



Chafyn Grove School

Parents' Survival Guide

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'Do as you would be done by'

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ADDRESS DETAILS

Postal Address Chafyn Grove School
Bourne Avenue
Salisbury
Wiltshire
SP1 1LR

Telephone 01722 333423

Email cward@chafyngrove.co.uk – front office
headmaster@chafyngrove.co.uk
bursar@chafyngrove.co.uk

Staff can be contacted via email using:
initialsurname@chafyngrove.co.uk
e.g. jbloggs@chafyngrove.co.uk

Boarders

Post Address as above

Telephone	Houseparents	01722 420885
	Boarding House Mobile	07759 323789
	Matrons	01722 420883
	Matrons' Mobile	07811 989150

Email boardinghouse@chafyngrove.co.uk (Mr Jason Webster)
matron@chafyngrove.co.uk (Matrons)

COMMUNICATION AND CONCERNS

Sometimes it is difficult to know who to turn to for advice.

- If you have a query or concern about issues affecting your child's happiness or education in class, speak first to your child's form teacher/tutor.
- It is best to arrange an appointment either via a note in your child's prep planner or when you see the teacher before or after school.
- If you feel the problem is not resolved satisfactorily please follow the lines of communication in the table below.

Year 3 and 4	Main School (curriculum)	Main School (general)	Boarders
Form Teacher	Personal Tutor	Personal Tutor	Personal Tutor
Head of Year 3 and 4	Head of Department	Deputy Head Pastoral	House Parents
Deputy Head	Deputy Head Academic	Headmaster	Deputy Head
Headmaster	Headmaster		Headmaster

- To contact a member of staff either send an email or leave a note in the school office asking the member of staff to contact you.
- The school aims to attend to any concerns that you may have as quickly as possible.
- If your query or concern is more general, contact your year group representative for a discussion. Year group reps can bring your concern to the attention of the school at reps meetings however issues are required to be submitted in writing a few days prior to the meeting.

FEE INFORMATION

- If you have any enquiries about the fees, extra charges or insurance, please contact the Bursar's Office (01722 420894).
- Current fee rates are published on the School website.
- If you have any query about your account, please contact the bursary (01722 420877) as soon as possible before making payment.

Fees

- Fee bills are due on, or before the first day of term.
- Overdue accounts will be charged interest at 1.5% per month.
- Extra-curricular activities and instrumental tuition will be charged for in arrears.
- We do not use Direct Debits or accept card payments.
- When making a bank transfer, use the pupil's name or code as the reference and inform the school that you have made the payment.
- If paying by cheque write on the reverse the name of the pupil(s) concerned and attach the cheque to the detachable remittance slip at the foot of the term's bill.
- The school accepts CCVs, make sure the payment is eligible (the rules are on the School website) and inform the school that you have made the payment.
- If you require a receipt, please return the whole bill with your payment but retain the supporting vouchers.
- If you have any problems with paying the bill please inform the Bursar at the earliest possible opportunity.

Removal of a Pupil from the School

- One clear term's notice is required for removal of a pupil from the school.
- In default of such a notice the full term's fee is payable.
- Details are set out in the School's Terms and Conditions.

Insurance

- Full details of cover are available from the Bursar's office.
- This insurance does not cover private health care or the reimbursement of school fees should a pupil fail to attend the school through accident or illness.
- Particulars of fee protection are available on request.
- Although the school provides facilities for certain insurance schemes as a service to parents it is not an agent for the companies involved; the contract is between parent and insurer.
- Please make adequate insurance arrangements for your child's personal property and effects.
- Chafyn Grove School is unable to offer compensation for loss or damage to personal property.

Scholarships and Bursaries

- If you are interested in further details about scholarships and bursaries offered by Chafyn Grove School please contact the Bursar.
- Information about fee remissions can be downloaded from the School website.

FCGS – FRIENDS OF CHAFYN GROVE SCHOOL

Chafyn Grove School actively encourages parental involvement in the school which helps maintain and explain the excellent relationship that exists between pupil, staff and parents.

- The Friends of Chafyn Grove School is a committee comprising parents and teachers. Its aim is to act as a social catalyst within the school and also combine that with raising funds for 'extras'.
- Not everything organised by the Friends aims to raise money; in addition it tries to provide fun, social events for both the pupils and parents.
- There is an annual quiz and curry night attended by both parents and staff – not competitive at all!
- One of the main fund-raisers involving the whole school is the Chafyn Christmas Fair held in the Autumn term, an event dependent upon the excellent support it receives from parents, friends and pupils alike and run by Year 8 pupils.
- The FCGS committee is always open to suggestions and offers of help from parents ensures its success. If you would like to help please contact the school office.

INFORMATION – WHERE TO FIND IT

In addition to this guide there are various other places to go for information

Grovely corridor	General information What's on during the week Info for day and boarding pupils What's coming up Friends of Chafyn Grove info Info from year group reps
Grovely Plasma Screen	Games Information, Notices and last minute messages
Calendar	Circulated to all parents before the start of every term Listing all major events: matches, concerts, plays, sports days, school trips, parents' evenings, exeats, social events, etc. Information on main events will be circulated nearer the time either via letter or on one of the notice boards
Matches	What time, where and when In the calendar, on the website and Grovely plasma. Or download the Sports App.
Website	chafyngrove.co.uk Sports information, music timetable, term calendar, menus and more
Facebook	School photographs

More information on some events is detailed under SCHOOL EVENTS and under other headings in the handbook.

LOST PROPERTY

The Lost Property Coordinator is the Deputy Head (Pastoral).

Finding Named Items

- If your child loses a named item, they must first look in the lost property area which is on the ground floor of the Grovely Corridor.
- Pupils whose things are frequently found in lost property will receive demerits.
- If valuables, such as watches (which should be named) are found, they will be handed directly to a member of staff who will either return them to the owner or give them to the front office.

Unnamed Items

There should not be any unnamed items of clothing or sports equipment.

- These are put in the lost property area marked 'unnamed lost property'. Lost property can be found in the basement.
- At the end of the term lost property is laid out in Grovely Corridor in order to be reclaimed but are then disposed of if not claimed by the beginning of the next term.

Missing Items

- Parents should encourage their children to look all around the school particularly in places such as music rooms, arts centre, squash courts, ICT as well as changing rooms and their own classrooms.
- Parents should then hand in a note to the child's tutor if the item is still missing.

MEDICAL INFORMATION

All parents are asked to complete and return a Medical Questionnaire prior to their child commencing at Chafyn Grove.

- Good communication is essential regarding all medical matters.
- Please inform the school nurse if you have any concerns regarding your child's health or if there are any changes we should be made aware of to enable us to care for your child. Hospital appointments, medication changes, injuries, allergies and communications from other healthcare professionals need to be communicated and updated on school medical records.
- To contact the health centre and speak to the school nurse the direct line number is 01722 420876.

Illness at Home

- Pupils should not be sent to school if they are too unwell to attend lessons, have a temperature or have had diarrhoea or vomiting.
- Pupils should can return to school 48 hours after the last episode of diarrhoea or vomiting.
- If medication has been given at home prior to coming to school, please take to the Medical Centre. Please ensure medication has child's name and dosage.
- If your child is well enough to attend school but requires medication to be administered during the school day, please take the medication in its original container, labelled correctly to the Health Centre where, in accordance with school policy, you will be asked to complete a consent form for us to administer this legally. Please do not leave medication at front office, classroom or give to your child to deliver.

Illness at School

All pupils

- Any child who feels unwell during the school day can be cared for in the health centre.
- If a day pupil requires treatment/medication a note will be sent home with them.
- If the pupil is not well enough to continue with lessons every effort will be made to contact their parents/guardian to collect their child.
- If we are unable to make contact the pupil will be cared for until the end of the school day.
- In the event of an injury or illness requiring a visit to the Accident and Emergency department, every attempt will be made to contact the parent/guardian. The school will take responsibility for the child until the parent arrives to take over.

Boarders

- Boarding pupils will be registered with our School Doctor, Dr Sam Dominey, Three Chequers Medical Practice, Endless Street, Salisbury.
- If a boarding pupil needs to see the doctor we will notify the parents and encourage them to attend the appointment where possible if not a member of school staff will accompany them to see the GP.
- When a boarding pupil is unwell in the Health Centre the parents will be notified as soon as appropriate. Depending on the illness it may be appropriate to take their child home.
- A member of school staff will accompany any pupil to medical/dental appointments.

Head Lice

- Checks will be made in the boarding house when appropriate.
- When we are aware of an outbreak in school, the relevant class parents will be notified to check and treat their child at home, boarding children will be treated at school.

Off Games

- The school nurse will complete the Off Games List and will notify relevant staff.
- Please notify the school nurse if your child should be off games and update them when your child recovers.

Immunisations

- Immunisations offered by Public Health England are administered in school.
- Parental consent for these is given electronically via Public Health. Parents are contacted well in advance when their child qualifies for these.

NEW PUPILS

- All parents receive joining information prior to their child's first term.
- If you have any queries, please contact Claire Ward or Alison Wilby at the Front Office.
- Your year group rep will make every effort to contact you prior to the start of term.

Buddies

- All new pupils (from Year 4 upwards) are allocated a 'buddy'; this is another pupil in their form who can help them to settle in.

First Day for Day-Pupils

- On the first day of the first term, new day-pupils should arrive at 08.15hrs at the front door.
- They will be taken to the Rec room to meet their year group rep and shadow.
- The shadow will take them to their classroom and help through their first few days.

First Day for Boarders

- New boarders will be introduced to their shadow on their first evening.
- The shadow will take the new boarder to lessons, meals, break etc until they get used to the routine.

New Parents

- Each year group has two year group representatives.
- Year group reps help and advise new parents, to liaise between parents and staff as necessary, taking forward concerns, ideas, etc. to be discussed.
- Ad hoc coffee mornings and evenings out are organised by the year group reps by year group.

PARENTAL INVOLVEMENT

- Chafyn Grove School parents are encouraged to be actively involved with their child's school life.
- There are a number of concerts, plays, sporting events, etc. going on throughout the term which parents are invited to attend.
- Parents are often called upon to provide costumes for plays, etc. – let your child's form teacher know if you are interested in helping out in anyway.
- Each year group has two representatives who arrange the occasional small social event for the year and are there to discuss any issues with other parents.

SCHOOL STAFF

A full list of staff and governors can be found on the school website. Apart from the headmaster, all staff can be emailed applying the format initialsurname@chafyngrove.co.uk. For example, Mr J Bloggs' email address would be jbloggs@chafyngrove.co.uk. The headmaster's email is headmaster@chafyngrove.co.uk.

UNIFORM SHOP

- All items of sports kit are only available from the school shop.
- A full list of required and optional school uniform and sports equipment is available to view and download on the school's website.
- The school shop also sells second-hand items of school uniform and sports kit. The proceeds go towards the FCGS.
- The shop also supplies the all-important name tapes and shoe name labels.
- All profits from the uniform shop go towards purchasing goods for pupils to use.

Selling Items

- All clothes and equipment offered for sale must be clean and in very good condition.
- No underwear is accepted.
- The shop reserves the right to dispose of any item not sold within 2 years or not of saleable quality.
- You can leave items for sale in the School Office or outside the shop.
- Some items of sports equipment like cricket bats and helmets, tennis racquets and hockey sticks, can be provided by the school.
- If your child wishes to bring their own sports equipment they are welcome to do so, but each item must be clearly and permanently named.

Purchasing Items

- The shop opens at the following times during term times:

Tuesday	8:00am – 9:30am
Thursday	3.15pm – 6.30pm
- During the holidays it is open by appointment.

YEAR GROUP REPS

- Year group reps exist to create a focused point of contact within each year group.
- There are two reps per year from Nursery to Year 8 and two reps for boarders.
- Each rep represents a year group in which they have a child.
- The term of office is two years; however only one new rep per year group is elected to maintain continuity.
- The role of the rep is to:
 1. Welcome new parents and pupils into their year group.
 2. Help communicate parents' views, queries and comments on day to day matters to the most appropriate person within the school
 3. Allow parents to put forward thoughts to the school's management through a general forum – all subjects parents wish to air should be handed to your form rep in writing who will include it on the next rep meeting agenda.
- Minutes of meetings are emailed to parents and are on the website.
- The year group reps also arrange the occasional coffee morning or evening out for parents to get together.

ABSENCES

General

- The front office (cward@chafyngrove.co.uk) must be told each day when a pupil is absent from school either by phone or email.
- Should there be a fire or any other emergency requiring evacuation, all pupils must be accounted for.
- It is a requirement, by law, that the school accounts for all pupils who are absent and there must be a written record for each occasion a pupil is away from school.

Holidays

If you are planning for your child to be away from school during term time:

- Write to the Headmaster, requesting time off, noting the dates your child will be absent, together with the reason for this.
- Relevant staff will be informed.

Appointments

If you are collecting your child for a dental or doctor's appointment you should:

- Inform the front office with dates and times of the appointment.
- Inform your child's form teacher or tutor in advance, in writing.
- Collect your child from the front office and return your child to the front office.

Illness

- Telephone or email the front office cward@chafyngrove.co.uk on the day that your child is unwell, preferably before 09:00 hrs, or leave a message on the answer phone.
- Staff will be informed.
- Follow up your telephone call with a letter or email to the Headmaster briefly noting the dates and reasons for your child's absence.

Late Registration

- Drop your child at the front office to register their arrival.

Boarders

- If a parent, guardian, friend or relation is taking a boarder out for the day or weekend please telephone or write to the boarding house staff.

ARRIVALS AND DEPARTURES

Arrivals

- Start time Monday – Friday 08:25 hrs
 Saturday 08:55 hrs
- All parents are asked to use the school car park and observe the one-way system.
- Enter Bourne Avenue from the St Mark's roundabout.
- Leave by driving down Bourne Avenue, returning to St Mark's roundabout via Wain-a-Long Road.
- On street parking is allowed for two hours only. Parents are asked to be considerate of the neighbours when parking on the road and avoid blocking their driveways. If possible, please avoid parking in front of the nursing home as they like to keep their space free for ambulances, doctors and visiting elderly relatives.

After School Pick-Up

Monday– Friday	Year 3	All year 3 pupils are to be signed out by a parent with duty matron or a staff member 16:40 hrs from outside Science Block
Monday- Friday	Years 4–8	16:40 hrs from outside Science Block or Beech tree After 17:00 hrs pupils must go into prep
Wednesday	Years 3-8	15:45 hrs unless the pupil is playing in a match, end times for matches are found on the website or Chafyn Grove app. Pupils will be occupied until 18:00 hrs if necessary
Saturdays	Years 5–8	12:40 hrs from playground unless the pupil is in a match
Exeats Half- term		16:40 hrs as a general rule, but check in the calendar, collect from the usual place

Prep

Years 3–5	5.00pm – 5.30pm	Except Wednesdays
Year 6 – 8	5.00pm – 6.00pm	Except Wednesdays

- Prep classrooms are in the Grovely Block for Years 6 – 8 or Science Block/ICT room for Years 3 – 5.
- If staying for prep (after school activity) children can stay for tea. Tea is served between 4.45pm and 4.55pm in the dining room.

- Pupils staying for prep must inform their form teacher at morning registration.
- If your child needs to stay for prep and they don't know, please call the front office, preferably before 12.00pm, and they will let the child know.
- A bell rings at 4.55pm - any child not collected will be asked to go to prep. Children in Years 3 – 5 can be collected from prep.
- All children can stay until 6.00pm.
- For more information on prep, please see the 'Guide for Parents' sent out annually with the class lists.

CLASSROOM EQUIPMENT

Each child requires the following equipment

- | | |
|------------|---|
| Year 3 | Children in Years 3 do need a small pencil cases containing HB pencils, pencil sharpener, eraser, ruler and coloured pencils. |
| Year 4 | A small pencil case containing a BLUE ink pen, two HB pencils, pencil sharpener, eraser, a 15cm ruler and coloured pencils. Children should have one pencil case only and it should fit easily into their trays. |
| Year 5 – 6 | Handwriting pen (Blue/Black ink)
Pencils – HB and 2H for Maths
Short and long rulers
Protractor and compass
Calculator
Glue stick
Scissors
Crayons – no need for sparkling/smelly felt tips!
Fine liner pens (Year 5 Geography – suggestion Stabilo/Staedtler from Amazon)
Highlighter |
| Year 7 – 8 | A more sophisticated scientific calculator is now useful. One with 'pi' is essential for maths. Protractor, compasses, rulers, pens, pencils are all required and should be in school at all times. It is unacceptable for pupils to turn up for lessons without the necessary equipment. |

DAILY ROUTINE

Day start	08:25 am 08:55 am	Monday – Friday Saturday
Mon - Chapel	08:35–08:50 am	Whole School
Tue - Chapel	08:35–08:50 am	Years 3-5 (occasionally)
Tue - Tutorial	11:20 am	Whole School
Wed - Lessons	08:30 start	Whole School
Thu - Tutorial	11:20 am	Whole School
Fri - Assembly	08:35-08:50 am	Whole School
Sat - Lessons	09:05 am	Years 5/6-8
Break	10:50–11:20 am	
Lunch	From 12:30 to 1:30 pm	Varies per year group
Afternoon start	2:10 pm	
Sport	Varies per year group	See timetable
Activities	3:30–4:40 pm	Monday and Thursday
End of School	4:40 pm (3:45 pm Wed) Saturday at 12:30 pm	Year 3-8 Years 5/6-8
Prep	5.00 – 6.00 pm	See arrivals and departures
Latest collection	6.00 pm	Unless a real emergency arises in which case, your child will be fed and given a bed for the night!

EXEATS

- Each term there are two exeat weekends, one either side of half term.
- Exeat weekends are marked on the termly calendar.
- Exeat weekends are compulsory breaks from school.
- Pupils usually finish at 4.40 pm on the Friday but check time on termly calendar.
- There is no Saturday school that weekend.

EIGHTS

Eights is the 'house' system, which runs throughout the school including the Pre-Prep. They are called Eights because when the school was founded there were 32 pupils split into four groups. They are named after Aristophanes plays of about 400 BC.

- On entering the school all pupils and members of staff are allocated to an Eight.
- Each pupil remains in the same Eight throughout the school.
- Pupils within families all have the same Eight.

EIGHTS

BIRDS

FROGS

KNIGHTS

WASPS

- Pupils work to gain points throughout the year for their Eight in music, behaviour, effort, sport and so forth.
- At the end of each term a cup is presented to the highest scoring Eight .
- A presentation is made at the end of the Summer term for the cumulative efforts of the year at an internal assembly rather than on Speech Day as it is usually a fairly tribal affair!

Eights Leaders

- All Year 8 pupils will have a chance to experience the role of Eights' Leader.
- The pupils are split into three equal groups and each group will spend 7 or 8 weeks as the team in charge. The three periods are:
First half of the Autumn Term
Second half of the Autumn Term
The Spring Term, as far as the exeat at the beginning of March
- At that point pupils are selected who, in the opinion of the staff, have excelled or shown real potential in the role, to be Eights' Leaders for the remainder of the year. Only this final, appointed group will wear the darker striped shirt, signifying their election to the role of Eights' Leader.

Head Boy/Girl

- From within the Eights leaders a head girl and/or boy are chosen.
- The Headmaster chooses the pupils for this special position.
- The term of office is one term.

LIBRARY

- The library is divided into a fiction and nonfiction section which are catalogued alphabetically and according to a simplified Dewey System, respectively.
- It contains over 7000 books.
- The library is available at all times to pupils in the prep school (Years 3-8).
- Pupils may borrow up to 2 books at a time.
- Books may be borrowed for up to 2 weeks.
- Books may be renewed any number of times.
- Returned books must be scanned in and then placed in the return box in the library.
- All books must be returned and checked before the last week of each term.
- There are no fines for late returns but if a book is lost there is a basic charge of £5.00.
- Please help the library by having the occasional book blitz at home to check for lost library books. We welcome them back, no matter how late.
- We use a system of Reading Passports to promote reading for pleasure among the pupils. Working their way through the first passport, the pupils read books of their choice and on reaching a 'discovery map' are challenged to read a book chosen by the librarian or English teacher. The second passport tasks the children to choose books from a recommended list and allows free choice on reaching a 'discovery map'. Children are rewarded for reading their way around the 6 continents, receiving book awards for completing each section and culminating in an award of Chafyn Colours for reading.

CATERING

Catering is provided in-house with our own catering team and very experienced Catering Manager. The Catering Manager liaises closely with the Schools Food Committee (including senior management, the Head of Boarding and the School Nurse) that meet once per term to review future menu choices, snacks and packed lunches and incorporates feedback from all year group pupils on the School Council. On a weekly basis the Catering Manager and the Head of Boarding will meet to discuss and plan the boarding menu for the week to link in with boarding activities.

The children are given a varied and nutritious diet and menus are rotated on a 3 weekly basis. Menus are published on the school website. Twice a year the School will introduce new menu choices for the summer term, after the Easter Holiday in April and for the autumn term, after half term in November. The School Council and the Schools Food Committee all contribute towards the selection of new menu items.

The School has recently introduced an increase interest in the healthy diet of our children and have amended the menu to include more fruit choices and sustainable carbohydrates. Children with specific dietary needs such as celiac disease, dairy intolerance and allergies are well catered for and are given specific foods to complement the food they are able to eat from the main menu.

As from the beginning of the summer term 2017, the School will continue to **not serve nuts**, but we will serve foods that are clearly labelled that may be supplied by a factory that may contain nuts. This is in response to the increasing number of restrictions being imposed on us by food manufacturers since the food allergen restrictions came into force on 13 December 2014.

Food Allergens

From 13 December 2014, all food businesses are required to provide information about 14 allergen ingredients that are used in food provided by them. If you or your child wishes to check any foods provided by the School, please call into the front office to see a folder listing all the food supplied by the School or contact the Catering Manager, Stewart Malcom on smalcom@chafyngrove.co.uk for further information.

Meal Times

Breakfast 07:30 am (Monday to Friday)
 08:00 am (Saturday)/07:00 – 0900 am (Sunday)

- Fresh fruit, cereals, yoghurt and toast with a selection of spreads, are served daily.

- A cooked breakfast is usually served on Tuesday and Thursday morning and on a Sunday.
- Tea, coffee, milk and orange juice are served daily.

Morning break 10:50 am

- Biscuit, pitta bread, fresh or dried fruit, squash or water.
- Hot drinks are provided during part of the winter.

Lunch 12:30 – 1:30 pm

- From Year 3 there is a self-service canteen system within the dining room.
- The pupils are supervised by members of staff who sit on the end of all tables with the children but there are no set places for the children to sit.
- A hot meal with vegetables or salad and a jacket potato is served daily for all pupils.
- On Tuesday and Thursday there are two choices of a hot meal available.
- On a daily basis there is a fully stocked salad bar with a selection of cold meats and salad.
- A vegetarian hot meal is always available.
- A variety of puddings or a fruit salad is served along with a choice of fresh fruit and yoghurt.
- Water jugs are placed on all tables for the children.

Afternoon Break 3.20pm

Prep Tea 4.40pm until 4.50pm

- Every day for children staying for prep/late list
- Consisting of either - a sandwich, sausage roll or savoury muffin and fresh fruit.
- A choice of tea or water.

Birthday Tea

- If your child has a birthday during term time, you can order a homemade vanilla sponge, chocolate cake, flap jacks, brownies or muffins with the front office staff.
- Forms are available from the front office.
- The cost of the cake will be added to the following terms bill.
- The birthday child will be given the cake on the specified day at tea and they should invite any friends they wish.
- It is expected that the child's parents or guardians (except for boarding pupils) will serve the cake and supervise the children in the party.
- Due to matches, birthday teas cannot be held on a Wednesday.

- Birthday teas are not available on an Exeat weekend/half-term Friday or end of term.
- For boarders birthdays, see p76 in the boarding guide.

Supper 6:20 pm

- A hot meal with vegetables or salad and a jacket potato.
- On a daily basis there is a fully stocked salad bar with a selection of cold meats and salad.
- A variety of puddings is served or a choice of fresh fruit and yoghurt
- Milk, juice or water are provided

Late Snack 8.00 pm

- Year 8 boarding pupils may have a bowl of cereal

Breakfast and Supper

- Breakfast and supper are available for children provided they are booked in with the front office in advance.
- Please see the website or speak to the front office about charges.

Weekends

- Saturday lunch is available for all boarders and day pupils playing in matches.
- Meals for boarders at the weekends are variable and relaxed and will be planned around the activities that are taking place.
- During the summer months, the kitchen organises BBQ's for the weekend boarders which may coincide with a trip to the beach.

SATURDAY SCHOOL

- Saturday school is an important part of school life to ensure the school can continue to offer such a varied and interesting curriculum

Start	8:55 am
End	12:30 pm

- Saturday school is compulsory for Years 6–8.
- Saturday school is optional for Year 5.
- Day pupils playing in matches may stay for lunch.
- Matches usually start at 2.30 pm
- Finishing times of matches vary according to the sport and the distance travelled to away fixtures.
- Match teas are provided and the players are usually free to leave by 5:00 pm.
- During the summer cricket teams resume play after tea and usually end by 7.00 pm.

SCHOOL EVENTS

- A calendar is circulated electronically each term listing all events taking place during the coming term. A hard copy is available from the front office
- This includes matches, concerts, plays, sports days, exeats, school trips, parents' events, uniform shop opening times, etc. Matches are subject to change so please check details with on the sports app or contact the front office.
- Full details on most events are circulated to parents or pupils nearer the time.
- Following is a précis of what some of the main events involve

Concerts and Plays Held throughout the year

- See MUSIC and DRAMA sections in Education section of this guide.

Cross-Country A Saturday in March

- Usual dress – warm!
- Years 3–8 run around a cross-country course marked out in the grounds
- Prizes awarded by year group.
- Be warned – it can be exhausting for the very enthusiastic parent, as you can end up running about as far as your child!

Sports Day June

- Usual dress is smart/casual.
- Heats are held on a day earlier in the week with finals on Sports Day.

- On paper it looks like a long day but once you have had your prayers answered for fine weather, have settled down on your rug with your picnic and opened your bottle of chilled Chardonnay, the time flies!

Swimming Gala June

- Usual dress – waterproof if you are in the front row!
- Heats are held during games lessons in the week for individual events.
- These are then followed by some very noisily-supported eights relays.

Speech Day Last day of the summer term

- All prep children must attend.
- Usual dress is smart.
- Awarding of individual and Eights awards.

PRIZE GIVING

End of Term Prizes

- Awarded each term during last Eights Assembly of term
- Prizes usually take the form of book tokens with a cup or medal
- Learning support 'Eden Star' and 'Shields' maths prize (Year 6) for endeavour and improvement.

Speech Day Prize Giving

- Awards are given at Prize Giving on the last Saturday of the Summer term.
- One attainment and one effort prize is awarded for each form in Years 3–8.
- The end of term prizes will also be awarded at the end of the Summer in the final Eights Assembly or on Speech day.
- Prizes usually take the form of book tokens with a cup or medal.
- Sports awards are given to the best girl and boy Year 6 and Year 8 sportsmen; the most improved; the best swimmer and the best at racket sports.

WORSHIP

- Worship is an important and enjoyable part of daily life at Chafyn Grove School
- The following is an outline of the weekly worship followed by the special services

DAY	YEAR	SERVICE	
Monday	Years 3-8	Chapel Service	
Tuesday	Years 3-5	Chapel Service	Each class takes a turn to do a Chapel play
Thursday	Years 6-8	Chapel Service	Each tutor group takes a turn to do a Chapel play

SPECIAL SERVICES

- | | |
|------------------|--|
| Evensong | <ul style="list-style-type: none">• 7:00 pm on specified Sundays• Held in the Performance Hall• Chapel Choir sing• Day and boarder parents and children welcome |
| Leavers' Service | <ul style="list-style-type: none">• A service is held in the Performance Hall at the end of every school year• Leaving pupils receive a blessing from a local vicar |
| Harvest Evensong | <ul style="list-style-type: none">• 7:00 pm on specified Sunday during Autumn• Held in the Performance Hall• Chapel Choir sing• Day and boarder parents and children welcome• Harvest display is left for Chapel on the following Monday |
| Carol Service | <ul style="list-style-type: none">• Held in a local church on the last day of the Autumn term• The Chapel, Junior and Year Four choirs all perform |

EDUCATION

The Education section aims to cover all aspects of your child's education from the core curriculum subjects to advice on prep and school trips, etc. It is intended to give parents some idea of how education is organised at Chafyn Grove School and the routines that develop around teaching and learning. The core curriculum subjects are listed below. If you require detailed information on any subject, please talk to your child's form teacher or personal tutor. Individual sections on art, drama and music are included in more detail because these subjects spill out from the normal timetable into all sorts of extra-curricular activities. Further information about the curriculum is included in booklets sent to parents each year (3 – 8) and in the curriculum policy.

Curriculum

- The following subjects form the main curriculum and are taught throughout the school:

Art

English - Pupils are divided into ability sets in Year 3 and 4 for spelling.

French/Spanish - All Year 5 learn Spanish, pupils can choose to continue with either French or Spanish from Year 6.

Geography

History

ICT

Maths - Pupils are divided into ability sets from Year 3.

Music

PE

PSHCE (Personal, Social, Health, and Citizenship Education)

TPR

Science

Latin From Year 6. Pupils in the top stream of Year 5 do Greek.

- The teaching of all the core subjects is based on the National Curriculum.

Timetables

- A new timetable is produced for every form at the start of each year. A copy of your child's timetable is posted on their classroom notice board and they will be given a photocopy to stick into their planner.

ASSESSMENTS AND MOTIVATION

- The aims and successes of each pupil is individually monitored throughout the school year.
- Each pupil is not only rewarded for academic achievement but also for good behaviour and conduct.
- Chafyn Grove School has a published code of conduct which reflects the school motto.

'ut subi sic alteri'

'do as you would be done by'

- The school rules and an explanation of the behaviour that is expected in the school is set out in the Prep Planner.
- The following sets out the formal assessment and motivation system which records each child's progress through the school.

Academic Assessment

- Parents' evenings are held in the Autumn and Spring Terms.
- At every half term all children are given a Milestone report with grades for Effort and Attainment in all subjects, as well as Milestone descriptors.
- At the end of every term all children are given Milestone Reports with grades for Effort and Attainment in all subjects as well as Milestone descriptors. These reports will also include written reports from the child's Form Tutor and the member of staff who takes them for games.
- Milestone Grade Descriptors:

Effort	Attainment	Descriptor
A	A	Excellent
B	B	Good
C	C	Adequate
D	D	Inconsistent
E	E	Low

- Although it is the instinct of teachers to be positive and encouraging and would like to err on the generous side with grades, at Chafyn Grove School we aim to be as fair and consistent as possible – C for attainment and 3 for effort represents the middle of the range, they are not poor or negative results.

Attainment Grades Years 7-8

- Attainment grades will be based on the score that they are likely to achieve at Common Entrance, or Scholarship (if applicable), for their chosen senior school if they maintain progress at this level

GRADE	COMMENT
A	Over 70%
B	Over 60%
C	Over 50%
D	Over 40%
E	Less than 40%

Motivation

- Pupils are motivated and assessed by a system of Merits and Stars
- Merits and Stars awarded to individual pupils are added to their Eights points total
- A master chart of progress is displayed in the Rec Room, in pupils' classrooms and in the Prep Planner

Merits

- Merits are awarded to pupils who demonstrate particularly good behaviour and attitude.
- Merits are recorded by form teachers and tutors and are displayed on the laser display screen. Anyone getting two merits in a week receives a reward from the Deputy Head (Pastoral) and their names read out in assembly.
- There is a section in the Prep Planner for pupils to keep their own record.

Demerits

- Demerits are given for bad behaviour or attitude.

Stars

- Stars are awarded for outstanding achievement and/or effort in the classroom.
- These are awarded when a pupil is recognised to have exceeded expectation in any area of curriculum activity.
- Certificates from the Headmaster are awarded for 20 Stars. 40 stars gains you a certificate and a £5 book token.
- Termly and yearly prizes are awarded, both individually by year and to the winning Eight, to those with the most Merits and Stars.

Cups and Prizes

- A number of form and school prizes for excellence and effort in academic work and sports are awarded to pupils at an internal assembly, at the end of the Autumn and Spring terms and on Speech Day, held on the last day of the Summer term.

SETTING AND STREAMING

Up until Year 6 all the forms are of mixed ability but, to enable all pupils to work to their highest level of achievement, pupils are split into different ability sets in certain subjects from Year 3.

Streaming

- Until the end of Year 6 there will usually be two mixed ability forms. This configuration might be altered to fit the particular needs of a year group.
- The top stream form in Year 8 is created for pupils sitting a scholarship or the Common Entrance exam for a school with a demanding entry requirement.
- Setting will remain in Maths.
- How the classes are arranged each year depends on the needs of the year group.

Setting

- From Year 3 the pupils are split into sets for Maths and spelling.
- Sets are determined by analysing a pupil's attainment in a number of areas and on recommendation of the staff.
- New pupils will be put into a set, based on test results provided by their previous school or on entrance tests and assessment.
- Movement between sets is possible – this is down to the final decision of the form or subject teacher.

TUTOR GROUPS

- The form tutor is responsible for overseeing the academic and pastoral needs of their form.
- From Year 7 all pupils usually have the same tutor for two years.

EXAMINATIONS & ASSESSMENTS

Exams and Assessments are introduced informally from Year 3 and continue throughout the school to prepare each pupil for their final test of 11+, senior school entry exam, Common Entrance or Scholarship exam.

School Exams & Assessments

As a further record of each pupil's progress school exams and assessments are sat at various points through the year.

Autumn (November)

Year 8 Formal exams, in the Performance Hall in English, Maths, Science, MFL, Latin, History, Geography and Theology.

Years 5-7 Informal assessments during subject lessons.

Years 3&4 Informal assessments during subject lessons.

Spring (Spring)

Year 8 Mock CE in English, Maths, Science, MFL and Latin Humanities Assessments.

Summer (June)

Year 8 Common Entrance in English, Maths, Science, MFL and Latin

Year 7 Formal exams, in the Performance Hill in English, Maths, Science, MFL, Latin, History, Geography and Theology.

Year 5 & 6 Informal assessments during subject lessons.

Years 3 & 4 Informal assessments during subject lessons.

Results

Years 3 & 4 No formal grades are given. Answers to the test are discussed as a group in class. Any pupil who has had problems with a test will have an informal discussion with their form teacher and any necessary help will be given

Years 5-8 Each pupil will be told of their results once all exams or assessments have been completed.

Common Entrance and 11+

These examinations are covered in detail in SENIOR SCHOOLS which is the final heading in the EDUCATION section.

DISCIPLINE

Part of every pupil's education includes learning right from wrong and learning how to treat other people and friends as they progress through life.

- All pupils learn and understand the Chafyn Grove School Code of Conduct
'ut subi sic alteri' ***'do as you would be done by'***
- The rules are set out in the Prep Planner.
- This includes a section on bullying.
- Good behaviour is encouraged and enforced by the Merit/Demerit system and if necessary a progressive scale of sanctions.
- Two Demerits in any one week leads to a detention.
- A detention involves missing free time to focus upon a fitting task at the discretion of the Deputy Head (Pastoral).
- A work detention may be given on Tuesday or Thursday lunchtime for poor effort in class or prep.

PREP

- Prep is given to pupils daily except on Wednesdays.
- Prep is not given on Wednesdays due to many sporting engagements so there is supervised free time for boarders.
- From Year 3 upwards pupils will receive a Prep Planner, which enables you and your child to keep a record of the prep set.
- At the end of each week there is a space for your comments about the prep or any problems arising.
- Prep is graded – full details of the grades system is given in the ASSESSMENT AND MOTIVATION section.
- The Prep Planner also has a diary year planner and has useful information such as rules of the school, times etc.
- Pupils staying for prep must inform their form teacher at registration
- After 17:00 pm pupils are to go into prep if they have not been collected by their parents.
- Pupils who had intended to stay for prep but are collected before prep should inform the teacher who is taking prep.
- Prep time at school is open to all pupils in Years 3–8.

PREP TIMES

Years 3–5	5.00 – 5.30 pm	Except Wed
Years 6–8	5.00 – 6.00 pm	Except Wed

LEARNING SUPPORT

The aim of the school is to provide every possible opportunity to develop each child's full potential. Children with Special Educational Needs or a Disability must be valued as individuals and should be encouraged to integrate with their peers, both socially and academically. Wherever possible, they should have access to the whole school curriculum. At all times, consideration will be given to maintaining and enhancing the self-esteem of children with Special Educational Needs or a Disability. (SENDA)

Children join the Learning Support Department at Chafyn Grove for a variety of reasons. These include pupils with Dyslexia, pupils with English as an additional language and those who experience more general difficulties across the curriculum. Their needs are met both within the Learning Support Department and across the curriculum, by appropriate differentiation and support. Teachers in the Learning Support Department include specialists in Dyslexia and a range of other Specific Learning difficulties.

Access for all people with physical disability is provided wherever possible but may not be present in older areas of the school. The school has an 'Access Policy' which describes this in greater detail.

The SENCO is responsible for the overall needs and management of pupils with SENDA; there is an additional, designated person, in the Early Years setting to fulfil this role. The Headmaster has overall responsibility for all pupils in the school.

The Learning Support Department works closely with staff and parents to ensure that the needs of pupils are identified and met as they progress through the school. We aim to provide a secure, happy learning environment, to develop confidence, self-esteem and independent learning. Time is always given to listen to pupils' concerns, in a sensitive manner. A flexible, adaptable approach is encouraged and staff should be prepared to adjust to a variety of needs, as they arise. Pupils are encouraged to question, research and to reflect, in order to develop into confident, independent learners.

The complete policy for Special Educational Needs and Disability is available on-line.

PERSONAL TUTORS

- In Years 3– 8 the pupil's form teacher is effectively their tutor.
- They hold tutorials which involve either the whole group (where specific subjects e.g. treatment of others, are discussed in small groups) or individuals (if some of the pupils are finding some aspects of school life more difficult than others).
- Pupils usually have the same tutor for two years in Years 7 and 8.
- A pupil's tutor is responsible for their academic and pastoral development and is, therefore, first in the line of communication.
- If there are any changes in home circumstances, medical problems, discipline or learning problems, the tutor must be informed.
- It is crucial to liaise with him/her.
- Tutors are an important link with other subject teachers, house master, Deputy Head and the Headmaster with regard to the progress of your child.
- They are your child's greatest support.
- Tutorials take place on various days throughout the week.
- The tutor checks the Prep Planner looking for notes, checking prep details are correct and writing any messages to parents.

ART

Art is a thriving and exciting department of school life. All pupils are expected and encouraged to take full part in all aspects of art.

Location

- Located with the Music Rooms and Performance Hall in the block next to the tennis courts and playing fields.
Art Studio – used for painting and printing
Pottery – used for clay work and 3D projects
Design and Technology Workshop

Curriculum

- Years 5-8
1 x double lesson per week in Art, 1 x double lesson per week in DT
Across each academic year, each pupil will work on a series of projects that are inspired by observational drawing and other artist's work. They will have the opportunity to cover all areas of art, printmaking, textiles, collage, modelling and constructing.
- Years 3-4
1 x double lesson of art per week
Most projects for these pupils are linked to the classroom topics. However, they will also have the opportunity to use a wide range of materials and techniques.

Free Time Access

- The Art Studio is open every break time and in the evenings (times to be discussed with the Head of Art) for pupils who are producing work that will be put towards their portfolios for Art Scholarships.
- Any other pupils wishing to use the Studio in their lunch break will need to have permission from the Head of Art.
- Pupils are asked to sign in and out, to respect the facilities and to clear their space when they have finished

DRAMA

- Every class has one dram lesson per week. A Speech & Presentation teacher coaches pupils once a week. Please contact the front office if you would like to book your child lessons – this is an additional cost.

Productions

- There are several drama productions to enjoy during the school year.
- Plenty of advance notice is given to parents as to when events are happening through the termly calendar, newsletters and the pupils' advertisements.

- Participation is not compulsory, but the vast majority of pupils usually want to be involved, either on the stage or behind the scenes i.e. lighting.
- Rehearsals can take place at various times – during drama lessons, in activity and free time or after school.
- If pupils need to stay late, parents will be informed in good time.
- Performances may be in the evenings, on Saturday mornings or (less commonly) during the school day.
- You are welcome to attend any performance, even if your child is not performing.
- Costumes, props, sets etc. are gathered, made and found throughout the term.
- All offers of help are welcome.

MUSIC

The Music department is run by the Acting Director of Music. Both teach music throughout the school and, together with a number of peripatetic staff, run the various musical groups on offer at Chafyn Grove School. They are well supported by a number of peripatetic music staff. The main Music block is in the same block as the Performance Hall.

Individual Instrumental Lessons

- From Year 1 individual instrumental tuition is available from either full-time music staff or peripatetic teachers who visit the school each week.
- A wide range of instruments is taught as well as singing and theory lessons.

Starting An Instrument

- At the beginning of the academic year you will be asked to fill in and return the music contract indicating the required instrumental tuition.
- This contract will also state the current charges.
- If your child wishes to start learning at any other time during the school year please contact the front office and they will arrange for the Acting Director of Music to get in touch.

Contacting Staff

- The Acting Director of Music may be contacted via the school office or by telephoning or visiting the Music office (off the main Music room) or by emailing them at ekillick@chafyngrove.co.uk

Fees

- The fees for private instrumental or singing lessons and for music theory sessions are published annually by the school and sent out with the beginning of school year paperwork.
- Fees are payable one term in arrears.
- The standard provision is for a total of 30 lessons per academic year.
- Most lessons last for 30 minutes.
- Each teacher keeps a register of lessons given to individual pupils and a public register is displayed in the music room next to the performance hall.

Timetable

- A music timetable is published weekly.
- Years 3 to 8 are organised on a weekly rotation basis.
- Timetables are posted throughout the music department, in the Grovely corridor, on the website, emailed to parents and are also sent to each class on a Saturday morning.

- In Years 3 – 8 it is expected that pupils will record and remember the time of their weekly lessons and they are expected to be punctual.
- Teachers will make every effort to find pupils if they are late or fail to turn up for their lessons.
- The Music department will endeavour to make up any legitimately - missed lessons.

Practice

- A regular practice regime is vital for each individual if effective progress is to be made when learning an instrument.
- Pupils will be expected to practise for approx. 20 – 30 minutes per day per instrument.
- A timetable is produced at school to help boarding pupils practise effectively.
- Boarders can sign up for a time and place to practise.
- This facility can also be arranged for day pupils if necessary.

Progress Reports

- Music staff are happy to discuss your child's progress with you at any convenient time.
- Written reports are produced by staff at the end of the autumn and summer terms.
- In the summer term there will be an opportunity to meet with most of the teachers at the Instrument Teachers' morning.

Music Examinations

- Practical examinations take place at Chafyn Grove School twice per year, once at the end of the Autumn term and the second time in May.
- Theory examinations take place only in the Summer term.
- All exams are taken through The Associated Board Of The Royal Schools Of Music except for percussion which uses The London College syllabus.
- Candidates will be submitted for entry at the beginning of each term.

Theory

- It is recommended that all pupils taking individual music lessons should start theory tuition after they have passed their Grade 2 exam.
- The reason we suggest to start after Grade 2 is to encourage pupils to just enjoy playing music in the early years without being too overwhelmed with the theory of it!
- However, it is important to keep the theory in line with the instrumental or singing exams as Grade 6 Royal School of Music exams cannot be taken until Grade 5 theory has been passed.

Hire, Insurance and Purchase of Instruments

- The school has a selection of instruments for hire although most pupils who continue learning will acquire their own instruments.
- It is usually worth discussing buying a new instrument with your child's teacher before you purchase as they will be able to suggest the best type and often the cheapest supplier.
- If your child uses a school instrument it is only insured whilst on school premises so you should arrange for insurance cover when the instrument is at home.
- It is expected that school instruments are treated with respect.
- Pupils in Year 2 are taught to play the recorder as part of their music curriculum; if your child does not have a recorder then the department can provide one for purchase and charge it to your end of term bill.

Notice to Stop Learning an Instrument

Half a term's notice in writing is required if a pupil wishes to discontinue lessons.

Orchestra, Choirs and Ensembles

There are numerous opportunities for pupils to perform once they have started learning an instrument or singing lessons as follows:

School Orchestra	Open to pupils who have passed their Grade 3 exam
Training Orchestra	Open to pupils who have passed their Grade 1 exam
Jazz Band	Open to pupils who have passed their Grade 3 exam on trumpet, trombone, clarinet and saxophone
Brass Group	Open to brass players who have passed their Grade 2 exam
Flute Group	Open to flautists who have passed their Grade 2 exam
Clarinet Group	Open to clarinettists who have passed their Grade 2 exam
Cello Group	Open to all cellists
Violin Group	Open to all violinists
Samba band	Open to all pupils
Year 4 Choir	This involves all the pupils in the year group
Junior Choir	Any pupil in Year 5 or 6 who wants to sing is welcome to join
Voces Parvae	Invited singers from Year 7 & 8
Chapel Choir	This is open to pupils from Years 5 – 8 by audition only

School Concerts

We like to encourage performing and a variety of concerts are held throughout the school year. All musical activities are listed in the termly calendar and parents and friends are always welcome to attend.

Informal Concerts

We hold informal Lunchtime Concerts each term for the main school and once a term for the Pre-prep Department. Pupils wishing to take part are invited to ask their instrumental teachers to sign them up for the concert. Parents and friends are always welcome.

SPORTS

Curriculum

All pupils at Chafyn Grove School participate in regular sporting activities.

- This comprises of three sessions of team games (two in Year 3) and one of PE each week.
- The PE curriculum includes health and fitness, gymnastics, athletics, swimming, invasion games, target games, cross-country, badminton.

Sports Curriculum

AUTUMN		SPRING		SUMMER	
BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS
Rugby	Hockey	Hockey	Netball	Cricket	Cricket

- Swimming takes place during the Summer and early Autumn terms during PE.

Extra-Curricular Sports

- The following, paid extra-curricular sports or coaching are available: squash, tennis, cricket coaching, horse riding, ballet, gymnastics, golf, swimming.
- More information can be found in the EXTRA-CURRICULAR ACTIVITIES section below.

Matches

- Matches are generally held on Wednesday and Saturday afternoons. Years 3 & 4 generally play on Tuesday afternoons or Saturday mornings.
- Times may vary according to the sport but usually start at approx. 2:15pm.
- Team lists are on the OSCS website and sports app.
- Team lists include details of the venue, start and finish times.
- Maps/Directions for away matches are available on the website.
- Key tip – find out early about times and directions for matches; it avoids a lot of hassle for you and your child on the day!
- Parents are encouraged to come and support.

Teams

At Chafyn Grove School we try to include as many pupils as possible in the sports teams as follows:

Year Groups	BOYS	TEAMS	GIRLS	TEAMS
Years 7 & 8	Rugby	1 st XII 2 nd XII 3 rd XV	Hockey	1st VII 2nd VII 3 rd VII
Year 6		Colts A, B & C XII		U11 A & B VII
Year 5		Junior Colts A, B & C IX		U10 A & B VII
Year 4		Mini Colts A, B & C IX		U9 A & B VII
Year 3		Micro Colts		U8s
Years 7 & 8	Hockey	1 st XI 2 nd XI 3 rd XI 4 th XI	Netball	1st VII 2nd VII 3 rd VII
Year 6		Colts A, B, C & D VII		U11 A & B VII
Year 5		Junior Colts A, B, C & D VII		U10 A & B VII
Year 4		Mini Colts A, B & C VII		U9 A & B VII
Year 3		Micro Colts		U8s
Year 7 & 8	Cricket	1 st XI 2 nd XI 3 rd XI 4 th XI	Rounders	1st IX 2nd IX 3 rd IX
Year 6		Colts A, B & C XI		U11 A & B IX
Year 5		Junior Colts A, B & C XI		U10 A & B IX
Year 4		Mini Colts A, B & C X		U9 A & B IX
Year 3		Micro Colts		U8s
Years 3-8	Athletics & X-Country	Girls and Boys		
Years 6-8	Squash	Mixed Girls and Boys		
Years 3-8	Swimming	Girls and Boys		
Years 6-8	Tennis	Girls and Boys		

Colours

- Colours can be awarded to any 1st team player at any point of the season.
- Colours can be awarded for Rugby, Hockey, Netball, Cricket, Athletics, Tennis and Squash.
- Pupils are awarded a Certificate and a Tie (boys) or a Metal Badge (girls) plus a training top badge.
- Colours will be awarded to those who have shown consistent effort and enthusiasm in practices and matches
- Pupils will have demonstrated a positive attitude at all times
- Pupils will have performed exceptionally well in a number of matches and their level of play is of the standard of an above average Prep School 1st team player

Half Colours

- Half Colours can be awarded to 1st or 2nd team players.
- They would be awarded to Year 7 and 2nd team players only in exceptional circumstances.
- Half Colours can be awarded at any point of the season.
- Pupils are awarded a certificate and a training top badge.
- Half Colours will be awarded to those who have shown consistent effort and enthusiasm in practices and matches.
- Pupils will have demonstrated a positive attitude at all times.
- Pupils will have made a very valuable contribution to the team throughout the season but their level of play, although high is not worthy of Full Colours.

Cross-Country

- All pupils from Years 3 to 8 take part in the Cross-Country in the Spring term.
- This is a whole-school event with courses ranging from 1.2 to 1.8 miles.

Swimming Gala

- At the end of the Summer term a swimming gala is held.
- Heats are held during the swimming lessons in the week prior to the event
- All pupils can compete in the heats.
- The finals gala also includes a number of Eights relays which are very loudly supported!

Sports Day

- Sports Day is held on a Saturday morning in the second half of the summer term.
- The timings are usually 10.30am – 1.30pm.
- All pupils choose which events they would like to compete in.
- The Sports Day finishes with exciting Eights relay races.
- Many parents come and support and enjoy a picnic on the bank.

Wessex Athletics

- Many pupils are chosen to represent the school at the Wessex Athletics Championships – Juniors (Years 3 – 5) on a Saturday and Seniors (Years 6 – 8) on a Wednesday.
- You are encouraged to support your child, take a picnic and be prepared for a long day!

Inter-Eight Competitions

- There are inter-Eight competitions in all the main sports at the end of term
- Information is posted on the notice board on the pavilion.

EXTRA-CURRICULAR ACTIVITIES

From the great variety of extra-curricular activities on offer at Chafyn Grove School there are two types – paid activities and those included in the termly fees. Children are given a choice of activities and parents are emailed with further explanation and costs and their permission is requested.

Paid Activities

Riding - for pupils in Years 3 to 8

Golf - this takes place within the School activities programme. Pupils go to the Salisbury Golf Academy. Cost is dependent on numbers.

Sailing - this takes place during School activities during the Summer and Autumn Term with some activity back at school when the evenings get darker. Pupils leave school early on Mondays and go to Spinnaker Lake. Cost is dependent on numbers.

Squash - Individual or group sessions are available for boys and girls, Year 2 upwards. Sessions are fitted into individual pupil's timetable. Sessions are available year-round. Please contact the front office for a booking form.

Tennis - Available for boys and girls from Year 3 upwards as individuals or in groups of two or 4. Available during Summer term and the first half of the Autumn term. Timetable is arranged at end of Spring term. Prep school sessions are fitted around the timetable or after school. Tennis holiday courses are offered during the Easter holidays. Please contact the front office for a booking form.

Pioneers - An outdoor activity held over the Summer Term for Year 4 pupils. Culminates in a camp during the Summer Term. There is a fee towards equipment and camp expenses. We suggest that your child has some experience of sleeping at a friend's house in preparation for camp.

Speech & Drama – Thirty minute lessons timetabled one day a week. Examinations through the New Era Academy are offered.

Unpaid Activities

- Available to girls and boys Year 3 upwards.
- Activities run year-round.
- Unpaid activities are held on Monday and Thursday afternoons.
- Activities are run by school staff and are offered according to staff interest.
- Activities can change each term.

- In the afternoon of the first day of term the activity choices are shown and explained to pupils at school.
- A list of pupils assigned to each activity is posted before the first weekend.
- Following are just some of the activities that may be offered:

Athletics	Gardening	Pottery	Table Tennis
Calligraphy	German	Printing	Tennis
Chess	Girls Rugby	Sailing	Toy making
Clay Sculpture	Golf	Salsa	Trampolining
Computers	Horse Riding	Scottish Dancing	Warhammer
Cookery	Imagination	Scrabble	X-Country
Circuit Fitness	Indoor Games	Silk Painting	
Debating	Jewellery Making	Sketching	
DT	Mixed Rounders	Soft ball	
Dominos	Mixed Rugby	Spanish	
Drama	Model Making	Squash	
Dress Making	Photography	Survival Skills	
Football	Play Reading	Swimming	

CHAFYN CHALLENGES

Each child is encouraged to enjoy a challenge. A series of tasks designed to help children immerse themselves in the school's core values, learning who they can be in the process. A leaflet with information on the Challenges is sent with other joining information when a child joins the school.

HOLIDAY WORKSHOPS

Various holiday clubs are held during the Summer, Easter and Christmas holidays. These are advertised on the notice boards, in the exeat and half-term mailings as well as on the website.

SCHOOL TRIPS

Day Trips

- Throughout the year regular school 'day-trips' are taken usually at no extra cost to parents.
- The trips are taken by individual forms or whole year groups.
- The subject of the trips relates to a subject or topic the pupils are working on for that term.

Overnight Trips

- A variety of annual trips for older pupils are taken during the holidays or over weekends.
- When a trip is due the relevant parents will be contacted by letter giving full details, dates and cost of the trip.
- The same trips are not taken every year but the following are examples of trips taken regularly.

Year 8	Bunk Houses, Wales – 3 days/2 nights in September
Year 8	Leavers Camp – Wales – one week in June
Years 7 – 8	Cricket/rugby or hockey tour, eg to South West or Ireland
Year 7	Lakeside – 3 days/2 nights in May
Year 7	One week in September
Year 6	3 day/3 night trip in March
Year 5	Overnight trip to Eden Project in January
Years 5 – 8	During the Christmas holidays (January)
Years 4 -8	Orchestra tour in the Midlands
Year 4	Pioneers – Bushcraft, Oxford – 3 days/2 nights
Year 3	On-site activities and sleepover

SENIOR SCHOOLS

The education offered at Chafyn Grove School aims to develop the confidence of every pupil in a range of pursuits and to provide the best possible academic grounding for the demands of senior school education. This could be at one of the many public schools at which Chafyn Grove School pupils have achieved success in the past or at one of the local grammar schools

Age of Entry

The main points at which pupils normally leave Chafyn Grove School are:

End of Year 6 (age 11)	Either to the Grammar Schools (via the 11+) Or other schools with an entry age at 11
End of Year 8 (age 13)	Via Common Entrance to Public Schools or Grammar Schools Or to other schools with an entry at 13 through their own entrance exams

- The majority of pupils stay on until Year 8 by which stage many are boarding.
- Pupils are prepared for their appropriate entrance exam whether it is for a day, grammar, independent or public school.

Choice of Senior School

The following is a suggested course of action

- Year 4 –Start thinking about your child’s next school. Send for prospectuses and have a preliminary chat with the Headmaster
- Year 5 - Make a shortlist of schools and carry out visits either on an open day (each school has at least one per year) or arrange your own visit to go and talk with the Head and tour the school
- Years 6/7 - Deadline for entries into the respective schools. Most schools have ISEB pre-entry tests. All parents are sent a form to complete. If your child is to move on to their senior school at the end of Year 6 or 7, a decision needs to be made by December of their final year. In reality, you need to make the decision earlier (usually by September of the final year) to give plenty of time to prepare for exams
- Year 8 - Deadline for entries into the respective schools. All parents are sent a form to complete. A final decision needs to be made by December. In reality, you need to make the decision earlier (usually by September) to give plenty of time to prepare for exams
- This is very much a joint decision between the parents, the school and the pupil
- Some of the more popular schools may require you to put your child’s name on a waiting list earlier than Year 4

- If you think this may be the case with the school of your choice then please discuss with the Headmaster as soon as possible

Senior Schools Evening

- The Headmaster holds an annual Future Schools meeting. Parents can also make appointments to meet with the Headmaster to discuss future schools.

11+ Entrance Examinations (Year 6)

- The 11+ exams take two forms – either the Grammar School entry or entrance exams to independent schools

Independent These exams usually take place in the Spring. The exams vary from school to school. Some are subject based, some are reasoning tests, some a mixture. An interview may also be involved.

Grammar The papers are sat in September of Year 6 at the Grammar School (Bishop Wordsworth's School and South Wilts Grammar School).

The exam includes multiple-choice papers testing verbal reasoning, English and Maths.

Chafyn Grove School runs familiarisation classes from half -term in the Spring Term for the reasoning tests used by a number of schools as well as extra maths and English sessions.

12+ and 13+ Entrance Examinations (Years 7 and 8)

- Exams held during the Spring.
- These exams are used by some schools who do not use Common Entrance e.g. King Edward's Southampton and the Grammar Schools to select pupils at 12 and 13 years of age.
- They tend to be a mixture of reasoning and subject-based tests, although they are more subject based at 13.
- There may be an interview.

Common Entrance (CE) (Year 8)

- Exams held in early June at a cost of £110
- Although pupils sit CE for a specific school, the papers are common to all schools apart from Winchester.
- Each school sets its own pass mark depending on the standard it requires.
- Most schools require the children to sit the ISEB pre-test, often alongside an interview and school visit. This aims to stop people holding out vain hopes of a place when a pupil would be better suited elsewhere.

- Pupils getting over this initial hurdle still have to jump the next one by passing the CE at the required standard.
- By Year 8 pupils at Chafyn Grove School are in effect streamed according to the type of school/entry they are aiming for.
- Those sitting a scholarship or CE for a school with a more demanding entry requirement are taught together.
- How the classes are arranged each year depends on the needs of the year group.
- As much thought goes into the selection of an appropriate school for a pupil, it is very rare for someone to fail the papers, however, if this does happen, the papers are passed on to a second-choice school after consultation between the Headmaster and all those concerned.

Scholarships

- Most public schools offer scholarships along the following lines:

academic	all-rounder	sports
music	drama	art

- Depending on the schools, scholarships are offered at 11+, 12+ or 13+ .
- Some scholarships are offered only for boarding places.
- The amounts of money involved in scholarships vary enormously.
- There are sometimes conditions attached e.g. pupil must stay on in the senior school until the end of the 6th form.
- Each award is unique to the pupil and it will depend on what is available at the school.
- To find out what is on offer, contact the Admissions Department of the senior school in which you are interested. This will enable you to find out more about the standards required and the assessment procedure.
- Scholarship examinations are held at different times throughout Years 6–8.
- You can apply for more than one scholarship – at the same or at different schools.
- Parents, not the school, make the application for scholarship.
- Once you have an offer you will have to make a decision by the given deadline.

BOARDING

Boarding is a happy and thriving part of Chafyn Grove School and the majority of the pupils in Years 5–8 board some or all of the time.

This section is designed only as outline information and it contains a few practical tips on boarding life.

This section covers

- General Information
- Boarding Routine
- Care of Boarders
- Contact with your child
- Boarding Life
- Other information
- Temporary boarding

If you are interested in your child boarding then please contact the Houseparents on 01722 420885, who will be happy to talk to you.

GENERAL INFORMATION

Start of Term

- Dates are clearly marked on the school calendar.
- Boarders return to school the day before term commences at 5:00pm as this allows sufficient time to unpack and settle in before supper which is at 6:00pm.
- You will be supplied with an information pack before your child starts boarding.
- This contains a complete list of uniform and everything else they need, including the teddy.

First Term of Boarding

- All new boarding pupils will be given a 'buddy' who is another pupil in their year and whose job it is to help them to settle in.
- The houseparents telephone the new boarder and their parents before the start of term. He/she will also give parents a regular update as to how their child has settled in.
- Parents are encouraged to talk to the boarding reps about any issues .
- The boarding reps will be present between 5:00 – 6:00 pm on the evening of the boarders return.
- When delivering your child please see the school nurse and bring medical card and any medicines with you.

Trunks

- Girls' trunks or suitcases should be unloaded or collected via the lobby door to the girls' changing room.
- Boys' trunks or suitcases should be unloaded or collected at the boys' changing rooms – parents can park on the playground.
- Top tip – pack all the games kit at the top of your trunk and unload it in the changing room before you carry it upstairs. There will be a list of locker numbers on the changing room wall.
- At the end of term trunks are available for collection at 5:00pm on the penultimate day of term (that's the night before the break up!).

Uniform and Laundry

- Matrons take care of the mending and washing of all boarders' uniform and casual clothing.
- All uniform must be sent in clearly marked with a sewn-in nametape and in good repair.
- School uniform and sports kit is laundered on a formal and regular basis.
- Pupils are encouraged to put out casual clothes for washing as necessary.

Linen

- A single charge is made, which will appear on the first school account, for sheets.
- Pupils are asked to bring their own duvet, 2 sets of covers and pillow cases.
- All boarders are expected to change their own linen but help is at hand for the younger pupils.

Personal Belongings

- Pupils are responsible for making their own beds and keeping their possessions tidy.
- All personal belongings should be clearly marked with your child's name.
- A playbox (small securable trunk) can be stored at the end of your child's bed, this allows small personal belongings to be kept in the dorm.
- These boxes can be secured with a padlock – please leave the spare key with the Houseparents.
- Boarders may bring what they wish, bearing in mind the limitations of space!
- iPods, MP3 players and games consoles are allowed in the boarding house but there is a policy in place to prevent too much use and antisocial behaviour.
- All personal belongings should remain in the boarding house and not be taken downstairs to be played with.

Lost Property

- Boarders' items are put in one of the black bins outside the staff room.
- They are handed out to the relevant pupils during the term.

Trips

- Trips and other events are organised throughout the year which usually are at no extra cost.
- However, from time to time it is necessary to make a small charge for a big trip.

CARE OF BOARDERS

Pastoral Care

- The Houseparents and two house tutors all live on-site.
- The House staff and Matrons are responsible for the immediate welfare of your child.
- They will monitor your child's well being, and will be quick to spot if there are any potential problems.
- The matrons deal with the day-to-day health of the pupils.
- Parents will be phoned promptly by the Houseparents should the need arise.

Issues and Concerns

- If you have any concerns about your child please call the Houseparents on 01722 420885 who will be happy to discuss any issues with you. There is an answerphone on this line.
- The House staff use boarding mobile phones on these hours
 - Matrons - 07811 989150
 - Houseparents/Duty Housemaster - 07759 323789
 - Emergency Line - 01722 420895
- Pupils are also encouraged to talk to the House staff and Matrons about any concerns they may have.
- All issues are recorded with the house parents, and there is an evening update written daily by each duty housemaster which is emailed to all boarding house staff including the GAP students.
- Complaints and issues that have arisen are recorded, whether they have come from pupils or via a phone call from parents.
- Matters that are deemed serious enough are recorded in the 'Welfare File' and any further necessary action is taken.

CONTACT WITH YOUR CHILDREN

You and your children can keep in touch in various ways

Telephone

- You can call the Houseparents on 01722 420885 or leave a message on the answerphone.
- The House staff use a boarding mobile phones on these hours
 - Matrons 07811 989 150 07:15 – 21:15 pm
 - Houseparents/Duty Housemaster 07759 323 789 24 hours
 - Emergency Line 01722 420895 24 hours
- Parents tend to use the mobile numbers as House staff can locate your child fairly quickly or pass on a message.
- There is an answerphone on the mobile if the phone is in use or out of range.
- During school hours messages can be left with the front office - 01722 333423.

Letters

- To write a letter to your child, please use the school address.
- All letters are either handed out at breakfast or are placed in the Green Room, to be collected by your child.

Email/Skype

- Direct email – boardinghouse@chafyngrove.co.uk
- Messages can also be sent via the school office – office@chafyngrove.co.uk
- Pupils can be emailed directly using their initial and surname @chafyngrove.co.uk e.g. jbloggs@chafyngrove.co.uk
- Boarders who live abroad can also use Skype in the evenings

Hygiene

- Pupils have showers after games and also shower every night.
- Year 8 may shower in the mornings from 7:00am.
- Hair is washed at least twice a week.
- Toe and fingernails are checked and cut weekly.
- Nit checks take place once a week and treatment is carried out as required.

Medical Matters

- Medical cards should be handed in at the start of pupils' first term in order that they can be registered with the school doctor.
- It is very important that the medical questionnaire is completed and returned with the pupil before their first term.

- The school is within easy reach of Salisbury District Hospital with a good emergency department.
- Regular dental check-ups can be arranged for a pupil whose parents live abroad.
- Orthodontic treatment can be arranged if necessary.
- Parents are informed as soon as possible if their child is sick or injured.
- Medical matters are covered in more detail in the ADMINISTRATION AND ADVICE section.
- If a boarder is unwell they will be placed in the sickbay.
- The school nurse looks after any boarders that are in the sickbay, although parents have the option to take their children home should they so wish.

BOARDING LIFE

Exeats

- Boarders may go out any weekend during the term except for the first and last weekends of term and are asked to stay in for one further weekend of their choosing.
- Collection time on Saturday is 12.40 pm unless they are in a match. It is important to sign out via the house staff.
- If you wish to take your child out during the week you must let the Houseparents/front office know by phone or email.
- Boarders may return from weekends away on Sunday evening before bedtime or on Monday morning.
- Evensong is held on Sunday once a term; members of the choir must return by 6:30 pm and everyone else by 6:45pm
- Once, each half term, there are exeat weekends; these are compulsory breaks from school. They are all clearly listed on the school calendar, which is sent to parents at the beginning of each term.
- Normally exeats start at 4:40pm on a Friday.

Free Time

- The range of activities available varies enormously from term to term.
- Information on activities can be found on the 'Boarders Information' board in the Grovely corridor.
- Prep finishes between 5:30 and 6:00pm and there is free time until supper and again some free time afterwards, depending on the age of the pupil.
- For the range of activities available please refer to EXTRA-CURRICULAR ACTIVITIES in the EDUCATION section.
- Tuck is given out on Wednesdays.
- Pupils may bring clearly named bikes, roller blades etc to school – appropriate protective gear must be worn.
- Bikes are kept in a locked store alongside the Sports Hall.

Weekends

- There is a normal school programme from 8:55am – 12:40pm on Saturday.
- Pupils are free to go home for the weekend from 1:00pm.
- Many take part in matches in the afternoon.
- Those staying in and not involved in matches will be catered for by the duty staff with a choice of activities or a planned outing.
- After supper the House staff run weekend evening entertainments.
- Evensong service is held in the Chapel at least once a term at 7:00pm

Duties

- Head of House is voted for by the children and staff, and will have some duties to perform through the week.
- Children have laundry duties to perform and one person on each corridor is responsible for taking the laundry downstairs each evening on a rotation basis.
- Y8 children have one night a week sitting at the end of the table in supper, and are responsible for the table manners and clearing/cleaning of that table.

Rewards and Sanctions

- To reward good behaviour there is always a liberal amount of praise as well as a dormitory competition.
- It is occasionally necessary to administer sanctions for poor behaviour which may include early bedtimes, 'off tuck', 'off mufti/casual clothes' and table-clearing duties.
- Persistent malefactors will be reported to the Houseparents and the Headmaster.
- Older pupils are not allowed to give punishments.

Dormitory Competition

- Points are awarded throughout the week, where the pupils are judged on tidiness, politeness, promptness, the quietest dormitory, helpfulness and general good behaviour etc.
- At the end of each week the points are totalled and added to the chart in the boarders' sitting room.

Meals

- Breakfast is at 7.35am, lunch between 12.30 and 1.10pm, and supper is at 6.20pm.

Prep

- Years 6 – 8 do their prep in school with the day pupils.

- Years 3, 4 and 5 do their prep in the school under the supervision of the Matrons who also hear them read individually.

Pocket Money

- Each child has £15 pocket money per term, which is added to each end of term bill.
- This covers tuck money given out by the Houseparents for school and boarding trips.
- Children can bring a box of tuck into the house, which is stored with matron. Tuck is given out on a Wednesday evening.

Sweets

- Please do not bring sweets or food to school.

Birthdays

- If your child has a birthday during term time you will be sent a form to complete with reference to this at the beginning of the appropriate term.
- Each child may invite other children (day or boarding) to a party which is held at supper time.
- Cake and party items can be provided by the school and added to end of term bill.

Temporary Boarding

- This is available to all pupils from Year 3.
- Pupils can stay for the occasional night, a couple of nights or weeks or just for a regular single night each week depending on boarding space.
- Temporary boarding is helpful to parents if they are away on business or holiday; it also gives the pupil a taster for boarding life.
- To book a temporary boarding place contact the Houseparents on 01722 420885 where they will confirm availability and give you all the information you require.
- A charge per night will be added to your following term's bill.

And finally...

If you have any questions, please call the front office – they are there to help you.