bring

As your child grows through the school they will require different uniform or kit. A full uniform and kit list can be found on our website, but here is a quick guide:

Little Acorns Pre-School

- Book Bag
- Black Plimsoles
- Welly boots
- School branded coat
- Waterproofs (Navy)
- Sun hat or, warm hat and gloves

Reception & Pre-Prep

- Book Bag
- School Blazer
- PE Kit in School kit bag
- Welly boots
- School branded coat
- Waterproofs (Navy)
- Sun hat or, warm hat and gloves

Prep and Seniors (Y4 - Y11)

- Prep Bag (Rucksack of their choice)
- School Blazer
- Scientific Calculator
- Games Kit in School kit bag
- Plain navy or school branded coat

Drop Off & Pick-up

Day children should arrive in time for morning registration between 08:15 and 08:30 and go to their form room. Children from Year 4 upwards who arrive between 08:00 and 08:15 and who don't require breakfast, can sit in the formal library until 08:15, when they can make their way to registration. All children who arrive in school after 08:30 should go to the Office and report their arrival before heading to lessons.

Afternoon registration takes place at 13:00 for EYFS & Pre-Prep and 14:00 for Years 4 to 11.

Breakfast Club

Drop Off 07:40 - 08:15

Children arriving for breakfast (between 07:40 and 08:15) need to enter the Dining Hall via the door which opens directly onto the drive. Please ring the bell to enable the staff member on duty to sign in your child.

Friday morning

Each Friday morning there will be

a whole school staff meeting and children will not be able to enter their classrooms until around 08:25. If you wish to drop your child off before this time then please do so at the Dining Hall (Pre-Prep and EYFS) or in the ICT suite (Prep and Senior) where they will be looked after until the meeting is over.

EYFS and Pre-Prep

Arrival at school 08:15 - 08:30

Children can enter their classrooms either through the Reception door entrance, or the Year 1 and 2 entrance (for Yrs 1-3.) Pre-School children are dropped off at Little Acorns Pre-School. There will be a member of staff on duty at the door to help with belongings. Children who arrive after the Pre-Prep gate is secured (8.40am) will need to go to the School Office to register. At this point Pre-Prep will be notified and you will be invited to walk them to the correct entrance where your child will be met by a member of staff.

End of the day collection 15:30 - 16:00

Children can be collected from the Pre-Prep gate, or from Pre-School. Children who are attending clubs will be collected by the Club Leaders and taken to their session, along with their belongings. This will allow you to collect directly from the club





once it has finished. Any children not collected at 16:00, or after the end of their club, will be taken (along with their belongings) to the After School Club, located in Pre-School.

If you are going to be later than the pick up time arranged with your child, please telephone the school – this will reassure both your child and us.

Prep and Senior

Arrival at school 08:15 - 08:30

Children have two ways to access the school:

- The main school blue front door
- The entrance to the Widley Corridor (opposite the Acorn Theatre.)

There will be members of staff on duty should a child need help with their belongings. Parents are politely asked not to enter the pupil only zones for safeguarding. Children arriving between 07:40 and 08:00 must go to Breakfast Club, and children arriving between 08:00 and 08:15 may sit in the formal library or ICT suite until 08:15, and then go to their form room to register.

End of the day collection

16:00 - 16:30

16:40 for Year 9 and above

A supervised break takes place on the Astro (in dry weather) or in the form rooms Widley, Jubilee or Kellett (in wet weather).

Prep (Homework)

16:30 - 17:30, 16:40 - 17:30

Prep runs in the Jubilee Block and ICT Suite. Children may be collected from the School Office, who will call for your child and tick them off, at two allocated times: 17:00 or 17:30.

Boarders will each take part in a club from 16:30 and 17:30 and then, after dinner, they will do their prep along with the other boarders in the library, ICT suite or senior boarders study room.

All prep is supervised by a member of teaching staff and/or boarding staff.

Clubs

After-school clubs take place between 16:30 and 17:30. Children attending clubs are collected from the Astro Turf by their Club Leaders at 16:30 when they line up after break time. Parents can collect at 17:30 from the designated pick up point for each club (please note these when you sign up to the club). Children not collected at 17:30 will be taken to the Dining Hall, where they can be collected after 17:30.

Big Tea

17:30 - 18:15

All Children are welcome to stay for Big Tea where they will enjoy a freshly cooked evening meal with our boarders. Please book in via the School Office.

When collecting from Big Tea, please knock on the Dining Hall door, as with Breakfast Club, and a member of staff will be able to sign your child out.

Children staying later than 18:15 can be collected by ringing the front door bell to the Boarding House.

Absence from School

If children are absent, parents are asked to telephone or email the School Office before 8:30am. Parents are reminded that no child is allowed to be absent from school except through illness; unless by permission obtained from the Head beforehand. Such leave can only be granted in a real emergency or for a very important occasion. Visits to the doctor or dentist should be arranged as far as possible in the holidays or out of school hours.

Assemblies

Assemblies are a way of bringing the whole school together for its spiritual and moral welfare. We have theme-based, singing, celebration and class assemblies on a weekly rota basis. We encourage pupils to bring in

trophies, medals, badges and awards they have received outside school to celebrate and share with other pupils and staff.

Parents are invited to attend their children's class assemblies, which take place on a Thursday at 08.40, where refreshments will be provided. Please look out for your child's class assembly on the Live Calendar in the Parent Portal as well as on the weekly newsletter.

Breaktimes

All children spend break-times outside - unless the weather is inclement. The only exceptions are children who may be participating in music lessons, clubs, tutorials or meetings arranged by a member of staff. Fresh fruit and water are available for children. Milk can be ordered, at a small charge, from the School Office.



Wraparound Care

Breakfast

For day children who need to arrive in school before 08:15, Breakfast Club is available. Day children join the boarders in the Dining Hall from 07:40 - 08:15 each day (08:25 on a Friday). A charge is made for this service. Children from Year 4 upwards who arrive between 08:00 and 08:15 and don't require breakfast can sit in the formal library or ICT suite until 08:15, when they can make their way to registration.

Please contact the Office for further information.

Boarding & Flexi Boarding

Boarders are accommodated within the main house. We are able to offer boarding facilities on either a long term or short-term basis and also at short notice if required. Flexi Boarding is only available if there is space in the boarding house. For an indication of spaces available please contact the Houseparent or School Office. If parents need their children to board on any particular day, they must contact give 48 hours notice.

After School Club

15:30 - 17:30

The school provides after school care for Pre-Prep and EYFS children between 15:30 and 17:30. Arrangements can be made to attend on either a regular or irregular basis and a charge is made for the service. Such charges can be found on our website, and are added to your termly

invoice. For details of timings, charges and a booking form please contact the School Office.

Prep and Senior children who are not attending a club or sporting activity and who are not collected by 16:30 will go to Prep Club, held in the Jubilee/ICT suite. They may be collected at 17:00 after the first prep or at 17:30 at the end of Prep from the School Office who will tick them off.

All children remaining at school after this time will go to the Dining Hall for Big Tea (Dinner) and may be collected from here between 17:30 and 18:30. Children remaining in school after 18:30 will join the boarders in their activities and parents will need to ring the front door bell and/or call the boarder's mobile when they collect.

Co-Curricular Clubs & Societies

We attach great importance to these extensions to the standard curriculum. We offer three types:

- After School clubs that are paid for
- After school clubs that are free of charge
- Clubs that are run during school break times and lunchtimes (free of charge)

You will be notified by the School Office when the new terms clubs programme is ready for booking. These are booked using our online portal

School Uniform

Uniform and clothing lists are available on our school website and from the School Office. There are separate clothing lists for each year group and an additional one for boarders.

Our onsite Uniform Shop is open Tuesdays and Thursdays from 08:00 to 09:00. Special opening times are available at the start of each term and will be published in the school newsletter. If urgent, please book an appointment through the school office. We also run a Second Hand Uniform shop via a Facebook page - 'Boundary Oak School Second Hand Uniform' This is a closed group so please request to join.

Please ensure that all items of the children's clothing are clearly marked. This applies to all items including towels, footwear and watches. Watches may be worn, but smart watches that can take photos/videos are not allowed. Whilst we make every effort to keep children and their possessions together, things do sometimes go astray, and we strongly urge you to provide your children with serviceable rather than expensive equipment. Each child in the Prep and Senior Department is allocated a locker space in an appropriate changing room and provision is made for all clothes to be hung up inside the lockers.

Lost Property

There are allocated lost property areas where children are encouraged to search for their own lost items

Hair

Girls hair should be smart, brushed and tied back in a ponytail, plaits, pigtails or bun. However, pony tails and buns must not be on top or the side of the head. Head bands are permitted but must be plain blue (discrete bows are permissible) Plain blue hair clips or brown. Kirby grips can also be worn. Boys hair must be brushed, cut above the collar, no shorter than grade 3. If hair gel is to be used it should be for a non-elevated style.

Jewellery

Watches may be worn but smart watches that can take photos and/or videos are not permitted. Girls may wear a pair of plain stud earrings. Boys are not permitted to wear earrings. Pupils are not permitted to wear any other jewellery, unless it is a recognised religious icon or medical band, permission must be sought from the Head. The school does not accept responsibility nor liability for injury to a pupil wearing body jewellery of any description, authorised or unauthorised.

No make up or nail varnish is allowed. Boys are to be clean shaven unless religious or medical grounds, at the Headmaster's discretion.

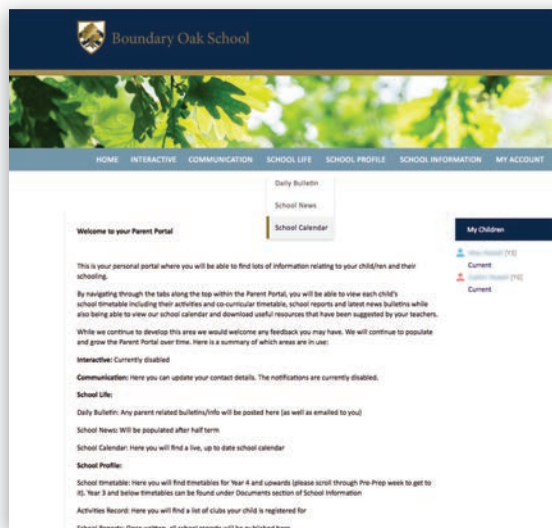
Please read our full school uniform policy which can be found on the website, under 'Uniform' and must be adhered to at all times.



School Calendar

The School Calendar can be found online in your Parent Portal. Please be aware that the calendar is 'live' which means changes and additions can be made at anytime; you will be emailed the information too.

The calendar also gives dates for the beginning and end of term for the current and following two terms together with all items of interest happening in the school. Term Dates can also be found on the school website.



Pupil Planners

A Pupil Planner is issued to all children at the beginning of each school year.

It is a vital part of the school/parent communications chain as this is where parents and teachers can send any messages. Each day, children in Year 4 and above will write in their prep and any notes which are of importance.

Pupil planners must be signed at the end of each week by a parent.

Towards the back of the Pupil Planner is information relating to our school's pastoral care system, and a section in which smiles, stars and show-ups are kept.

If children make full use of their planner it will:

- help children adopt a methodical approach to their prep
- enable children to have a written record of homework set etc
- provide parents with a means of monitoring their child's prep
- act as a channel of communication between school and home.

A typical school day in Reception

		Mon	Tues	Wed	Thurs	Fri		
1	8.30 - 8.40	Registration						
2	8.40 - 9.00	Main Assembly	Wake & Shake	Pre Prep Assembly	Celebration Assembly	Singing Assembly		
3	9.00 - 9.20	Phonics	Music	Writing Skills/ sentence construction	Phonics	Forest Friday/ Grow It		
4	9.20 - 9.40	Communication and Langauge Literacy			Snack		Snack	Cook It
5	9.40 - 9.50							
6	9.50 - 10.00							
7	10.00 - 10.20		Phonics	Phonics				
8	10.20 - 10.40	Snack			Snack	Snack		
9	10.20 – 10.40	Break						
10	10.40 – 11.20	Maths	French	Outdoor Maths	Maths	Forest Friday/ Grow It Individual Readers		
11	11.20 – 11.40							
12	11.40 – 12.00							
13	12.00 – 12.20	Lunch						
14	12.20 – 12.40							
15	12.40 – 13.00							
16	13.00 – 13.10	Register	Individual Readers	Register	P4C	Register		
17	13.10 – 13.20	Individual readers/ continuous provision		Handwriting			Understanding the World/PSHE	
18	13.20 - 13.40							
19	13.40 – 14.00		Continuous provision/ art activities/ woodworking					
20	14.00 – 14.20	PE						
21	14.20 – 14.40			Break				
22	14.40 – 15.00	Outdoor learning	Continuous provision/ art activities/ woodworking	Individual readers/ continuous provision	ICT Suite	PE		
23	15.00 – 15.20							
24	15.20– 15.30	Story time	Reading	Reading/Story	Reading/Story	Story time/Henry Bear		



A typical school day in Pre-Prep

		Mon	Tues	Wed	Thurs	Fri
1	8.30 - 8.40	Registration				
2	8.40 - 9.00	Spelling test	Full school assembly	Pre prep assembly	Celebration Assembly	Singing Assembly
3	9.00 - 9.20	PE	English	Phonics	Phonics	Handwriting
4	9.20 - 9.40			English	English	English
5	9.40 - 10.00					
6	10.00 - 10.20	Phonics	Phonics			
7	10.20 – 10.40	Break				
8	10.40 - 11.00	Maths	Maths	Maths	Maths	Music
9	11.00 – 11.20					Maths
10	11.20 – 11.40					
11	11.40 – 12.00					
12	12.00 – 12.20	Lunch				
13	12.20 – 12.40					
14	12.40 – 13.00					
15	13.00 – 13.20	Registration/reading	Registration/reading	Registration/reading	Registration/reading	Registration/reading
16	13.20 – 13.40	Science	PE	Art	Topic	Outdoor Learning
17	13.40 – 14.00					
18	14.00 – 14.20					
19	14.20 – 14.40	Break				
20	14.40 – 15.00	PHSCEE/ P4C	French	Computing	RE	Golden time
21	15.00 – 15.20				Reading/story	
22	15.20– 15.30	Reading/story	Reading/story			

A typical school day in Prep

		Mon	Tues	Wed	Thurs	Fri				
1	8.30 - 8.40	Registration								
2	8.40 - 9.00	Assembly	English	Science	Celebration Assembly	Singing Assembly				
3	8.40 - 9.00				Humanities	Humanities				
4	9.00 - 9.20	Maths								
5	9.20 - 9.40									
6	9.40 - 10.00	Spanish		PE	Science	Maths	French			
7	10.00 - 10.20		Maths							
8	10.20 - 10.40									
9	10.40 – 11.00		Break							
10	11.00 – 11.20	English	Maths	English	French	Art				
11	11.20 – 11.40		English		French					
12	11.40 – 12.00									
13	12.00 – 12.20	Maths	ICT	PHSE	English	Music				
14	12.20 – 12.40									
15	12.40 – 13.00									
16	13.00 – 13.20	Lunch								
17	13.20 – 13.40									
18	13.40 – 14.00									
18	14.00 – 14.20	Drama	Humanities	Games	Science	English				
19	14.20 – 14.40									
20	14.40 – 15.00	Games	DT		Maths	Humanities				
21	15.00 – 15.20									
22	15.20– 15.40									
23	15.40– 16.00									



A typical school day in Senior School

		Mon	Tues	Wed	Thurs	Fri			
1	8.30 - 8.40	Registration							
2	8.40 - 9.00	Assembly	English	Science	Celebration Assembly	Singing Assembly			
2	8.40 - 9.00				Humanities	Humanities			
3	9.00 - 9.20	Maths					PE	Science	French
4	9.20 - 9.40								
5	9.40 - 10.00								
6	10.00 - 10.20	Spanish	PE	Science	Maths	Maths			
7	10.20 - 10.40								
8	10.40 – 11.00	Break							
9	11.00 – 11.20	English	Maths	English	French	Art			
10	11.20 – 11.40		English		French				
11	11.40 – 12.00								
12	12.00 – 12.20	Maths	ICT	PHSE	French	Music			
13	12.20 – 12.40						English		
14	12.40 – 13.00								
15	13.00 – 13.20	Lunch							
16	13.20 – 13.40								
17	13.40 – 14.00								
18	14.00 – 14.20	Drama	Humanities	Games	Science	English			
19	14.20 – 14.40								
20	14.40 – 15.00	Games	DT		Maths	Humanities			
21	15.00 – 15.20								
22	15.20– 15.40								
23	15.40– 16.00								
24	16.00- 16:40								

P.E. and Games

As the range of games expands through the school the clothing requirements also increases. Please see Uniform Lists on our website. All pupils who use the Astro-Turf area will need a pair of trainers.

Year 3 and above boys will require football boots.

In the Prep Department, Physical Education, Swimming and Games are timetabled activities.

School matches

Matches generally take place on

- Tuesday afternoons, Y9 - 11
- Wednesday afternoons, Y5 - 8
- Thursday afternoons, Y3 - 4

Games fixtures against opponents from other schools are part of the school timetable and if a child is selected to represent the school, then attendance is compulsory. Parents are invited to watch matches, home or away. If you are collecting your child straight from a match you must sign them out with a member of staff.

Boundary Oak has good facilities for a whole range of sporting activities. Participation in individual pursuits and team games to the highest possible standards are encouraged while providing opportunities for all at their level of achievement.

Sports and other games on offer through the year are:

Rugby	Gymnastics
Athletics	Netball
Rounders	Football
Cricket	Judo
Dance	Swimming
Cross Country	Hockey
Horse Riding	Rounders
Mountain Biking	Tennis
Handball	Dodgeball
Water Polo	American Football
Basketball	Tennis

Children 'off games'.

If a Day child is not fit for games, they should have a note in their Pupil Planner or an email needs to be sent to the School Office. Children off games should still bring in their kit so that they are able to participate in the lesson coaching or learning new technique.





Houses

We operate a competitive House system from Reception to Year 11.

The houses and staff captains:

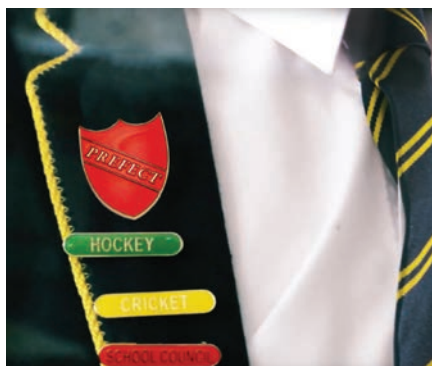
Flynns	Green	Miss Fownes
Champions	Yellow	Mrs Savage
Millers	Blue	Mr Davis
Napiers	Red	Dr Silvester

The House structure gives all members of the House the opportunity to participate. Competitions encompass the full scope of activities giving added opportunity for the cultural and physical development of the children.

Prefects

There are a number of school prefects, which include a Head Boy and Head Girl, who assist with the general organisation and smooth running of the school, including the Boarders. They are under the direction of the Headteacher and the Deputy Heads.

These positions are awarded at the start of each academic year to responsible pupils. Head Boy and Girl are positions which are applied for and interviewed by Senior Management.



Homework Guidelines

Prep and Senior

As part of the recognised academic policy, for pupils in Year 6 and above, most subjects will have one prep homework each week, Maths and English have two preps. Subject teachers are responsible for setting relevant quantities of work for the children's ability. Children in Years 4 to 11 must write their evening's homework into their Pupil Planners for parents and boarding staff to check. There is also a voluntary project element for Prep.

Years 9 to 11

Two 40 minute preps every night, Monday to Friday

Years 6 to 8

Two 30 minute preps every night, Monday to Friday

Year 5

One-two 20 minute preps every night, Monday to Friday

Year 4

One 20 minute prep every night, Monday to Friday

All pupils in Year 4 and 5 are also expected to read, complete spellings and times tables each night.

Pre-Prep

All children in Pre-Prep are given homework, which should be done at home, after school. It is best to set aside a special time and place for this so that the very best can be achieved.

When a child enters Pre-Prep, parents are asked to buy a book bag. Any form of homework, letters or information from school will be put in the child's book bag which is clearly marked with his or her name. Please ensure that your child takes it home each evening and returns it to school the next day. Each year band has a different homework requirement. As the child moves up through Pre-Prep, the amount and level of difficulty of the homework will increase; this is preparation for life in the Prep. The minimum homework requirements for each year band are shown below.

EYFS (Reception)

Reading and associated activities every night, Monday to Friday.

Year 1 & Year 2

Reading, spelling, and times tables (Year 2 only) homework is set every night.

Year 3

Reading, spelling and tables homework is set each night with a project based homework set each half term/term.

Parents of day children are asked to keep a check on their child's homework and to sign the work in the Pupil Planner, but only to give them the help that they require to get them "moving" again.



Progress Grades

School Reports (Written)

Pre-School

A written report is prepared in December and July.

All other children

A brief written report is prepared in December and March with a full written report in July.

Parents' Meeting

A Welcome Meeting is held in the Autumn and Spring Terms to share curriculum information and to discuss up-coming events. There is also a Celebration of Learning day in the Summer term.

Early Years and Pre-Prep

Pre-Prep Parents Afternoons are held in the Autumn Term to discuss settling in and in Spring Term to discuss progress. Each Pre-Prep teacher operates a separate appointment system for seeing parents.

Prep & Senior

Parents Evenings are in the Autumn and Spring Term where children's progress is discussed in line with assessments taken. Such meetings are held on weekday evenings in the Acorn Theatre when the relevant teachers are available for individual discussions. The dates for these meetings will be published in the calendar and newsletter.



Useful Information

Peripatic Lessons

Music

Our Head of Music arranges peripatetic teachers who come in to teach a full range of individual instrumental and singing lessons in the school. Music Concerts are regularly featured on the school programme and you are warmly invited to attend.

Drama

Boundary Oak offers timetabled opportunities to participate in Drama, as well as offering additional peripatetic lessons

with a visiting Drama specialist. Pre-School, Reception and Pre-Prep present Nativity and Christmas related dramatic productions while the Prep Department put on a drama production in the Spring Term. All of these productions are held in the Acorn Theatre.

Learning Support Policy

This policy is intended to provide a consistent framework for the identification of pupils with learning support needs at Boundary Oak. This will then ensure that all identified pupils have their needs met, allowing them to work towards their full potential. Learning Support Sessions are chargeable at £40 per session. Children are assessed and the level of Learning Support required is determined by the school.

Stationery

In the interest of good handwriting children should use a blue fountain pen or a Berol Handwriting pen although we still encourage the use of pencil for mathematics until Senior School.

If a child requires a replacement pen they can be obtained from the School Office. Biro, ball points and roller ball pens are not allowed.

Text Books

All textbooks are owned by the school and are loaned to the children for use. The cost of replacement sets of textbooks is considerable and we ask for parents' co-operation in maintaining these in good condition. Any child who loses a textbook will be charged for a replacement.

Mobile Phones and Tablets

Any wireless enabled devices (including mobile phones) are not allowed at School for Day children. Boarders can use them at supervised times. They must then be handed to the Houseparent who will keep them in the 'tech box'. With prior arrangement, children needing a phone after school should leave it in the School Office whilst they are in school. Senior School pupils are allowed to bring in their own laptops but these can only be used on the pupils' school wifi, therefore they must not be 3/4G enabled or have their own mobile wifi.



Toys

Day children are not expected to have toys, electronic games or mobile telephones at school at any time.

Skateboards, Rollerblades & Bikes

These are allowed at school for boarders use but children must be equipped with the correct pads and safety equipment for heads, knees and elbows. Parents of boarders should be aware that these items can be lent/borrowed and so if you do not wish your child to use these items at school you must inform them of your wishes.

Cycling to School

Children aged 11 or over may cycle to school if:

- They have passed their Cycling Proficiency Test
- The Head has received a letter from parents giving their written consent for their child to cycle to and from school
- Children always wear appropriate protective gear
- Boarders can bring bikes into school

Minibuses

Please contact the school office for up to date information on our mini bus routes or to book your child on.

Minibuses are fitted with diagonal inertia seat belts and forward facing seats. It is obligatory that seat belts are worn by all passengers on all journeys. For the safety of all, children must behave sensibly on the minibuses.



The Headteacher reserves the right to ban any child who misbehaves from the buses for a period of time with the attendant loss of involvement in school activities that this may entail.

Dogs

Reflecting the rural and family-orientated nature of Boundary Oak, parents and visitors may bring their dogs onto the school grounds at certain times, such as watching school fixtures, so long as the following safety rules are observed. Dogs must be on leads at all times and under the direct supervision of an adult (children should not be allowed to hold leads). Dogs are not allowed in any buildings or play areas, including the Front Lawn, the Adventure Playground, the Astro-Turf, and on the playing surfaces of the pitches - nor in meeting areas such as the Playground at drop-off and pick-up. Any mess should be cleared immediately in appropriate bags and disposed of in the bins which are not marked 'recyclable waste'.

Boundary Oak School Staff

The Quo Vadis Staff

Board of Directors Aaron Stewart, Phil Pemberton, James Polansky, Albert Farrant, Nick Hamilton

The Boundary Oak Teaching Staff 2016/2017

Management

Mr James Polansky	Headteacher	B.A.(Hons) M.A. (Cantab) PGCE	headmaster@boundaryoak.co.uk
Ms Emma Fownes	Deputy Head	B.A. (Dual Hons) PGCE	EFownes@boundaryoak.co.uk

Curriculum Managers

Head of Pre-Prep	Mrs. T Thomas, B.Ed. (Hons)
Head of Early Years	Mrs C Phillips, B.Ed. (Hons)
Head of English	Mrs E Fownes, B.A. (Dual Hons) PGCE
Head of Humanities	Mr J Speirs, BA (Hons) PGCE
Head of Mathematics	Mrs S Savage, BA (Hons) PGCE
Head of Science	Dr S Silvester, BSc (Hons), MSc, DIC, PhD, PGCE
Head of Sport	Mr J Davis, BSc(Hons) PGCE

Teaching Staff

Name	Position in School	Subject Area	Qualifications
Mrs H Atkins	Teacher	French and Spanish, Year 6 Tutor	BA (Hons) PGCE
Mrs T Alexandra	Teacher	ICT and Computing	BA (Hons) PGCE
Mrs Almeida-Field	Teacher	Spanish and French, Year 8 tutor	BA (Hons) PGCE
Mrs P Bird	Teacher	English, Drama, Year 5 Tutor	BA (Hons) QTS
Mr P Bristow	Teacher	Humanities, Outdoor Learning	BA (Hons), PGCE, MSc
Mrs B J Coles	Teacher	Learning Support	BA (Hons) PGCE
Mr J Davis	Head of Sport	Sport, Computing, Year 6 Tutor	BSc (Hons) PGCE
Mr R Dewland	Teacher	Music	BA (Hons, MA
Mrs E Fownes	Deputy Head	English, Year 5 Tutor	B.A. (Dual Hons) PGCE
Mrs C Hewitt	Teacher	Mathematics, Year 7 tutor	BSc (Hons) PGCE
Mrs C Horn	Teacher	Learning Support	BA (Hons) PGCE
Mrs K B Hounslow	Teacher	English, R.S	BA (Hons) PGCE
Miss P Hunter	Early Years TA	Reception Class	
Mr R Johnston	Teacher	GCSE Art	BA (Hons) PGCE
Mr N Kryz	Teacher	Science	BA (Hons) PGCE
Mrs S Latham	Teacher	Teacher of Year 2	BA (Hons) PGCE
Ms B Lake	Lab technician	Science	HND
Mr N Mathias	Sports Coach	Sport	Level 1, Level 2 Coaching
Mrs G Mist	Teacher	Art and DT	
Mrs F Morris	Teacher	Music	
Mrs C Phillips	Head of EYFS; SENCo; DSL	Teacher of Reception	B.Ed (Hons)
Mrs C Pettit	Head of Pre School	Little Acorns Pre School	BSc (Hons)
Mr J Polansky	Headmaster	Mathematics and Computing	B.A.(Hons) M.A. (Cantab) PGCE



Teaching Staff (continued)

Name	Position in School	Subject Area	Qualifications
Mrs N Rayner	Teacher	Teacher of Year 4	BSc (Hons) PGCE
Mrs S Savage	Head of Senior School	Mathematics	BA (Hons) PGCE
Dr S Silvester	Faculty Head	Science, Year 9 Tutor	BSc (Hons), MSc, DIC, PhD, PGCE
Mr J Speirs	Faculty Head	Humanities, Year 10 tutor	BA (Hons) PGCE
Mrs T Thomas	Head of Pre Prep	Teacher of Year 1	B.Ed (Hons)
Mrs M Thompson	Teacher	Teacher of Year 3	B. Ed (Hons)
Mrs S Thompson	Holiday Club Leader	Holiday Club and TA	BSc (Hons), PGCE
Mrs R Varos	Deputy Manager	Pre-School	NVQ2, 2, BTEC
Mrs S Oni	Teaching Assistant	Pre-Prep	
A Brown	Peripatetic Music Teacher	Music	
M Carrington	Peripatetic Music Teacher	Music	
P Roebuck	Peripatetic Music Teacher	Music	
V Reynolds	Peripatetic Music Teacher	Music	

Boundary Oak Associate Staff

Associate Staff	Position within School	Responsibilities	Qualifications
Mrs P Jones	Office Manager	Data management; all admin tasks, HR recruitment	
Mrs S Sharp	Office Administrator	Data management; admin tasks, minibus, clubs, holiday club	
Mrs E Lloyd	Bursar	Accounts; payrolls; administration	
Mrs C Pestell	Head of PR, Marketing and Admissions	Admissions, marketing, PR and communications - UK and International	BA (Hons)
Mrs C Plumpton	Head of Boarding	Boarding, Matron, First Aid	BA (Hons)
Ms J Sheppard	International Admissions	International Admissions	
Miss K Langdon-Shreeve	Marketing and Admissions Assistant	Marketing and Admissions	BA (Hons)
Miss A Fowler	Boarding Team & Teaching Assistant		
Miss T Jolly	Boarding Team & Teaching Assistant		
Mr J Tebbett	Boarding Team & Teaching Assistant		
Mr J Burgham	Boarding Team & Teaching Assistant		
Miss K Southern	Boarding Team & Teaching Assistant		
J Hillaker	Cleaning/Housekeeping		
M Leathley	Cleaning/Housekeeping		
S Riches	Cleaning/Housekeeping		
A Lancaster	Cleaning/Housekeeping		
N Honour	Catering Department	Catering Manager	
L Tunstall	Catering Department	Catering Manager	
H Carlton	Catering Department		
C Shervill	Catering Department		
N Needs	Catering Department		
Mr S Turner	Maintenance Team		
Mr S Wedge	Maintenance Team		
Mr G Perry	Maintenance Team	Caretaker	

Health

Children who are clearly unwell should not come into school. For example, children who require non-prescription medicine e.g. Calpol, should not be in school. The school matron asks parents to ensure that all immunisations are up to date. If a child comes into contact with or develops an infectious illness, we should be informed at once and the child should not return to school until a full 48 hours after they are well again.

All new children's parents will be asked to complete a medical history form and refer to the First Aid Policy

when joining. These are held by the School Matron for information. This is completed annually.

Medicines

Any medicines brought to school must be handed in to the School Matron to keep and administer together with a consent form giving clear details of dosing, obtained from the School Office. Children who have been prescribed asthmatic inhalers by their GPs are allowed to retain these on their person or in their desks at all times. Pre-Prep children must give them to their teacher.

Any prescriptions must come in their original packaging with the dispensing pharmacy label present giving child's details, dose etc.





Illness/Minor Incidents

If your child becomes ill during the school day or has a minor accident, then they will be seen by the School Matron. The parent of any child seen by the School Matron will be contacted to inform you of the nature of the injury/illness and outlining any treatment administered. A log will be kept by the School Matron of all pupils seen and the treatment received.

Serious incidents

If the injury is of a more serious nature and in all cases of an injury to the head, you will be contacted by the school as soon as possible. If it is impossible to contact you, your child will remain under the care of the School Matron and you will be rung at regular intervals.

If the accident is more serious then the child will go straight to hospital either by ambulance or car as appropriate and parents will be called to meet up with the assisting member of school personnel at the hospital chosen. This is usually the Queen Alexandra Hospital at Cosham. Please inform us of any medical details, which may be critical at such a time e.g. continuous medication, drug allergies, rare blood groups etc. Valuable time can be saved at the hospital if we have this information and you cannot be contacted.



Head lice and nits (eggs)

Boarders will be checked termly for head lice and nits. If we find these on your child we will treat your child immediately (with your permission) and you will be notified by Houseparents giving details of any further treatment required.

If your child is in the class of a child who has been found to have headlice and/or nits, then you will be informed in a letter which will give you further information on treatment of hair.

It is important that you follow school guidelines on treatment given as only certain proprietary brands or modes of treatment are sanctioned for use at any one time due to nits becoming immune to the various treatments available.

Food

Milk

Milk is available in school each morning break and this should be ordered on the Extras Form at the beginning of each term. The charge for this is added in arrears to your school account.

Dietary Requirements

The School Kitchens are able to provide special diets for children when required and the general rule that we like to adopt is that the school will supply all food to all children. Parents of children who require special diets should discuss this with Matron or in the School Office who will be able to communicate their needs to the kitchen.

Snacks and Birthday Cakes

We are a NUT FREE school as we currently have children with nut allergies. WE DO NOT ALLOW ANY FOOD to be brought in. Shop-bought cakes and treats/snacks are unacceptable as all contain traces of nuts from the manufacturers.

The School Kitchen offer a service whereby you can order a decorated plain, chocolate, lemon or vanilla birthday cake for a small fee (payable by cheque; cash or school bill). Orders need to be placed one week in advance.

Please contact the School Office for an order form.



Safeguarding Policy

For Safeguarding policy, see website www.boundaryoakschool.co.uk

Discipline

The first priority of our school is to motivate each child to work, to the best of their ability, across the whole range of educational experiences that we offer. This can only be achieved in a disciplined environment, where - in classrooms, corridors and outside the buildings - children behave in a civilised fashion in accordance with our Code of Conduct. We endeavour to foster self-discipline and an understanding of the values necessary for living within a community. Unacceptable behaviour and work is dealt with primarily by the member of staff concerned and the matter reported to the form teacher or in some circumstances to the Head of Pre-Prep, Prep or Senior School as appropriate. If sufficiently serious (red behaviour on the chart) it will be referred to the Headteacher. Sanctions are Deputy Head's Detention, internal withdrawal, external temporary exclusion and permanent exclusion. Please refer to our behaviour policy and our rewards and sanctions policy.

Code of Conduct

Boundary Oak pupils have developed their own school code of conduct based on the 3 R's:

Respect

- Respect each other and visitors to the school.
- Respect each other's abilities and talents.
- Respect school property.

Responsibility

- It is our responsibility to look smart when representing the school.
- It is our responsibility to bring in the correct kit on the right day.
- It is our responsibility to arrive at school on time, ready to learn.

Ready to learn

- Start the school day with all the necessary equipment.
- Arrive at school with a good attitude to learn.
- Make sure you always try your best and have fun!

Bullying

The school does not tolerate any form of bullying and this issue is addressed in the School Policies. These can be viewed on the school website.

Boundary Oak School is a TELLING and LISTENING School.

We are committed to providing a caring, nurturing, friendly and safe environment for all our pupils and staff so that they can learn and work in a secure atmosphere. Bullying of any kind is unacceptable in our school.

We have a well developed pastoral system within the school which ensures that all staff convey concerns to the pastoral team who meet weekly to discuss any pupil concerns and put strategies in place to deal with emerging issues. Any pupil who feels he/she is being bullied will be given guidance, counselling and support from staff and from other pupils.

If bullying does occur, all pupils should be able to TELL and know that someone will LISTEN and that incidents will be dealt with promptly and effectively. This achieved through the 'Circle of Care' chart which is on display in every classroom and in Prep pupils Contact Diaries. It is referred to at the beginning of each term to ensure pupils are clear on the availability of people to listen.

Any pupil who makes life intolerable for another will be dealt with swiftly and severely. Parents will be made aware of the consequences. Pupils who engage in bullying will be given support to overcome their difficulties. If, however, the bully does not heed the warning and advice, she may be required to sign a written contract. In extreme cases, suspension and finally, expulsion will be considered.

What is Bullying?

Bullying is behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying results in pain and distress to the victim.

Types of Bullying:

Emotional For example: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)

Verbal For example: name-calling, sarcasm, spreading rumours, teasing

Physical For example: pushing, kicking, hitting, punching or any use of violence

Race, religion or culture For example racial taunts, graffiti, gestures, pressure to radicalise or partake in extreme views/actions.

Special educational needs (SEN) or disability Bullying related to disability



Sexist or Sexual For example:
unwanted physical contact or sexually
abusive comments

Homophobia Bullying related to sexual
orientation

Gender Bullying related to gender

Carer/LAC Bullying related to different
home life situations

Bullying can take place face to face,
indirectly or using a range of cyber
bullying methods.

Cyber bullying is a 'method' of bullying
rather than a 'type' of bullying. It
includes bullying via text messages;
via instant messenger services and
social networking sites; via emails and
via images or videos posted on the
Internet or spread via mobile phones.
It can take the form of any of the types
of bullying listed above. It can be an
extension of face-to-face bullying,
with technology providing the bully
with another route to harass the target
(Please refer to our E-Safety policy).

Why is it Important to Respond to Bullying?

Bullying hurts – both physically,
emotionally and psychologically.
No one deserves to be a victim of
bullying. Everybody has the right to be
treated with respect. Pupils who are
bullying maybe suffering themselves
and need to learn different ways of
behaving.

Behaviour Management

Amber Behaviour	Blue Behaviour	Red Behaviour
B0/B1 Talking in lesson Calling out Not following instructions Not completing prep Forgetting equipment/kit Low level physical contact	B3/B4 Persistent talking/calling out even after warning has been given Persistently not following instructions Persistently distracting others Continued disorganisation of equipment/kit	R1 Continued refusal to co-operate with staff, even after removal from class/situation Use of bad language Over physicality
B2 Continued talking Continued calling out Distracting other children	Persistent low level physical contact Continued incompleteness of prep Continue to ignore warnings given by staff	R2 Use of aggressive behaviour Intimidating behaviour Fighting

Boundary Oak School Behaviour Management

<p>BO and B1 are applied where a child exhibits amber behaviour in a lesson e.g. Talking or calling out</p>	<p>B0 B1 B2</p>	<p>BO Redirection Children redirected by class teacher. They will start fresh next lesson.</p> <p>B1 Formal Warning Children will be warned by the class teacher. They will start fresh next lesson</p>
<p>B2 is applied where a child exhibits further amber behaviour in the same lesson. E.g. continuing to talk or distracting another student.</p>		<p>B2 Moved within classroom Children will also be warned about the consequences of continued amber behaviour.</p>
<p>B3 applies where a child exhibits continued amber behaviour in the same lesson despite having been moved/warned e.g. Children who are persistently distracting others. It is now blue behaviour.</p>	<p>B3 B4</p>	<p>B3 Timeout This will result in a break detention of up to 10 minutes with subject teacher and a blue slip. If possible this sanction should be applied on the same day. Children should be warned that further blue behaviour will result in additional sanctions.</p>
<p>B4 applies where a child exhibits persistent blue behaviour in the same lesson despite the earlier sanctions and warnings having been given. E.g. a child who has already been moved and given timeout continues to disturb the learning of others.</p>		<p>B4 Removal within Dept. The child will be removed to an agreed classroom and warned. This will be followed up through parental contact by the teacher and the setting of a 30 minute lunchtime detention as soon as possible. The incident and action must be logged on incident report sheet. (IRS)</p>
<p>R1 applies where a child exhibits escalated blue behaviour in the same lesson. That is, having been repeatedly warned and removed to another class the child chooses to continue with their poor behaviour or refuses to co-operate with their removal. This is considered to be Red behaviour as is being over physical with others with others.</p>	<p>R1 R2</p>	<p>R1 Removed Deputy Head This will result in parental contact, Red Slip and a DH detention. The HD may also impose additional sanction, these include: subject report, isolation from lessons for a fixed period, meeting with parents. The incident and actions taken must be logged on IRS.</p>
<p>R2 applies where a child exhibits Red behaviour in, or out of, lessons. E.g. Fighting, dangerous or intimidating behaviour.</p>		<p>R2 Removed These will result in Headteacher intervention. There will be parental contact and the removal of the child from lessons while a decision is made about the sanction to be applied. Sanctions include removal from lesson for a fixed period, HOP detention, Headteacher's detention, behaviour contract, parental meetings, isolation, suspension and exclusion. The incident and actions recorded. (IRS)</p>



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