

A.M.D.G.



MOUNT

ST MARY'S | BARLBOROUGH HALL

**Family Handbook
2018 - 2019**

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WELCOME TO BARLBOROUGH HALL SCHOOL

Dear Parents

It is my pleasure to welcome you to Barlborough Hall School. We very much hope your child thoroughly enjoys school life at Barlborough, which is a very unique community.

This is the Parent and Family Handbook for Barlborough Hall for the Academic Year 2018 – 2019. The aim of this publication is to ensure that everyone has access to all the information they need about our school and the life and the opportunities that are shared by the pupils here. In addition to information about the Academic and Pastoral Structures of the school, this Handbook is designed to provide you with access to clear information about all important procedures and policies including the School's Safeguarding Policy. You will find information about the structure of the school day and other regulations and rules that help us to keep everyone safe, challenged and happy while with us.

We hope you will find it useful. Please feel free to feed back any improvements you think could be made to the handbook, to help us help other parents in the future.

Yours sincerely



Karen Keeton
Headteacher

INTRODUCING THE MOUNT TRUST

There are two schools currently governed by one charitable Trust. The **Mount Trust**, as we know it today, was set up in 2006 to manage Barlborough Hall School and Mount St Mary's College as co-educational inclusive day and boarding schools in the Jesuit tradition, providing children and their families with access to a quality education from the ages of 2+ to 18 yrs.

The story of our schools dates back to 1620 when the Jesuits first became active in this part of the UK. In 1842 the Jesuit Provincial established Mount St Mary's College in Spinkhill. The Preparatory School at Barlborough Hall first opened in 1939.

We are Independent Schools affiliated to IAPS and HMC. Our mission is to provide families and children with access to a Jesuit education of the very highest standard. As Jesuit schools there are many ways in which our schools resemble other schools of quality. Our class sizes are small and our standards are high in terms of discipline and conduct. At Barlborough Hall we aim for the very highest standards in everything from Academics to Sport, Music and the Arts.

A genuine family atmosphere dominates in both schools. We provide a home away from home with genuine care and individual attention for day pupils in small class groups from the age of 2+years with the opportunity to Board for those from 11years+. What sets us apart from other schools of quality are the strengths we draw from the Ignatian tradition and the rich heritage of Jesuit education in the UK and worldwide. Barlborough Hall and Mount St Mary's are child-centred schools but we are also family-centred. We work in partnership with parents and families.

We pursue academic excellence and want all of our students to enjoy their learning. We have high expectations of our pupils but our first commitment is to their care. To use the Jesuit terminology we seek the *Magis* (excellence) in all things and deliver *Cura Personalis*, (personal attention and care) to each individual. We are inclusive and we welcome families of all faiths who share the vision and values that inspire our approach to education as set out in the mission statement below.

MISSION STATEMENT

At Barlborough Hall School and Mount St Mary's College a common spirit underpins teaching and learning, the broad curriculum and the entirety of school life. Our mission which is inspired by the Jesuit vision of the person and the Ignatian characteristics of education is to produce well rounded, well-educated and mature men and women of conscience, compassion and competence who will follow the example of Christ as "Men and Women for Others".

Therefore we commit ourselves in all areas of school life to realising the following.

1. *Cura Personalis*, The care of each individual.
In our schools we insist on respect for the dignity and potential of everyone because we all are God's creation. We are all persons of value whatever our different talents or role in the school may be. We value everyone. We are ambitious for everyone. We seek out their talents and we develop them.
2. *The Magis*; The pursuit of excellence.
This is a core concept in Jesuit education. We expect the best from everyone and we aim for the highest standards in all things. We set ambitious targets for our students and carefully monitor their academic performance. We seek excellence in Music, in Sport and in every hobby, pastime, project and co-curricular activity that our students engage in both inside and outside the classroom.
3. *Maturity*. The Growth of our students in freedom and responsibility.
From the time the students first join us even at age 3, we focus our attention on their growth and on their journey towards greater freedom and responsibility. In both our schools we challenge our students to grow through a broad academic curriculum with wide subject choices and a diverse programme of extra-curricular activities, numerous sports and hobbies.
4. *Holistic Education*. The development of the whole person.
We challenge our students to help them grow holistically. To develop the whole we devote time to the spiritual, intellectual, emotional, artistic, and physical dimensions of the person. We recognise that each one is unique in the eyes of God.
5. *Sharing Joy in community*. Jesuit schools are places that celebrate successes and achievement. Because we keep our class sizes small, we can reach out to each student individually. We want our students to love coming to school. Both the boarders and the day students are surrounded by a supportive community.
6. *The spirit of gratitude*.
We want to develop an appreciation for life and a gratitude for the many gifts and talents given to us. We meet regularly at assemblies and liturgies to give thanks and celebrate all that is good in our school life.

The Admissions Policies and Procedures for both schools are available on the school website. A hard copy is available on request from the school offices. Copies of other policies are available on our website or by request.

KEEPING CHILDREN SAFE AT SCHOOL

Safeguarding at Barlborough Hall

As a Jesuit school our first concern is for the safety and wellbeing of our pupils and everyone in our care. **A full copy of the school's Safeguarding Policy is available on the school website. A hard copy is available on request.** We recommend that all parents read this policy each year.

All those who come into contact with our pupils in their everyday work at this school, including those who do not have a specific role in relation to Safeguarding, have a duty to safeguard the welfare of the young people in our care and to promote the values which the tradition and ethos of the school holds dear. This means being attentive and supportive to children in need and safeguarding those who are at risk of harm.

Child abuse can happen within or outside the school environment and all staff are trained to raise their awareness of the signs in order to protect the pupils with whom they work. The school will have no hesitation and will fulfil its common law duty of care towards children in all instances of reported abuse. All allegations of abuse will be referred to outside agencies. We will work with outside agencies to support pupils, these include Derbyshire Safeguarding Children Board, Derbyshire County Council, Derbyshire CAYA and Derbyshire Police.

We review and update our safeguarding procedures and policies each year and currently use the most up-to-date statutory guidance; *Keeping Children Safe in Education 2015* and *Working Together to Safeguard Children, 2015* in our policy documents and practice.

Karen Keeton, Head Teacher of Barlborough Hall School is the Designated Senior Leader for Safeguarding (SL) at Barlborough Hall School. When she is away from school the **Deputy SL** will take on the responsibility. This is currently **Mrs Sonja Dayson, Early Years Co-ordinator**. In the absence of both these members of staff, **Jack Murphy**, Deputy Head at Mount St Mary's College will act as the **SL**. The named governor for safeguarding issues is **Mrs Marian Bolton**.

OUR YEAR GROUP NAMES

Barlborough Hall School has some idiosyncratic names associated with our year groups. These names have their origin in the earliest days of Jesuit education in the sixteenth century when the Jesuit founder, Ignatius of Loyola, adopted a system of education common in the universities of Europe at the time.

These names may seem old fashioned to us today, but they do serve to remind us of the long-standing Jesuit tradition of education of which we are proud to be a part.

Upper School	Elements I	Year 6
	Elements II	Year 5
	Elements III	Year 4
	Preparatory	Year 3
Lower School	Pre-Prep I	Year 2
	Pre-Prep II	Year 1
Early Years Foundation Stage	Pre-Prep III	Reception
	Nursery	

WHOLE SCHOOL DAILY ROUTINE

Day Time Session					
7.30am	Breakfast Club opens (Front Parlour Entrance)				
8.10am – 8.30am	Pupils begin to arrive on premises – supervised play				
8.35am	Whole School Registration				
8.45am	Whole School Lessons begins – Periods 1 and 2				
10.45am – 11.15am	Whole school playtime				
11.15am – 11.45am	Monday	Tuesday	Wednesday	Thursday	Friday
	Assembly	Examen	Hymn	Mass	House Meetings
11.45am – 12.45pm	EYFS Stage Lunch and playtime				
11.45 – 12.15pm	Lower School Lesson – Period 3				
11.45am – 12.45pm	Upper School Lesson – Period 3				
12.15pm – 1.15pm	Pre-Prep II & Pre-Prep I Lunch and playtime				
12.45pm – 1.45pm	Upper School Lunch and playtime				
12.45pm – 2.15pm	EYFS Lesson – Period 3				
1.15pm – 1.30pm	Lower School Registration and Reading				
1.30pm – 2.15pm	Lower School lesson - Period 4				
1.45pm – 2.00pm	Upper School Registration and Reading				
2.00pm – 3.00pm	Upper School Lesson – Period 4				
2.15pm – 2.30pm	Afternoon break for Pre-Prep and EYFS				
2.30pm – 3.30pm	Lower School and EYFS Lesson – Period 4/5				
3.00pm – 4.00pm	Upper School Lesson – Period 5				
3.30pm	End of school – Pre-Prep (Children to be collected from Pre-Prep Playground between 3.30pm – 4.00pm)				
4.00pm	End of school – Upper School. (Children collected from car park /refectory for tea.)				
After School Session					
4.00pm - 4.15pm	Tea				
4.15pm	Crèche \ Hobbies \ Studies				
5.15pm	Children collect belongings and go to Front Parlour to be dismissed by duty teachers				
6.00pm	Crèche finishes – children to be collected				

UPPER SCHOOL DAILY ROUTINE

Day Time Session					
7.30am	Breakfast Club opens (Front Parlour Entrance)				
8.10am – 8.30am	Pupils begin to arrive on premises – supervised play				
8.35am	Whole School Registration				
8.45am	Period 1				
9.45am	Period 2				
10.45am – 11.15am	Playtime				
11.15am – 11.45am	Monday	Tuesday	Wednesday	Thursday	Friday
	Assembly	Examen	Hymn	Mass	House Meetings
11.45am – 12.45pm	Period 3				
12.45pm – 1.45pm	Lunch and playtime				
1.45pm – 2.00pm	Upper School Registration and Reading				
2.00pm – 3.00pm	Upper School Lesson – Period 4				
3.00pm – 4.00pm	Upper School Lesson – Period 5				
4.00pm	End of school – Upper School. (Children collected from car park /refectory for tea.)				
After School Session					
4.00pm - 4.15pm	Tea				
4.15pm	Hobbies \ Studies				
5.15pm	Children collect belongings and go to Front Parlour to be dismissed by duty teachers				
5.30pm	Remaining children taken to creché				
6.00pm	Crèche finishes – children to be collected				

LOWER SCHOOL DAILY ROUTINE

Day Time Session					
7.30am	Breakfast Club opens (Front Parlour Entrance)				
8.30am	Pupils begin to arrive on premises				
8.35am	Whole School Registration				
8.45am	Period 1				
9.45am	Period 2				
10.45am – 11.15am	Whole school playtime				
11.15am – 11.45am	Monday	Tuesday	Wednesday	Thursday	Friday
	Assembly	Examen	Hymn	Mass	House Meetings
11.45am – 12.15pm	Period 3				
12.15pm – 1.15pm	Pre-Prep II & Pre-Prep I Lunch and playtime				
1.15pm – 1.30pm	Registration and Reading				
1.30pm – 2.15pm	Period 4				
2.15pm – 2.30pm	Afternoon break				
2.30pm – 3.30pm	Period 5				
3.30pm	End of school – Pre-Prep (Children to be collected from Pre-Prep Playground between 3.30pm – 4.00pm)				
After School Session					
4.00 – 6.00pm	Crèche				

EYFS DAILY ROUTINE

Day Time Session	
7.30am	Breakfast Club opens (Front Parlour Entrance)
8.30am	Pupils begin to arrive on premises
8.35am	Whole School Registration
8.45am	Period 1
9.45am	Period 2
10.45am – 11.15am	Whole school playtime
11.15am – 11.45am	Carpet Time activities
11.45am – 12.45pm	Lunch and playtime
12.45pm – 2.15pm	Period 3
2.15pm – 2.30pm	Afternoon break
2.30pm – 3.30pm	Period 4
3.30pm	End of school – Pre-Prep (Children to be collected from Pre-Prep Playground between 3.30pm – 4.00pm)
After School Session	
4.00pm – 6.00pm	Crèche

PARKING & DROP OFFS

In the morning the car park is very busy between 8.20am and 8.30am. Please help by following these guidelines:

- Please do not drop children off before 8.10am unless you are using the Breakfast Club as there is no supervision until this time.
- Parents of younger children (Pre-Prep) may park and take their children down the side path to the black gate entrance but older children could be dropped off at the drop off zone and go in by themselves, avoiding the need to park (unless there is a real need for a parent to come into school). Parents must not park or leave their car in the Drop Off zone.
- Older siblings are allowed to walk younger ones into school.
- Keep parking to a minimum.
- Do not block the driveways, gateways or park in the middle of the car park area as this is an access route for emergency vehicles etc.
- Please do not use the main Front Door when dropping off or collecting children. All children must use the path at the side of the school, even if they are late for school. For any reason a parent needs to come into the main school building, they are to use the entrance via the main front door where they must sign-in using the Visitors Book located in the Front Parlour.
- For security reasons the main entrance is on a coded lock. There is a bell at the entrance, which you will need to use to gain access to the school office.

In the evening there is less congestion as finishing times are staggered, but please park rear to curb in the car parking spaces. Parents using the Drop-off and Pick-up lane, must remain with their car at all times to allow for the steady flow of traffic. If parents are not able to remain with the car, they should use the designated parking bays.

NB Once the children are dismissed by teachers, for safety reasons children **MUST NOT** be allowed to wander or run around the school grounds after school but must stay with parents/guardians or people collecting them. The playing fields and Adventure Playground are for use during school time only.

HEALTH & SAFETY

The school has a comprehensive Health & Safety Policy. Please ensure yours and your own child's safety by walking around pathways and grounds carefully. Barlborough Hall School is a Grade I listed building and as such has many uneven surfaces; care must be taken.

HOMEWORK

Homework is an integral part of the curriculum at Barlborough Hall School. It extends and consolidates classroom learning and allows pupils to develop independent research and study skills. The school looks for an active and ongoing partnership with parents in monitoring the quality and completion of homework.

Types and amount of homework

We increase the amount of homework that we give the children as they move through the school. In Upper School written homework is given out three times a week and a reading, research and learning homework task twice a week.

Foundation stage – Reception: (approximately 1 hour each week)

- Homework tasks including weekly words to learn
- Reading to a parent
- Home learning challenge (cross curricular)

Key Stage One: (Approximately 30 minutes per day)

- Weekly Spellings
- Reading to a parent
- Literacy and Maths work (including times tables)

Years 3 and 4: (Approximately 40 minutes per day)

- Weekly spellings and reading
- Maths work (including times tables)
- Literacy work
- Topic work (Humanities and Science)

Years 5 and 6 (Approximately 1 hour per day)

- Weekly spellings and reading
- Maths work (including times tables)
- Literacy work
- Topic Work (Humanities and Science)

Children in Years 2 and 6 may be given more if it is felt it will support their learning as they approach the SATs.

HOMEWORK DIARIES

These are used from Preparatory upwards and are an important means of communication between home and school. Children note their homework daily and parents and teachers sign these weekly. Any notes between home and school can be written into the diary.

SCHOOL CALENDAR

The school calendar is posted out before the beginning of each term and copies are always available from the school office. Occasionally changes may occur, we will endeavour to inform parents of these changes as soon as possible. Parents are warmly invited to all concerts, plays and sports fixtures etc.

HOUSE SYSTEM

There are three houses, Campion (red), Loyola (green) and Xavier (gold). Each child from Pre-Prep III is automatically placed in a house when they enter the school. There is a member of staff in charge of each house and house meetings are held weekly. Children gain golds (+) or blanks (-) which are added up to give a weekly house total. At the end of each term the winning house is taken on a house treat (e.g., cinema, bowling). High scoring individuals are awarded within each house for their contributions. These Houses continue through to Mount St Mary's College as of September 2015 for continuity between the two schools.

Each house is engaged in a service programme. These links with the local community provide opportunities for the children to find God in all things, engage with the wider world, show love in deeds, build Christian communities, encourage excellence and care for the individual.

EMERGENCY PROCEDURE

During emergency situations (e.g. poor weather, school closure), communication is essential but can be difficult. Often school phone lines can be jammed or, in the case of a power cut, not working. For this reason, we have tried to clarify lines of communication and you will be contacted by either e mail or text via our Parent Mail communications system. Messages may also be on the school's website and twitter

Please try to avoid calling the school directly

CODE OF BEHAVIOUR/ DISCIPLINE

In a Jesuit school, academic and co-curricular pursuits take place in a strongly moral context. The attitudes and values of this context are those of Christ's command '*to love one another as I have loved you*' (John 13:34) where this love means putting others first (MMK 9:35), turning the other cheek (MK 5:39) and going the extra mile (MK 5:41).

Pupils are taught, encouraged and expected to develop and maintain a strong personal integrity that is truthful, generous, courteous, and considerate of the needs and feelings of others. They are expected to have a positive and purposeful attitude to their studies and school lives and to their relationships with staff and other pupils.

The schools system of discipline rewards good behaviour and commitment to studies, and provides for sanctions against poor behaviour. Pupils who fail to strive to meet our high standards will be called to account. At the same time, the school of course, recognises that pupils do sometimes err and tries to help them learn from their mistakes and so grow in maturity and self-discipline.

The school looks for the support of parents in its expectation that all pupils follow the school rules.

Barlborough Hall School has in place detailed Health and Safety, Safeguarding and Anti-Bullying policies that conform to statutory requirements and the guidelines of national codes of practice. By putting these policies into practice the school is committed to providing a safe and supportive environment for the well-being of all its pupils. These policies and procedures are reviewed regularly and are the subject of formal staff training.

The Anti-Bullying Policy is available upon request and can be found on the school's website.

COMPLAINTS

At Barlborough Hall School we regard parents as partners in the education of the pupils. We take every complaint seriously and encourage parents to make contact with the school swiftly if they are concerned or unhappy about something. Normally when following the procedure for expressing concerns a face to face meeting, a conversation on the phone or an email can help resolve the issues we have to deal with. The complaints procedure can be found on our school website and is available to all parents at request from the school office.

The school endeavours to deal with complaints in a sensitive manner and keeps written records which are confidential.

Please note that Barlborough Hall School's Safeguarding Lead is the Head Teacher.

RECOGNITION OF ACHIEVEMENT

The school takes every opportunity to promote a culture of achievement throughout the school and to recognise the achievements of individual pupils. Pupils are set high expectations in every area of school life and are given every encouragement to fulfil their potential, expand their horizons and develop a positive self-image.

The following are some of the ways in which we recognise achievement.

EYFS and Pre-Prep

Jesuit Pupil Profile 'Apples' and Value Tree – School Assembly each week
Achievement assembly (weekly)/House Points
Achievement stickers/Awards (as appropriate)
Class Certificate – for excellent effort (to an individual in Parents' Assemblies)
Swimming certificates/awards (as appropriate)
Sports Day Awards

Upper School

Jesuit Pupil Profile 'Leaves' – School Assembly each week
House System
Swimming certificates/awards (as appropriate)
Class Certificate – for excellent effort (as above)
Sports Colours

Sports Colours

Sports Colours are awarded to children who have reached a high level of skill and made a significant team contribution in a specific sport that the school offers – rugby/hockey (yellow ribbon) – football/netball (white ribbon) – cricket/rounders (blue ribbon) and athletics/swimming (green ribbon).

Junior Colours

Junior Colours are generally earned by children in Elements III but in exceptional circumstances, Preparatory children also. Children would receive Junior Colours in Elements II and Elements I who have joined the school late or where a child has developed later than others.

A child in **Preparatory** would receive Colours for:

- exceptional ability
- commitment to training (Saturday school, weekly lessons and hobbies)
- attitude to others and officials
- a willingness to develop skills
- played for the school team

A child in **Elements III** would receive Colours for:

- excellent ability
- commitment to training (Saturday school, weekly lessons and hobbies)
- attitude to others and officials
- a willingness to develop skills
- played for the school team

A child in **Elements II or Elements I** would receive Colours for:-

- developing skills and positive attitude
- commitment to training (weekly lessons and/or Saturday school and hobbies)
- attitude to others and officials
- could have joined the school late
- possibly played for the school team

Half Colours

Half Colours are earned by children in Elements II or Elements I.

A child in **Elements II** would receive Colours for:-

- exceptional ability
- commitment to training (Saturday school, weekly lessons and hobbies)
- attitude to others and officials
- a willingness to develop skills
- played for the school team
- development in tactic/match skills

A child in **Elements I** would receive Colours for:-

- excellent ability
- commitment to training (Saturday school, weekly lessons and hobbies)
- attitude to others and officials
- a willingness to develop skills
- played for the school team on a regular basis

Full Colours

Full Colours are earned by children in Elements I.

A child in **Elements I** would receive Colours for:-

- **exceptional** ability
- commitment to training (Saturday school, weekly lessons and hobbies)
- gamesmanship/attitude to others and officials
- ownership and responsibility towards training and match days
- a willingness to develop skills further
- played for the school team on a regular basis
- outside commitment to another team
- respect the decisions made by a teacher

NB In all cases outlined above, children must provide a valid reason for non-attendance to training authorized by the games' teachers.

Children need to fulfil the majority of criteria stated above and the decision made by the teachers is final. Children do not automatically receive Colours moving from year to year. Colours are a reward for excellence. Ability has to play the major part in receiving Colours as this is the ultimate assessment mechanism of a child being part of the school teams. Growth in ability is increased by a child's attendance at training, where they continue to grow in confidence and develop an appropriate attitude, becoming a mature sportsman or sportswoman.

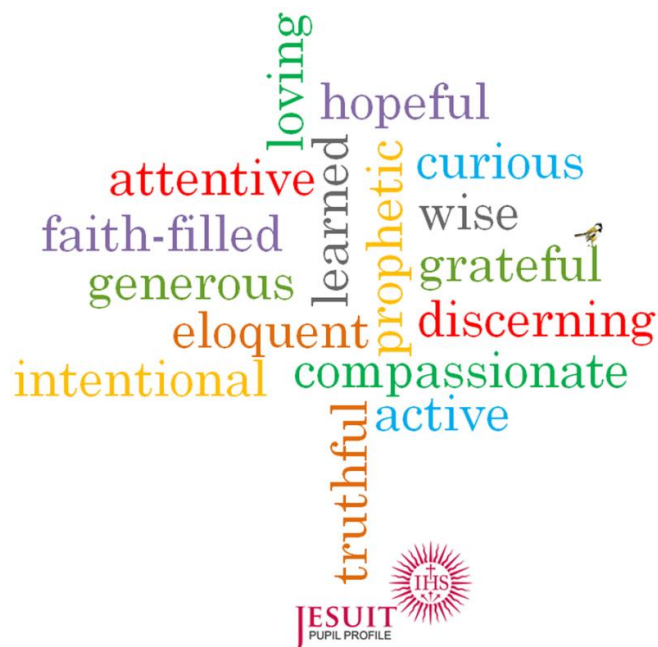
Colours are worn as follows:

<i>Junior Colours</i>	worn on top pocket (usually awarded ELS III)
<i>Half Colours</i>	worn on lower pockets (usually awarded ELS I or II)
<i>Full Colours</i>	worn on sleeves (usually awarded ELS I or II)

Each year there is a formal Prize Giving Day held in the Summer Term in front of the whole school with parents and friends invited. A wide variety of awards are given recognising all aspects of school life.

Three class prizes are given within each age group. The first and second are based on performance, the third, the merit prize is awarded to an individual who may not have achieved a top place in examinations, but has worked to a consistently high level throughout the year and made significant progress.

The Jesuit Pupil Profile is an integral element to the understanding that the children have about what it means to be 'Men and Women for Others':



UNIFORM

Barlborough Hall School uniform is designed to be distinctive but simple and we rely very much on parents support to ensure children are dressed smartly. The school shop is open each Wednesday from 2.00pm – 5.00pm and on Thursday mornings from 8.00am – 12.00pm. It is also open at certain times in the holidays. Most items can be obtained at the shop or on line.

Please contact the uniform shop on 07423 194055 or go through the website <https://www.logoleisurewear.com/themount>

It is important that all garments, including underwear are clearly named.

For all school engagements, school uniform should be worn unless special permission has been given by the Head Teacher. All children should travel to and from school in school uniform. Children should arrive each morning wearing a blazer. In cold weather a school coat can be worn. Girls should wear sensible, flat, black shoes.

Hair gel, colourants etc. must not be worn by either boys or girls. Girls should ensure that long hair is tied back with appropriate navy or royal blue accessories. Boys hair should be kept neat, tidy and short in length i.e.; short back and sides (above collar, eyebrows and ears).

Jewellery should be kept to a minimum. Earrings, if worn, must be plain, gold studs or small sleepers/studs. The only other jewellery allowed is a watch and a small cross and chain. For Health & Safety reasons, all jewellery must be removed by the child for games and PE lessons – staff are not allowed to remove jewellery from pupils.

Mobile phones must not be used in school. Any urgent phone calls should go through the school office and I would strongly urge parents to keep children's mobiles at home.

Nursery Department			
Item	Shop	Boys	Girls
<i>Uniform/PE Kit</i>			
School jacket, navy with school badge	√*	√	√
School back pack	√*	√	√
White school polo shirt	√*	√	√
Shorts, navy	√	√	√
Tracksuit with hooded top	√*	√	√
Socks, plain white ankle	√	√	√
Swimming costume, navy	√*		√
Swimming shorts, navy	√*	√	
Towelling robe for swimming (preferably blue)		√	√
Trainers for outdoors – VELCRO		√	√
Swimming hat	√*	√	√
Wellingtons		√	√
Summer hat – sky blue	√*	√	√
School book bag	√*	√	√
School woollen hat	√*	√	√

* with school logo and only available from the School Shop

All hair accessories MUST be in plain Navy while scarves, hats and gloves and are available from the School Shop.

ALL items worn or used in school should be clearly labelled with your child's name.

Pre-Preparatory Department			
Item	Shop	Boys	Girls
<i>Uniform</i>			
School blazer, navy with school badge	√*	✓	✓
V necked jersey, navy with school name	√*	✓	
V necked jersey or cardigan, navy with school name	√*		✓
School tie (elasticated)	√*	✓	✓
Pinafore dress in school tartan	√*		✓
Trousers, dark grey (Autumn & Spring Terms)	✓	✓	✓
Shirt, blue, long sleeved	✓	✓	
Blouse, light blue, long sleeved	✓		✓
Socks, Grey	√*	✓	
Tights or socks, navy blue	✓		✓
Shoes, black (flat heeled)		✓	✓
Navy school jacket	√*	✓	✓
School back pack	√*	✓	✓
School book bag	√*	✓	✓
Sun hat	√*	✓	✓
Winter woollen hat	√*	✓	✓
<i>Games Kit</i>			
School Colour House polo shirt	√*	✓	✓
Games skort, navy	√*		✓
Shorts, white	√*	✓	
Tracksuit	√*	✓	✓
Socks, plain white ankle	✓	✓	✓
Swimming costume, navy	√*		✓
Swimming shorts, navy	√*	✓	
Towel	✓	✓	✓

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Swimming hat	√*	✓	✓
Swimming bag	√*	✓	✓
Trainers for outdoors		✓	✓
<i>Summer Term Only</i>			
Pinafore dress in school tartan & short sleeved blue blouse	√*		✓
Dark grey tailored shorts & short sleeved blue shirt		✓	
Long socks, grey with school coloured stripes	√*	✓	
V necked cardigan, navy	√*		✓
Black or navy sandals/shoes			✓
Navy knee length socks			✓
Summer cap (blue)	√*	✓	✓

* with school logo and only available from the School Shop

All hair accessories MUST be in plain Navy while scarves, hats and gloves and are available from the School Shop.

ALL items worn or used in school should be clearly labelled with your child's name.

UPPER SCHOOL			
Item	Shop	Boys	Girls
<i>Uniform</i>			
School blazer, navy with school badge	✓*	✓	✓
V necked jersey, navy with school name	✓*	✓	✓
School tie	✓*	✓	✓
Skirt in school tartan	✓*		✓
Trousers, dark grey	✓	✓	✓
Shirt, blue, long/short sleeved	✓	✓	
Blouse, blue, long sleeved	✓		✓
Socks, grey	✓	✓	
Tights or socks, navy blue	✓		✓
Shoes, black (flat heeled)		✓	✓
School coat, navy with school badge	✓*	✓	✓
School Winter woollen hat, gloves and scarf	✓*	✓	✓
Summer cap, navy	✓*	✓	✓
Summer Term only option, dark grey tailored shorts & short sleeved blue shirt, long grey socks with school coloured stripes	✓*	✓	
<i>Games Kit</i>			
School Colour House Polo Shirt	✓*	✓	✓
Games skort, navy	✓*		✓
Shorts	✓*	✓	
Tracksuit	✓*	✓	✓
Rugby shirt	✓*	✓	
Socks, plain white ankle	✓	✓	✓
Swimming costume, navy	✓*		✓
Swimming shorts, navy	✓*	✓	
Towel	✓	✓	✓

A.M.D.G.

Swimming hat	✓*	✓	✓
Swimming bag	✓*	✓	✓
Trainers		✓	✓
Sports holdall	✓*	✓	✓
School bootbag	✓*	✓	✓
School back pack	✓*	✓	✓
Sports socks, navy	✓*	✓	✓
Hockey or football boots			✓
Rugby or football boots		✓	
Gumshield and shin pads		✓	✓
V neck cricket sweater	✓*	✓	
White cricket trousers	✓*	✓	
White cricket shirt	✓*	✓	

* with school logo and only available from the School Shop

All hair accessories MUST be in plain Navy while scarves, hats and gloves and are available from the School Shop.

ALL items worn or used in school should be clearly labelled with your child's name.

ATTENDANCE

At Barlborough Hall School, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for your child, and we look to you to support this objective. All pupils are required to be in school by 8.30am. The school day ends at 3.30pm for Pre-Prep and 4.00pm for Upper School, although many pupils remain later to take part in extra-curricular activities under the supervision of a member of staff when they require picking up at 5.15pm. Children not picked up by 5.30pm will be taken down to join crèche facilities and parents will need to pick their children up from Nursery.

Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff, for a school trip or visit, or a sporting fixture, the dates of which will have been notified to you in advance.

Requests for absence must be made in writing and reach the school at least two weeks in advance (except in an emergency, when parents are asked to telephone the school before 8.45am). Requests for exceptional absence (i.e. absence for days other than Religious Festivals, medical or dental appointments) should be sent the Head Teacher at least three weeks in advance.

If your child is ill, please e-mail or telephone the school before 9.00am on the first day of absence. We will always telephone the home on the first day of an unexplained absence in order to make sure that your child is safe at home with you.

We always send parents the term dates over a year in advance in order that you can arrange your holidays without disrupting your child's education. Please note that it is the Governors' policy usually not to allow holiday to be taken during term.

BOOKS/ STATIONERY

All text books and stationery are provided free by the school, but payment for loss or damage is expected, including un-returned library books.

SPECIAL EDUCATIONAL NEEDS

Learning Support is provided if a child requires specific help and encouragement outside normal curricular provision. By regular monitoring, the school seeks to identify difficulties at an early stage through diagnostic assessment. Where children have been identified in need of further support, the school then sets in place Individual Educational Programmes (I.E.P.) which aim to provide the necessary support each child requires, delivered in partnership between the classroom teacher, Teaching Assistants and the Special Educational Needs Coordinator.

The school has in place more detailed policies on Learning Support, EAL, Gifted and Talented pupils and disability which are available on request.

EXAMINATIONS & ASSESSMENT

Throughout the Early Years Foundation Stage, assessments will be carried out to fulfil the requirements of the Foundation Stage Profile, starting on entry to Nursery and finishing on exit from Pre-Prep III. An individual grid will be completed for children moving to a different setting.

Nursery	Tapestry Portfolios Profile Grid
Pre-Prep III	Profile Grid Baseline Assessment Tapestry Portfolios
Pre-Prep II	Rising Stars Assessments INCAS
Pre-Prep I	SATS Rising Stars Assessments INCAS
Preparatory	Rising Stars Assessments End of Topic Assessments INCAS
Elements III	Rising Stars Assessments End of Topic Assessments INCAS
Elements II	Rising Stars Assessments End of Topic Assessments INCAS
Elements I	Rising Stars Assessments MSM/Scholarship exams SATS End of Topic Assessments INCAS

An extensive tracking system is used which enables the school to follow an individual's progress throughout their time at the school. At Barlborough Hall, we recognise the importance of a broad balanced curriculum in developing the whole child and are careful to ensure that examinations, although very useful in setting targets and monitoring progress, do not become the driving force behind the curriculum.

REPORTS

Reports will give a clear account of each child's performance in relation to each National Curriculum Subject under National Curriculum headings.

The reports will be received by parents twice yearly during the Autumn and Summer terms (EYFS will receive a report each term in line with statutory regulations) A copy will be kept for school records. Parents will be able to comment on the report if they wish to.

Teachers will give verbal reports at Parent Evenings each term.

Rising Stars Assessments results will be given to parents after every cycle.

At the end of each Key Stage, reports will be given to parents indicating levels of attainment in the end of year tests (SATs).

The report should:

- Give as full a picture as possible of the child's achievements
- Reflect the recording and assessment of the child's progress which has been made throughout the year
- Be in a language that is straightforward and easily understood
- Be as objective as possible using evidence collected throughout the year
- Be positive throughout
- Give an indication of the next stage of learning
- Include achievements in extra – curricular activities

PARENTS' EVENINGS

Parental Consultation Evenings are held three times each year, including the mid-year progress meetings held in the middle of the Spring Term. Before the consultation, a letter of invitation will be sent out to parents stating a date and optional times. A ten minute block is allocated for each consultation. If this does not provide enough time, either the teacher or parent can make another time to discuss their child's progress at greater depth.

The Autumn meeting allows teachers to explain the Year Group's organisation and goals for the year. It also provides an opportunity for parents to inform teachers of any relevant factors affecting their child, and for parents and teachers to give mutual feedback relating to the initial new school year settling in period. End of school year progress reports written about each pupil in accordance with statutory requirements, are sent out to parents before the Summer Consultation Evening and form the basis of this meeting.

Informal meetings during the year are often beneficial to the child and member of staff alike. Please feel free to contact the school if you wish to arrange to meet a member of staff to discuss any queries you may have.

MUSIC

A Music Specialist teaches music throughout the school. Children have the opportunity to have private lessons on a wide range of instruments. This is available generally for children from Pre-Prep I upwards, however, where the music teacher feels a child shows particular ability at an earlier age, they will be encouraged to take lessons.

There is a School Orchestra and Choir and many musical events during the year for the children to participate in. The Music Specialist will be pleased to give information and guidance about instrumental music lessons. Peripatetic lessons are paid for in addition to school fees.

INSTRUMENT LESSONS

Lessons are available in the following:

Piano*	Trumpet	Clarinet
Guitar	Trombone	Flute
Violin	Euphonium	Saxophone
Cello	Tenor Horn	
Cornet	Drum Kit*	

* These instruments are not available on rental at Barlborough Hall.

PE & GAMES

Physical Education and Games Lessons are regarded as a valuable and integral part of Jesuit Education at the school. In addition to contributing to a child's fitness and health, sports help pupils learn to accept both success and failure graciously. They also become aware of the need to co-operate with others using the best qualities of each individual to contribute to the greater advantage of the whole group.

Provision is made for pupils of all ages and abilities to engage in sport, whether in the weekly games sessions, in House Competitions, playing in a school team against other schools or just for enjoyment and there is a firm expectation that they will do so. There is after-school training for pupils selected for school teams. Pupils are requested to take part in school and house fixtures when selected to do so. The teacher in charge, who will take into account all aspects of a child's ability, will do this objectively. A child not initially selected has every opportunity to become part of a team at any time during the school year. Please encourage your child to attend practices.

Children are expected to wear correct games/swimming kit at all times (See Uniform lists).

OUT OF SCHOOL CLUB

Out of School Club is available before and after school and is charged at an hourly rate. This will be added to your school bill. The club is run by our own staff and your child is most welcome to attend at any time.

<i>Breakfast Club</i>	7.30am – 8.30 am.	All ages (In Refectory).
<i>After School Club</i>	Until 6pm	Nursery

HOBBIES & STUDIES

Hobbies are available five nights a week for children in Upper School and vary termly. Your child may initially choose two hobbies and then join others if places are available. The hobby lists for each term can be found on the notice board outside the Refectory. Your child will be asked to sign up at the beginning of each term. Once a place is confirmed, regular attendance is expected. Children will not normally be able to change hobbies mid-term.

Hobbies do not take place during the last weeks of each term.

Studies are available each evening when your child is able to complete homework under the supervision of a member of staff. Children who stay until 5.15 pm (i.e., minibus children, or children whose parents have made arrangements) will be able to access either studies or hobbies each evening.

SATURDAY SCHOOL

Saturday school is held for Preparatory children upwards at Barlborough Hall School from 9.00am for a 9.15am start, finishing at 11.45am each Saturday during term time. This is an optional activity which we encourage children to attend, particularly those who are, or wish to be, in the school sports teams.

A variety of activities will take place, not only sport, alternating termly so that during the year a varied programme will be offered. For practical reasons children should come to school in their Games/Sports Uniform. They are encouraged bring their own drink and one small snack.

Children will be informed of the activities available at the beginning of each term. As with hobbies, once a place is confirmed, we encourage regular attendance. However, if on occasions your child cannot attend due to other commitments, please inform us by telephone or in writing.

SCHOOL BUSES

A fleet of minibuses and experienced drivers provide a comprehensive minibus service which covers a wide catchment area, including Sheffield North and South, Chesterfield, Worksop, Doncaster, Rotherham, Retford. For more information, please ring the Transport Office at Mount St Mary's College 01246 437126

Bus Code

This bus code applies to all pupils travelling on any minibus to and from school. The aim is to ensure journeys are both safe and pleasant and that the good reputation of Barlborough Hall School and Mount St Mary's College in the local community is maintained by high standards of behaviour on school journeys.

Getting on and off the bus

Please queue and board the bus in an orderly manner.

Ensure that you have all belongings with you.

Please do not push other pupils in the queue as this can be very dangerous.

Waiting for the bus at school

Remember that whilst you are waiting for the bus, there are other cars moving around the car park, wait in the pedestrian zone or, in bad weather and dark nights, in the Front Parlour until the staff on duty take you to the bus.

- Do not run to the bus and push others.
- Board your minibus only in the minibus parking space.
- If the minibus is late, please wait patiently in the correct place.
- If you miss your minibus, please notify a member of staff who will make alternative arrangements for your journey home.

On board the minibus

All passengers **MUST** wear the fitted seat belts.

Please show consideration towards the driver who is in charge of the vehicle and therefore responsible for the safety of all those on board.

Please remain in your seat until it is time for you to get off.

Show consideration towards the driver and other passengers by avoiding anything that might cause annoyance (e.g. shouting at someone at the other end of the bus or using bad language).

Unacceptable Behaviour

The following are expressly forbidden:

- Shouting
- Throwing things
- Putting your feet on the seats
- Annoying other passengers or the driver
- Filming of other passengers on mobile devices

The bus drivers report regularly to the school on the running of the buses and if there are pupils who behave badly, they will also be reported. If any pupil's behaviour falls below the standards set, they can ultimately be excluded from the bus.

The minibus service is there for the benefits of parents and the pupils who use it. Difficult traffic and/or weather conditions can create problems of lateness which we shall make every effort to manage, however, it is the passenger's responsibility to be at pick up places in plenty of time so that the bus can maintain its schedule. It is up to everyone to ensure that their punctuality on and off the minibuses contributes to the success of the service.

HEALTH & WELL-BEING

At Barlborough Hall School there is always a trained First Aider on duty during school hours. If a student requires medication during the day parents must bring the medication, fully pharmacy labelled in English, to the First Aid lead. The medication will be stored appropriately and the parents will sign a permission slip allowing staff to administer the medication. The medication will be administered appropriately and recorded in the First Aid log. Parents will be informed of this at the end of the day. If a pupil refuses the medication this will also be recorded and parents informed. The staff at school have no authority to force a child to take medication. Any medication that cannot be identified will be removed and sent to the pharmacy to be destroyed.

It is also school policy and the policy of the local Public Health Department that children suffering from sickness/diarrhea should be remain off school for a period of 48 hours after the symptoms have ceased.

The Local Health Authority arranges a variety of medical examinations during the year (e.g., hearing/sight tests, meningitis).

It is our aim to give the children all the care and attention they may need. If a child says they feel poorly, we will use our professional judgement to decide whether or not parents should be contacted. Please ensure that all contact details are kept up to date.

LUNCH

All children are provided with a school lunch. This is prepared on the premises and is planned to ensure a balanced and varied choice. A hot main course is provided with a cold salad buffet to supplement the main meal.

There is often an alternative hot course and provision is made for children with special dietary requirements. Fresh fruit and bread is always available.

HEALTHY EATING

The children are provided with a mid-morning snack and with a light tea if staying late. They may bring a water bottle to school for use during the course of the day. Children should not bring sweets, snacks or drinks to school, but may bring fruit.

SEX EDUCATION

This sensitive area is dealt with in school through PSHE, RE and Science, specifically in Elements I & Elements II. The materials are from the 'Journey in Love' scheme. It deals with sex education in the context of Christian values and relationships. Any parent who wishes to find out more is welcome to contact the school.

PARENT INVOLVEMENT

We keep a register of parents who are willing to help out in school from time to time. Any new parent who would like further information about this, should contact the school office.

Barlborough Hall Parents' Association (BHPA)

There is a thriving Parents' Association which provides a social focus for the school. Meetings are held regularly and all parents are welcome. The association arranges major money raising events each year and welcomes all assistance in preparing for these.

Contacts: In the first instance please contact the school office for an up to date list of committee members and contact numbers.

SCHOOL PUBLICATIONS

The school produces a weekly sports newsletter called 'On the Ball' for children from Preparatory to Elements I. The newsletter acts as permission from you for your child to take part in matches in and out of school. This will avoid letters and reply slips being completed on a weekly basis.

The Early Years Foundation Stage (Nursery and Pre-Prep III) also produce a weekly newsletter called 'The Early Bird'. The weekly topic theme and any numeracy and phonics covered during the week and the week ahead are reported to parents who are encouraged to support their child's learning at home.

The head teacher publishes a weekly newsletter for all children.

STAFF LIST 2018 - 2019

Teaching Staff		Responsible for	
Mrs K Keeton	Head Teacher	B.Mus (Hons) PGCE Primary Ed	Whole School
Mrs C Chadbourne	Deputy Head Key Stage 1 Co-ordinator SMT Pre Prep I Form Teacher (Year 2 age 6 – 7)	B.Ed (Hons) MA – Action Research (Assessment & Target Setting)	SATs Assessment
Mrs S Dayson	Early Years Co-ordinator SMT Pre-Prep III Form Teacher (Reception age 4 – 5)	B.A (Hons) Geography PGCE Primary	Early Years
Mrs F Wilson	Phase Leader Preparatory Form Teacher (Year 3 age 7 – 8)	B.A (Hons) Primary Ed	English Pastoral
Miss A Murphy	Els I Form Teacher (Year 6 age 10 - 11)	B.SC (Hons) Medical Studies PGCE Primary M.Ed	Science PHSE
Miss C Scott	Els I Form Teacher (Year 6 age 10 - 11)	B.Sc (Hons) Sports Science PGCE Primary	Girls Games English
Mr L Betts	Els II Form Teacher (Year 5 age 9 - 10)	B.SC (Hons) PGCE (Sec Ed) B.A (Hons) Psychology Diploma Primary Ed	Maths
Mrs H McLoughlin	Els II Form Teacher (Year 5 age 9 - 10)	B.A (Hons) Primary Education	IT Library
Miss L A Carroll	Els III Form Teacher (Year 4 age 8 – 9)	B.A (Hons) R.S./Humanities PGCE Primary	Humanities
Mrs P Chapman	Preparatory Form Teacher (Year 3 age 7 – 8)	B.A.Hons Early Years	
Mrs A Booth	Els III Form Teacher (Year 4 age 8 – 9)	B.A. (Hons) Primary Education with QTS	Humanities
Mrs L Terry	Pre-Prep I Form Teacher (Year 2 age 6 - 7)	B.A (Hons) PGCE Early Years	Art and DT
Miss J Ransford	Pre-Prep II Form Teacher (Year 1 age 5 – 6)	Early Years Teacher Status	Maths
Mrs T Weatherstone	Pre-Prep III Form Teacher (Reception age 4 – 5)	B.A (Hons) English & Educational Studies Primary PGCE	RE
Mr R Stevenson	Head of Games	B.A (Hons)	Games
Mrs M Neal	Chaplain	B.A (Hons) PGCE Primary Ed	Chaplaincy

A.M.D.G.

Mrs A Campbell	Science Specialist	B.Sc (Hons) Biological Science	Science
Mrs C Sides	French Specialist	B.A (Hons) Geography PGCE	French
Mrs E Savage	Music Specialist	B.Ed (Hons)	Music/Orchestra/ Choir
Mr J Sinclair	Swimming Specialist	Swimming Teacher Cert. Life Saving Cert.	Swimming

Nursery Teachers			
Mrs R Cockell	Nursery Manager Nursery – Early Years	NNEB	Early Years Crèche
Mrs N Hunt	Nursery Nurse Nursery – Early Years	CACHE Dip. Childcare & Education Level 3	Early Years Crèche
Mrs R Ndluvu	Nursery Nurse Nursery – Early Years	CACHE Dip. Level 3 Health and Social Care NVQ level 2	Early Years Crèche

Support Assistants			
Mrs L Betts	Classroom Support		SEN Support
Mrs U Kowalski	Classroom Support		SEN Support
Mrs L Piercy	Classroom Support	NNEB	SEN Support
Mrs Rachel Beswick	Classroom Support	Early Years Education Level 2	

Administrative Staff	
Mrs J Wright	Head Teacher's PA/ Secretary
Mrs P Mullett	Head Teacher's PA/ Secretary

Peripatetic Teachers	
Ms Z Barker	Saxophone
Mrs L Barnes	Guitar
Mr T Owen	Drums
Mr J Mugridge	Singing
Mr T Page	French Horn
Mrs J Pell	Piano
Mrs K Prestwood	Singing
Miss L Revis	Cello
Mr G Usher	Violin
Ms N Warrington	Flute
Mrs S Webb	Violin

Catering Staff	
Mrs J Kirk	Catering Manager
Mrs T Barber	Staff

A.M.D.G.

Mrs D Greaves	Staff
Mrs C Passey	Staff

Groundman/Maintenance	
Mr P Gibbons	Maintenance

Cleaning Staff	
Mrs I Wignell	
Mrs C Widdison	
Miss E Ross	
Mrs A Robinson	

USEFUL SCHOOL CONTACT DETAILS

Barlborough Hall School Office	01246 810511
E Mail Address	headteacher@barlboroughhallschool.com
Transport Office	01246 437126
Mount St Mary's College Office	01246 433388
Mount St Mary's College Bursar	01246 439301

Correspondence on school business should be addressed to:
The Headteacher,
Barlborough Hall School,
Barlborough,
Chesterfield
S43 4TJ

All correspondence relating to fees and accounts should be addressed to:
The Bursar
Mount St Mary's College,
Spinkhill
Derbyshire
S21 3YL

All correspondence to the Chair of Governors should be sent to:
clerktogovernors@msmcollege.com

GOVERNING BODY

MEMBERSHIP OF THE GOVERNING BODY as of August 2018

Fr Adrian Porter SJ
Fr Michael Beattie SJ
Mrs Marian Bolton
Professor Martial Staub
Dr Helen Phillips
Mr Ian Murphy
Mr James Phinn
Mr William George Shaw
Mr Richard Field
Fr Simon Ellis
Mr Michael Burrows