



KEBLE PREP

2023/24

PARENT  
HANDBOOK

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I'd like to welcome all families at the start of this new and exciting academic year and a special welcome to all our new families in year 3 to 8.

The Junior school consists of Year 3 & 4 and is mainly based in the Harper Building and the Senior School consists of Year 5 through to Year 8.

This parent handbook is designed to make you aware of the many different opportunities here at Keble and will prove to be useful to you and your child. The first sections will give you information and guidance regarding the day to day running of the school. Please note all the relevant school Policies and documents are found on the school website and more direct information can be found on the parents dashboard.

We're sure that you will soon get to know the Junior and Senior School staff and feel at home with us.

Any concerns please contact the school office [office@kebleprep.co.uk](mailto:office@kebleprep.co.uk)

**Mr J Fleet**  
Deputy Headmaster & DSL

## The Senior School Staff

Mr P Gill	Headmaster
Mr J Fleet	Deputy Headmaster & DSL
Mrs K Fleming	Director of IT and Digital Learning
Mrs Pontin	Head of PSHE & Wellbeing (Chair of the Common room)
Mrs A Ryan	Head of Geography
Mr B Calder	Head of PE and Games
Mrs A Conlon	Head of History and Teacher of RS
Mrs C D'Amato	Head of Music and Teacher of French
Mrs S Fletcher	Teacher of English
Mr R Willoughby	Teacher of Latin
Mrs N Chapman	Head of Modern Languages
Mr Noone	Head of Science
Mrs M Wright	Senco, Head of Individual Needs and Inclusion
Mr K Symeou	Teacher of Mathematics
Miss M Osborne	Head of Art
Miss L Halpin	Year 4 Teacher
Mrs J Ioannou	Head of English & Year 4 Teacher
Mrs S Lauder	Year 3 Teacher
Miss M Osborne	Head of Art
Mrs T Knight	Art Teacher
Mr L Jordan	TA to Senior School
Mrs M Halley	Teacher of ICT and First Aid coordinator
Mr Tyrrell	TA in Year 8 and Sports Graduate
Mrs P Lingis	TA to Senior School

## Administrative Staff

Mr J Field	Site Manager
Mrs S Tyrrell	Secretary
Mrs L Miltiadous	Head of Admissions, Headmasters PA and Chair of the KPSA
Mr G Marlow	Caretaker

## “At Keble Prep the Individual Counts”

### Whole School Aims

1. To provide a happy, safe and caring environment in which the students learn and mature.
2. To teach a broad and balanced curriculum in attractive and well-resourced locations.
3. To recognise and provide for the needs of all students from a broad range of abilities and backgrounds.
4. To encourage the students to participate enthusiastically and maximise their potential in the full range of academic, cultural and sporting pursuits available to them.
5. To enhance each child’s awareness and understanding of good behaviour and the Keble Principles and in particular what it means to be tolerant and considerate to others.
6. To prepare the students for transfer to an appropriate senior school and for life beyond education.
7. To encourage all students to have respect for their environment – both immediate and on a wider scale.

## Keble Principles

### At Keble we value:

#### **PROBITAS - Honesty**

By ‘honesty’ we are concerned with decency. Specifically the individual’s relationship with the world around him and how others may perceive him and his actions.

#### ***Working hard***

***Respecting the rights and property of others***

#### **VERITAS - Truth**

By ‘truth’ we are expecting the individual to be truthful, not just in relation to other people, but in being truthful with oneself.

#### ***Telling the truth***

***Keeping promises and honouring commitments***

#### **PURITAS - Purity**

By ‘purity’ we mean the essential ‘goodness’ of the individual; being pure of heart and kind to others.

#### ***Consideration for others***

**Being self-reliant and setting high standards of yourself.**

## Absence from School (office@kebleprep.co.uk)

In the case of your child being absent from school, please inform the school office on the first day of absence. An absence letter/email should follow this up on your child's return to school. These letters are for our records and to help fulfil our safeguarding responsibilities.

## Sickness

In the case of vomiting, your child should have been clear of sickness for 24 hours before returning to school. If your child has diarrhoea this should be extended to 48 hours.

## Accidents

Other than very minor knocks, all accidents are recorded on our MIS system called Arbor. Should a bang to the head have been involved you will be telephoned and sent a slip informing you of the occurrence. For any more serious head injury we will phone you immediately.

## Medicines

School policy dictates that members of staff cannot administer non-prescription medicine during the school day. In certain cases it may be possible for you to come in during the day and undertake the process yourself. You should confirm this with Mrs Halley (mhalley@kebleprep.co.uk) via your child's Form Tutor.

Should you wish your child to have a dose of prescription medicine administered to him during the course of the school day, please send in a letter containing the details of the required dose, along with the medicine in the original container in which it was dispensed. The container should also display the prescriber's instructions. The medicine will be stored either in a locked cabinet in the medical room or in a locked fridge in the medical room.

Parents can provide sun cream. The student, under supervision of staff, will administer it himself.

## Jewellery

There should be no visible jewellery. A Crucifix, Star of David or other religious symbol around the neck is permitted provided it cannot be seen. Girls may wear one pair of plain gold stud earrings. For safety reasons, all jewellery must be removed for games and PE. Valuable articles or large sums of money should not be brought to school; if this is unavoidable, they should be deposited with the school office.

## Personal Details

Please inform the school office of any changes to your contact details. It is essential that we are able to get in touch with either you or your emergency contact at any time during the school day. Please also let us know of any changes to your personal circumstances that could affect your child's progress at school.

## Pre-school Care

Our breakfast club operates during term time from 7.30am to 8.10am and costs £5.00 per child per day. Please contact Mrs Halley to register your child on : mhalley@kebleprep.co.uk

## After-school Care

This is provided by Dreamworks After School Club

Further information is available from:

**Edith Victoria**

Telephone : 0208 885 5007

Mobile : 07962 368094

Email: [edith@](mailto:edith@dreamworksafterschoolclub.co.uk)

[dreamworksafterschoolclub.co.uk](http://dreamworksafterschoolclub.co.uk)

Alternatively, call in at the club, which is held in the school hall from Monday to Friday from 3:00pm.

## Seeing the Staff

At Keble we aim to be accessible to you whenever possible to discuss any concerns you may have.

Staff are generally available after school to talk briefly with you, but for more lengthy discussion it is better to make a mutually convenient appointment.

If you wish to make an appointment with the Headmaster please contact Louisa Miltiadous via the school office.

## School Office

The School Office is staffed between 8.00am and 4.00pm each day by Suzy Tyrrell. After 4.00pm, Louisa Miltiadous (The Admissions office) deals with phone calls until 4.30pm when the telephone is put onto the answer-phone service and you can leave a message.

## Birthdays

Birthday cakes may not be brought in but a selection of sweets is acceptable provided that there are NO TRACES OF NUTS.

## Tuck/Drinks

At lunch-break water is provided from the various fountains. For morning break the students from Year 3 up are allowed to bring in one piece of healthy tuck. We do not allow chocolates or sweets. All snacks must be NUT FREE.

Milk is available, at an extra charge, to drink at morning break. Water is available for those who do not drink milk. The students are allowed to carry a bottle of water with them during lessons, particularly when the weather is likely to be hot.

## Trips

There are regular educational outings throughout the year, related to the curriculum. There is also a Junior and Senior School Outings Day in the Summer Term when the students from the different year groups can go on visits that we deem to be educationally beneficial as well as good fun.

Costs for outings are normally added in advance to the term's fees.

## Lost Property, Goods and Money

With your cooperation in naming all items, lost property can be kept to a minimum. Unnamed items are placed in the lost property bin located just inside the senior cloakroom. No buying, selling or exchanging of goods is permitted.





## Communication with Parents

We pride ourselves on our communication with parents and as stated before make ourselves available to answer queries or deal with concerns. Teaching staff can be emailed directly and you can expect a response within two working days. If contacting other subject teachers this is best done through the form teacher.

The calendar is published on the website with the details of the school's important events. A weekly newsletter and plan for the week ahead is emailed to parents on Friday and published to the parent dashboard on the website to help keep up with life in the classroom as well as providing important information about the coming week. Every year a school magazine is produced, providing a review and memento of the previous academic year.

Much important information can be gained from the school's parent dashboard on the website at [kebleprep.co.uk/parent-dashboard/](http://kebleprep.co.uk/parent-dashboard/). The parent dashboard contains information needed to keep parents up to date with daily running of the school including term dates, timetables, lunch menus, curriculum information, school activities, blog, etc. The website is also used to carry up to date news in times of crisis e.g. snowy weather. From the website one can also access the latest twitter feeds from the various accounts and get to our facebook page.

### Parent Whatsapp Group

To aid communication between parents, KPSA (Keble Parent School Association), all of our classes have WhatsApp groups, which operate independently of the school. When you join the school, please liaise with the Head of Admissions and she will pass your information onto the Class rep who oversees the administration.

Class WhatsApp groups are a very useful and efficient way of communicating to the whole class. The aim of using WhatsApp is to send messages to an entire group, which are relevant to school.

The messages in the class WhatsApp groups come from parents in their personal capacity or are messages forwarded on behalf of the KPSA. The school does not post directly on any WhatsApp parent/carer groups.

At Keble, we believe it's important to:

- Work in partnership with parents to support their child's learning
- Create a safe, respectful and inclusive environment for pupils, staff and parents
- Model appropriate behaviour for our pupils at all times
- To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the staff code of conduct) and pupils (through our behaviour policy).

This code of conduct aims to help the school work together with parents by setting guidelines on appropriate behaviour.

### Code of Conduct

Parents should adhere to the following guidelines when using class WhatsApp groups:

- The group should never be used as a platform to air views/grievances regarding a teacher, child or parent in the class or school.
- The group is not a political platform for airing opinions on current affairs.
- The group should not be used for private conversations with anyone else using the group.
- The group should be used keeping in mind mutual respect and cultural sensitivity between all its members

We expect parents, carers and other visitors to:

- Respect the ethos, vision and values of our school
- Work together with staff in the best interests of our pupils.
- Treat all members of the school community with respect – setting a good example with speech and behaviour.
- Seek a peaceful solution to all issues.
- Correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct.
- Approach the right member of school staff to help resolve any issues of concern.

Please note, the school considers the following online activity inappropriate:

- Abusive or personal comments about staff, pupils or other parents or any member of the school's community.
- Displays of anger including swearing, or using offensive language.
- Bringing the school into disrepute
- Posting aggressive, defamatory or libellous comments.
- Emails circulated or sent directly with abusive or personal comments about staff, pupils or any member of the school's community.
- Using social media to publicly challenge school policies or discuss issues about individual children.
- Threatening behaviour, such as verbally intimidating staff, or using bad language.

The school takes safeguarding responsibilities seriously and will deal with any reported incidents appropriately.

### Raising Concerns

If you are concerned about inappropriate comments on a class WhatsApp group, in confidence, please contact our Deputy Head, Mr Fleet, [jfleet@kebleprep.co.uk](mailto:jfleet@kebleprep.co.uk).

If the school suspects, or becomes aware, that a parent has breached the code of conduct detailed above, the school will gather information from those involved and speak to the parent about the incident.

## Child Protection - Safeguarding

It is an unfortunate fact of modern-day life that Child Protection issues bear heavily on the world of education. The school is fully aware of its responsibilities and carefully monitors its policies and procedures as well as all staff undergoing a regular cycle of training. Every school has to have a Child Protection Officer. Mr Fleet is the designated member of staff (DSL) at Keble with Mr Gill, Miss Callaghan and Mrs Wright all part of the safeguarding team (DDSL). The school has a detailed and extensive Child Protection Policy, which is available on request.

If there are any significant concerns about the welfare and safety of a child, the school will carry out its duty in following the guidance given by the DfE in Working Together to Safeguard Children (2013) and Keeping Children Safe in Education (2023)

## Role of the Form Teacher and any concerns

We hope that you will be completely satisfied with your child's development and the home/school relationship, but if you have a concern, we aim to resolve the matter quickly. If you have a concern/complaint the first person to speak to is your child's tutor who will try and sort out the problem informally. If your concern has not been satisfactorily resolved, please email Mr Fleet, [jfleet@kebleprep.co.uk](mailto:jfleet@kebleprep.co.uk).

## Driving and Parking

Of paramount importance is the safety of all road users and pedestrians, but we also need to bear in mind the requirement to be good neighbours. Sensible and courteous road use is expected at all times but in particular please: -

- Do not park on the yellow zig-zag lines
- Do not drive on the wrong side of the road in order to “bag” a parking place
- Park sensibly in relation to driveways and street corners
- Have consideration for pedestrians and neighbours

## Mobile Phones

These are allowed for those students (Years 6 – 8), who make their own way to and/or from school or those with particularly complicated travel arrangements. Parents are asked to write to the Deputy Head via the school office requesting permission for their child to bring in a mobile phone. Without this permission phones are not allowed on site and will be confiscated. Upon arrival, the phone must be handed in immediately to the school office, and collected just before leaving school for the day. Please see also the Acceptable Use Policy with regard to misuse of mobile phones.

## School Fixtures

Teams are normally posted on the Games board a few days before the fixture takes place. Details of kit required and pick up times are provided, but parents are reminded that these are approximate – especially so in the case of cricket fixtures. To guide you through the language used on the school Calendar, you should be advised that the term “Colts” applies to the students in Year 5 & 6. A child selected for the Colts B will be in the second team (based on ability) at that age group. For children in Years 7 & 8 the term is just simply “1st XI” for football and cricket or “2nd XV” in the case of a rugby team. We aim for every child to represent the school at least once in a term.

## Music

The Music Department at Keble, has a thriving peripatetic team, who inspire pupils to develop their musical abilities. We have purpose built rooms, in which pupils have the opportunity to learn a variety of musical instruments whilst at school. Our current peripatetic team is able to offer tuition on instruments that include piano, drums, guitar, violin, trumpet, voice, saxophone and clarinet. Keble is also able to take requests for other instruments that are not listed. Peripatetic lessons are available for pupils from Years 3-8 at an approximate cost of £25 for a thirty minute session. The lessons take place during the school day and are rotated on a weekly basis, in order that pupils do not miss the same class lessons in their school day. Pupils have the opportunity to perform their musical skills in a wide variety of settings including informal and formal concerts, assemblies, plays and out of school events. If you are interested in your child learning a musical instrument please contact the school office who will put you in contact with the Head of Music.

## Charities

The school supports several charities during the course of the year and the monies raised help charities both at home and abroad. Our non-uniform days and bake sales raise money for charities chosen by the school council (student body) and gifts donated at Harvest Festival support our local food bank. You will be advised via the weekly school newsletter of any charitable events that are taking place. Charities regularly supported are outlined below.

### Autumn Term

- Harvest Festival
- Remembrance Day
- Jeans for Genes
- Carol service Collection
- Children in need
- Anti bullying week (Odd Sock Day)
- Save the Children ‘Christmas Jumper’ day

### Spring Term

- RNLI
- UNICEF Non-Uniform Day
- World Book Day
- Children’s Mental Health Week
- Comic Relief (Red Nose Day)

### Summer Term

- Dr Barnardo Toddle (Reception)
- Red Cross





Keble has a distinctive uniform and all children are expected to wear regulation garments as stated on the Uniform List.

It is essential that all uniforms are named with coats, blazers, caps, art overalls and scarves all having hanging loops. This helps us return any mislaid items to their owners immediately. Shoes, shoe bags, PE kit and trainers must also be named.

Students in Year 3 to 6 should wear their caps to and from school; however, this stipulation is lifted for those in Year 7 and 8.

All students should wear a white shirt. In cold weather, the children may bring a plain black or navy woollen hat to wear in the playground (no logos please). Gloves should be navy or black and only Keble scarves are permitted.

Long socks should be worn with shorts.

A full list of uniform requirements for each year can be found on the parent dashboard on the website.

In terms of appearance, we expect all children to be smart and clean at all times with shirts tucked in and socks pulled up. In particular, hair should be tidy and tied back. The only permitted jewellery is a wristwatch and a religious token worn inside the shirt and removed for games, swimming and PE.

**Please also see page 26.**





## Behaviour

At Keble we encourage a high standard of behaviour. This is achieved through the positive ethos of the school, a proactive approach from the staff and your support as parents.

All students are rewarded for good behaviour with verbal praise, House Points, Certificates, Headmaster’s commendations etc. Good models of behaviour are reinforced within Form and study time.

Good manners are deemed very important at Keble. Our students should know how to address adults appropriately, when to keep quiet and also be courteous at all times.

Misbehaviour is dealt with promptly. All students are aware of the school’s expectations and understand that there are consequences for not following the guidelines we set.

Copies of the school’s Behaviour Policy and the Bullying Policy are published on the website.

## Policies

The school has an array of policies, which are regularly reviewed and updated by staff, senior managers and governors. Some of these policies are statutory and others are used because they represent good practice.

We are legally obliged to make several of these policies available to parents and do so gladly.

The following policies must be made available to parents and are published on the school website.

- Admissions Policy
- Individual Needs Policy
- Mental Health and Well-Being Policy
- More Able and Talented Policy
- Curriculum Policy
- Anti-Bullying Policy
- Educational Visits Policy
- Behaviour Policy (includes rewards and sanctions)
- Complaints Procedure

## Finance

Please write to [office@kebleprep.co.uk](mailto:office@kebleprep.co.uk) if you have any financial questions.

## Maintenance

The caretaker and site manager are responsible for ensuring that the buildings and grounds are kept in good order. This encompasses routine maintenance carried out under service contracts for things like the fire alarms and boilers, the daily cleaning of the classrooms and communal areas, through to organising the schedule of redecoration and repair which tends to take place out of term time.

## Health & Safety

Health and Safety around the school is monitored by the site team and senior management. This group reviews risk assessments prepared by staff covering teaching areas, sporting activities carried out off-site and any after school clubs or trips that are taking place. Any work that is identified to rectify defects which are health & safety concerns are then put in hand by the site team and monitored by the Deputy Head.. The H & S committee comprises different departments and meets once a term and also recommends changes to procedures on trips and outings in order to comply with best practice. The school’s designated First Aider attends meetings in order to identify hazards that might lead to accidents.

## Catering

The school’s catering function is currently sub-contracted to Harrison’s Catering. The chef manager, Karina Pearson and her team of four work seamlessly with Keble’s own staff to ensure the highest standard of food is delivered at lunchtime and at other functions. If you have any comments about catering, please give them to your class representative so they can be raised at the termly question and answer sessions. If it can’t wait until then, please raise it directly with the bursar.

## Giving Notice

Parents must give notice at least one full term ahead of their child’s departure. Notice must be in writing to either the Headmaster or the Bursar.





Children in years 3-8 are permitted entry to the school from when the school gates open at 8.10am by a member of the Senior team. There is also a member of the teaching staff on duty in the lower playground from 8.10am until 8.30am and they supervise this area until 8:30am. Around 8:25, years 3 & 4 are collected by their form teacher outside the Harper building. The students in Year 5-8 line up in their forms, facing the main building before entering the cloakroom. They should then go to their form room and prepare their books for the coming day. All students should be in the form room ready for registration at 8.30am.

The pattern of lessons is the same every morning; registration, then two lessons followed by a break and assembly. Three more lessons are followed by lunch. The afternoon consists of two lessons. All lessons are 45 minutes long.

All students will need a named water bottle and pencil case for all lessons. The contents should be, blue or black pens, pencils, a ruler, a rubber, colouring pencils, a sharpener and glue stick.

A cooked lunch is provided for all. There is always a vegetarian option and in addition a self-service salad bar. As well as dessert there is a choice of fruit available. Water is provided on the table.

Children are dismissed in years 3-4 at 3:35pm in the lower playground and met by their parents/carer. In years 5-8, the students are dismissed at 3.50pm and meet their parents either in the lower playground or at the front gate.

Ball and running games are not permitted anywhere during the busy collection period. Year 7 & 8 students are allowed to make their own way home from school but for children in younger year groups to make their own way home we must first receive a letter from parents requesting permission for this to happen. After activities everyone should clear the premises as soon as possible and be collected by parents or carers unless the children are using public transport.

## **Games Afternoon**

These are held on Wednesday and Friday afternoons for Years 5 - 8 and Thursday afternoons for Years 3 & 4.

All Games sessions take place between 2.00pm and 3.30pm at Winchmore Hill Cricket Club, returning to school by 3.50pm. The children can be collected from the Games venue at 3.30 if desired.

Any child unable to participate must provide a letter addressed to the form – teacher stating the reason.

In exceptional circumstances, e.g. a long-term injury, the child will be permitted to go home on Games afternoons. For more short-term health issues, where a note from home is provided, students will be expected to go to Games or work in school under the supervision of Senior School Staff. If something happens on the day itself, the decision about attending the session will be made by the Head of Games.

## **Swimming - for years 3-6**

The students are taken off site for Swimming, which takes place at Southgate Leisure Centre Pool. They will require a pair of plain black swimming trunks/black costume and a named towel. Named goggles are permitted.

## **Extra-curricular Provision**

A broad programme of activities, which take place at lunchtime or between 3.50pm and 4.50pm is mostly run by teaching staff. Some are organised by outside agencies for which a charge is made. Varying from term to term, the students sign up during school at the beginning of term by parents using our MIS system called Arbor.

Parents should pick up from the venue at the allocated end time unless stipulated on the club's description document.

Activities have included football, cricket and table tennis alongside others like gardening, cooking, drama, chess and board games. Please contact lhalpin@kebleprep.co.uk for any questions regarding clubs

## **The School Year**

There are several events during the school year that take place outside normal school hours which students are expected to attend. A register will be taken on these occasions. These are indicated in bold below in the list of school events.

The dates for these can be found in your school calendar, on the school website or on the Keble app.

### **Autumn Term**

- Carol Service at St Paul's Church – Years 3 to 8 - Evening in December

### **Spring Term**

- Keble Cross Country

### **Summer Term**

- Senior School Music Concert - Evening in May/June
- School Play - 2 x evenings in June
- Residential trips for Years 5 - 8 - June/July
- School Sports Day – Years 3 to 8 - July
- Year 8 Leavers' Barbeque - July
- Prize Giving – Reception to Year 8 - Last Saturday morning of term

## **Open Mornings**

There is a programme of Open Mornings and on occasions students from Years 3 to 8 will be expected to attend on a Saturday.

Subject specialists, generally in small teaching groups, teach the Senior School curriculum. The programmes of study in Years 5-8 include many of the features of the National Curriculum, which are further enhanced by coverage of the Common Entrance Syllabus. We use technology to enhance the students' learning. Each student from Y5-8 has an iPad, which is part of his school equipment. Year 8 students only are allowed to take the iPad home to continue work and complete homework. E-safety is taken seriously and the students are taught how to use technology responsibly. Any questions can be directed to Mrs. Fleming as the Director of Digital Learning. All students sit end of year examinations in the summer term, which is good preparation for more crucial exams later in life. We use the KS2 SAT papers and other National Curriculum tests, which are useful for benchmarking both internally and externally. A review of the previous year's academic performance is available from the school office.

In years 3 & 4, the National Curriculum is taken as the baseline with English, Maths, Science, History, Geography, P.S.H.E. and RS being taught by the Form Teachers. There is specialist teaching in Music, PE, Art, French, ICT and Games. There are no school exams in both these age groups but ongoing assessment is carried out in all classes. Standardised tests are used to assist in identifying strengths, weaknesses and potential. A review of the previous year's academic performance in public examinations is available from the school office.

Each term an overview is provided for all parents in year 3-8, outlining the main curriculum topics for the coming period.

## Setting starts in Y5

Students are set formally by ability in English and Mathematics. In Years 7 & 8 more broadly-based setting is used in Science, History, French, R.S. and Geography. Able linguists are invited to continue their study of Latin in Years 7 and 8. Small mixed ability teaching groups are selected for Art/ICT and Music.

Staff regularly monitor and review the students' progress and use a range of assessment tools. If it is felt that an individual could make better progress in a different set which meets his needs more appropriately, parents are informed promptly. Whilst we are happy to discuss such matters with parents, the school reserves the right to make the final decision.

## Homework

We believe that homework is an important part of the curriculum and has a role to play in the education of students at Keble School in that it can:

- Help develop their organisational skills
- Encourage independent thought processes
- Allow them to catch up on work that has been missed or is incomplete
- Enable them to read about a particular topic
- Give an opportunity to carry out research from new sources
- Help them practise examples of work that have been undertaken in class
- Enable them to learn new vocabulary
- Further extend and challenge
- Help them prepare for tests or examinations
- Allow parents to be involved in the educative process

Homework is set by subject. The students receive a homework timetable in September, which also outlines the daily time requirements for each year group. Sensible time limits are recommended for each subject. These increase as the student progresses through the school. Homework is recorded on google classroom and parents and pupils can liaise with the subject teachers regarding homework on the google classroom stream. If the set homework is not completed on time parents should write an email to the member of staff explaining the reasons. Students should not spend a significant amount of time over the guidelines; parents can also indicate if this is the case and where necessary.

## Presentation of Written Work

- All formal work must be dated on the first line.
- A line should be left between the date and the title.
- The date and title should be underlined.
- A line should be left between the title and the work.
- Use the margin for numbers or letters of questions.
- Paragraphs should be either indented, or use a new line, but not a mixture of both.
- Corrections should be made with one line through the mistake and the word re-written.
- No liquid correction fluid is allowed; tape or eradicator pens are permitted.
- Formal written work such as essays, should be one colour of blue ink throughout (from Year 5 onwards).
- Notes may use colour to highlight important points or words.
- Handwriting should be cursive, neat and legible.

## Handwriting

Even in this modern age, with the increased use of computers, handwriting remains an important skill for communication in education, employment and in everyday life. Writing legibly, at speed and with little conscious effort allows a child to attend to the higher-level aspects of writing composition and content. This is important when assessments are based on written work, particularly in time-limited written examinations, which remain a major form of assessment for many formal qualifications.

At Keble School, it is our intention that all children take pride in their handwriting and presentation of their work. We aim that by the end of Key Stage 2 (end of Year 6) children will have developed fluent, legible, cursive handwriting, alongside printed and capital letters and for children to understand that each style has a purpose. We use Letter-join as our handwriting programme – it offers a structured and progressive approach that builds up in small, logical steps. Years 7 and 8 are expected to write legible, cursive handwriting, with increased speed, alongside printed and capital letters.

Please refer to YHE Handwriting Policy for more information.



## Expectations for Home Reading

Reading is an essential and empowering life skill; it is one of the most versatile ways in which pupils can learn about the world around them and stimulate their imaginations. Encouraging and engaging in your child's reading at home will support their reading development further and enable them to foster a love of Reading.

In Years 3 and 4, the class teacher will issue pupils with a 'banded' reading book from a reading scheme which is matched to their reading ability. The pupils will be exposed to a variety of fiction and non-fiction books. The books will be issued on Mondays, Wednesdays and Fridays. An adult will be expected to listen to your child read every day at home for a minimum of ten minutes. During this time, the adult should ask questions about the text; examples of reading comprehension questions will be issued by the class teacher. A daily comment should be written in the reading record. Pupils will be able to choose an age-appropriate library book once a week. Alongside the reading book sent home, pupils will be encouraged to read their own books; a reading list will be provided by the class teacher.

In Years 5 and 6, pupils will, where appropriate, continue to be issued with a 'banded' reading book from a reading scheme which is matched to their reading ability; this will be done twice a week. Pupils will be moving towards choosing their own reading books from a variety of fiction and non-fiction books which are age-appropriate. It is important that an adult continues to listen to a child read even in these year groups. Pupils will be expected to read at home to an adult at least five times a week. During this time, you should ask questions about the text; examples of reading comprehension questions will be issued by the English teacher. It is expected that an adult writes a comment in your child's reading record. Pupils will be able to choose an age-appropriate library book once a week. The English teacher will provide each year group with a reading list should your child wish to do any additional reading. Pupils will be expected to bring their reading books to school every day as there are times where he or she may be asked to read independently or read with a member of staff.

In Years 7 and 8, the English teacher will issue 'banded' reading books (which will include a variety of fiction and non-fiction books) to those pupils who need to continue with a reading scheme; this will be done twice a week. Those who are not issued books will independently choose reading books from a variety of fiction and non-fiction books which are age-appropriate. Pupils will be expected to read at home at least four times a week for approximately twenty minutes at a time. It is important that an adult continues to listen to their child read even in these year groups; it is recommended that you do this at least once a week. During this time, the adult should ask questions about the text; examples of reading comprehension questions will be issued by the English teacher. It is expected that an adult writes a comment in the reading record at least once a week. Pupils will be able to choose a library book once a week. The English teacher will provide each year group with a reading list should your child wish to do any additional reading. Pupils will be expected to bring their reading books to school every day as there are times where he or she may be asked to read independently or read with a member of staff.

## Individual Needs Department

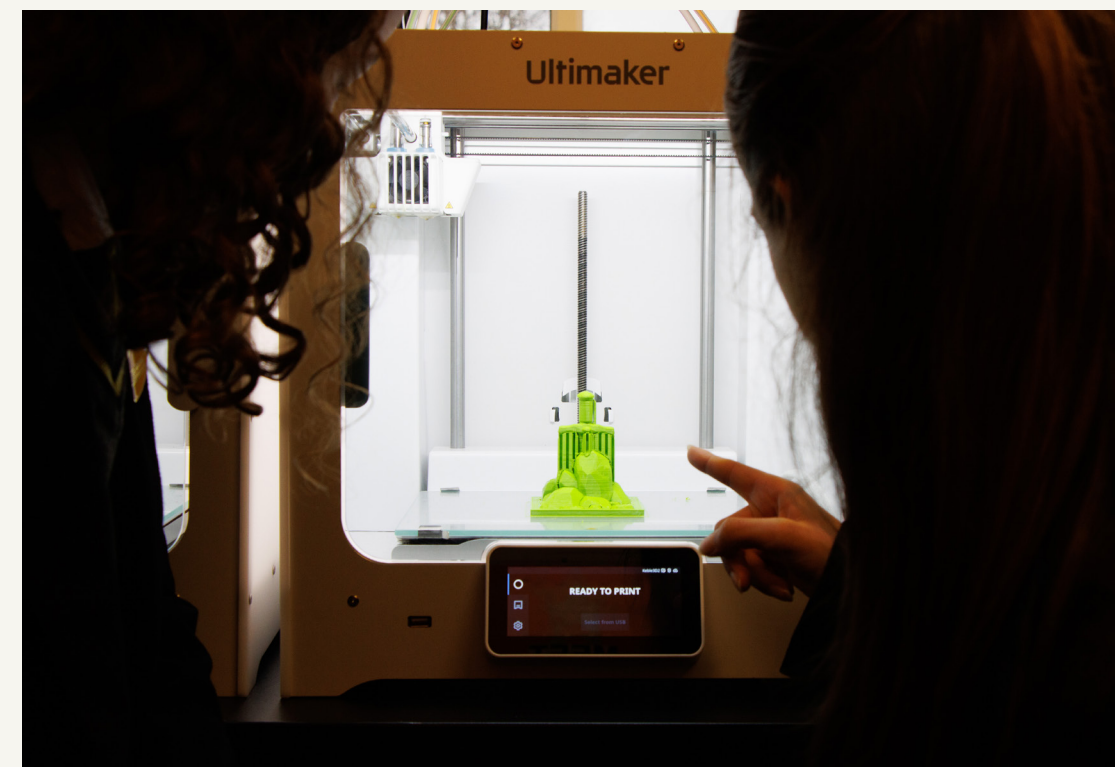
The Individual Needs Department consists of a SENCo who is a qualified specialist teacher and teaching assistants who work across the schools. There is also an EAL teacher and a visiting Speech and Language Therapist. All staff members within the department work closely as a team.

Initial concerns about a pupil are generally raised either by the home, the subject teacher or both. The Individual Needs Department will then carry out an assessment, which will be fully discussed with all parties.

Sometimes the best course of action will be to set class targets or to provide additional work for the pupil to do at home. Sometimes it may be necessary to refer a pupil for specialist support outside the school such as for Speech and Language. Other times the pupil will be offered individual tuition within the school. Whatever the course of action, the pupil's progress will continue to be monitored by the department at termly meetings and on an individual basis with the class teacher. Close liaison and communication with the home are very important. Our aim is to identify any possible needs and to provide support for any difficulties as early as possible.

## English as an Additional Language (EAL)

In your admission process you will have been asked to indicate any languages other than English with which your son comes into regular contact. This may arise because you speak it at home or because your son is looked after by grandparents who speak their native language to him or to each other. If this causes difficulties in your child's academic progress, these are highlighted by assessment within the classroom or through our usual screening procedures. Should steps need to be taken to give extra support, this is done in liaison with the Individual Needs Department. If there are social implications then the welfare of your son is also monitored and supported through the school's pastoral procedures.







## Reporting to Parents

In terms of your child's general progress at Keble, we will keep you informed via a system of consultations and reports. The table for the current academic year is set out below and will not vary much from year to year:

Year	Autumn	Spring	Summer
<b>3-7</b>	<b>Half-term</b> Effort grades &  <b>Parents' Evening</b>  <b>End of term</b> Progress report with effort and attainment grades	<b>Half-term</b> Effort grades  <b>Parents' Evening</b>  <b>End of term</b> Progress report with effort and attainment grades	<b>End of the year</b> Written report with effort and attainment grades
<b>8</b>	<b>Half-term</b> Effort grades  <b>Parents' Evening</b>  <b>End of term</b> Progress report with effort and attainment grades	<b>Half-term</b> Effort grades  <b>Parents' Evening</b>  <b>End of term</b> Progress report with effort and attainment grades	<b>End of the year</b> Record of Achievement

Parents with particular concerns at other times can make an appointment to see specific staff by contacting their Form Tutor.



At Keble we pride ourselves on our pastoral care. We are a small and friendly school believing strongly that children learn best when they are happy and secure. Children are encouraged at all times to be courteous to each other and to the staff.

The Form Tutor is central to the monitoring process and should always be approached first if you have any general enquiries about your son's progress. Specific subject issues will be passed on to the relevant Head of Department, Director of Teaching and Learning (Mrs Fleming) or to the Head of Pastoral Care (Mrs Pontin).

Whilst it is sometimes possible for staff to see parents at short notice it is advisable to seek an appointment for matters where some discussion or investigation will be required. Mr Fleet (Deputy Head) or Mr Gill (Headmaster) is available and again, if you have significant concerns please contact Suzy Tyrrell in the school office to arrange a meeting.

It is also vital that parents inform us promptly of any home circumstances, which could possibly trigger a change of behaviour in your child. Knowledge of such events enables staff to monitor carefully, anticipate any problems and consider responses in an understanding way.

### **Big Brothers - renamed the Buddy System**

Students in the Junior and Senior School are allocated buddies. There are opportunities for them to get together occasionally during morning breaks to play or read together.

### **Assemblies**

All students attend assemblies in the Hall every Monday and Fridays.

### **Houses**

All students are allocated to a House on Joining Keble. Brothers, other than twins, will be allocated the same House.

**Based on Arthurian legend the houses are:**

- Bedivere - Red
- Gareth - Blue
- Geraint - Green

### **House Points**

House points can be awarded by any member of staff in the school. House points can be awarded to any student who has shown that their level of work, their attitude, kindness to others or effort is above the norm.

The points are awarded in sets of 5. Multiples of 5 may be awarded but staff must be mindful of not devaluing them by awarding too many. Staff are guided to award no more than 10 house points and this would be for something that is way beyond what is expected for the child concerned. Small amounts often can work better than a glut all at once. Students are also awarded House points for being consistently organised, an example of this would be 5 house points for getting their homework completed each week. Each class keeps a house point chart on Arbor (MIS system) and/or on the classroom wall for the recording of house points given.

The overall combined (Pre Prep and Prep school) House Point Cup (Cock House) awarded at the end of each term. The Pre Prep House Point Cup is awarded termly for the highest collective house point total with the winner in the Summer Term being for the highest annual total.

### **Competitions**

**There are House Competitions in the following:**

- Football (Yr 3-8) - Autumn
- Art (Yr 3-8) - Autumn
- Rugby (Yr 3-8) - Spring
- Cricket (Yr 5-8) - Summer
- Tennis (Yr 7 & 8) - Summer
- Poetry (junior and senior sections) - Summer/Spring
- Cross Country (Yr 3-8) - Autumn
- Athletics (Yr 3-8) - Summer
- Swimming for (Yr 3-8) - Summer

Summer House events and house points collection take place throughout the year.

### **Pupil Voice and School Council**

Our School council represents the pupil voice of the school community. They are an essential pillar in the democracy of the school and are given the capacity to implement real change. Elected year group representatives meet on a ½ termly basis. These meetings are chaired by the Head boy, agenda items are achieved through Junior & Senior School meetings the week before and discussing future ideas. School Council Minutes are discussed in SMT and actions agreed and fed back to the School Council.

School Council minutes are shared in the final assembly of the term.



Keble joined the Mill Hill School Foundation which now comprises of 7 schools in March 2022. We are a 13+ school with opportunities for the students to join Mill Hill School in Year 9 if they are able to pass the school entrance exam in either Year 6, 7 or Year 8 as a chance vacancy.

The parent dashboard on the website also has a section on future schools with an information grid on all the available schools. If you are considering other schools at 11+, please book an appointment with the Headmaster when your child is in Year 5 of the Autumn term to discuss options and upcoming 11+ entrance exams and what is expected of the child.

In any of the entrance exam processes we will support your child in thoroughly preparing them in the academic and pastoral assessments.

All students will sit the Common Entrance Exam during the first full week of June in Year 8. Some may need to pass this to gain entrance to their chosen senior school. For the majority, who have already been offered places, the results are sent onto the children's next school for setting purposes. We believe that these exams are the academic culmination of their time at Keble and ensure that students are working at optimum levels until almost the very end.



## Autumn Term 2023

<b>New Staff Induction day</b>	Friday 1st September
<b>Staff Inset</b>	Monday 4th and Tuesday 5th September
<b>Term starts</b>	Wednesday 6th September
<b>Half term</b>	Monday 16th October – Friday 27th October
<b>Term ends</b>	Friday 15th December - Full day

## Spring Term 2024

<b>Staff Inset</b>	Monday 8th January
<b>Term starts</b>	Tuesday 9th January
<b>Half term</b>	Monday 12th – Friday 16th February
<b>Term ends</b>	Thursday 28th March - Full day

## Summer Term 2024

<b>Staff Inset</b>	Monday 22nd April
<b>Term starts</b>	Tuesday 23rd April
<b>Bank holiday</b>	Monday 6th May
<b>Half term</b>	Monday 27th – Friday 31st May
<b>Term ends</b>	Thursday 11th July - Half day



## A full list of uniform requirements

We have made every effort to make our uniform both distinctive and sensible. Having chosen to send your child to a school that insists on uniform, we ask that parents take the responsibility for ensuring that their son is in the correct full uniform each day. To ensure consistency in our uniform all of the items listed below must be purchased from Smith and sons (Cockfosters).

GARMENT	DESCRIPTION	NOTES	SUPPLIER
<b>UNIFORM</b>			
Name tapes	All uniform MUST be named		Personal choice
Keble cap	Yellow/black badged	Year 3-6 only	Smiths Schoolwear
Keble Girls hat/boater	Yellow/black badged	Years 3-6	Smiths Schoolwear
Keble Pull Along	Black with logo	All	Personal Choice
Painting Overall	Blue	All	Smiths schoolwear
<b>SPORTSWEAR</b>			
P.E. KIT	to be used in P.E. lessons		
Keble P.E. shorts/skort	White with Keble logo		Smiths Schoolwear
Keble P.E. t-shirt	White with Keble logo and house colour trim		Smiths Schoolwear
Keble base-layer/ skin	White with Keble logo top and bottoms available, also used in the summer for games	Optional	Smiths Schoolwear
Keble baseball cap	White with Keble logo	Optional	Smiths Schoolwear
Keble woolly hat	Black with Keble logo	Optional	Smiths Schoolwear
Trainers	Velcro or lace up (also used for games)		Personal choice
Keble tracksuit	Top and bottoms (also used for games)		Smiths Schoolwear
Plain white socks	Sports/ankle socks		Personal choice
Keble P.E. bag	Black drawstring with logo		Smiths Schoolwear
<b>SWIMMING KIT</b>			
Swimming costume	Speedo style or tight fitting costume - NO BAGGY SWIMWEAR	All year	Personal choice
Named Towel		All year	Personal choice
Goggles		Optional	Personal choice
Swimming bag	Yellow draw-string bag with logo	All Year	Smiths Schoolwear

### GAMES KIT to be used in Games afternoons

Keble football shirt	Yellow and black stripes	Sept-Dec	Smiths Schoolwear
Keble rugby shirt	Reversible black with yellow trim	Jan-April	Smiths Schoolwear
Keble games shorts	Black with Keble logo	Sept-April	Smiths Schoolwear
Keble games socks	Black/yellow long sports socks	Sept-April	Smiths Schoolwear
Keble showerproof jacket	Black with Keble logo (also used for P.E.)	All year	Smiths Schoolwear
Keble black base layer/skins	Black with Keble logo top and bottoms available	Sept-April	Smiths Schoolwear
Keble woolly hat	Black with Keble logo	Optional	Smiths Schoolwear
Plain black thin gloves	NO thick woolly gloves please, gripping palms are best	Optional	Personal choice
Football boots	You can use football boots for rugby if studs are safe or interchangeable	Sept-Dec	Personal choice
Rugby boots	Must conform to BS6366	Jan-April	Personal choice
Mouthguard	Dentist/Home fit. Also available from school during personal fitting session in November	Jan-April	Personal choice or School fitting
Keble boot bag	Black with Keble logo- used for boots	All year	Smiths Schoolwear
Shin guards	Slide-in styles are easier for the students to use.	Sept-Dec	Personal choice
Keble cricket shirt	White with Keble logo. To be used in Summer games sessions	April-July	Smiths Schoolwear
Cricket trousers	White. To be used in Summer games sessions (white P.E. shorts can be worn when training).	April-July	Personal choice
Cricket sweater	Plain white	April-July	Personal choice
		Optional	
Keble baseball cap	White with Keble logo	All year if sunny	Smiths Schoolwear
Named towel		All year	Personal choice
Cricket box	Abdominal protection, the strap-on variant is the best	April-July	Personal choice
Personal cricket kit	Helmet/pads/gloves/bat. These will be provided by the school but if students have them, they can bring their own.	April-July	Personal choice
		Optional	

Please remember that all items should be named including shoes, shoe-bags, overalls (name on front), pencil case, satchels, and ties.

All blazers, coats, caps, scarves and overalls should have a hanging loop and detachable hoods should also be named.

## About us

The KPSA was founded in the 1980's with a mission to enhance the learning and community experience of Keble Prep. To meet this mission, the KPSA committee is responsible for organising activities and events throughout the year, which either raise necessary funds for the school and student body or bring the parent community together for social occasions.

## Our work

In recent years, the KPSA committee has been responsible for upgrading the playground apparatus to allow the students a fun and vibrant space to spend their breaktimes, purchasing new games equipment, including the much-loved table tennis equipment, and upgrading library areas in the junior and senior school.

The KPSA committee has also taken a lead on bringing the school together to celebrate key events and enrich the school's commitment to the local community. This includes our Christmas and summer fetes, Mothers' and Fathers' day breakfasts and 'bringing the outside in' where we invite local community leaders, or key professions into the school to speak with the boys and help them get a better understanding of the world around them.

## Your involvement

Any parent is welcome to join the KPSA committee which meets once a month at the school to plan forthcoming activities and review progress against fundraising goals. The KPSA committee is formed of parent and staff volunteers, most of whom work full-time and so are empathetic to the time constraints of parents and guardians.

Outside of the committee, it is expected that parents and guardians will help and promote the work of the KPSA by supporting the activities in the calendar, either through donating time or goods to help run the calendar of activities. All parents are expected to attend our main fundraising milestones - the Christmas and summer fete - to show the school at its very best to visitors as well as give the school the best chance of meeting its fundraising goals.

## A thank you from us

The success of the KPSA over the last 40 years has been due to the ongoing support and collegiate nature of the parent body and so we look forward to continuing this progress over the years to come to support the students' learning and pastoral journey and enhancing the reputation of Keble Prep within the community.

## USEFUL CONTACTS

<b>Headmaster of Keble Prep Mr Perran Gill</b>	pgill@kebleprep.co.uk
<b>Deputy Headteacher Mr James Fleet</b>	jfleet@kebleprep.co.uk
<b>Head of Pre-Prep Miss Katie Callaghan</b>	kcallaghan@kebleprep.co.uk
<b>SENCO and Head of Inclusion &amp; MAT Mrs M Wright</b>	mwright@kebleprep.co.uk

### Query Contact Details

<b>Main Office for general enquiries</b>	Office@kebleprep.co.uk Telephone: 020 8360 3359 Fax: 020 8360 4000
<b>Head's PA</b>	lmiltiadous@kebleprep.co.uk Telephone: 020 8360 3359
<b>Admissions</b>	Admissions@kebleprep.co.uk Telephone: 020 8360 3359
<b>Report an absence via the school office</b>	Office@kebleprep.co.uk Telephone: 020 8360 3359
<b>For breakfast club queries</b>	mhalley@kebleprep.co.uk
<b>Changes to your contact details</b>	Office@kebleprep.co.uk Telephone: 020 8360 3359
<b>The Chair of Governors</b>	Mr Elliot Lipton, BSc (Hons), MBA, FRSA, FRICS c/o Masie Bassingthwaite, Mill Hill School, The Ridgeway, Mill Hill London, NW7 1QS



**Keble Prep School.** A part of the Mill Hill Education Group.



**kebleprep.co.uk**

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Keble Preparatory School is accredited by the Independent School Council (ISC).  
The Head is a member of the Incorporated Association of Preparatory Schools (IAPS).  
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